

# Undergraduate Catalog 2019-2020



**SUNY EMPIRE**  
STATE COLLEGE

# Welcome to SUNY Empire State College



**W**elcome to the State University of New York Empire State College. When SUNY Empire was launched in 1971, the innovative founders sought to untether learning from a “campus” and open it up in ways that fit the lives of active, independent learners. Our mission then, as it is now, is to be flexible, innovative, and creative, and to offer people in the state of New York and beyond the opportunity to earn a high-quality degree while working, raising a family, serving their communities, or following other pursuits.

Now in its 48th year, SUNY Empire has more than 17,000 students enrolled annually, representing every county in the state, every state in the nation, and many countries around the world. With a wide array of academic offerings, robust online coursework, and more than 30 locations across the state and abroad, you can move between on-site and online learning to meet your needs and lifestyle. In close collaboration with a faculty mentor, you can design degree programs that turn your previous credits and life experience into a purposeful, rewarding academic program. The college employs nearly 2,000 dedicated faculty and staff who continue to seek out new ways to serve our motivated learners and improve our surrounding communities.

SUNY Empire is designed to serve you – from orientation to graduation and beyond. The motivated learner is our passion and focus. With individual meetings with your mentor and the opportunity to join study groups, attend on-site seminars, participate in weekend residencies, or take online courses, you can experience the full spectrum of our learning opportunities to meet your academic needs. We strive to ensure your experience with SUNY Empire is as meaningful to you as a person as it is to your career.

We hope you will take advantage of our numerous student support and engagement opportunities. At [www.esc.edu/StudentServices](http://www.esc.edu/StudentServices), you will find a number of helpful resources, including our student-run student newsletter, academic support resources, and health and wellness services. You will have opportunities within your studies, at regional events, and through online networking, to get to know other students, faculty and staff. The college annually offers an exciting Student Academic Conference, where students meet and share research interests.

We have an alumni family of 87,000 and growing – many who stay connected and are actively engaged in the college and its mission. Our graduates have distinguished themselves in every imaginable area – from the arts to business, technology, politics, human services, the military, teaching, public service, communications, and beyond.

We count ourselves fortunate to have students who come to us with diverse backgrounds and accomplishments. We stand ready to serve you and help you meet your unique personal and professional goals. On behalf of the SUNY Empire State College family, welcome and best wishes for a successful academic experience.

Sincerely,

Jim Malatras  
President

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# An Introduction to Empire State College

## OUR MISSION AT EMPIRE STATE COLLEGE

Empire State College, one of the State University of New York's 13 University Colleges, provides associate, bachelor's and master's degrees in liberal arts and sciences and professional disciplines. Its dedicated faculty and staff provide motivated adult learners with access to innovative, flexible and quality academic programs that empower people and strengthen communities. SUNY Empire State College builds on the diversity of our students, their work and life experiences and their individual personal and professional goals as the cornerstone for each academic program.

We are acknowledged globally for our expertise in mentored learning, our recognition of prior learning and our delivery of online education, and we rank first in learner satisfaction among SUNY students. Today, the college enrolls more than 17,000 students annually and has more than 87,000 alumni.

### College Level Learning Goals

Graduates of SUNY Empire State College will demonstrate competence in the following areas of learning, appropriate to their degree levels. At the graduate level, these goals will be incorporated as appropriate to the program of study. Refer to page 19 for further details.

- Active Learning
- Breadth and Depth of Knowledge
- Social Responsibility
- Communication
- Critical Thinking and Problem Solving
- Quantitative Literacy
- Information and Digital Media Literacy

## HOW STUDENTS LEARN AT EMPIRE STATE COLLEGE

At Empire State College, students choose flexible study options that enable them to pursue a degree in a manner and place that is compatible with their other responsibilities. For an associate and bachelor's degree, students may study with a faculty mentor at one of more than 30 locations across the state, online, or both. Many students blend different modes of learning such as:

- Guided independent study where students work one-to-one with a faculty mentor in-person, online, or by phone.
- Online courses that include access to faculty, fellow students and other online resources from anywhere in the world.
- Study groups where students participate in periodic small group meetings with other students.
- Residencies that explore topics in depth in a group setting.
- And cross registration where students take some classes at other accredited colleges for a more traditional classroom experience.

This combination of approaches offers working adults with commitments to family and community a personalized, flexible, convenient way to earn a degree.

## FACULTY MENTORS AND PRIOR LEARNING

A hallmark of Empire State College is the opportunity to work with a faculty mentor to develop an individualized degree program that builds upon the students' interests, life experiences, needs and goals. Every undergraduate student at Empire State College is assigned a mentor who serves as their own academic guide and resource from orientation to graduation.

Another feature of the college is the ability for students to earn credit for prior college-level learning and apply it toward their associate or bachelor's degree. Their faculty mentor helps them determine what relevant college-level learning they already have. Transfer credit, licenses, training and standardized tests are sources of prior college-level learning.

With more than 30 locations across the state, as well as special programs and partnerships serving undergraduate students, Empire State College works with you to find the best way for you to earn your degree. Regardless of how and where you choose to study, we offer the same rigor and high-quality education as other SUNY institutions. At the completion of your program, you have the satisfaction of earning a State University of New York degree.

## LOCATIONS

- The college's more than 30 locations across New York state provides you the opportunity to pursue a degree either online or near your home or workplace.
- The Harry Van Arsdale Jr. School of Labor Studies partners with trade unions and other labor organizations to offer degree programs to union members and other working adults.
- International Education provides residents at our international locations the opportunity to earn a SUNY Empire State College degree.
- The School for Graduate Studies offers 14 master's degrees through a combination of face-to-face and online educational delivery, and 27 advanced certificate programs.
- The School of Nursing and Allied Health offers an RN to BSN degree for working registered nurses who hold associate degrees or diplomas and wish to continue their nursing education, as well as a Master of Science in Nursing Administration and a Master of Science in Nursing Education and a Bachelor of Science in Allied Health for licensed/certified allied health professionals. All of these degree options are offered online.

## OUR STUDENTS

Empire State College students represent a diverse community of learners. They are motivated and enthusiastic. They are busy adults – with jobs, families and real lives that simply won't accommodate the conventional college experience.

Most of our undergraduate students are between 25 and 55 years old (with a median age of 33), and are in the prime of their working lives. They are employed as professionals, managers or as skilled workers. They may be anyone from the CEO of

a company to a working performing artist. Nearly 70 percent study part time. Most of our students are New York state residents, and they reflect the diversity that can be found from the Canadian border to Long Island's eastern shore. They come from large metropolitan areas, suburbs, and small towns and rural communities. Sixty percent are white; 15 percent are African-American; 12 percent are Hispanic; 4 percent are Asian/Pacific Islanders or American Indians; and while nearly 3 percent identified as multiracial.\* We also have students from most states in the U.S. and from many other countries. Nonresidents of New York state, representing 10 percent of our undergraduate students, generally enroll in online degree programs.

\* About 5 percent have not been identified by race.

Nearly half of the college's students study through one of our locations across New York state while another 40 percent of our students – New York state resident and nonresident – enroll in online degree programs. In addition, nearly Another 12 percent enroll through other locations and programs, such as The Harry Van Arsdale Jr. School of Labor Studies, the School of Nursing and Allied Health, or International Education. The college also offers a blended mode of learning that combines online courses with location based study.

As a public college, Empire State College's mission includes helping military service members and veterans further their education. Our Office of Veteran and Military Education is staffed with experts who are knowledgeable and accessible and ready to help returning veterans and service members find the educational program that best meets their needs, whether stateside or on deployment.

## YOUR UNDERGRADUATE DEGREE PROGRAM

There is no hard and fast timeframe for how long it will take to earn your degree, since this depends on how many studies you take at a time and how much credit you can include from credit transfer, exams and prior learning assessment. However, approximately 53 percent of our bachelor's degree students who enter at an advanced level complete their degrees within three years on a part-time basis; some take as little as a year.

Perhaps you're not ready to begin a degree program right now. Empire State College offers nonmatriculated study that allows you to earn college credit.

However you choose to learn, Empire State College is dedicated to providing you with the best education in a time-efficient and affordable way.

### Degree Programs

Empire State College offers five undergraduate degrees in 12 broad areas of study. When you select one of the 12 areas of study, you will then plan a concentration – a focus to your studies – within this area. With the guidance of your professor, called a faculty mentor, you will have the opportunity to plan your own degree program based on your goals and objectives. Your faculty mentor will be there to advise and assist you along the way.

Undergraduate degrees in the 12 areas of study offered by Empire State College are:

- o Associate in Arts (A.A.)
- o Associate in Science (A.S.)
- o Bachelor of Arts (B.A.)
- o Bachelor of Science (B.S.)
- o Bachelor of Professional Studies (B.P.S.)

Undergraduate certificates offered by Empire State College:

- o Business and Environmental Sustainability
- o Manufacturing Management
- o Healthcare Management

In addition to the five undergraduate degrees in the 12 areas of study, the college now offers a Bachelor of Science in Accounting, as well as the School of Nursing and Allied Health's Bachelor of Science in Nursing and Bachelor of Science in Allied Health. New Bachelor of Science degree programs in Business Administration, Human Resource Management and Management began accepting students for enrollment in fall 2019. Our new Bachelor of Arts in Psychology and Bachelor of Science in Addiction Studies will begin accepting students for enrollment in spring 2020.

### Undergraduate Areas of Study

You will design a degree program to meet your personal and professional needs within one of the 12 areas of study offered by Empire State College:

- o **The Arts** – Examples of concentrations include communications and media, history of film, visual arts studies and theater.
- o **Business, Management and Economics** – Examples of concentrations include marketing, business information systems, international business and emergency management.
- o **Community and Human Services** – Examples of concentrations include social policy, health and human services, disability studies and criminal justice.
- o **Cultural Studies** – Examples of concentrations include communications, expository writing, literature, philosophy and religious studies.
- o **Educational Studies** – Examples of concentrations include training and staff development, adult learning, teaching and learning, and early childhood studies.
- o **Historical Studies** – Examples of concentrations include military history, Asian-American history, American history, modern social and economic history.
- o **Human Development** – Examples of concentrations include childhood development, studies in adolescence and aging.
- o **Interdisciplinary/Multidisciplinary Studies** – You can design concentrations that cut across or combine studies from the college's other program areas.
- o **Labor Studies** – Examples of concentrations include labor history, labor studies and economics of work.
- o **Public Affairs** (bachelor's degrees only) – Examples of concentrations include health policy, homeland security, public administration, public communications and public policy.
- o **Science, Mathematics and Technology** – Examples of concentrations include information systems, environmental studies, biology and mathematics.

- o **Social Science** – Examples of concentrations include African-American or ethnic studies, women's studies, public policy, sociology, and political science.

### **B.A. in Psychology (Enrolling for Spring 2020)**

The B.A. in Psychology is a 124-credit program that is guided by learning goals established by the American Psychological Association. Completion of this degree is good preparation for graduate school in psychology or social work, or a career in public health or business sectors (or many different fields that involve working with people). It includes study in biological, cognitive, developmental, social, cultural, and individual aspects of people, as well as specific study of research methodologies (including statistics) and ethics employed within the discipline, and how the discipline can be applied in real life.

Students must complete at least 40 credits spread among the major subfields of psychology, with at least 24 credits from advanced psychology studies. Once a foundational knowledge base is gained, students have the opportunity to customize their program to match their educational, career, and personal goals by choosing from a variety of courses to fulfill the degree requirements. Students have the option of completing the program through various delivery modes, such as online, blended, and/or face-to-face study.

### **B.S. in Accounting**

The B.S. in Accounting is a 124-credit program, designed to serve students interested in pursuing future careers as professional accountants, regardless of their chosen field in public, private, nonprofit and/or government accounting services. The program provides the foundation of core competencies, theoretical and technical body of knowledge in the content areas of accounting, general business and SUNY liberal arts and general education requirements. Students will have the option of completing the degree program through various delivery modes: online, blended and/or face-to-face study. The program is based on the same general requirements for the registered undergraduate program in Business, Management and Economics, including admission requirements.

### **B.S. in Addiction Studies (Enrolling for Spring 2020)**

The Bachelor of Science degree in Addiction Studies is a 124-credit program listed with SUNY and approved as a registered degree program through the New York State Education Department. It is designed to serve students who are interested in becoming skilled professionals to understand and treat individuals suffering from addiction. The program is structured around courses that address fundamental aspects of how addiction affects individuals, families, and communities, while examining the assessment, treatment, and prevention of substance abuse.

### **B.S. in Business Administration (Enrolling for Fall 2019)**

The B.S. degree in Business Administration is a 124-credit program, and it is listed with SUNY and New York State Education Department as a registered Bachelor of Science degree program in business administration. It is designed to serve students who are interested in pursuing future careers as business leaders and

professionals in public, private, nonprofit and/or international organizations. The program provides a solid foundation of theoretical, conceptual and applied knowledge in the areas of business, management and economics, and meets SUNY liberal arts and general education requirements. Students will have the option of completing the degree program through various delivery modes, such as online, blended and/or face-to-face study. The program is based on the same general requirements for the registered undergraduate program in Business, Management and Economics, including admission requirements.

### **B.S. in Human Resource Management (Enrolling for Fall 2019)**

The B.S. in Human Resource Management is a 124-credit program, listed with SUNY and New York State Education Department as a registered bachelor of science degree program in human resource management. It is designed to serve students who are interested in pursuing future careers as human resource management professionals in a wide variety of companies or industries. The program provides the foundation of core competencies, theoretical and technical body of knowledge in the content areas of Human Resource Management, general business, and SUNY liberal arts and general education requirements. Students will have the option of completing the degree program through various delivery modes: online, blended and/or face-to-face study.

### **B.S. in Management (Enrolling for Fall 2019)**

The B.S. in Management is a 124-credit program, listed with SUNY and New York State Education Department as a registered bachelor of science degree program in management. It is designed to serve students who are interested in pursuing future careers as managers or small business owners. The program provides the foundation of core competencies, theoretical and technical body of knowledge in the content areas of management, business, and SUNY liberal arts and general education requirements. Students will have the option of completing the degree program through various delivery modes: online, blended and/or face-to-face study.

### **RN to Bachelor of Science in Nursing**

If you are a registered nurse (RN) and looking for the opportunity to assume more leadership in the delivery of patient care, public health, research, or policy making, the RN to Bachelor of Science in Nursing (BSN) degree program is a good choice for you. The RN to BSN will prepare you to promote and deliver community health and quality patient care; assume leadership roles in numerous health care settings; pursue advanced degrees and establish a caring and nurturing environment respectful of human needs and diversity.

### **B.S. in Allied Health**

If you are a student with an associate degree and a license or certificate in an allied health field, you can consider expanding your career opportunities and broadening your health care expertise with a Bachelor of Science in Allied Health at SUNY Empire. When you do, you will be well positioned to expand your careers spanning the health care industry, from radiology and emergency medical technology to dental hygiene and respiratory therapy.

## LEARNING OPPORTUNITIES

Empire State College offers a rich array of learning opportunities from which to create your study plan each term. Students choose from guided independent study, online courses, study groups and residency-based studies. Empire State College integrates online learning into many aspects of its instruction. Students also may select offerings from other colleges and universities. Students in special programs may have study or course offerings designed specifically for their program. For more about the ways you can study at Empire State College see the Learning Opportunities chapter beginning on page 134.

## MASTER'S DEGREE PROGRAMS

The School for Graduate Studies offers 14 master's degree programs:

- o **Master of Arts in Adult Learning**
- o **Master of Arts in Community and Economic Development**
- o **Master of Arts in Work and Labor Policy**
- o **Master of Arts in Learning and Emerging Technologies**
- o **Master of Arts in Liberal Studies**
- o **Master of Arts in Social and Public Policy**
- o **Master of Arts in Teaching (MAT)**
- o **Master of Arts in Teaching Adolescent Special Education (MAT SpEd) (initial certification)**
- o **Master of Business Administration in Business Management (MBA)**
- o **Master of Business Administration in Healthcare Leadership (MBA)**
- o **Master of Education in Adolescent Special Education (MEd SpEd) (additional certification)**
- o **Master of Education in Teaching and Learning**
- o **Master of Science in Finance**
- o **Master of Science in Information Technology**

The School of Nursing and Allied Health offers two master's degree program:

- o **Master of Science in Nursing Administration**
- o **Master of Science in Nursing Education**

The college also offers several advanced certificate programs:

### Applicable to the Master of Business Administration in Business Management

- Advanced Certificate in Financial Management and Analysis (12 credits)
- Advanced Certificate in Global Brand Marketing (12 credits)
- Advanced Certificate in Global Finance and Investment (15 credits)
- Advanced Certificate in Healthcare Management (12 credits)
- Advanced Certificate in Human Resource Management (12 credits)
- Advanced Certificate in Information Technology Management (12 credits)

- Advanced Certificate in Innovation Management and Entrepreneurship (12 credits)
- Advanced Certificate in Marketing Analytics and Brand Management (15 credits)
- Advanced Certificate in Nonprofit Management (12 credits)
- Advanced Certificate in Optometry Business Management (18 credits; only open to SUNY College of Optometry students)
- Advanced Certificate in Project Management (12 credits)
- Advanced Certificate in Women and Corporate Leadership (12 credits)

These advanced certificates are offered online and fully applicable to the MBA in Business Management program for those who meet the admission requirements of that program.

### Applicable to the Master of Business Administration in Healthcare Leadership

- Advanced Certificate in Healthcare Management (12 credits)
- Advanced Certificate in Optometry Business Management (18 credits; only open to SUNY College of Optometry students)

These advanced certificates are offered online and fully applicable to the MBA in Healthcare Leadership program for those who meet the admission requirements of that program.

### Applicable to the Master of Science in Finance

- Advanced Certificate in Financial Management and Analysis (12 credits)
- Advanced Certificate in Global Brand Marketing (12 credits)
- Advanced Certificate in Global Finance and Investment (15 credits)
- Advanced Certificate in Healthcare Management (12 credits)
- Advanced Certificate in Human Resource Management (12 credits)
- Advanced Certificate in Information Technology Management (12 credits)
- Advanced Certificate in Innovation Management and Entrepreneurship (12 credits)
- Advanced Certificate in Marketing Analytics and Brand Management (15 credits)
- Advanced Certificate in Nonprofit Management (12 credits)
- Advanced Certificate in Optometry Business Management (18 credits; only open to SUNY College of Optometry students)
- Advanced Certificate in Project Management (12 credits)
- Advanced Certificate in Women and Corporate Leadership (12 credits)

These advanced certificates are fully applicable to the Master of Science in Finance program for those who meet the admission requirements of that program.

### Applicable to the Master of Arts in Learning and Emerging Technologies

- Advanced Certificate in Emerging Media and Technology for the Arts (12 credits)
- Advanced Certificate in STEM Education and Emerging Technologies (12 credits)



- Advanced Certificate in Teaching and Learning with Emerging Technologies (15 credits)

These advanced certificates are fully applicable to the M.A. in Learning and Emerging Technologies program for those who meet the admission requirements of that program.

### Applicable to the Master of Arts in Adult Learning

- Advanced Certificate in Community Advocacy (12 credits)
- Advanced Certificate in Veterans' Services (12 credits)
- Advanced Certificate in Women's and Gender Studies (12 credits)

These advanced certificates are fully applicable to the M.A. in Adult Learning program for those who meet the admission requirements of that program.

### Applicable to the Master of Arts in Work and Labor Policy

- Advanced Certificate in Community Advocacy (12 credits)
- Advanced Certificate in Human Resource Management (12 credits)
- Advanced Certificate in Public History (15 credits)
- Advanced Certificate in Social Entrepreneurship (12 credits)
- Advanced Certificate in Veterans' Services (12 credits)
- Advanced Certificate in Work and Public Policy (12 credits)
- Advanced Certificate in Workforce Development (12 credits)

These advanced certificates are fully applicable to the M.A. in Work and Labor Policy program for those who meet the admission requirements of that program.

### Applicable to the Master of Arts in Community and Economic Development

- Advanced Certificate in Community Advocacy (12 credits)
- Advanced Certificate in Financial Management and Analysis (12 credits)
- Advanced Certificate in Nonprofit Management (12 credits)
- Advanced Certificate in Project Management (12 credits)
- Advanced Certificate in Social Entrepreneurship (12 credits)
- Advanced Certificate in Workforce Development (12 credits)

These advanced certificates are fully applicable to the M.A. in Community and Economic Development program for those who meet the admission requirements of that program.

### Applicable to the Master of Arts in Liberal Studies

- Advanced Certificate in Community Advocacy (12 credits)
- Advanced Certificate in Veterans' Services (12 credits)
- Advanced Certificate in Public History (15 credits)
- Advanced Certificate in Women's and Gender Studies (12 credits)
- Advanced Certificate in Heritage Preservation (12 credits)

These advanced certificates are fully applicable to the M.A. in Liberal Studies program for those who meet the admission requirements of that program.

### Applicable to the Master of Arts in Social and Public Policy

- Advanced Certificate in Child and Family Advocacy (12 credits)
- Advanced Certificate in Community Advocacy (12 credits)
- Advanced Certificate in Healthcare Management (12 credits)
- Advanced Certificate in Social Entrepreneurship (12 credits)
- Advanced Certificate in Veterans Services (12 credits)
- Advanced Certificate in Women's and Gender Studies (12 credits)
- Advanced Certificate in Workforce Development (12 credits)

These advanced certificates are fully applicable to the M.A. in Social and Public Policy program for those who meet the admission requirements of that program.

The certificates are offered online and all of the graduate programs use the internet to link faculty and students, and to extend the learning experience.

For more information on graduate degree programs and learning options, contact the School for Graduate Studies at 518-587-2100, ext. 2429 or visit our website at [www.esc.edu/Grad](http://www.esc.edu/Grad) to review a current School for Graduate Studies catalog.

## COMBINED PROGRAMS

The college offers the following combined undergraduate and graduate degree programs:

- Bachelor's degree in Business, Management and Economics and MBA in Business Management
- Bachelor's degree in Business, Management and Economics and Master of Arts in Community and Economic Development
- Bachelor's degree in Public Affairs and Master of Arts in Community and Economic Development
- Bachelor's degree in Cultural Studies and MAT in Adolescent Education (leading to initial New York State Teaching Certification in English/Language Arts or Spanish)
- Bachelor's degree in Historical Studies and MAT in Adolescent Education (leading to initial New York State Teaching Certification in Social Studies)
- Bachelor's degree in Science, Mathematics and Technology / MAT in Adolescent Education Leading to initial New York State Teaching Certification in Biology, Chemistry, Earth Science, Physics, or Mathematics.
- Bachelor's degree in Cultural Studies and Master of Arts in Liberal Studies
- Bachelor's degree in Historical Studies and Master of Arts in Liberal Studies
- Bachelor's degree in The Arts and Master of Arts in Liberal Studies

## FACULTY MENTORS

The more than 1,200 full- and part-time members of Empire State College's faculty come from a variety of backgrounds, from business to the arts. Ninety-six percent of the full-time faculty hold doctoral or other terminal degrees.

What the faculty have in common is a passion for teaching adult students. Our faculty are called mentors because they are partners and guides in your education. They respect the years of experience and knowledge that adults bring to an academic program, and are glad to share their own expertise. Our students confer with their mentors on a regular basis to receive advice, to develop their degree plans, and to carry out learning activities. Students maintain contact with their mentors either face to face, or by phone, online course discussion areas, email, or mail. Most students value the personal attention, and when our students graduate, often it is their mentors whom they celebrate when they look back on their college years.

# College Calendar

**E**ach year, the college offers the following three terms: Fall, Spring and Summer.

Fall (usually begins in early September), 15 weeks

Spring (usually begins in late January), 15 weeks

Summer (usually begins in early May), 15 weeks

Each term may contain shorter sessions. Please see academic calendar at [www8.esc.edu/esconline/collegecalendar.nsf/calendarAcadSched?openview&count=3000](http://www8.esc.edu/esconline/collegecalendar.nsf/calendarAcadSched?openview&count=3000) for details.

The Harry Van Arsdale Jr. School of Labor Studies and the School for Graduate Studies offer terms that start in September, January and May. Students in the School of Nursing and Allied Health may start in the Fall and Spring terms, plus take studies or courses in the Summer term. International Education schedules its terms based on the calendars of the host institutions and will provide information to students as it becomes available.

Faculty are not available during reading and no appointment periods, with one exception: those faculty assigned to teach during the Summer Session 1 will be available through the summer reading period. The remainder of this section includes a list of reading periods and holidays, the college's academic calendar and the calendars of locations and programs whose schedules differ from the three-term academic calendar.

## 2019-2020 ACADEMIC CALENDAR

The college's three-term academic year provides time well in advance of the start of the term for students to work with their mentors and plan the upcoming term. During the advising, study preparation and registration period, students and mentors schedule

time to discuss their educational goals and the available learning opportunities, to design individualized studies and to secure the learning resources for each study. For more information, please see the chapter titled Getting Started and Registration that begins on page 45. Please note that the financial aid calendar starts with the summer term.

### Reading Periods and Holidays

The dates below list the days that the college is closed and faculty no appointment and reading periods. During reading periods faculty do not schedule appointments with students.

#### 2019

- July 22-Aug. 16 . . . . . Faculty reading period
- Sept. 2 . . . . . State holiday (Labor Day)
- Oct. 14. . . . . State holiday (Columbus Day observed)
- Nov. 5 . . . . . State holiday (Election Day)
- Nov. 11 . . . . . State holiday (Veterans Day observed)
- Nov. 28 . . . . . State holiday (Thanksgiving)
- Dec. 17-Jan. 4 . . . . . Faculty no appointment period
- Dec. 25 . . . . . State holiday (Christmas)

#### 2020

- Jan. 1 . . . . . State holiday (New Year's Day)
- Jan. 20 . . . . . State holiday (Martin Luther King Jr. Day)
- Feb. 12. . . . . State holiday (Lincoln's Birthday)
- Feb. 17. . . . . State holiday (Presidents' Day)
- Apr. 27-May 8 . . . . . Spring Term Break
- May 25 . . . . . State holiday (Memorial Day observed)

Term	Admissions Deadline	Registration Period	Add/Drop Begins <sup>1</sup>	Add/Drop Ends <sup>2</sup>	Start	End	Grades Due
Fall, Session A	July 15	May 7 to Aug. 29	Sept. 3	Sept. 9	Sept. 3	Dec. 13	Dec. 27
Fall, Session B	July 15	May 7 to Aug. 29	Sept. 3	Sept. 9	Sept. 3	Oct. 25	Nov. 8
Fall, Session D	July 15	May 7 to Oct. 20	Oct. 21	Oct. 27	Oct. 21	Dec. 13	Dec. 27
Spring, Session A	Nov. 22	Oct. 8 to Jan. 9	Jan. 13	Jan. 19	Jan. 13	April 24	May 4
Spring, Session B	Nov. 22	Oct. 8 to Jan. 9	Jan. 13	Jan. 19	Jan. 13	March 6	March 16
Spring, Session C	Nov. 22	Oct. 8 to Feb. 6	Feb. 10	Feb. 19	Feb. 10	April 3	April 13
Spring, Session D	Nov. 22	Oct. 8 to Feb. 27	March 2	March 8	March 2	April 24	May 4
Summer, Session A	March 22	Feb. 11 to May 7	May 11	May 17	May 11	Aug. 21	Aug. 28
Summer, Session B	March 22	Feb. 11 to May 7	May 11	May 17	May 11	July 3	July 13
Summer, Session C	March 22	Feb. 11 to May 28	June 1	June 7	June 1	July 24	July 31

<sup>1</sup>There is an additional fee for late registration. Late registration is possible only if space is available.

<sup>2</sup>Any courses added after the add/drop period will be subject to a late add fee in addition to the late registration fee.

## COLLEGE PROGRAM CALENDARS FOR 2019-2020

In addition to the college's three-term academic calendar, the tables that follow provide important enrollment and fixed term dates for these programs.

### International Education

Term	Start Date	Term End
<b>Tirana, Albania</b>		
Fall 2019	TBD	TBD
Spring 2020	TBD	TBD
Summer 2020	TBD	TBD
<b>Prague, Czech Republic</b>		
Fall 2019	Sept. 9, 2019	Dec. 20, 2019
Spring 2020	Jan. 31, 2020	May 15, 2020
Summer Intensive 2020	May 18, 2020	May 29, 2020
<b>Santo Domingo, Dominican Republic</b>		
Fall 2019	Sept. 3, 2019	Dec. 13, 2019
Spring 2020	Jan. 13, 2020	April 24, 2020
Summer Session 1 2020	TBD	TBD
Summer Session 2 2020	TBD	TBD
Summer Session 3 2020	TBD	TBD
<b>Athens, Greece</b>		
Fall 2019	Oct. 7, 2019	Feb. 3, 2020
Spring 2020	Feb. 17, 2020	June 18, 2020
Summer 2020	June 24, 2020	July 21, 2020
<b>Thessaloniki, Greece</b>		
Fall 2019	Oct. 7, 2019	Feb. 3, 2020
Spring 2020	Feb. 17, 2020	June 18, 2020
Summer 2020	June 24, 2020	July 21, 2020
<b>Beirut, Lebanon</b>		
Fall 2019	Oct. 15, 2019	Jan. 31, 2020
Fall Residency	Nov. 11, 2019	Nov. 17, 2019
Spring 2020	Feb. 17, 2020	June 5, 2020
Spring Residency Option A	March 9, 2020	March 15, 2020
Spring Residency Option B	April 21, 2020	April 26, 2020
Summer 2020	July 6, 2020	Sept. 4, 2020
Summer Residency	July 13, 2020	July 19, 2020
<b>Colombo, Sri Lanka</b>		
Fall 2019	Sept. 3, 2019	Dec. 13, 2019
Spring 2020	Jan. 13, 2020	April 24, 2020
Session 1 2020	TBD	TBD
Summer Session 2 2020	TBD	TBD
Summer Session 3 2020	TBD	TBD
<b>Eskişehir, Turkey</b>		
Fall 2019	Sept. 3, 2019	Dec. 13, 2019
Spring 2020	Jan. 13, 2020	April 24, 2020
Summer Session 1 2020	May 6, 2019	June 28, 2019
Summer Session 2 2020	May 6, 2019	Aug. 16, 2019
Summer Session 3 2020	June 10, 2019	Aug. 2, 2019

## The Harry Van Arsdale Jr. School of Labor Studies

The HVASLS term start and end dates vary by sponsor. Please check with the HVASLS student services office for the exact dates.

## Locations

Undergraduate students at Empire State College may study through one of the college's more than 30 locations across New York state or online from anywhere. The Harry Van Arsdale Jr. School of Labor Studies is located in New York City. International Education works with partner institutions in several countries to offer residents the opportunity to earn an Empire State College bachelor's degree. In addition, the School for Graduate Studies offers 14 master's degrees and many advanced certificate programs.

### NEW YORK STATE LOCATIONS

If you study through one of our New York state locations, you will enjoy the convenience of studying near your home or work. Students who study through one of these locations enjoy face-to-face work with faculty mentors who give them personalized attention from degree planning through graduation.

Our locations regularly offer independent studies and small seminars called study groups that can include online elements. You also have access to other ways to study including online courses and residency-based studies. Locations organize many special events and forums, including teach-ins, art shows, speaker series and student-faculty academic conferences. In addition to many of the online student resources, you have access to local orientations and student services on-site.

Our New York state locations are listed on pages 16-17.

### ONLINE LEARNING

SUNY Empire State College is an award-winning leader in online learning and meets the demands of students looking to complete an entire undergraduate degree online or take online courses in combination with on-site study. Students interested in pursuing a degree online can work with faculty mentors to design customized degree programs to fit their individual educational and career goals. Our online courses enable flexible study options without ever requiring the student to step foot on campus. Empire State College students have access to the college's extensive course offerings and academic support services, and have the opportunity for one-to-one interaction with course instructors and faculty mentors. With online learning, you study at a time and place that's convenient for you, and you can access courses online 24/7 to complete assignments. Course materials include textbooks, supplemental media and internet-based resources. Writing assignments, discussions and projects comprise the majority of the ways your learning is assessed. Online instructors facilitate interactive course discussions that keep you engaged and connected. Your peers, instructors, coursework and academic support services are available to support your success.

### INTERNATIONAL EDUCATION

International Education offers students overseas the opportunity to earn a SUNY ESC degree without leaving their home countries and New York state-based students the opportunity to join selected studies with students overseas. Working with partners in

various parts of the world, we offer broad-ranging degree study opportunities in business, information systems, and the liberal arts and sciences, with an emphasis on comparative regional studies.

Programs are offered at the following locations:

- o **Tirana, Albania**
- o **Prague, Czech Republic**
- o **Santo Domingo, Dominican Republic**
- o **Athens, Greece**
- o **Thessaloniki, Greece**
- o **Beirut, Lebanon**
- o **Colombo, Sri Lanka**
- o **Eskişehir, Turkey**

### INTERNATIONAL DISTANCE LEARNING

Empire State College's distance learning options provide international students the opportunity to study at a well-respected American college. Wherever you live in the world, you can earn a degree online.

International distance learning at Empire State College has enabled students in more than 30 countries to continue their education. Since the fall of 1996, the college has served students via distance learning in Argentina, Australia, Austria, Brazil, Canada, Caribbean Islands, Chile, Costa Rica, Egypt, England, Finland, France, Germany, Great Britain, Greece, Hungary, India, Indonesia, Israel, Italy, Japan, Korea, Nigeria, the People's Republic of China, Russia, Saudi Arabia, Slovakia, Spain, Sweden, Switzerland, Taiwan, Turkey, Ukraine, the United Arab Emirates and Venezuela.

On-site classroom attendance is not required for international students studying from a distance. International students have the flexibility to customize their degree programs based on individual interests and educational goals. Faculty and staff will guide international students through the degree planning process and course selection. Mentors provide academic support to international students each step of the way.

Additionally, online writing, math and library resources are easily accessible and available to students at any time. Trained support staff are ready to assist with any technical questions, library searches and in finding reference material.

Empire State College is accredited by the Middle States Commission on Higher Education (3624 Market St., Philadelphia, PA 19104). Founded in 1971 as a part of the State University of New York, Empire State College was designed to meet the needs of adult learners. The college is one of the 13 arts and sciences colleges in the State University of New York (SUNY) system. For more information about international distance learning opportunities, please visit [www.esc.edu/IDL](http://www.esc.edu/IDL) or contact us via email at [IDL@esc.edu](mailto:IDL@esc.edu); or phone 00 + 1-800-847-3000.

### SCHOOL FOR GRADUATE STUDIES

The Empire State College School for Graduate Studies offers 14 master's degrees designed to be relevant to your work and intellectual interests.

- **Master of Arts in Adult Learning**
- **Master of Arts in Community and Economic Development**
- **Master of Arts in Learning and Emerging Technologies**
- **Master of Arts in Liberal Studies**
- **Master of Arts in Social and Public Policy**
- **Master of Arts in Work and Labor Policy**
- **Master of Arts in Teaching (MAT)**
- **Master of Arts in Teaching in Adolescent Special Education (initial certification)**
- **Master of Business Administration in Business Management (MBA)**
- **Master of Business Administration in Healthcare Leadership (MBA)**
- **Master of Education in Adolescent Special Education (additional certification)**
- **Master of Education in Teaching and Learning**
- **Master of Science in Finance**
- **Master of Science in Information Technology**

Additionally, 27 advanced certificate programs are offered which a student can complete alone or in combination with a master's program.

- American Studies
- Child and Family Advocacy
- Community Advocacy
- Emerging Media and Technology for the Arts
- Financial Management and Analysis
- Global Brand Marketing
- Global Finance and Investment
- Healthcare Management
- Heritage Preservation
- Human Resource Management
- Information Technology Management
- Innovation Management and Entrepreneurship
- Leadership in Sustainable Development
- Marketing Analytics and Brand Management
- Nonprofit Management
- Optometry Business Management (joint program with SUNY College of Optometry)
- Project Management
- Public Administration
- Public History
- Social Entrepreneurship
- STEM Education and Emerging Technologies
- Teaching and Learning with Emerging Technologies
- Veterans Services
- Women and Corporate Leadership
- Women's and Gender Studies

- Work and Public Policy
- Workforce Development

The college also offers nine combined undergraduate and graduate degree programs to highly qualified, current SUNY Empire State College undergraduate students who wish to continue to a master's degree. These programs may accelerate a student's time to degree completion and reduce the cost of completing a master's degree.

- B.S./B.P.S. in Business, Management and Economics / M.A. in Community and Economic Development
- B.A./B.S./B.P.S. in Public Affairs / M.A. in Community and Economic Development
- B.A./B.S./B.P.S. in Business, Management and Economics / MBA in Business Management
- B.A. or B.S. in Cultural Studies / MAT in Adolescent Education Leading to Initial New York State Teaching Certification in English/Language Arts or Spanish
- B.A. or B.S. in Science, Mathematics and Technology / MAT in Adolescent Education Leading to Initial New York State Teaching Certification in Biology, Chemistry, Earth Science, Physics, or Mathematics
- B.A. or B.S. in Historical Studies / MAT in Adolescent Education Leading to Initial New York State Teaching Certification in Social Studies
- B.A. or B.S. in Cultural Studies / M.A. in Liberal Studies
- B.A. or B.S. in Historical Studies / M.A. in Liberal Studies
- B.A. or B.S. in The Arts / M.A. in Liberal Studies

## **THE HARRY VAN ARSDALE JR. SCHOOL OF LABOR STUDIES**

The Harry Van Arsdale Jr. School of Labor Studies partners with trade unions and other labor organizations to offer associate and bachelor degree programs in labor studies to union members and other working adults. Its mission is to provide wage-earning adults with an opportunity to earn a college degree in a learning environment that celebrates their achievements and recognizes their distinctive needs. It offers a liberal arts curriculum in Labor Studies, broadly defined, which is understood to encompass the systematic study of the working-class presence and its impact on the wider society. As a student of Labor Studies you will examine the topics of work, workers and worker organizations, including the status and power of wage earners and their families in the changing economy; the study of work in its social, political and economic contexts; the creation of the modern urban workforce; the impact of technology on the organization of society; the interaction of workers, both organized and unorganized, with the institutions of wider society; alternative modes of work organization; and the nature of working-class identity, culture and experience. You will sharpen your skills in writing and research and critical reading and thinking.

All the courses with union partners are face to face at The Harry Van Arsdale Jr. School of Labor Studies at 325 Hudson Street, 6th Floor, New York, N.Y. Priority in enrolling in classes is given to students from union-partners. The International Association of Machinist

and Aerospace Workers and the International Union of Painters and Allied Trades partnerships are residency-based. Residencies are held at each union's educational facilities in Maryland.

### Online Courses and Graduate Degrees in Labor Studies

Online courses for associate and bachelor degrees and graduate level courses in Labor Studies also are offered at Empire State College through The Harry Van Arsdale Jr. School of Labor Studies in New York City.

The Harry Van Arsdale Jr. School of Labor Studies offers associate and bachelor degrees in five related areas: Labor Studies, Cultural Studies, Historical Studies, Interdisciplinary/Multidisciplinary Studies and Social Science.

For a related program of study at the graduate level, the Masters of Arts in Work and Labor Policy offers, an online with residency program that focuses on current problems and policies caused by changes in the global economy, technology, the work force and the workplace. It is designed for unionists, human resource professionals, arbitrators, educators, activists, lawyers and individuals involved in government, or private industry.

## PARTNERSHIPS

With our focus on working adults, many of our students enroll through one of our partnership programs. The college has formal partnerships with military and veteran organizations, labor unions, other college institutions, associations and corporations.

### Military and Veteran Educational Partnerships

- o **Air Force** – As an approved school in the United States Air Force Academic Institution (AI) portal, Empire State College offers Air University-Associate to Baccalaureate Cooperative (AU-ABC) programs, Air Force Specialty Code (AFSC) and non-AFSC-related associate and bachelor's degree programs designed to meet the educational needs of airmen based on their military training and their educational goals. The college also participates in the Air Force General Education Mobile (GEM) program. For more information, go to [www.esc.edu/AirForce](http://www.esc.edu/AirForce).
- o **Army** – Empire State College is an active member of the United States Army's GoArmyEd program offering undergraduate and graduate degrees to active-duty, reserve and National Guard soldiers. Visit [www.GoArmyEd.com](http://www.GoArmyEd.com) for more information.
- o **Coast Guard** – Empire State College offers cutting-edge degree concentrations to meet the needs of Coast Guard members across the globe. For more information, go to [www.esc.edu/CoastGuard](http://www.esc.edu/CoastGuard).
- o **Navy** – Empire State College offers a wide range of degrees designed to meet the educational needs of sailors based on their military training. For more information, go to [www.esc.edu/Navy](http://www.esc.edu/Navy).

- o **U.S. Marine Corp** – Marines can earn a degree with the flexibility they need to meet other family, work and community commitments in their lives. For more information, go to [www.esc.edu/Marines](http://www.esc.edu/Marines).

*In addition, Empire State College is a DOD MOU signatory and affirms and supports the principles and guidelines of the MOU.*

### For information about military and veteran education partnerships, please contact:

Desiree Drindak  
 Director, Office of Veteran and Military Education  
 518-587-2100, ext. 2543  
[Desiree.Drindak@esc.edu](mailto:Desiree.Drindak@esc.edu)

### Labor Union Partnerships

- o International Brotherhood of Electrical Workers, Local 3
- o United Association of Plumbers and Pipefitters
- o United Federation of Teachers Paraprofessional Program
- o NYC District Council of Carpenters
- o International Association of Machinist and Aerospace Workers

### Unions that are interested in developing partnerships, please contact:

Shaun Richman  
 Program Development Coordinator  
 The Harry Van Arsdale Jr. School of Labor Studies  
 646-230-1478  
[Shaun.Richman@esc.edu](mailto:Shaun.Richman@esc.edu)

### Community College Partnerships

The Pathways Transfer Program is for community college students who have completed, or will complete, an associate degree (A.A., A.S., or A.A.S.) prior to enrolling at Empire State College. The program is designed to support student success by easing the transition from classroom-based learning at the community college to a flexible mix of independent study and online courses found at Empire State College. During the first year at Empire State College and with advisement from their faculty mentor, students can take additional courses back at their community college, beyond the associate degree, for a total of 79 transferable lower-division credits.

At Empire State College, all new students are assigned a faculty mentor who will advise and work with them through completion of their degree program. With the guidance of a mentor, students develop a degree program that builds upon their associate degree while connecting their educational, career, and personal goals.

### Current Partners

State University of New York (SUNY):

- Adirondack Community College
- Broome Community College
- Cayuga Community College
- Clinton Community College
- Columbia-Greene Community College

- Corning Community College
- Dutchess Community College
- Erie Community College
- Finger Lakes Community College
- Fulton-Montgomery Community College
- Genesee Community College
- Herkimer County Community College
- Hudson Valley Community College
- Jamestown Community College
- Jefferson Community College
- Mohawk Valley Community College
- Monroe Community College
- Nassau Community College
- Niagara County Community College
- North Country Community College
- Onondaga Community College
- Orange County Community College
- Rockland Community College
- Schenectady County Community College
- Suffolk County Community College
- Sullivan County Community College
- Tompkins Cortland Community College
- Ulster County Community College
- Westchester Community College

#### City University of New York (CUNY):

- Borough of Manhattan Community College
- Bronx Community College
- Guttman Community College
- Hostos Community College
- Kingsborough Community College
- LaGuardia Community College
- Queensborough Community College

#### Other College Partners:

- Cornell University
- Ivy Tech Community College (Ind.)
- Long Island Business Institute (New York)
- Maria College (Albany, NY)
- Maricopa County Community College District (Ariz.)
- Niagara College (Ontario, Canada)
- Ozarks Technical Community College (Springfield, Mo.)
- Pikes Peak Community College (Colorado Springs, Colo.)
- SUNY College of Optometry (New York, N.Y.)

For more information, please contact Brian Goodale in the Center for Community College Partnerships at [Brian.Goodale@esc.edu](mailto:Brian.Goodale@esc.edu).

## Corporate and Community Partnerships

Empire State College has partnered with many corporations, businesses, community organizations and associations to provide high-quality, affordable education to working adults. Please visit [www.esc.edu/partnership-programs/](http://www.esc.edu/partnership-programs/) to learn about corporate and community partner benefits.

**As a single-source solution for educational and training needs, the college offers its partners:**

- High-quality academic programs
- Affordable tuition
- Flexible, convenient online and/or on-site study options, or blended programs
- Faculty mentors with in-depth expertise in key industries

**For more information about Empire State College partnerships, please visit [www.esc.edu/Partnership-Programs/](http://www.esc.edu/Partnership-Programs/) or contact:**

Office of Corporate and Community Partnerships  
518-587-2100, ext. 2851  
or 800-847-3000, ext. 2851  
[ESCpartners@esc.edu](mailto:ESCpartners@esc.edu)

## ADMINISTRATIVE OFFICES

The college's student services and administrative offices are located in Saratoga Springs, N.Y. The student services offices include Collegewide Student Services, Admissions, Financial Aid, Student Accounts, Office of the Registrar, Bookstore, Student Computing and Technology Services, and Accessibility Resources and Services. The administrative offices include the Office of the President, Office of Academic Affairs, Office of Administration, Office of Communications and Government Relations, Information Technology Services, Office of Enrollment Management, Decision Support, and Office of Advancement.

## NONDEGREE STUDY

Resources and space permitting, the college allows students to enroll in credit-bearing studies or courses as nondegree or nonmatriculated students. Financial aid is not available for nonmatriculated study. Also, students who ultimately wish to earn a degree from Empire State College are advised to limit nonmatriculated study, as the studies may not be appropriate to a future degree program.

**For more information on nondegree study, please contact the location near you or the School for Graduate Studies (518-587-2100, ext. 2429 or [www.esc.edu/Grad](http://www.esc.edu/Grad)) (see pages 16-17).**



## LOCATIONS

### Administrative Offices

2 Union Avenue  
Saratoga Springs, NY 12866-4390  
800-847-3000

### Albany

Empire State Plaza  
Concourse Level  
P.O. Box 2045  
Albany, NY 12220-2045  
518-350-7590

### Alfred

at Alfred State College  
Alfred, NY 14802-1144  
607-968-2310

### Auburn

197 Franklin Street  
Auburn, NY 13021-3011  
315-784-6260

### Batavia

36 Ellicott Street  
Batavia, NY 14020-3137  
585-757-1110

### Binghamton

State Office Building, Room 505  
44 Hawley Street  
Binghamton, NY 13901-4451  
607-203-8710

### Brooklyn

177 Livingston Street, 6th Floor  
Brooklyn, NY 11201-5875  
718-783-4400

### Canandaigua

Corporate Square Office Park  
25 North Street  
Canandaigua, NY 14424-1023  
585-394-1110

### Cheektowaga

AppleTree Business Park  
2875 Union Road, Suite 34  
Cheektowaga, NY 14227-1461  
716-686-7800

### Corning

8 Denison Parkway East, Suite 204  
Corning, NY 14830-2644  
607-463-2390

### Dunkirk

Fredonia Technology Incubator Office  
214 Central Avenue, Suite 129  
Dunkirk, NY 14048-1649  
716-268-8030

### East Syracuse

6333 State Route 298, Suite 300  
East Syracuse, NY 13057-1566  
315-472-5730

### Fort Drum

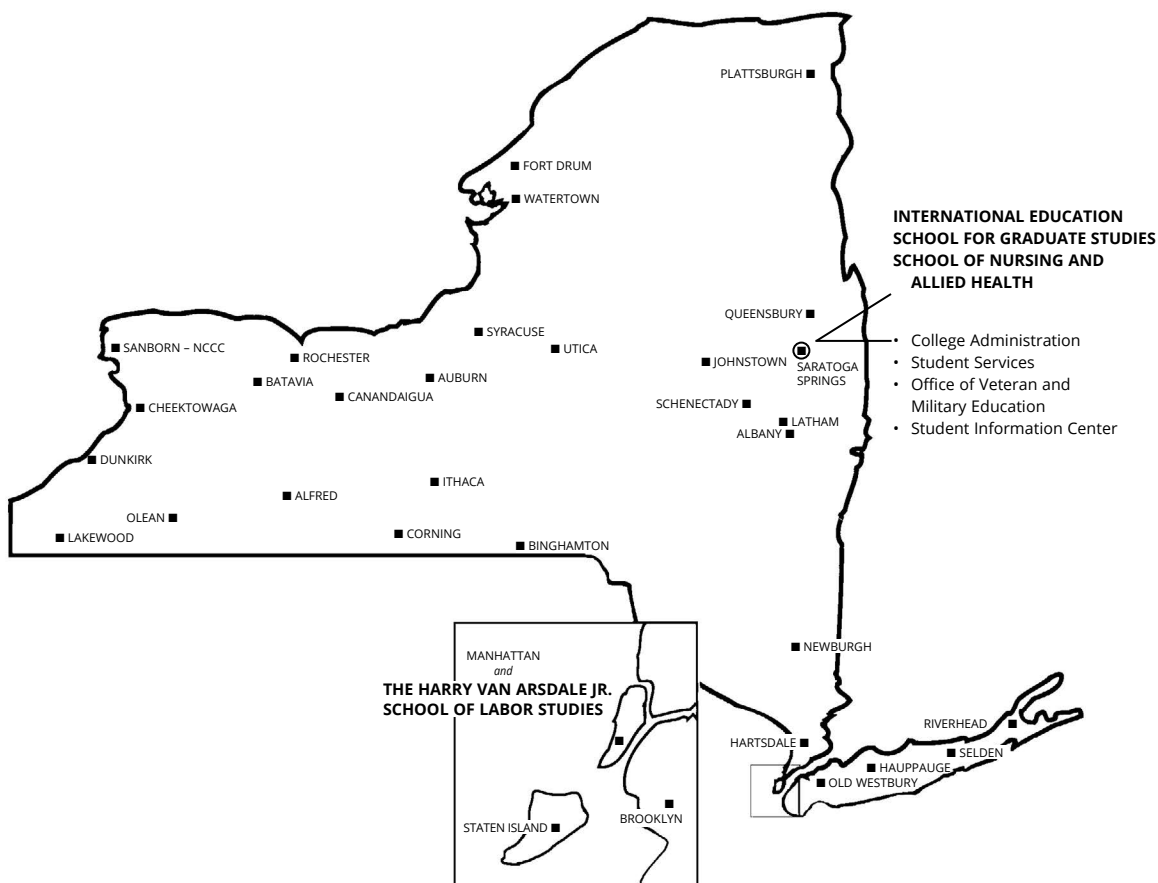
4300 Camp Hale Road  
P.O. Box 908  
Fort Drum, NY 13602-0908  
315-773-6139

### Hartsdale

210 North Central Avenue  
Hartsdale, NY 10530-1926  
914-948-6206

### Hauppauge

Room 1A11  
New York State Office Building  
250 Veterans Memorial Highway  
Hauppauge, NY 11788-5539  
631-360-1215



**Ithaca**

118 N. Tioga Street, Suite 502  
Ithaca, NY 14850-4354  
607-319-2137

**Johnstown**

at Fulton-Montgomery  
Community College  
2805 State Highway 67  
Johnstown, NY 12095-3790  
518-706-3091, ext. 5900

**Lakewood**

305 East Fairmount Avenue, Suite 5  
Lakewood, NY 14750-2000  
716-708-1798

**Latham**

21 British American Boulevard  
Latham, NY 12110-1405  
518-783-6203

**Manhattan**

325 Hudson Street, 5th and 3rd Floors  
New York, NY 10013-1005  
212-647-7800

**Newburgh**

3 Washington Center, 2nd Floor  
Newburgh, NY 12550-4667  
845-563-9905

**Old Westbury**

Trainor House  
223 Store Hill Road  
P.O. Box 130  
Old Westbury, NY 11568-0130  
516-997-4700

**Olean**

Cattaraugus County Campus at  
Jamestown Community College  
Library and Liberal Arts Center,  
4th Floor  
260 N. Union Street  
Olean, NY 14760-2662  
716-701-4140

**Plattsburgh**

442 Beaumont Hall  
101 Broad Street  
Plattsburgh, NY 12901-2681  
518-564-8112

**Queensbury**

Regional Higher Education Center  
at SUNY Adirondack  
640 Bay Road  
Queensbury, NY 12804-1498  
518-832-2171

**Riverhead**

303 Griffing Avenue  
Riverhead, NY 11901-3010  
631-405-5110

**Rochester**

680 Westfall Road  
Rochester, NY 14620-4610  
585-224-3200

**Sanborn**

c/o Niagara County Community College  
3111 Saunders Settlement Road  
Sanborn, NY 14132-9506  
716-727-2061

**Saratoga Springs**

113 West Avenue  
Saratoga Springs, NY 12866-6079  
518-581-5300

**Schenectady**

245 Broadway, Suite 1  
Schenectady, NY 12305-2513  
518-374-5059

**Selden**

407 College Road  
Selden, NY 11784-2851  
631-496-3823

**Staten Island**

500 Seaview Avenue, Suite 230  
Staten Island, NY 10305-3402  
718-667-7524

**Utica**

207 Genesee Street, Suite 606  
Utica, NY 13501-2812  
315-982-6732

**Watertown**

E121-122 Extended Learning Center  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601-1822  
315-779-4660

**School for Graduate Studies**

113 West Avenue  
Saratoga Springs, NY 12866-6079  
518-587-2100, ext. 2429  
Dean: Nathan Gonyea, Ph.D.

**School of Nursing and Allied Health**

113 West Avenue  
Saratoga Springs, NY 12866-6079  
518-587-2100, ext. 3020  
Dean: Bridget Nettleton, Ph.D.

**The Harry Van Arsdale Jr. School of Labor Studies**

325 Hudson Street, 6th Floor, Suite 600  
New York, NY 10013-1005  
212-647-7801 or 646-230-1478

**IBEW, Local 3 Associate Degree Program**

**The IBEW, Local 3 Bachelor's Degree Program**

**International Education**

1 Union Avenue  
Saratoga Springs, NY 12866-4309  
518-587-2100, ext. 2231

Executive director: Francesca Cichello

**Tirana, Albania**

**Prague, Czech Republic**

**Santo Domingo, Dominican Republic**

**Athens, Greece**

**Thessaloniki, Greece**

**Beirut, Lebanon**

**Colombo, Sri Lanka**

**Eskisehir, Turkey**

**Office of Veteran and Military Education**

800-847-3000, ext. 2779

**Student Information Center**

800-847-3000

## Earning an Undergraduate Degree

One of the hallmarks of Empire State College's undergraduate program is that our students design their own degree program. This exciting and challenging process requires that you and your mentor consider your educational goals and what you have already learned. You have probably acquired knowledge and skills both formally, through college study and training programs, and informally, through work and life experience. Empire State College values your knowledge and skill no matter how you learned it. If your learning can be verified as college-level and relevant to your degree program, you may include it. When pursuing an undergraduate degree in one of our 12 areas of study, you will work with your mentor in an educational planning study or course, through which you will create a plan for your degree.

### AREAS OF STUDY, DEGREES AND CERTIFICATES

- o Associate in Arts (A.A.)
- o Associate in Science (A.S.)
- o Bachelor of Arts (B.A.)
- o Bachelor of Science (B.S.)
- o Bachelor of Professional Studies (B.P.S.)
- o Certificate in Business and Environmental Sustainability
- o Certificate in Manufacturing Management
- o Certificate in Healthcare Management

In addition to the undergraduate degrees listed above in our 12 areas of study, the college also offers the following undergraduate degrees:

#### The RN to BSN

The RN to BSN program is an upper-division bachelor's program with coursework offered online. The degree program includes 41 advanced-level credits in nursing in addition to other B.S. degree requirements. Admission is selective. (See page 35 for details.) The program in nursing is offered only to NYS licensed RNs and only through online study.

#### The Bachelor of Arts in Psychology (Enrolling for Spring 2020)

The B.A. in Psychology is a 124-credit program that is guided by learning goals established by the American Psychological Association. Completion of this degree is good preparation for graduate school in psychology or social work, or a career in public health or business sectors (or many different fields that involve working with people). It includes study in biological, cognitive, developmental, social, cultural, and individual aspects of people, as

well as specific study of research methodologies (including statistics) and ethics employed within the discipline, and how the discipline can be applied in real life.

#### The Bachelor of Science in Allied Health

The Bachelor of Science in Allied Health is a degree completion program designed for allied health professionals with coursework offered online. This program is only offered to those with an associate degree or diploma in allied health or related field, which leads to licensure or certification, from an accredited institution of higher education.

#### The Bachelor of Science in Accounting

The Bachelor of Science in Accounting is designed to serve students interested in pursuing future careers as professional accountants, regardless of their chosen field in public, private, nonprofit and/or government accounting services. The program provides the foundation of core competencies, theoretical and technical body of knowledge in the content areas of accounting, general business and SUNY liberal arts and general education requirements.

#### The Bachelor of Science in Addiction Studies (Enrolling for Spring 2020)

The Bachelor of Science in Addiction Studies is guided by the competencies model from the U.S. Department of Health and Human Service and features a curriculum focused on equipping students with fundamental skills through core courses. Once a foundational skill set is laid, students are given the opportunity to customize their education to match their educational and career goals by choosing from a wide variety of courses to fulfill the degree requirements.

#### The Bachelor of Science in Business Administration (Enrolling for Fall 2019)

The Bachelor of Science in Business Administration is designed to serve students who are interested in pursuing future careers as business leaders and professionals in public, private, nonprofit and/or international organizations. The program provides a solid foundation of theoretical, conceptual and applied knowledge in the areas of business, management and economics, and meets SUNY liberal arts and general education requirements.

#### The Bachelor of Science in Human Resource Management (Enrolling for Fall 2019)

The B.S. in Human Resource Management is designed to serve students who are interested in pursuing future careers as human resource management professionals in a wide variety of companies or industries. The program provides the foundation of core competencies, theoretical and technical body of knowledge in the content areas of Human Resource Management, general business, and SUNY liberal arts and general education requirements.

## The Bachelor of Science in Management (Enrolling for Fall 2019)

The B.S. in Management is designed to serve students who are interested in pursuing future careers as managers or small business owners. The program provides the foundation of core competencies, theoretical and technical body of knowledge in the content areas of management, business, and SUNY liberal arts and general education requirements.

### Areas of Study

Empire State College offers degrees in 12 registered areas of study:

- The Arts
- Business, Management and Economics
- Community and Human Services
- Cultural Studies
- Educational Studies
- Historical Studies
- Human Development
- Interdisciplinary/Multidisciplinary Studies
- Labor Studies\*
- Public Affairs
- Science, Mathematics and Technology
- Social Science

\* Labor Studies is offered through The Harry Van Arsdale Jr. School of Labor Studies in Manhattan and online.

You may earn an associate degree (A.A. and A.S.), Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) in any of the 12 undergraduate areas of study. The college offers the Bachelor of Professional Studies (B.P.S.) degree in: The Arts; Business, Management and Economics; Community and Human Services; Interdisciplinary/Multidisciplinary Studies; Labor Studies; Public Affairs; and within Science, Mathematics and Technology, only in Technology.

The college has area of study guidelines that allow you wide latitude as you and your mentor design your degree (see page 26). Within an area of study you will develop a concentration.

### Planning Your Degree Program

Working with a faculty mentor, you design your own degree program. The degree you design reflects your goals and meets college requirements. You can incorporate prior learning from credit earned at other colleges, and college-level learning gained from work, volunteer or community activities, military training, reading, research and travel, and plan your additional study.

You formally begin degree planning through an educational planning course. For an associate or bachelor's degree, the college requires at least 4 credits of educational planning.

As you work through your educational planning course with your mentor, you will review college requirements and define a concentration that meets your goals. The college has area of

study guidelines that should be consulted when designing your degree program (please visit [www.esc.edu/degrees-programs/undergraduate-aos/](http://www.esc.edu/degrees-programs/undergraduate-aos/) to access guidelines for your area of study).

Once you and your mentor complete the development of your degree program proposal, the proposal is submitted to the Office of Academic Review for review and approval by a faculty committee. The final step is a policy review and approval by the Office of Collegewide Academic Review.

Detailed information on planning your degree is available in the Student Degree Planning Guide at [www.esc.edu/degree-planning-academic-review/degree-program/student-degree-planning-guide/](http://www.esc.edu/degree-planning-academic-review/degree-program/student-degree-planning-guide/) and the Individualized Prior Learning Assessment (iPLA) Guide at [www.esc.edu/degree-planning-academic-review/prior-learning-assessment/individualized-prior-learning-assessment/](http://www.esc.edu/degree-planning-academic-review/prior-learning-assessment/individualized-prior-learning-assessment/). Both publications are available at your location and online at MyESC ([my.esc.edu](http://my.esc.edu)). Additionally, the college provides an online degree program planning tool called DP Planner available through MyESC to help you organize your degree program and submit it for review.

### DEGREE REQUIREMENTS

The college designates the five types of area of study undergraduate degrees by 1) the amount of credit in the degree program and 2) the educational content of the degree program.

### Learning Goals

([www.esc.edu/policies/?search=cid%3D61278](http://www.esc.edu/policies/?search=cid%3D61278))

Growing out of Empire State College's unique mission, the learning goals outlined below serve as a vital link between the college's historical mission, the current context of rapid educational change, and the future of our institution in a global society where knowledge and learning remain urgently important. These statements encapsulate the values that we bring to our work with students, and they articulate our hopes for our graduates. We also believe it is our responsibility as educators to enter into collaborative relationships with future students, which requires transparency about our goals and values. Finally, by clearly stating these goals, we will be able to both reflect upon our students' and our own success through a creative, collaborative and iterative assessment process that extends across multiple institutional levels.

**Graduates of Empire State College will demonstrate competence in the following areas of learning, appropriate to their degree levels. At the graduate level, these goals will be incorporated as appropriate to the program of study.**

- o Active Learning – assess and build upon previous learning and experiences to pursue new learning, independently and in collaboration with others.
- o Breadth and Depth of Knowledge – cultivate a broad, interdisciplinary understanding in the liberal arts and sciences, as well as expertise in a particular field.

**ACADEMIC DEGREE REQUIREMENTS**

Degree	Total Credits Required	Minimum Credits to be Earned at Empire State College	Minimum Liberal Arts and Sciences Credits Required	Minimum General Education Credits	Minimum Advanced-level Credit in Concentration	Minimum Advanced-level Credits in Degree Program
A.A.	64	24	48	30	–	–
A.S.	64	24	32	30	–	–
B.A.	124	31	94	30	24	45
B.S.	124	31	62	30	24	45
B.S.N.	124	31	62	30	41	45
B.P.S.	124	31	32	30	24	45

- o Social Responsibility – engage in ethical reasoning, and reflect on issues such as democratic citizenship, diversity, social justice and environmental sustainability, both locally and globally.
- o Communication – express and receive ideas effectively, in multiple contexts and through multiple strategies.
- o Critical Thinking and Problem Solving – evaluate, analyze, synthesize and critique key concepts and experiences, and apply diverse perspectives to find creative solutions to problems concerning human behavior, society and the natural world.
- o Quantitative Literacy – read, interpret, use and present quantitative information effectively.
- o Information and Digital Media Literacy – critically access, evaluate, understand, create and share information using a range of collaborative technologies to advance learning, as well as personal and professional development.

**Associate Degree Programs**

To earn an associate degree you need 64 credits, with at least 24 credits earned at Empire State College. You may include up to 40 credits for learning that occurred before you enrolled at Empire State College.

An Associate in Arts degree requires at least 48 liberal arts and sciences credits and an Associate in Science degree requires at least 32 liberal arts and sciences credits. Advanced-level studies are not required for associate degrees, but you may include them.

To satisfy SUNY General Education Requirements, all associate degrees include 30 credits across seven of the 10 general education knowledge and skill areas.

**Planning for Transfer Within SUNY**

If you plan to begin at Empire State College and later transfer to another SUNY campus, SUNY Transfer Paths will help you identify core coursework that will prepare you for multiple SUNY campuses. Transfer Paths summarize the common lower-division requirements shared by all SUNY campuses for similar majors

within most disciplines. Just select the Transfer Path discipline that is closest to your area of study and work with your mentor to plan and follow the core course sequence designed to ensure a seamless transfer. This is especially important for students pursuing an associate degree who wish to transfer to another SUNY campus to complete a bachelor's degree in one of the Transfer Paths. For full details on the Transfer Paths and guaranteed transfer courses, please go to: [www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/](http://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/).

Note: For further information, visit the SUNY website: [www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/](http://www.suny.edu/attend/get-started/transfer-students/suny-transfer-paths/).

**Bachelor's Degree Programs**

To earn a bachelor's degree you need a minimum of 124 credits, with at least 31 credits earned at Empire State College.

A Bachelor of Arts degree requires at least 94 liberal arts and sciences credits, a Bachelor of Science degree requires at least 62 liberal arts and sciences credits, and a Bachelor of Professional Studies requires at least 32 liberal arts and science credits. All of the bachelor's degrees require a minimum of 45 advanced-level credits with a minimum of 24 of them in the concentration.

To satisfy SUNY General Education Requirements, all bachelor's degrees require a minimum of 30 credit hours distributed among at least seven of the 10 knowledge and skills areas listed on page 20 and 21. (Information on master's degree programs and graduate-level certificates, appears on page 37.)

**LIBERAL ARTS AND SCIENCES STUDIES**

Liberal arts and sciences studies, an essential part of your degree program, enhance a person's ability to communicate effectively; to think critically; to understand one's self and others; and to take action about the nature, quality and conditions of life. An Associate in Arts degree requires at least 48 liberal arts and sciences credits and an Associate in Science degree requires at least 32 liberal arts and sciences credits. A Bachelor of Arts degree requires at least 96 liberal arts and sciences credits, a Bachelor of Science

degree requires at least 64 liberal arts and sciences credits, and a Bachelor of Professional Studies requires at least 32 liberal arts and science credits.

### Undergraduate Certificate Programs

Undergraduate certificate programs may be stand alone or fully transferable into a related degree program. Financial aid may be used only when certificates are part of a degree program.

### Advanced-Level Studies

If you are seeking a bachelor's degree, you will complete at least 45 credits of advanced-level studies, with at least 24 credits of those advanced-level studies in your concentration.

The distinction between advanced study and introductory study is made by considering factors such as: the level of theoretical and application skills required (studies requiring analysis, synthesis and evaluation are more likely to be classified as advanced), or the presumption of prior study and the nature of the studies themselves (foundation skills, surveys, or beginning technical studies are more likely to be considered introductory).

### Breadth of Degree Programs

As a college of arts and sciences, SUNY Empire State College expects students to acquire the qualities of a broadly educated person. The purpose of a college education is to enable students not only to accumulate information, but also to appreciate what is learned in a broad context, relate what is being learned to what is already known, judge what one is told rather than merely accept it, and use what is learned in a practical and intellectual way.

The student's learning should extend beyond a single, narrow discipline or field. The student should demonstrate an understanding of several diverse perspectives (such as historical, literary, scientific, technological, esthetic, ethical, international, multicultural and gender-based) and be able to apply such perspectives to situations in which they must analyze, explain or solve problems concerning human behavior, society and the natural world.

### SUNY General Education Requirements

All students seeking Empire State College degrees must fulfill the SUNY General Education Requirements. For both associate and bachelor's degrees, you are required to complete a minimum of 30 credit hours distributed among at least seven of the 10 knowledge and skill areas listed below. *You must include both mathematics and basic communication as two of the seven areas.* You must select an additional five different content areas from the remaining knowledge and skill areas.

The 10 knowledge and skill areas are: mathematics, natural sciences, social sciences, American history, Western civilization, other world civilizations, humanities, the arts, foreign language and basic communication.

You must demonstrate competencies in two areas: critical thinking and information management.

Students may use Empire State College studies or approved online courses, transfer credit, approved standardized examinations, or individualized credit by evaluation toward the SUNY General Education Requirements. Consult your mentor about the options available to you.

### LEARNING OUTCOMES

#### I. Knowledge and Skill Areas

##### 1. Mathematics

Students will demonstrate the ability to:

- Interpret and draw inferences from mathematical models such as formulas, graphs, tables and schematics;
- Represent mathematical information symbolically, visually, numerically and verbally;
- Employ quantitative methods such as, arithmetic, algebra, geometry, or statistics to solve problems;
- Estimate and check mathematical results for reasonableness; and
- Recognize the limits of mathematical and statistical methods.

##### 2. Natural Sciences

Students will demonstrate:

- Understanding of the methods scientists use to explore natural phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical analysis; and
- Application of scientific data, concepts and models in one of the natural sciences.

##### 3. Social Sciences

Students will demonstrate:

- Understanding of the methods social scientists use to explore social phenomena, including observation, hypothesis development, measurement and data collection, experimentation, evaluation of evidence, and employment of mathematical and interpretive analysis; and
- Knowledge of major concepts, models and issues of at least one discipline in the social sciences.

##### 4. American History

Students will demonstrate:

- Knowledge of a basic narrative of American history: political, economic, social and cultural, including knowledge of unity and diversity in American society;
- Knowledge of common institutions in American society and how they have affected different groups; and
- Understanding of America's evolving relationship with the rest of the world.

##### 5. Western Civilization

Students will:

- Demonstrate knowledge of the development of the distinctive features of the history, institutions, economy, society, culture, etc., of Western civilization; and

- Relate the development of Western civilization to that of other regions of the world.

#### 6. Other World Civilizations

Students will demonstrate:

- Knowledge of either a broad outline of world history; or
- The distinctive features of the history, institutions, economy, society, culture, etc., of one non-Western civilization.

#### 7. Humanities

Students will demonstrate knowledge of the conventions and methods of at least one of the humanities in addition to those encompassed by other knowledge areas required by the general education program.

#### 8. The Arts

Students will demonstrate understanding of at least one principal form of artistic expression and the creative process inherent therein.

#### 9. Foreign Language

Students will demonstrate:

- Basic proficiency in the understanding and use of a foreign language; and
- Knowledge of the distinctive features of culture(s) associated with the language they are studying.

#### 10. Basic Communication

Students will:

- Produce coherent texts within common college-level written forms;
- Demonstrate the ability to revise and improve such texts;
- Research a topic, develop an argument and organize supporting details;
- Develop proficiency in oral discourse; and
- Evaluate an oral presentation according to established criteria.

### II. Competencies

The following two competencies should be infused throughout the general education program:

#### 1. Critical Thinking (Reasoning)

Students will:

- Identify, analyze and evaluate arguments as they occur in their own or others' work; and
- Develop well-reasoned arguments.

#### 2. Information Management

Students will:

- Perform the basic operations of personal computer use;
- Understand and use basic research techniques; and
- Locate, evaluate and synthesize information from a variety of sources.

## Concentrations and General Learning

Degree programs at Empire State College divide learning into two major categories: concentrations and general learning. Your concentration may be a focused, in-depth study of a discipline (for example, economics or physics); an interrelated study of two or more disciplines; the study of a problem or a theme; or study in preparation for a profession or vocation.

Because it requires serious, focused learning and implies a degree of competence in an area, a bachelor's degree concentration should contain at least 24 to 41 credits of study. Generally, no more than half of the total number of degree credits should be in the concentration. An associate degree can have a concentration but does not need to.

The college has established guidelines for completing concentrations in each area of study. These guidelines outline general expectations for study in the area, as well as specific expectations for certain concentrations. In addition, students often design concentrations for which no specific guidelines exist. These students research their interests and explain their choices within their degree program rationale.

Professional areas regulated by State Education Law (e.g., engineering) are not included in Empire State College's range of concentrations. The area of study guidelines are included in this catalog (see page 25). For detailed information, including concentration guidelines and excluded concentration titles, see the Student Degree Planning Guide.

Degree programs also must contain general learning, a term used to describe learning outside of the area of concentration. General learning may support the concentration, may add breadth to the degree program, or may be in areas that are unrelated to the concentration but are of interest to you.

## CREDIT FOR PRIOR COLLEGE-LEVEL LEARNING AND ADVANCED STANDING

Most degree programs at Empire State College include some credit for college-level learning acquired outside of the college. This learning is called advanced standing and can come in many forms. The college accepts credit that is appropriate to the degree program and includes it on your Empire State College transcript. Advanced standing takes the following forms.

### Transcript Credit From Regionally Accredited Colleges and Universities

Empire State College recognizes transfer credit acquired through other regionally accredited colleges and universities. In order for the credit to be directly transferable, the college or university must be regionally accredited or a candidate for accreditation at the time of your attendance. A list of the regional accreditation agencies can be found online at [www.esc.edu/studentdpguide](http://www.esc.edu/studentdpguide).

## New York State Education Department Recognized Institutions

Empire State College accepts credit from degree-granting institutions within New York state that have been approved by the New York State Education Department (NYSED) to award college-level degrees at the time of attendance. This includes independent and proprietary-sector institutions, such as some New York state business schools.

## International Transcripts Requiring Evaluation

Empire State College accepts college credit earned at other accredited institutions internationally. Transcripts from most international institutions must be evaluated by one of the approved foreign credential evaluation services listed below.

- Academic Evaluation Services, Inc. (AES)
- Educational Credential Evaluators, Inc. (ECE)
- Educational Perspectives (EP)
- World Education Services (WES)

## Standardized Examinations

Empire State College accepts many types of standardized examinations that have been evaluated for college-level credits. If your results meet the guidelines established by the college for earning credit, you can use those credits toward your degree program plan when:

- You have completed the examination during the specific time period covered by the evaluation and credit recommendation;
- An official score report is received by Empire State College directly from the testing service.

As with all advanced standing, standardized examination topics should fit into your degree program by strengthening your concentration or adding breadth and depth to your general learning.

Empire State College accepts the following standardized examinations.

- Advanced Placement examinations (AP)
- Association of Language Testers in Europe (ALTE)
- British A-level examinations
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- Excelsior College Examinations (UExcel Exams)
- Graduate Record Examination (GRE) advanced subject tests
- New York University foreign language proficiency examinations
- Thomas Edison Credit Examination Program (TECEP)

Before you decide to take an exam, you should speak with your mentor to determine if it is appropriate for your degree.

## The American Council on Education (ACE) [www2.acenet.edu/credit](http://www2.acenet.edu/credit)

“The ACE National Guide to College Credit for Workforce Training” contains ACE credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military. Credit recommendations apply only to training received during the period of time, at the locations and for the length of time listed in the guide.

## National College Credit Recommendation Service (National CCRS) [www.nationalccrs.org/](http://www.nationalccrs.org/)

National CCRS evaluates courses, training programs, licenses and/or certificates. Credit recommendations apply only to training received during the period of time, at the locations and for the length of time listed in the directory. You can view their credit recommendations on their website for each organization through their course credit recommendation directory.

## Military Training

Many types of military training and occupations have been evaluated for college-level credit through the American Council of Education (ACE). Empire State College accepts credit recommendations for any military training or occupation that has been evaluated by ACE. If you are an active-duty, guard, reserve, or veteran service member, the Office of Veteran and Military Education at Empire State College will assist you with requesting and reviewing military documentation, as well as provide other information and resources. You can reach OVME via email, phone, fax, or online at:

Military.Programs@esc.edu  
518-587-2100, ext. 2779 or 800-847-3000, ext. 2779  
fax 518-587-5483  
[www.esc.edu/Military](http://www.esc.edu/Military)

## SUNY Empire State College Professional Learning Evaluations

Empire State College evaluates some licenses, certificates and training programs and courses provided by industry, professional organizations, agencies and companies, and recommends college credit that can be used in an Empire State College degree. A list of the current Empire State College professional learning evaluations can be found online at [www.esc.edu/studentdpguide](http://www.esc.edu/studentdpguide). Empire State College has some expired evaluations, but if you acquired the learning during the original dates indicated on the credit recommendation you still may use the credits. Your mentor and the Office of Academic Review at your regional administrative office have more detailed information regarding program evaluations and available credits.



## Individualized Prior Learning Assessment (iPLA)

Empire State College is committed to the idea that students should be awarded credit for verifiable college-level learning regardless of where or how it was acquired. Many students have gained knowledge from sources that are not validated through traditional coursework, standardized examinations, or evaluated professional learning. This learning can be evaluated through the individualized Prior Learning Assessment process. Individualized Prior Learning Assessment (iPLA) is the process by which students are able to explain and document their college-level learning and be assessed by an expert evaluator. Each year, more than 4,000 Empire State College students complete the iPLA process. Most students who go through the process find it satisfying, affirming and worth the time and effort. For current information on the fees associated with individualized Prior Learning Assessment, please visit [www.esc.edu/Fees](http://www.esc.edu/Fees).

Consult the individualized Prior Learning Assessment (iPLA) Guide or the Student Degree Planning Guide for more detailed information.

## Empire State College Studies

You also will include Empire State College studies in your degree program. Empire State College offers a rich array of modes of study: guided independent study, online learning courses, seminar-style study groups and intensive residency-based study to name a few. You may combine modes of study to suit your schedule, circumstances, learning style, learning objectives and available resources.

Each study is designated liberal or nonliberal, advanced or introductory level, and lists whether it satisfies SUNY General Education Requirements. For an associate degree, you must successfully complete at least 24 credits while enrolled at Empire State College, and for a bachelor's degree, you must successfully complete at least 31 credits while enrolled at the college. For more information on Empire State College studies, see the chapter titled Learning Opportunities beginning on page 134.

## DEFINING SPECIFIC LEARNING OPPORTUNITIES

### Learning Contracts

Empire State College defines many student studies through learning contracts. Learning contracts describe what it is that you will study, what the expected learning outcomes are, how you will learn it, and how your mentor will evaluate you. They are similar to course syllabi, but you have an important role in determining the content, methods of study and criteria for evaluation of learning contracts. We encourage you to design studies that help you clarify goals and acquire the competence, knowledge and awareness necessary to pursue them actively and independently.

## STUDENT GRADES AND GRADE POINT AVERAGES

The college calculates a grade point average (GPA) based on quality points assigned to letter grades and reports that GPA on the transcript. The college does not assign grades for any advanced-standing credit including individualized prior learning assessment (iPLA), and these components are not included in an Empire State College GPA.

## STUDY TIME

Empire State College students are primarily adults, arriving at our locations and programs with full lives that include commitments to family, work, community and personal fulfillment. When you decide to take on the academic rigors of pursuing a degree, it is imperative that you examine your commitments and make adjustments to accommodate your endeavors and thus achieve your academic goals.

In general, you should plan for 10 to 12 or more hours per week of study time for each 4-credit study or course in which you are enrolled, or in simpler terms, at least three hours a week for each credit hour of course study. Study time includes activities such as reading, writing, reflecting and research. Students taking online courses should factor in additional time for online communications with other students in their courses.

## DEGREE COMPLETION

When you have successfully completed your degree studies, your location staff will review all your academic records, and, when all is in order, forward a recommendation for degree conferral to the Office of the Registrar and Student Accounts. The registrar's staff performs a final review of your complete academic record, while Student Accounts performs a final review of your student financial account.

When the academic clearance is completed, the registrar assigns a degree award date. Although your degree will be awarded upon academic clearance, you will not be issued a diploma, transcript, or degree verification letter until all outstanding financial obligations to the college have been met. You will receive an invitation to attend the next commencement ceremony. (See page 57 for commencement information.)

### Rates of Degree Completion\*

	Entering Fall 2012	Graduated by Fall 2018	Completion Rate (%)
All Students	1,974	917	46.45%
Part Time	838	387	46.18%
Full Time	1,136	530	46.65%

\* Within six years for bachelor's degree seeking students entering Empire State College during fall 2012.

Source of data: Decision Support Annual Retention Cube (Data Warehouse)

## HEGIS CODES

The following are the Higher Education General Information Survey (HEGIS) codes for the undergraduate programs. Enrollment in any program other than the registered programs may impact student eligibility for certain student aid awards.

Accounting (B.S.)	0502
Addiction Studies (B.S.)	2101
Allied Health (B.S.)	1201
The Arts (B.A., B.S., B.P.S.)	1001
The Arts (A.A., A.S.)	5610
Business Administration (B.S.)	0506
Business and Environmental Sustainability (CERT)	5099
Business, Management and Economics (B.A., B.S., B.P.S.)	0501
Business, Management and Economics (A.A., A.S.)	5001
Child Care Worker (CERT)	5503
Community and Human Services (B.A., B.S., B.P.S.)	2101
Community and Human Services (A.A., A.S.)	5506
Cultural Studies (B.A., B.S.)	1599
Cultural Studies (A.A., A.S.)	5615
Educational Studies (B.A., B.S.)	0801
Educational Studies (A.A., A.S.)	5608
Historical Studies (B.A., B.S.)	2205
Historical Studies (A.A., A.S.)	5622
Human Development (B.A., B.S.)	2001
Human Development (A.A., A.S.)	5620
Human Resource Management (B.S.)	0515
Interdisciplinary/Multidisciplinary Studies (B.A., B.S., B.P.S.)	4901
Interdisciplinary/Multidisciplinary Studies (A.A., A.S.)	5699
Labor Studies (B.A., B.S., B.P.S.)	0516
Labor Studies (A.A., A.S.)	5004
Management (B.S.)	0506
Manufacturing Management (CERT)	5099
Nursing (B.S.N.)	1203.10
Public Affairs (B.A., B.S., B.P.S.)	2199
Psychology (B.A.)	2001
Science, Mathematics and Technology (B.A., B.S.)	4902
Science, Mathematics and Technology (A.A., A.S.)	5699
Social Science (B.A., B.S.)	2201
Social Science (A.A., A.S.)	5622
Technology (B.P.S.)	4902

## Areas of Study and Concentration Guidelines

The areas of study and concentration guidelines identify the knowledge expectations of academic and/or professional fields. Students use the guidelines to develop their degrees so that they include both expected knowledge and currency in their field. The guidelines are not names of specific courses; instead, they identify knowledge expectations that are included in multiple courses and in multiple ways.

A student's degree represents a body of knowledge that has been acquired. The college has guidelines for 12 broad areas of study and, in many cases, for more specific concentrations within areas of study. If a student chooses to design a degree with a concentration, his or her mentor helps develop a concentration title that accurately represents a focus that fits within the particular area of study. Additionally, SUNY Empire State College offers a Bachelor of Science (B.S.) in Accounting for students interested in pursuing future careers as professional accountants and the School of Nursing and Allied Health offers a Bachelor of Science in Nursing for registered nurses and a Bachelor of Science in Allied Health. Bachelor of Science degree programs in Business Administration, Human Resource Management and Management began accepting students for enrollment in fall 2019. A new Bachelor of Arts in Psychology and Bachelor of Science in Addiction Studies will begin accepting students for enrollment in spring 2020. The college does not offer undergraduate programs leading to professional licensure or certification.

In planning a degree, the student's mentor helps interpret the guidelines. When the degree program is submitted for approval it goes through faculty and college-level review processes; the guidelines will be used as the basis for the review of the degree design and concentration. In the degree program rationale, the student explains how studies address the area of study and where necessary, concentration guidelines, as well as the college's learning goals and degree requirements.

### Area of Study and Concentration

**Guidelines can be found at:**

**[www.esc.edu/AOS](http://www.esc.edu/AOS).**

**Select an area of study and**

**click on Detailed Guidelines.**

## THE AREA OF STUDY GUIDELINES FRAMEWORKS

Each area of study guideline is written broadly to represent a body of knowledge expected within that field. The guidelines will help to structure the degree with the student's goals in mind. Degrees fall into one of five general structures or frameworks:

1. **Disciplinary** – a program of study guided by the existing framework of a discipline. Degrees designed around this framework are similar in design to programs of study at other colleges.
2. **Interdisciplinary** – a program of study that simultaneously interrelates two or more disciplines. Degrees designed around this framework draw upon the methods and bodies of knowledge of multiple disciplines to think across boundaries.
3. **Problem Oriented** – a program of study designed around a problem. Degrees designed around this framework examine a significant issue in depth from multiple perspectives.
4. **Professional/Vocational** – a program of study that focuses on acquiring knowledge and skills needed for specific career performance and applications. Degrees designed around this framework explore the conceptual foundations of the profession, the role of the professional in that career, and the relations between the profession and society at large.
5. **Thematic** – a program of study focusing on a particular theme or set of ideas. Degrees designed around this framework trace the development of a theme or idea, or explore various aspects of a theme to examine its cultural and intellectual influence.

## Concentration Guidelines

In addition to the broader, general area of study guidelines, several areas of studies have developed concentration guidelines that have specific meaning in the academic and professional worlds. These concentration guidelines also identify knowledge expectations rather than specific courses. Students can address these expectations through multiple studies and in multiple ways.

Many degrees that are designed around a disciplinary or professional/vocational framework use established concentration titles. For example, in the Business, Management and Economics area of study guidelines, there are specific concentration titles for Economics, Finance, Marketing and more. In the Science, Mathematics and Technology area of study guidelines, there are specific concentration titles for Biology, Mathematics, Information Systems, Computer Science and others.

Students can self-design their own concentration title using a disciplinary or professional/vocational framework, as long as the title is clear about the learning represented in the degree. If the degree is designed around an interdisciplinary, problem oriented, or thematic framework, the student will be designing his or her own concentration title. Many students decide to develop their own concentration titles, especially when they have significant advanced standing credits. This option provides flexibility in the

degree program design. For example, if a student chooses to design a degree in business without including several of the topics listed in one of the concentration guidelines, he or she might select another framework and develop a title that better describes the degree program plan.

The following pages provide an overview of each area of study. In designing degree programs, students follow area of study guidelines, which can be found by going to [www.esc.edu/AOS](http://www.esc.edu/AOS) and selecting “detailed guidelines.”

## THE ARTS

Study for a degree or a concentration in The Arts develops and deepens your understanding of your particular artistic interest and enhances your ability to express your own concepts and ideas. You can focus on fine or graphic arts, performing arts, creative writing, media arts, art history, or arts management while you explore historical and cultural context, theoretical and philosophical issues, and current developments and perspectives related to art. Your studies will help refine your research skills, your artistic technique and your ability to form and communicate ideas, images and critical judgments. Together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in The Arts?

Students who study The Arts can:

- Increase their skills and techniques as fine/visual or performing artists,
- Prepare for graduate school,
- Advance in their current occupations in the arts world,
- Teach,
- Work in museums or galleries,
- Become a graphic designer,
- Work in media,
- Work in film,
- Become an art therapist, and
- Manage arts organizations.

### Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

## Popular Concentrations

Study concentrations in The Arts include practice, history and criticism in fields such as:

- Visual Arts
  - Sculpture
  - Painting
  - Crafts
  - Photography
  - Design
  - Graphics
- Performing Arts
  - Dance
  - Theater
  - Music
- Media Arts
  - Film
  - Video

You can focus on a single area such as painting, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

Additionally, special programs in the performing and the visual arts are offered at the Manhattan location in New York City.

For detailed guidelines in The Arts, go to [www.esc.edu/degrees-programs/undergraduate-aos/the-arts/arts-guidelines/](http://www.esc.edu/degrees-programs/undergraduate-aos/the-arts/arts-guidelines/).

For sample degree programs in The Arts, go to [www.esc.edu/degrees-programs/undergraduate-aos/the-arts/degree-program-plan-samples/](http://www.esc.edu/degrees-programs/undergraduate-aos/the-arts/degree-program-plan-samples/).

## BUSINESS, MANAGEMENT AND ECONOMICS

As a student of Business, Management and Economics you will investigate the world of accounting, business administration, economics, finance, human resources, information systems, international business, labor relations, management, marketing and public administration.

As a student in this area, you will develop analytical, management, communication and quantitative skills, increase your understanding of economic principles and disciplinary methods and learn about the effective use of information technologies to support your career or personal goals and aspirations as, together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in Business, Management and Economics?

The practical skills and breadth of knowledge you obtain through your degree can prepare you for:

- Entry to or advancement in a business career,
- International business,
- Graduate school,
- Entrepreneurship,

- Teaching,
- Government service,
- Banking,
- Finance,
- Labor relations, and
- Marketing.

## Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in the Business, Management and Economics area of study:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies
- Combined B.A./B.S./B.P.S. in Business, Management and Economics/M.A. in Community and Economic Development
- Combined B.S./B.P.S. in Business, Management and Economics/MBA in Business Management

**Note:** The Associate in Science degree provides a foundation in the core business areas (e.g., management) as preparation for further study. The Bachelor of Science and Bachelor of Professional Studies degrees allow you to develop a full concentration within a business field. The key difference between the two bachelor's degrees is that the B.S. requires more credits in the liberal studies component (e.g., humanities, social sciences). The majority of students pursue B.S. degrees, particularly if they are thinking about earning a graduate degree in the future.

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

## Popular Concentrations

The Business, Management and Economics area presents opportunities to explore diverse aspects of, approaches to and experiences in the business world, including in:

- Economics,
- Entrepreneurship,
- Finance
- Information systems,
- International business,
- Labor relations,
- Marketing,
- Public administration, and
- Sustainability.

You can focus on a single area such as business administration, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines in Business, Management and Economics, go to [www.esc.edu/degrees-programs/undergraduate-aos/business-management-economics/bme-guidelines/](http://www.esc.edu/degrees-programs/undergraduate-aos/business-management-economics/bme-guidelines/).**

**For sample degree programs in Business, Management and Economics, go to [www.esc.edu/degrees-programs/undergraduate-aos/business-management-economics/degree-program-plan-samples/](http://www.esc.edu/degrees-programs/undergraduate-aos/business-management-economics/degree-program-plan-samples/).**

## COMMUNITY AND HUMAN SERVICES

Study for a degree in Community and Human Services expands your understanding of the relationship between human needs and values and social conditions. You develop analytical and communication skills, as well as the knowledge and expertise to contribute to the development and maintenance of healthy communities, groups and individuals.

Students in this area learn to understand and integrate the six foundations of the discipline: knowledge of human behavior, knowledge of service delivery, skills, ethics, diversity and application and integration. Many faculty mentors in Community and Human Services have had extensive experience in the field in roles ranging from direct service to program evaluation and are available to guide you to meet personal and vocational goals.

### Why choose a degree in Community and Human Services?

Students who study Community and Human Services are preparing to:

- Enter or continue in community-service professions;
- Further develop their current professional role;
- Pursue graduate study;
- Combine their background in nursing or substance-abuse counseling with further education to broaden their knowledge and abilities;
- Solve problems interfering with the well-being of individuals, groups and communities;
- Manage social-service organizations delivering assistance;
- Help individuals and communities in emergencies;
- Affect social policy and change;
- Teach;
- Enter jobs in government; or
- Assume a policymaking role.

## Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Community and Human Services:

- Associate in Arts
- Associate in Science
- Bachelor of Arts

- Bachelor of Science
- Bachelor of Professional Studies

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

### Popular Concentrations

- Children and Family Services
- Criminal Justice Services
- Disability Services
- Health and Human Services
- Substance Abuse Services

You can focus on a single area such as children and families, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Community and Human Services, go to [www.esc.edu/degrees-programs/undergraduate-aos/community-human-services/](http://www.esc.edu/degrees-programs/undergraduate-aos/community-human-services/).**

## CULTURAL STUDIES

As a student in Cultural Studies you will explore the ways in which human beings understand, organize, interpret and communicate their world. You examine and analyze philosophical, literary and artistic expressions, social structures, values, norms, belief systems and historical perspectives across time, place and cultures on issues such as ethics, gender, class and race.

Cultural studies will enhance your awareness and understanding of differences and similarities among people all over the world, including yourself. You will sharpen your skills in writing and research and critical reading and thinking, as, together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in Cultural Studies?

Students use the critical and analytical skills developed through work in this area of study to prepare for:

- Graduate school,
- Law school,
- The business sector,
- Work in government,
- Teaching,
- Journalism,
- The ministry,
- International human-services delivery or management,
- Work in museums or libraries, or
- Work in public history.

### Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Cultural Studies:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Combined B.A. or B.S. in Cultural Studies/  
MAT in Adolescent Education

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

### Popular Concentrations

- Communication
- Philosophy
- Religious Studies
- Writing and Literature
- Women's Studies
- African-American Studies
- American Studies
- World Languages and Literature
- Asian, African, or Caribbean Area Studies
- Ethnicity Studies
- Global Studies

You can focus on a single area such as women's studies, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Cultural Studies, go to [www.esc.edu/degrees-programs/undergraduate-aos/cultural-studies/](http://www.esc.edu/degrees-programs/undergraduate-aos/cultural-studies/).**

## EDUCATIONAL STUDIES

As a student of Educational Studies, you will broaden your knowledge and hone valuable skills, whether or not it is your goal to be a teacher. As a student in this area, you will examine the processes involved in teaching and learning in courses about topics such as learning theories or social context, as well as be exposed to practical applications such as technology in the classroom and curriculum development. Through your examination of current issues, innovations and research, you will build a foundation of historical, philosophical, sociological, political, multicultural and gender perspectives in relation to education. You will sharpen your skills in writing and research and critical reading and thinking, as, together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in Educational Studies?

Students often pursue a concentration in Educational Studies in order to prepare for:

- Early-childhood education and program administration,
- Teaching or training programs for adults,
- Workforce development,

- Community education,
- International training and development,
- Advanced study in education or in other fields,
- Work developing children's programs,
- A Master of Arts in Teaching,
- Research in education,
- A role in policymaking, or
- Work in educational settings.

## Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Educational Studies:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

## Teacher Preparation

- The pathways to certification web page ([www.esc.edu/degrees-programs/undergraduate-aos/educational-studies/teacher-certification-pathways/](http://www.esc.edu/degrees-programs/undergraduate-aos/educational-studies/teacher-certification-pathways/)) provides information about how degree study at the college can be relevant to certification, or when such studies will not be useful to the student specifically seeking certification.
- New York State Association for the Education of Young Children (<http://nysaeyc.org>) is a resource for individuals planning to work with young children.
- The college offers a teacher-certification program at the master's level for students enrolled in the Master of Arts in Teaching program.

**Note:** Empire State College does not have a registered teacher certification program at the bachelor's level.

**Note:** You will need Adobe Acrobat Reader to read PDF documents. If Acrobat Reader is not installed on your computer, you can download it for free from Adobe.

## Popular Concentrations

- Adult Education
- Early Childhood Education
- Educational Psychology
- Learning Communities
- Lifelong Learning
- Sociology of Education
- Training and Staff Development
- Teaching Strategies
- Family Education
- Instructional Technologies

You can focus on a single area such as early childhood education, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Educational Studies, go to [www.esc.edu/degrees-programs/undergraduate-aos/educational-studies/](http://www.esc.edu/degrees-programs/undergraduate-aos/educational-studies/).**

## HISTORICAL STUDIES

As a Historical Studies student, you will explore human history and the nature of human existence by examining topics such as the development of social, political and religious groups; national experiences; a particular time period or important historic figure or event; or themes such as women in history. You also will develop valuable research, analytical and communications skills as, together with a faculty mentor, you create a program to meet your specific needs and goals.

## Why choose a degree in Historical Studies?

Students with a degree in Historical Studies are prepared to go on to careers in:

- Teaching,
- Historic preservation and restoration,
- Research,
- Archiving,
- Work in a museum or library,
- Graduate school,
- Public history, or
- Law.

## Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Historical Studies:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Combined B.A. or B.S. in Historical Studies/  
MAT in Adolescent Education

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

## Popular Concentrations

- American History
- Asian-American History
- History of Women in the U.S.
- Military History
- Modern Social and Economic History
- History and Literature
- Public History

You can focus on a single area such as American history, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Historical Studies, go to [www.esc.edu/degrees-programs/undergraduate-aos/historical-studies/](http://www.esc.edu/degrees-programs/undergraduate-aos/historical-studies/).**

## HUMAN DEVELOPMENT

As a student of Human Development, you will draw on many different disciplines, including psychology, human biology and anthropology, in your exploration of human experience and behavior. You will explore ideas about the experience, growth and behavior of human beings; their patterns of development in various life stages; individual, group and cultural similarities and differences; and health and mental health issues in society. You also will develop valuable research, analytical and communications skills as, together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in Human Development?

Students of Human Development pursue this area of study in order to prepare for:

- A career in human development,
- Advancement to a management position,
- Graduate school,
- Work in psychology, counseling, or school psychology,
- Social services delivery or management,
- Medical school,
- Teaching,
- Government service,
- Public health opportunities, or
- Advocacy for special populations.

### Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in human development:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

### Popular Concentrations

- Child Development
- Focus on a Particular Age Group
- Lesbian, Gay, Bisexual, Transgender Issues
- Grieving and Loss

- Disability
- Family Relationships

You can focus on a single area such as disability services, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Human Development, go to [www.esc.edu/degrees-programs/undergraduate-aos/human-development/](http://www.esc.edu/degrees-programs/undergraduate-aos/human-development/).**

## INTERDISCIPLINARY/ MULTIDISCIPLINARY STUDIES

Interdisciplinary/Multidisciplinary Studies will allow you to explore a particular area of interest, theme, theory, concern, profession, or topic from more than one perspective explored within the college's 12 areas of study. Your close, interdisciplinary examination will be the basis of both discovery and integration of interconnected ideas from different areas. You will sharpen your skills in writing and research and critical reading and thinking, as, together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in Interdisciplinary/ Multidisciplinary Studies?

A degree in Interdisciplinary/Multidisciplinary Studies can be an excellent foundation for:

- Teaching,
- Graduate work,
- Social-services delivery,
- Journalism or creative writing,
- Advocacy in an area of interest,
- Communications,
- The arts, or
- Law.

### Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Interdisciplinary/Multidisciplinary Studies:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

### Popular Concentrations

- Criminal Justice by combining:
  - Community and Human Services
  - Social Science



- Women's Health by combining:
  - Science, Mathematics and Technology
  - Community and Human Services
  - Human Development
  - Cultural Studies
- Environmental Studies by combining:
  - Science, Mathematics and Technology
  - Community and Human Services
  - Business, Management and Economics
  - Cultural Studies

**For detailed guidelines and sample degree programs in Interdisciplinary/Multidisciplinary Studies, go to [www.esc.edu/degrees-programs/undergraduate-aos/interdisciplinary-studies/](http://www.esc.edu/degrees-programs/undergraduate-aos/interdisciplinary-studies/).**

## LABOR STUDIES

As a student of labor studies, you will examine the topics of work, workers and worker organizations. You will study the history of the labor movement, labor law and collective bargaining, and focus on current problems and policies generated by changes in the global economy, technology, the workforce and the workplace.

You will sharpen your skills in writing and research and critical reading and thinking, as, together with a faculty mentor, you create a program to meet your specific needs and goals.

Labor studies degrees are offered online and through The Harry Van Arsdale Jr. School of Labor Studies in New York City. For more information about the degrees and programs offered through The Harry Van Arsdale Jr. School of Labor Studies, please see page 14.

### Why choose a degree in Labor Studies?

Students pursue a degree in Labor Studies in order to prepare for:

- Increased responsibilities in their present position;
- New careers in areas such as labor-management relations and human resources;
- Graduate school, especially in Labor Studies;
- Law school;
- Work in policy development;
- Work in the business sector;
- Government service; or
- Teaching

### Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following related degrees in Labor Studies:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies

### Additionally

- An advanced graduate certificate program in Work and Public Policy and a Master of Arts in Work and Labor Policy also are available.
- The Harry Van Arsdale Jr. School of Labor Studies in New York City provides degree-completion opportunities for wage earners and union members in their chosen field, such as electrical construction or para-education. For more information about the degrees and programs offered through The Harry Van Arsdale Jr. School of Labor Studies, please see page 14.

### Popular Concentrations

- General Labor History
- Labor Studies
- Labor-Management Relations  
(available only through online courses)

Labor Studies is an interdisciplinary field which draws on the methodologies and subject matter of the social sciences and humanities and other interdisciplinary areas, such as American studies, women's studies and African-American studies.

### Nondegree Study

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

**For detailed guidelines and sample degree programs in Labor Studies, go to [www.esc.edu/degrees-programs/undergraduate-aos/labor-studies/](http://www.esc.edu/degrees-programs/undergraduate-aos/labor-studies/) or [www.esc.edu/graduate-studies/masters-degrees/policy-programs/ma-work-labor-policy/](http://www.esc.edu/graduate-studies/masters-degrees/policy-programs/ma-work-labor-policy/)**

## PUBLIC AFFAIRS

As a student of Public Affairs, you will be well-equipped to serve society through public service, civic engagement, political and government careers, public communications, or nonprofit service. The interdisciplinary Public Affairs area of study will prepare you with leadership and decision-making skills to operate in the public interest, addressing social issues and societal concerns.

As you work toward your degree, you will examine the theoretical and philosophical underpinnings of your chosen concentration, meanwhile gaining an understanding of American governmental and public institutions, within their social context, and becoming familiar with the broad and complex economic, financial and legal environments within which public institutions function. Students in Public Affairs have the opportunity to engage intellectually with ethical questions related to the area of concentration, and the values that drive the development of public policy. As a Public Affairs student, you will sharpen your skills in writing, research and critical reading and thinking, as, together with a faculty mentor, you create a program to meet your specific needs and goals.

For some concentrations, specific technical or scientific knowledge might be necessary.

## Why choose a degree in Public Affairs?

The practical skills and breadth of knowledge you obtain through your degree can prepare you for:

- Graduate school,
- Law school,
- Government service,
- Journalism,
- Leadership in emergencies, or
- Making policy.

## Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers only the following bachelor's degrees in the Public Affairs area of study:

- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies
- Combined B.A./B.S./B.P.S. in Public Affairs/  
M.A. in Community and Economic Development

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

## Popular Concentrations

- Public Administration
- Public Policy
- Criminal Justice
- Homeland Security
- Public Communications
- Health Policy
- Emergency Management

You can focus on a single area such as political science, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Public Affairs, go to [www.esc.edu/degrees-programs/undergraduate-aos/public-affairs/](http://www.esc.edu/degrees-programs/undergraduate-aos/public-affairs/).**

## SCIENCE, MATHEMATICS AND TECHNOLOGY

Students of Science, Mathematics and Technology will explore the natural sciences (physics, chemistry and biology), mathematics, computer science and a range of technological, applied-science and health-related fields. You study the fundamental laws and concepts of your concentration, develop your knowledge of scientific methodology and learn the skills important to successful practice and communication, whether you are entering a new field or honing your skills in your current occupation. You will sharpen your skills in critical reading and thinking, as, together with a faculty mentor, you create a program to meet your specific needs and goals.

## Why choose a degree in Science, Mathematics and Technology?

There are many career opportunities available to you if you study science, mathematics, or technology in a variety of fields. Students who pursue this area of study often are interested in:

- Allied health fields,
- Teaching,
- Computer systems,
- Manufacturing,
- Information systems,
- Environmental sciences, or
- Graduate study.

## Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Science, Mathematics and Technology:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science
- Bachelor of Professional Studies\*
- Combined B.A. or B.S. in Science, Mathematics and  
Technology/MAT in Adolescent Education

\* BPS degrees are only awarded in Technology, and not in Science, Mathematics and Technology.

## Note

- Empire State College does not offer degrees in engineering. You may study the mathematics and the theoretical sciences that comprise the traditional engineering curriculum, but the title of the degree cannot contain the word "engineering."
- Empire State College does not have laboratory facilities. If you need to undertake laboratory-based studies, there may be computer simulations to replace at least some parts of the traditional laboratory, or you may want to enroll in a laboratory course at a traditional college.

Taking individual courses as a nondegree nonmatriculated student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

## Popular Concentrations

- Biology
- Chemistry
- Computer Science
- Environmental Science
- Information Systems
- Information Technology
- Mathematics
- Physics
- Technology

You can focus on a single area such as information systems, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Science, Mathematics and Technology, go to [www.esc.edu/degrees-programs/undergraduate-aos/science-math-technology/](http://www.esc.edu/degrees-programs/undergraduate-aos/science-math-technology/).**

## SOCIAL SCIENCE

As a student of Social Science, you will explore the interaction and history of social, political and economic structures, and how they affect human beings in complex society.

You explore theories, methods and problems addressed by anthropologists, political scientists and sociologists in their examination of critical concerns for modern society, both to understand them in a historical context and to consider policies to address those issues. You also will develop valuable research, analytical and communications skills as, together with a faculty mentor, you create a program to meet your specific needs and goals.

### Why choose a degree in Social Science?

Graduates with a degree in this area are preparing for opportunities in:

- Social-services delivery,
- Social-services management,
- Social ministry,
- Law,
- Policymaking,
- Teaching,
- Government service, or
- Graduate school.

### Degrees Available

As a regionally accredited college of the State University of New York, Empire State College offers the following degrees in Social Science:

- Associate in Arts
- Associate in Science
- Bachelor of Arts
- Bachelor of Science

Taking individual courses as a nondegree student also is possible and will offer you the same range and depth of courses and rigorous standards as matriculated undergraduate students.

### Popular Concentrations

- African-American Studies
- Sociology
- Social Theory
- Public Policy
- Political Science
- Women's Studies

You can focus on a single area such as biopsychosocial development, or create an interdisciplinary concentration that connects or combines perspectives exploring a theme or topic.

**For detailed guidelines and sample degree programs in Social Science, go to [www.esc.edu/degrees-programs/undergraduate-aos/social-science/](http://www.esc.edu/degrees-programs/undergraduate-aos/social-science/).**

## NURSING AND ALLIED HEALTH PROGRAMS

The mission of the School of Nursing and Allied Health is to create learning environments that promote critical thinking, social responsibility and lifelong learning. The School of Nursing and Allied Health prepares students as leaders and full partners on interdisciplinary teams in complex health care environments within a global community. The goals of the School of Nursing and Allied Health are to:

- Provide seamless academic progression
- Promote collaborative and dynamic learning environments through both mentoring relationships and the use of technology
- Promote professional values, including lifelong learning and professional role development allowing students to reach their full potential
- Provide accessible, affordable and flexible programs of study to meet the academic needs of the adult learner.
- Facilitate faculty development related to teaching, scholarship and service to the college and community.

The School of Nursing and Allied Health offers a bachelor of science (B.S.) degree program for registered nurses (RN to BSN program), a bachelor's degree program for allied health professionals, a master's of science (M.S.) in Nursing Education and a master's of science (M.S.) in Nursing Administration programs. These online undergraduate programs are for licensed registered nurses who reside in New York state or individuals holding the associate degree and licensure or certification. The online graduate nursing program is open to RN's licensed in other states. Both the undergraduate and graduate programs are flexible, affordable and designed for working adults. Because most students are working full-time, they engage in part-time study and complete degree requirements within two to three years.

The nursing curricula are aligned with the American Association of Colleges of Nursing's Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) and The Essentials of Master's Education in Nursing (AACN, 2011), as well as the American Nurses Association standards of professional performance (ANA, 2010). The nursing courses are delivered online. Clinical and capstone experiences take place in the student's home community.

### Accreditation

The RN to BSN, the M.S. in Nursing Education and the M.S. in Nursing Administration programs at SUNY Empire State College are accredited by the Commission on Collegiate Nursing Education. ([www.aacn.nche.edu/about-aacn](http://www.aacn.nche.edu/about-aacn))

SUNY Empire State College is accredited by the Middle States Commission on Higher Education (MSCHE), a voluntary, nongovernmental, regional membership association that assures the educational quality of colleges and universities.

### **Tau Kappa Chapter at-Large, Sigma Theta Tau International Honor Society of Nursing**

The School of Nursing and Allied Health is affiliated with Tau Kappa at-Large Chapter of Sigma Theta Tau International (STTI) Honor Society of Nursing. The chapter works to further the mission of STTI, advancing world health and celebrating nursing excellence in scholarship, leadership and service. Eligible students and graduates are invited to join the chapter each year and be active participants in chapter activities throughout their professional lives.

### **RN to BSN Admission Requirements**

Applicants to the RN to BSN program must submit an online application and essay, and hold an active, unencumbered New York State RN license and an associate degree or diploma from a New York state approved nursing program or equivalent.

### **Bachelor of Science in Allied Health Admission Requirements**

Applicants to the B.S. in Allied Health program must submit an online application and essay; have an associate degree or diploma in allied health or related field, which leads to licensure or certification, from an accredited institution of higher education; have a current license or certification for those professions requiring licensure or certification; and have completed of a minimum of 12 credits in the natural and social sciences (Anatomy and Physiology I and II required).

### **Graduate Admission Requirements**

Applicants to the M.S. in Nursing Education and M.S. in Nursing Administration programs must submit an online application and essay, along with a resume that clearly demonstrates clinical practice as a registered nurse for a minimum of one year. Applicants must hold an active, unencumbered RN license and a bachelor's degree in nursing with a GPA of 3.0 or higher from a regionally accredited institution.

To apply, simply begin the application process by going to <http://suny-empire.esc.edu/admissions/nursing-admissions/>

### **RN-BSN Program Outcomes**

By the end of the RN-BSN program, the graduate will be able to:

1. Integrate knowledge from the nursing, biological and social sciences, and the humanities to provide culturally competent care to individuals, families and communities.
2. Apply a variety of communication strategies in establishing positive relationships with patients, families and members of the health care team.

3. Use evidence and information technology to enhance patient safety and promote quality care outcomes.
4. Integrate principles of leadership in promoting collaboration with interdisciplinary teams.
5. Analyze how the baccalaureate prepared nurse develops professional role identity including consideration of values, and legal and ethical aspects to nursing practice.

### **Bachelor of Science in Allied Health Program Outcomes**

By the end of the program, the graduate will be able to:

1. Integrate knowledge from the health, biological and social sciences, and the humanities to provide culturally competent care to individuals, families and communities;
2. Apply a variety of communication strategies in establishing positive relationships with patients, families and members of the health care team;
3. Use evidence and information technology to enhance patient safety and promote quality care outcomes;
4. Integrate principles of leadership in promoting collaboration with interdisciplinary teams;
5. Analyze how the baccalaureate-prepared health care provider develops professional role identity, including consideration of values, and legal and ethical aspects to health care practice.

### **Graduate Program Outcomes**

By the end of the program, the M.S. graduate will be able to:

1. Integrate advanced principles and theories from nursing and related sciences to effect changes in health care practices and policies.
2. Assume a leadership role on interprofessional teams and facilitate collaboration by using advanced communication skills.
3. Critique strategies for ethical decision making in nursing research, education and clinical practice management.
4. Engage in lifelong learning activities that further professional role development (as a nurse educator, a nurse administrator or an informatics nurse).
5. Synthesize evidence to inform decision making and evaluate outcomes in a variety of practice settings.
6. Design person-centered and culturally responsive approaches to promote optimal health outcomes.
7. Use informatics and health care technologies to enhance practice.

### **Bachelor of Science in Nursing Program**

The RN to Bachelor of Science in Nursing program is an upper-division program designed for registered nurses. It includes online courses and two community-based precepted clinical experiences. Students may complete general learning requirements via online or face-to-face courses at any regionally accredited

institution. Requirements can be met via assessment of prior learning, independent study and successful completion of selected examinations.

The RN to BSN program requires a total of 124 credits completed through a combination of nursing component requirements, transfer credits and credits earned by meeting SUNY Empire State College general learning requirements. Most students enroll on a part-time basis and complete the program in 24 to 36 months.

## RN to BSN Curriculum

### Nursing Component – 41 Credits

#### Core – 37 Credits

NURS-3005 Educational Planning: Transition to Baccalaureate Nursing (4 credits)

NURS-3010 Health Assessment (4 credits)

NURS-3015 Pharmacology (4 credits)

NURS-3020 Nursing Informatics (4 credits)

NURS-3025 Nursing Research (4 credits)

NURS-4005 Health Care Delivery Systems and Policy (4 credits)

NURS-4010 Professional Issues and Leadership in Contemporary Nursing (4 credits)

NURS-4015 Community Health Nursing (4 credits)

NURS-4020 Baccalaureate Nursing Capstone (5 credits)

#### Elective Requirement – 4 credits

More than 50 online courses and selected professional nursing certifications have been approved by the nursing faculty to meet the elective requirement.

Some electives that can be used to meet the requirement are:

NURS-3030 Multigenerational Nursing (4 credits)

NURS-3035 Interdisciplinary Perspectives in Global Health (4 credits)

NURS-3040 Foundations of Palliative Care (4 credits)

#### General Learning Component – 83 Credits

The remaining 83 credits are obtained via the transferring of credits and by completing SUNY Empire State College general learning requirements. Students are required to meet all of the undergraduate SUNY General Education Requirements.

## The Bachelor of Science in Allied Health Program

The Bachelor of Science in Allied Health is a degree completion program designed for allied health professionals such as cardiovascular technologists, clinical laboratory technicians, dental hygienists, emergency medical technicians, health information technologists, medical assistants, medical sonographers, occupational therapy assistants, physical therapy assistants, radiologic technicians, respiratory therapists, surgical technologists and others. It includes eight online core courses in the curriculum. Students may complete

general learning requirements via online or face-to-face courses at any regionally accredited institution. Requirements may be met via assessment of prior learning, independent study and successful completion of selected examinations.

## Bachelor of Science in Allied Health Curriculum

### Core – 32 credits

- EDPL-4005 Educational Planning: Transition to Baccalaureate Health Professions (4 credits)
- HLAD-2010 The United States Health Systems (4 credits)
- COMM-2005 Communications for Professionals (4 credits)
- HLAD-3020 Cultural Competency in Health Care (4 credits)
- HSCI-3200 Health Informatics (4 credits)
- HLAD-3045 Health Care Ethics (4 credits)
- HLAD-4020 Leadership in Health Care (4 credits)
- HLAD-4015 Health Care Policy (4 credits)

### Elective Requirements – 16 credits

More than 50 online courses are offered as electives. Electives are chosen based on student interest.

### General Learning Component – 76 credits

The remaining 76 credits are obtained via the transferring of credits and by completing SUNY Empire State College general learning requirements. Students are required to meet all of the undergraduate SUNY General Education Requirements.

## MASTER OF SCIENCE IN NURSING ADMINISTRATION PROGRAM

The Master of Science (M.S.) in Nursing Administration program is designed for registered nurses holding bachelor's degrees in nursing who are looking for an opportunity to earn a graduate degree in nursing. This 33-credit, online program will prepare students to assume a broader leadership role in nursing management within a health care organization or systemwide enterprise. All courses listed below are 3 credits each.

## Master of Science in Nursing Administration Curriculum

### Core – 18 credits

- NURS-6005 Theoretical Foundations of Nursing Practice
- NURS-6010 Professional Role Development and Ethics
- NURS-6015 Nursing Research and Evidence Based Practice
- NURS-6020 Contemporary Issues in Health Care
- NURS-6025 Informatics and Health Care Technology
- NURS-6030 Population Health, Human Diversity and Social Issues

**Nursing Administration Specialty Courses – 12 credits**

- NURS-6065 Healthcare Finance and Budgeting
- NURS-6070 Organizational Theory and Human Resource Management
- NURS-6075 Innovative Leadership in Healthcare Organizations
- NURS-7010 Nursing Administration Capstone

**Graduate-Level Elective Requirement – 3 credits**

For additional information about the nursing degree programs and courses, please visit their website at [www.esc.edu/Nursing](http://www.esc.edu/Nursing).

**MASTER OF SCIENCE IN NURSING EDUCATION PROGRAM**

The Master of Science (M.S.) in Nursing Education program is designed for registered nurses wishing to fulfill the role of nurse educator in practice and education environments. It includes online courses and a community-based practicum.

**Master of Science in Nursing Education Curriculum**

The Master of Science (M.S.) in Nursing Education program requires a total of 42 credits, including six core courses, three graduate-level courses, four courses within the nursing education specialty and one graduate elective course. All courses are 3 credits each.

**Core – 18 credits**

- NURS-6005 Theoretical Foundations of Nursing Practice
- NURS-6010 Professional Role Development and Ethics
- NURS-6015 Nursing Research and Evidence Based Practice
- NURS-6020 Contemporary Issues in Health Care
- NURS-6025 Informatics and Health Care Technology
- NURS-6030 Population Health, Human Diversity and Social Issues

**Additional Graduate-Level Courses – 9 credits**

- NURS-6035 Advanced Pathophysiology
- NURS-6040 Advanced Pharmacological Nursing Practice
- NURS-6045 Advanced Health and Physical Assessment

**Nursing Education Specialty Courses – 12 credits**

- NURS-6050 Curriculum and Program Development
- NURS-6055 Instructional Design and Teaching with Technology
- NURS-6060 Measurement, Assessment and Evaluation of Learners and Programs
- NURS-7005 Nursing Education Capstone

**Graduate-Level Elective Requirement – 3 credits**

For additional information about the nursing degree programs and courses, please see the Nursing Catalog ([www.esc.edu/media/shared-assets/publications/Nursing-Catalog.pdf](http://www.esc.edu/media/shared-assets/publications/Nursing-Catalog.pdf)) or go to [www.esc.edu/Nursing](http://www.esc.edu/Nursing).

## Graduate Programs

At Empire State College School for Graduate Studies, our graduate programs provide adult learners with knowledge, skills and experiences to enhance their careers. Our face-to-face and/or online educational delivery provides the opportunity to network with students and to meet with faculty to discuss and exchange ideas relevant to your academic pursuits.

### MASTER'S DEGREE PROGRAMS

You can pursue one of 14 master's degrees that allow you to integrate a rigorous education into your career and family responsibilities.

#### Master of Arts in Adult Learning

This program is designed for students interested in adult learning and education, including learning in organizations, online learning, adult learning in international contexts, adults in higher education, adult literacy, and adult learning for social change and community engagement. This is a 36-credit program that is delivered online.

#### Master of Arts in Community and Economic Development

This degree program incorporates two distinct, yet related, bodies of theory and practice: economic development and community development. Students examine theoretical development concepts, as well as approaches that communities have used to produce positive economic outcomes and improve quality of life. This is a 36-credit program that is delivered online.

#### Master of Arts in Learning and Emerging Technologies

Designed as an interactive, collaborative inquiry process, the program's overall goal is to come to a better collective understanding of how we can meet learning outcomes using various new, digital technologies. These emerging technologies include tools that extend online learning experiences beyond a single learning management system into a matrix of tools that can make up personal and networked learning environments. This program is appropriate for community college faculty, instructional designers, trainers in corporate and nonprofit organizations, K-12 teachers and international educators, among others. This is a 36-credit program that is delivered online.

#### Master of Arts in Liberal Studies

This program provides an opportunity to pursue a highly individualized, interdisciplinary program in the liberal arts and sciences. Students in the program may be scholars, artists, educators and activists who choose to invent their own study focus. In this program, you have the opportunity to pursue unique interdisciplinary studies related to a central theme, idea,

or issue. With academic advisor guidance, you design your own individualized degree program. This is a 36-credit program that is delivered through online courses and face-to-face residencies.

#### Master of Arts in Social and Public Policy

This program is designed for practitioners, managers and administrators in public and private, for-profit and nonprofit sectors who want to learn more about the policy process in specific areas that concern them the most. In this program, you can build skills in policymaking, implementation and analysis, and develop a greater understanding of the connections – and disconnections – among federal, state, local and organizational policy initiatives. In addition, you will expand your communication, analytical and leadership skills. This is a 36-credit program that is delivered through online courses and face-to-face residencies.

#### Master of Arts in Work and Labor Policy

This program is designed for unionists and labor relations professionals who would like to know more about important policy challenges facing labor. The program also appeals to arbitrators, educators, journalists, political activists, lawyers, benefit and pension administrators, and others who deal with workers and unions and want to understand today's labor issues. The focus of the program is on current problems and policies generated by changes in the global economy, technology, the workforce and the workplace. This is a 36-credit program that is delivered through online courses and face-to-face residencies.

#### Master of Arts in Teaching

This program offers an innovative, “fast track to the classroom.” Designed for adult career-changers seeking teaching positions in high-need urban schools, the program serves students with bachelor's degrees in the subjects they will teach, previous work experience and familiarity with the communities where they will teach. Completion leads to the award of the New York state initial teaching certificate. Through this program you may obtain certification to teach at the middle or high school level in subjects where there is the greatest need: mathematics, biology, chemistry, earth science, physics, social studies, English Language Arts, or Spanish. This is a 42-credit program that is delivered through online courses and face-to-face meetings.

#### Master of Arts in Teaching in Adolescent Special Education (initial certification)

This program is a 45-credit, clinically-rich residency program available in the New York City and Syracuse areas. The program's philosophy and subsequent courses are based on an inclusive model that prepares teacher candidates for collaboration and co-teaching in the inclusion classroom. Completion of this degree program and passing scores on the New York State Teacher Certification Examinations lead to NYS Students with Disabilities 7-12 Generalist Initial and Professional Certification.

### **Master of Business Administration in Business Management**

This program uses the competing values framework as an organizing method for assessing, developing and applying competencies associated with eight primary managerial leadership roles. The program incorporates three themes across the curriculum: ethics, globalization and organizational effectiveness. This is a 36-credit program that is delivered online.

### **Master of Business Administration in Healthcare Leadership**

This program is designed for clinical or nonclinical health care executives seeking to enhance their analytical, leadership and problem solving skills and is sequenced in three phases. The first involves the assessment of leadership roles and competencies with particular emphasis on linking executive skills with business strategy, stakeholders' interests, ethical issues and organizational goals. The second phase provides a specialized context for upgrading these roles and competencies, integrating them with functional knowledge. This phase also will cover environmental issues and trends that shape executive decision processes. The third phase is both integrative and applied; students use analytical frameworks, principles and strategies to articulate strategic objectives and long-range plans for their own institutions. Students may earn up to 9 credits through the independent direct assessment (IDA) process. This is a 42-credit program that is delivered through online courses, enhanced with three executive retreats (residencies).

### **Master of Education in Adolescent Special Education (additional certification)**

This program is a 33-42 credit program available fully online, but requiring access to New York state schools. The program's philosophy and subsequent courses are based on an inclusive model that prepares teacher candidates for collaboration and co-teaching in the inclusion classroom. Completion of this degree program and passing scores on the New York State Teacher Certification Examinations lead to NYS Students with Disabilities 7-12 Generalist Initial and Professional certification. It is designed for those already teaching and certified in New York state, but looking for additional certification in Students with Disabilities.

### **Master of Education in Teaching and Learning**

This program prepares professionals with educational responsibilities to advance as leaders and innovators. The M.Ed. satisfies the requirement that K-12 teachers complete a master's degree in the initial certificate content or related area in order to obtain professional certification. Students will be able to independently pursue certification after completion of the M.Ed. This 36-credit program is delivered online.

### **Master of Science in Finance**

Master of Science in Finance is a 36-credit, fully online program designed for students interested in developing and improving their professional competencies and skills in various finance related disciplines to increase their marketability. The program has a well-designed and rigorous curriculum with a focus on international perspective and a strong commitment to the high ethical standards required in the finance field. It provides students with state of art skills and knowledge necessary to compete in the increasingly challenging business environment. Additionally, a significant portion of the core curriculum with appropriate electives covers the Chartered Financial Analyst (CFA) Institute's Candidate Body of Knowledge.

### **Master of Science in Information Technology**

The Master of Science in Information Technology program is designed for IT professionals in the Science, Technology, Engineering and Mathematics (STEM) fields who wish to advance their careers and broaden their opportunities in information technology industries. The program provides an in-depth understanding of information technology and cyber security, as well as social, legal and managerial issues in the field. This 36-credit program is delivered online.

### **ADVANCED CERTIFICATES**

Advanced certificates may be incorporated into a related master's degree for those meeting the program admission requirements. The certificates are offered online and all of the graduate programs use the internet to link faculty and students, and to extend the learning experience. Detailed information can be found at [www.esc.edu/Certificates](http://www.esc.edu/Certificates).

- American Studies (12 credits)
- Child and Family Advocacy (12 credits)
- Community Advocacy (12 credits)
- Emerging Media and Technology for the Arts (12 credits)
- Financial Management and Analysis (12 credits)
- Global Brand Marketing (12 credits)
- Global Finance and Investment (15 credits)
- Healthcare Management (12 credits)
- Heritage Preservation (12 credits)
- Human Resource Management (12 credits)
- Information Technology Management (12 credits)
- Innovation Management and Entrepreneurship (12 credits)
- Leadership in Sustainable Development (15 credits)
- Marketing Analytics and Brand Management (15 credits)
- Nonprofit Management (12 credits)
- Optometry Business Management (joint program with SUNY College of Optometry) (18 credits)
- Project Management (12 credits)
- Public Administration (15 credits)
- Public History (15 credits)
- Social Entrepreneurship (12 credits)
- STEM Education and Emerging Technologies (12 credits)



- Teaching and Learning with Emerging Technologies (15 credits)
- Veterans Services (12 credits)
- Women and Corporate Leadership (12 credits)
- Women's and Gender Studies (12 credits)
- Work and Public Policy (12 credits)
- Workforce Development (12 credits)

## COMBINED PROGRAMS

These combined bachelor's/master's degree programs are for highly qualified, current SUNY Empire State College undergraduate students who wish to continue to a master's degree. Students accepted into a combined bachelor's/master's degree program will be able to take specified master's level courses during their bachelor's degree at the undergraduate rate and have them count towards their degree. These programs may accelerate a student's time to degree completion and reduce the cost of completing the master's degree.

- B.A./B.S./B.P.S. in Business, Management and Economics / M.A. in Community and Economic Development
- B.A./B.S./B.P.S. in Public Affairs / M.A. in Community and Economic Development
- B.A./B.S./B.P.S. in Business, Management and Economics / MBA in Business Management
- B.A. or B.S. in Cultural Studies / MAT in Adolescent Education Leading to Initial New York State Teaching Certification in English/Language Arts, Spanish
- B.A. or B.S. in Science, Mathematics and Technology / MAT in Adolescent Education Leading to Initial New York State Teaching Certification in Biology, Chemistry, Earth Science, Physics, or Mathematics
- B.A. or B.S. in Historical Studies / MAT in Adolescent Education Leading to Initial New York State Teaching Certification in Social Studies
- B.A./B.S. in Cultural Studies / M.A. in Liberal Studies
- B.A./B.S. in Historical Studies / M.A. in Liberal Studies
- B.A./B.S. in The Arts / M.A. in Liberal Studies

Complete information on the School for Graduate Studies is contained in the School for Graduate Studies Catalog and on the website, [www.esc.edu/Grad](http://www.esc.edu/Grad).

Contact information: School for Graduate Studies, 518-587-2100, ext. 2429 or [Grad@esc.edu](mailto:Grad@esc.edu).

## MASTER OF SCIENCE IN NURSING ADMINISTRATION PROGRAM

The Master of Science (M.S.) in Nursing Administration program is designed for registered nurses holding bachelor's degrees in nursing who are looking for an opportunity to earn a graduate degree in nursing. This 33-credit, online program will

prepare students to assume a broader leadership role in nursing management within a health care organization or systemwide enterprise. All courses listed below are 3 credits each.

## Master of Science in Nursing Administration Curriculum

### Core – 18 credits

- NUR-50000 Theoretical Foundations of Nursing Practice
- NUR-50100 Professional Role Development and Ethics
- NUR-50200 Nursing Research and Evidence Based Practice
- NUR-50300 Informatics and Health Care Technology
- NUR-50400 Contemporary Issues in Health Care
- NUR-50500 Population Health, Human Diversity and Social Issues

### Nursing Administration Specialty Courses – 12 credits

- NUR-60300 Healthcare Finance and Budgeting
- NUR-60400 Organizational Theory and Human Resource Management
- NUR-60500 Innovative Leadership in Healthcare Organizations
- NUR-561000 Nursing Administration Capstone

### Graduate-Level Elective Requirement – 3 credits

For additional information about the nursing degree programs and courses, please visit their website at [www.esc.edu/Nursing](http://www.esc.edu/Nursing).

## MASTER OF SCIENCE IN NURSING EDUCATION PROGRAM

The Master of Science (M.S.) in Nursing Education program is designed for registered nurses wishing to fulfill the role of nurse educator in practice and education environments. It includes online courses and a community-based practicum.

## Master of Science in Nursing Education Curriculum

The Master of Science (M.S.) in Nursing Education program requires a total of 42 credits, including six core courses, three graduate-level courses, four courses within the nursing education specialty and one graduate elective course. All courses are 3 credits each.

### Core – 18 credits

- NUR-500 Theoretical Foundations of Nursing Practice
- NUR-501 Professional Role Development and Ethics
- NUR-502 Nursing Research and Evidence Based Practice
- NUR-503 Informatics and Health Care Technology
- NUR-504 Contemporary Issues in Health Care
- NUR-505 Population Health, Human Diversity and Social Issues

### Additional Graduate-Level Courses – 9 credits

- NUR-506 Advanced Pathophysiology
- NUR-507 Advanced Pharmacology
- NUR-508 Advanced Health and Physical Assessment

### Nursing Education Specialty Courses – 12 credits

- NUR-600 Curriculum and Program Development
- NUR-601 Instructional Design and Teaching with Technology

NUR-602 Measurement, Assessment and Evaluation of Learners  
and Programs

NUR-609 Nursing Education Capstone

**Graduate-Level Elective Requirement – 3 credits**

For additional information about the nursing degree  
programs and courses, please see the Nursing Catalog  
([www.esc.edu/academic-affairs/catalogs-guides/nursing-catalog/](http://www.esc.edu/academic-affairs/catalogs-guides/nursing-catalog/))  
or go to [www.esc.edu/Nursing](http://www.esc.edu/Nursing).

## Undergraduate Admissions

Admission shall be without regard to sex, age, race and ethnicity, color, religion, disability, national origin, sexual orientation, military status, or marital status. The two principal requirements for admission as an undergraduate are:

- possession of a regionally accredited high school diploma or its equivalent, and
- the ability of Empire State College to meet the applicant's explicit and implicit educational needs and objectives.

Although the majority of applicants to the college are admitted, the college reserves the right to deny admission based on its inability to meet an applicant's needs. An applicant wishing to secure certain professional licensures or certificates may be denied admission because the college does not offer such programs. Empire State College does not use standardized test scores as part of its application for admissions. You can apply online at [www.esc.edu/Apply](http://www.esc.edu/Apply).

### UNDERGRADUATE ADMISSIONS PROCEDURES

Applications are reviewed on a first-come, first-served basis. All application materials including all previous college transcripts must be received before the deadline to guarantee review of your application for your term of choice. Once your application is complete, if space is not available for that term, you will be eligible to enroll in the next available term.

The college has a three-term academic calendar with application deadlines for each of the three terms as follows.

Term	Application Deadlines
Fall	July 15
Spring	Nov. 22
Summer	March 20

Some programs may not be able to accommodate all students.\* Potential students are, therefore, urged to apply well in advance of their desired enrollment term date. Applicants who do not complete the application and orientation process in one year will need to reapply.

### Orientation

After applicants have been admitted, they will be invited to attend an orientation session either in person at their location of choice, Skype, or through an online self-paced orientation. The orientation is an important introduction to the college, and it includes:

- An explanation of the educational philosophy of the college;
- A description of the academic and administrative policies and procedures of the college;
- Preliminary discussion with the faculty and staff;

- An opportunity to raise any questions about the college that have been stimulated by preliminary reading materials; and
- An opportunity for online students to become familiar with the online course management system.

### Readmission Procedures

Students in good academic and financial standing who have previously attended the college may re-enroll at their location up to three calendar years from the date on which their last enrollment ended. Students who wish to re-enroll more than three years after their last enrollment must reapply. Reapplication includes paying the nonrefundable \$50 orientation fee, submitting proof of regionally accredited high school completion and resubmitting transcripts from previous institutions.

### Nonmatriculated Undergraduate Students

Resources and space permitting, the college allows students to enroll in credit bearing studies or courses as nonmatriculated students. Financial aid is not available for nonmatriculated study. Also, students who ultimately wish to earn a degree from Empire State College are advised to limit nonmatriculated study, as the studies may not be appropriate to a future degree program.

To take courses as a nondegree or nonmatriculated student, please fill out the application for nondegree study at [www.esc.edu/nmApply](http://www.esc.edu/nmApply).

### STATE AUTHORIZATION FOR THE PROVISION OF ONLINE EDUCATION

Federal regulations require that colleges and universities that participate in Title IV funding and offer degree programming through distance or online education to students in other states, must seek approval from those states to offer such programs.

Empire State College is working to comply with each state's regulations and to maintain the necessary authorizations to continue providing our online degree programs. As a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA), Empire State College is authorized to offer its online degree programs to residents of all other NC-SARA participating states. A complete list of states that are participants of NC-SARA can be found on their website (<http://nc-sara.org/>).

If a state or U.S. territory is not participating in NC-SARA, please visit our State Authorization for the Provision of Online Education web page at ([www.esc.edu/academic-affairs/state-authorizations/](http://www.esc.edu/academic-affairs/state-authorizations/)) to check on the status of Empire State College's authorization in your state of residence. All states are considered "registration approved" unless listed otherwise. If your state is not currently approved, we cannot accept your application for admission to an online degree program at this time.

\* Admission to the School of Nursing and Allied Health is selective and competitive. Applications are thereafter reviewed and accepted for the appropriate term. In order to expedite a fair review, students are encouraged to submit all necessary application requirements promptly and concisely.

## Complaint Resolution

Empire State College, as a provider of distance or online education, is required by the United States Department of Education to provide all prospective and current out-of-state students with contact information for the appropriate agency in their home state that handles complaints against institutions offering distance learning within that state.

Students are encouraged to follow the college's student problem resolution process prior to filing a complaint with a state agency.

For further information, please visit the Non-New York Residents page at [www.esc.edu/collegewide-student-services/contact-for-support/student-problem-resolution/non-new-york-residents/](http://www.esc.edu/collegewide-student-services/contact-for-support/student-problem-resolution/non-new-york-residents/).

## INTERNATIONAL STUDENT SERVICES

Empire State College is authorized under federal law to issue Department of Homeland Security Form I-20 documents to nonimmigrant students. Empire State College limits its issuance of the I-20 document to Canadian non-immigrant students who wish to study in the U.S. at one of our programs as border commuter students. Students who wish to travel to the U.S. to study should see other State University of New York options at [www.suny.edu](http://www.suny.edu).

Students can earn a degree with Empire State College from wherever they live in the world entirely online through our international distance learning options. To learn more, please go to [www.esc.edu/distance-learning](http://www.esc.edu/distance-learning).

## Canadian Border Commuter Student Admission

Canadian students who maintain their residence in Canada and travel to the U.S. for required residencies, orientations, or meetings with their mentors are considered border commuter students and must apply for admission to the college and meet the following additional admission documentation requirements:

- Students whose first language is not English must demonstrate that they have sufficient English proficiency to study at Empire State College. Applicants may be required to take the Test of English as a Foreign Language (TOEFL). Please visit [www.esc.edu/ISS](http://www.esc.edu/ISS) for:
  - Test score information;
  - Proof of financial ability to pay for tuition;
  - Proof of health insurance coverage.

Canadian transcripts must be in English and from institutions approved by the Association of Universities and Colleges of Canada (AUCC) or Canadian Colleges of Applied Arts and Technology (CAAT). These transcripts must be submitted directly from the issuing institution to Empire State College. High school documents must show the approval of the ministry of education. All other transcripts from non-U.S. educational documents must be evaluated by one of these approved evaluation services: Academic Evaluation Services, Inc. (AES) [www.aes-edu.org](http://www.aes-edu.org); Educational Credential Evaluators, Inc. (ECE) [www.ece.org](http://www.ece.org); Educational Perspectives

(EP) [www.edperspective.org](http://www.edperspective.org); World Education Services (WES) [www.wes.org/esc.asp](http://www.wes.org/esc.asp). Evaluation reports must be submitted directly from one of the above services to the college. Copies of evaluations sent by the student will not be accepted.

## I-20 Information

Canadian border commuter students must obtain an I-20 to study in the U.S. Canadian citizens are not required to apply for or hold an F-1 student visa in order to enter the U.S., however, permanent residents of Canada who are not Canadian citizens will need to apply for a F-1 student visa at a U.S. Embassy or Consulate once they have applied for and received their initial I-20 from the college.

Canadian border commuter students accepted to the college are entered into the federal Student and Exchange Visitor Information System (SEVIS), generating the student's I-20. All international students who are issued an I-20 document are required to pay the federal SEVIS fee. The current fee is \$200 and must be paid directly to the U.S. government. More information on the SEVIS fee and how to pay it is available at [www.Ice.gov/sevis/i901](http://www.Ice.gov/sevis/i901). Students are required to present receipt of this payment when they cross into the U.S. Border commuter students are issued a new I-20 each term, but are not required to pay the SEVIS fee for each consecutive term they are in attendance. If a student does not maintain status for each consecutive term, he or she will be required to pay a new SEVIS fee when issued a new I-20.

To cross the border, students are required to have a valid passport, an I-20 issued for the current term, their SEVIS fee receipt and their financial documents.

Border-commuter students must attend classes on a part-time basis and should submit new financial documents to the International Student Services coordinator every term, in order to receive a new I-20 for that term.

Students should contact the International Student Services coordinator once they have registered for their program so that their registration is entered into SEVIS, demonstrating that they are in status. The earliest border commuter student may enter the U.S. is 30 days before the start of the term.

Canadian border commuter students are not eligible for financial aid, college-sponsored scholarships or employment while studying with Empire State College. Border commuter students are always considered nonresidents for tuition purposes. Border commuter students are not allowed to establish residency in the U.S.

For visa or international student questions, please contact the International Student Services coordinator at [Erin.Barrett@esc.edu](mailto:Erin.Barrett@esc.edu) or toll free at 800-847-3000, ext. 2771.

For regular admissions requirements, refer to page 73 of this catalog, or see [www.esc.edu/Apply](http://www.esc.edu/Apply). Please visit [www.esc.edu/ISS](http://www.esc.edu/ISS) for more detailed information on Canadian border commuter student admissions requirements, including demonstration of financial resources and evaluation of non-U.S. credentials. All documents

should be mailed to Admissions, SUNY Empire State College,  
2 Union Avenue, Saratoga Springs, NY 12866-4390, Attention:  
International Student Liaison, U.S.A.

## TO FIND OUT MORE

You can obtain information about the college in a number of ways:

- Information about online information sessions and phone information sessions are available by calling the Student Information Center (SIC) at 800-847-3000.
- Visit the college's website: [www.esc.edu](http://www.esc.edu).
- Visit one of the more than 30 locations across New York state.
- Request information by writing to:

Admissions  
SUNY Empire State College  
111 West Avenue  
Saratoga Springs, NY 12866-6069  
or calling:  
800-847-3000  
or email us at:  
[Admissions@esc.edu](mailto:Admissions@esc.edu)

## TO APPLY ONLINE

Visit the college's website at [www.esc.edu/Apply](http://www.esc.edu/Apply).

## Getting Started and Registration

**Y**ou are about to begin an educational adventure, a college program in which you make major decisions about what you will study and how you will study it. You will take an active part in every aspect of your educational planning, from understanding the requirements to reach your particular goals to identifying what you have already learned and how that contributes to those goals. In developing your degree program and deciding what you will study, you cultivate a capacity for self-directed study that forms the basis for lifelong learning and growth. For more information on planning your degree, review the chapter titled *Earning an Undergraduate Degree* that begins on page 18.

### YOUR MENTOR

As you enter the college, you will be assigned a faculty mentor, called a primary mentor. The college uses the term mentor because its faculty members are more than teachers or professors. Besides providing instruction in their own fields of specialization, mentors advise students about the academic alternatives open to them. Your mentor is your academic guide at Empire State College, assisting you and advising you as you develop your degree program and as you create a body of work through your studies. Your mentor will help you identify the learning resources that you need for each of your studies.

### PLANNING YOUR STUDIES

The discussions that you have with your mentor are vital to your success at Empire State College. In creating your degree program, you customize the topics to meet your own educational goals and college degree requirements. Therefore, you and your mentor consider carefully the studies you create or select for each enrollment term.

The college defines specific periods for advising, study preparation and registration for each term. During that time, you contact your mentor and schedule a time to review your goals and your progress toward those goals, and to plan for the upcoming term. Your conversations with your mentor may be in person, on the telephone, online, or some combination. Once you have made decisions, you and your mentor work on the specifics of any individualized studies, identifying and contacting instructors, and you acquire the books and/or materials that each of your studies or courses require.

Begin this process early, so that you have all of the information and resources you need to begin your studies on time. The table on this page provides the relevant dates for each term.

If you are a financial aid student, you may receive financial aid only for studies that are part of your degree program (with few exceptions). Please contact the Financial Aid office if you have any questions.

### MYESC (MY.ESC.EDU)

MyESC is your password-protected online gateway to information and services for students at Empire State College. To begin registration, you will need a user ID and login to access MyESC; see page 51 for more information. Staff at your location can provide assistance with online registration.

### LEARNING OPPORTUNITIES

Empire State College strongly encourages students to create individualized studies that move you closer to your goals. In creating individualized studies, you work with your mentor to plan the purpose, the learning activities and how you will be evaluated in the study. Between our online faculty directory and the our term guide you can learn a good deal about the expertise of the college's faculty. During the advising and registration period,

### 2019-2020 Advising, Study Preparation and Registration Periods

Term	Advising, Study Preparation and Registration Period	Add/Drop Period*	Term Start	Term End
Fall, Session A	May 7 to Aug. 29	Sept. 3 to 9	Sept. 3	Dec. 13
Fall, Session B	May 7 to Aug. 29	Sept. 3 to 9	Sept. 3	Oct. 25
Fall, Session D	May 7 to Oct. 20	Oct. 21 to 27	Oct. 21	Dec. 13
Spring, Session A	Oct. 8 to Jan. 9	Jan. 13 to 19	Jan. 13	April 24
Spring, Session B	Oct. 8 to Jan. 9	Jan. 13 to 19	Jan. 13	March 6
Spring, Session C	Oct. 8 to Feb. 6	Feb. 10 to 16	Feb. 10	April 3
Spring, Session D	Oct. 8 to Feb. 27	March 2 to 8	March 2	April 24
Summer, Session A	Feb. 11 to May 7	May 11 to 17	May 11	Aug. 21
Summer, Session B	Feb. 11 to May 7	May 11 to 17	May 11	July 3
Summer, Session C	Feb. 11 to May 28	June 1 to 7	June 1	July 24

\* Subject to a late registration fee

the upcoming term guide is available online through MyESC. Throughout the year, the college's course catalog also is available through MyESC ([my.esc.edu](http://my.esc.edu)).

Students and their mentors are encouraged to design individualized studies that meet student goals. The term guide offers a wide variety of courses, but you are not limited to the entries in the term guide. Your mentor can add individually designed study titles to your plan and you can then register for a study created just for you. You should discuss the possibility when you are creating your study plan for the term.

The term guide also describes the rich array of topics available to you, and who is available to guide you in each study or course. You may select from guided independent study, online courses, study groups and residency-based studies. You also may look at the offerings at other colleges and universities near you and consider including them in your study plan for the term. Your mentor will need to add the cross registration to your worksheet. For more information, please review the chapter titled Learning Opportunities that begins on page 134.

## REGISTRATION

Once you and your mentor have agreed upon the study plan for the upcoming term, created a plan and registration is open, you register online through Self Service Banner. Registering secures your place in studies or courses that may reach capacity early, and allows sufficient time to finalize any learning contracts with your instructors and to get your books before the start of the term. While the college encourages students to have their own computer, students who do not have access to a computer with an internet connection may use a computer at their nearest location, to register. Logging into MyESC ([my.esc.edu](http://my.esc.edu)) and registering signifies that you are enrolling in studies or courses and that you agree to pay the attendant tuition and fees by the payment due date. Please see pages 60-64 for information on tuition and fees, and enrollment and billing.

### Terms

The college offers three terms: Fall, Spring and Summer.

Fall (usually begins in early September), 15 weeks

Spring (usually begins in late January), 15 weeks

Summer (usually begins in early May), 15 weeks

Each term may contain shorter sessions.

Please see academic calendar at [www8.esc.edu/esconline/collegecalendar.nsf/calendarAcadSched?openview&count=3000](http://www8.esc.edu/esconline/collegecalendar.nsf/calendarAcadSched?openview&count=3000) for details.

### Late Registration

Students may register after the regular advising and registration period ends, contingent upon the availability of studies, courses and instructors. Students who register during the late registration period must pay their bills at the time of registration or have sufficient

financial aid (or combination of financial aid and payment) to cover their bills including a late registration fee. Please see pages 60-64 for information on tuition and fees, and billing.

### Add/Drop

You may modify an existing registration for a particular term through the first week of the term. A student may drop one or more of his or her courses during this period and receive a 100 percent refund in tuition as per the current withdrawal policy. Please note, the college fee, student activity fee and late registration fee are not refundable if a student withdraws on the start date or after. A student may modify an existing registration, add or replace a course (if available) with no late fee. The student is responsible for any additional tuition and fees that arise from an increase in the number of credits in the enrollment.

### Registration Holds

Students who have registration holds, which the college puts in place when students do not meet academic or administrative requirements, will not be permitted to register. Students who are not registered will not receive instructional services. Any holds that a student has will appear on the student's registration screen on MyESC ([my.esc.edu](http://my.esc.edu)). The following listing identifies the most common holds and which office to contact for assistance in resolving the hold.

- Immunization hold indicates that the student has not provided proof of immunity for mumps, measles and rubella. Contact Admissions at 518-587-2100, ext. 2223.
- Accounts receivable hold indicates that the student has a past due balance that must be paid before the student may register or receive any other services from the college. If you have any questions, contact the Student Information Center at 800-847-3000.
- Academic dismissal hold indicates that the student has been dismissed for not meeting the college's academic requirements for satisfactory academic progress or a minimum of a 2.00 grade point average. The student should contact 1 Stop Student Services (see page 53).

### Financial Aid

If you must have financial aid to cover your tuition and fees, you must file by April 1, each year. If you do not apply on time, the financial aid that you need may not be in place by the payment due date. If you cannot cover the costs, your registration for the term will be cancelled. Students who plan to enroll for the first time (or after a long absence) must allow at least eight weeks for financial aid processing and should plan accordingly. For more information on financial aid, please see the chapter titled Financial Aid that begins on page 65.

## REGISTRATION CANCELLATION

### Nonpayment

The college will cancel a student's registration if he or she does not pay or have sufficient financial aid to cover the bill by the payment due date (see page 62 for last date for payment).

A student who is not registered receives no instructional services.

The college will notify the student by email if his or her registration has been cancelled.

### Academic and Administrative Requirements

The college reviews certain academic and administrative requirements after a student has registered. These include accounts receivable holds, immunization holds and academic holds (satisfactory academic progress, grade point average, etc.). The college will cancel a student's registration for the term if the student does not meet these requirements on the last day of late registration.

A student who is not registered receives no instructional services.

The college will notify the student if his or her registration has been cancelled.

## REGISTRATION INFORMATION FOR NONDEGREE-SEEKING (NONMATRICULATED) STUDENTS

You may wish to engage in college-level study with no intention to earn a degree. You can take courses with Empire State College even if you are not pursuing a degree. Nondegree, or nonmatriculated, study is a great way to:

- Experience or prepare for college-level study;
- Stay current in your field;
- Earn credit toward a degree at another college or university;
- Improve your skills; or
- Train for employment.

To enroll as a nondegree student at the undergraduate level, please complete the brief online Application for Nondegree Study. You register online through MyESC ([my.esc.edu](http://my.esc.edu)). First-time nonmatriculated students, or those who have not engaged in study for 12 months, must request a user ID and login, in order to register (see page 51 for more information). Continued enrollment is determined depending on the section capacity and ability to meet student needs. Contact 1 Stop Student Services, see page 53, for more information. Entering a registration signifies that you are enrolling in studies or courses and that you agree to pay the attendant tuition and fees when you submit the form.

## IMMUNIZATION REQUIREMENTS

New York state law requires certain immunizations for college students. New York State Public Health Law 2165 requires that all students who were born on or after Jan. 1, 1957, who plan to register for at least 6 or more credits will be required to provide the college with proof of immunization against measles, mumps and rubella, or obtain an exemption for religious or medical reasons. Students will not be able to register for courses without proof of immunization. According to the New York State Department of Health, students registered for online courses only do not have to comply with these requirements.

New York State Public Health Law 2167 requires colleges and universities to distribute information about meningococcal disease and vaccination to all students meeting enrollment criteria. The college must receive either a record of meningococcal meningitis immunization within the past 10 years or a signed acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization from all students. For more detailed information, visit [www.esc.edu/immunizations](http://www.esc.edu/immunizations).



## Online Library

Empire State College's Online Library ([www.esc.edu/Library](http://www.esc.edu/Library)) provides 24/7 access to millions of full-text articles, e-books and multimedia content and a variety of ways to get help using them.

Services:

- 24/7 reference help via live chat;
- Live online, hands-on library skills workshops; self-paced course, video and text tutorials;
- Toll-free phone number, email, online tutorials and blog posts to provide research and citation help and tips.

Information Resources:

- 360,000+ full-text e-books;
- 58,000+ full-text journals and newspapers;
- 80+ search tools encompassing millions of full-text articles, reports, dissertations and other material;
- 1,600+ online dictionaries and specialized encyclopedias;
- 1.5 million+ searchable, digital works of art and photography;
- 22,000 full-length streaming documentaries and films;
- Specialized subject and course guides linking to the most relevant research tools, publications and web resources.

### RESEARCH HELP

Students in need of assistance with any part of the research process can contact a librarian via 24/7 live chat, or by email, phone or online form at [www.esc.edu/AskALibrarian](http://www.esc.edu/AskALibrarian) or by calling 800-847-3000, ext. 2222. Office hours are 9 a.m. to 9 p.m., Monday through Thursday; 9 a.m. to 5 p.m., Friday; and 1 to 9 p.m., Sunday (excluding holidays). Online, hands-on workshops and text and video tutorials also are available for those who prefer self-help.

### ACCESS TO ACADEMIC LIBRARIES

The college encourages students to investigate the print holdings of other academic libraries in their local communities as a way to supplement the Online Library's electronic resources. Students who wish to locate specific materials not available in the Online Library can ask a librarian ([www.esc.edu/AskALibrarian](http://www.esc.edu/AskALibrarian)) for help, or find more information at the WorldCat ([www.esc.edu/WorldCat](http://www.esc.edu/WorldCat)) and SUNY Open Access Program ([www.esc.edu/OpenAccess](http://www.esc.edu/OpenAccess)) pages.

Through the SUNY Open Access Program, Empire State College students and employees have access to the print materials of SUNY's two and four-year college and university center libraries. For those who live in New York City, a similar agreement is in place with the City University of New York (CUNY) library system. The CUNY agreement covers all library facilities except the School for Graduate Studies.

To check out circulating books from these libraries, students must present an Empire State College photo ID card with a valid expiration date and Empire State College ID number. All Empire State College borrowers agree to obey all rules, regulations and policies that are established by the lending library. In addition to overdue fines, borrowers who have lost or not returned library materials also will be charged processing and/or replacement fees. Students with outstanding fines to a SUNY or CUNY library have a hold placed on their student account and are not permitted to register, obtain transcripts or be cleared for graduation.

### ACADEMIC SUPPORT

At SUNY Empire State College, there are a wide range of academic materials, programs and services in place to help you develop the academic skills and learning strategies critical to your success as a college student and a lifelong learner. We support all students at all levels in person and online. Each of the college's locations has an assigned director of academic support who can assist you in finding the right combination of online and face-to-face resources, materials, programs and services to best support your academic success and skills development. Students may enhance their academic skills and learning strategies by attending online and on-site workshops, taking studies and meeting with academic specialists such as learning coaches, peer coaches or tutors through face-to-face meetings or an online tutoring program. In addition, many online resources are available through the student portal ([my.esc.edu](http://my.esc.edu)) by clicking on the "Academic Support" icon at the top of the page.

Whether you want to access academic support in person at a location or online, contact the director of academic support near where you live to get the support you need:

*Alfred, Batavia, Canandaigua, Cheektowaga, Corning, Fredonia, Lakewood, Olean, Rochester and Sanborn*  
 Seana Logsdon  
 680 Westfall Road  
 Rochester, NY 14620-4610  
 585-224-3206  
[Seana.Logsdon@esc.edu](mailto:Seana.Logsdon@esc.edu)

*Auburn, Binghamton, East Syracuse, Fort Drum, Ithaca, Utica and Watertown,*  
 Suzanne Orrell  
 6333 Route 298, Suite 300  
 East Syracuse, NY 13057-1566  
 315-460-3167  
[Suzanne.Orrell@esc.edu](mailto:Suzanne.Orrell@esc.edu)

*Brooklyn, Hartsdale, Manhattan, Newburgh and Staten Island*  
 Brett Sherman  
 325 Hudson Street, fifth floor  
 New York, NY 10013  
 646-230-1205  
[Brett.Sherman@esc.edu](mailto:Brett.Sherman@esc.edu)

*Albany, Johnstown, Latham, Plattsburgh, Queensbury,  
Saratoga Springs and Schenectady, plus School of Nursing and  
Allied Health, and out of state or out of country learners*

Daniel McCrea  
21 British American Boulevard  
Latham, NY 12110-1405  
518-580-4907, ext. 2585  
Daniel.McCrea@esc.edu

*Hauppauge, Old Westbury and Riverhead*

Mildred Van Bergen  
Trainor House  
223 Store Hill Road  
P.O. Box 130  
Old Westbury, NY 11568-0130  
516-876-4076  
Mildred.VanBergen.esc.edu

The Harry Van Arsdale Jr. School of Labor Studies

Sophia Mavrogiannis  
325 Hudson Street, 6th Floor, Suite 600  
New York, NY 10013-1005  
212-647-7801, ext. 1360  
Sophia.Mavrogiannis@esc.edu

## General Inquiries

Office of Academic and Instructional Services

Attn: Academic Support  
SUNY Empire State College  
113 West Avenue  
Saratoga Springs, NY 12866-6079  
518-587-2100, ext. 2201  
Learning.Support@esc.edu

## LEARNING RESOURCES

The Academic Support button on the student portal ([my.esc.edu](http://my.esc.edu)) links students to learning resources in academic skill areas critical to success as a college student and as a lifelong learner. From the Academic Support page in the student portal ([my.esc.edu](http://my.esc.edu)), students can access tutoring services, writing resources, mathematics resources and study skills resources. Many learning resources and services are available at Empire State College locations, while others are online. For questions about academic support, please contact the directors of academic support (DAS) team at [DAS\\_Team@esc.edu](mailto:DAS_Team@esc.edu).

## Tutoring Services

Students can access web-based tutoring support by clicking on the online tutoring icon on the Academic Support page in the student portal ([my.esc.edu](http://my.esc.edu)). Tutors are available in several subject areas including mathematics, statistics, science, business and writing. Students interact online with tutors by dropping in for a live session, scheduling a live session in advance, submitting a writing assignment to the writing lab, or submitting a question. In

addition to services offered online, students are able to find contact information for the college's directors of academic support to learn about tutoring services available at all college locations.

## Writing Resources

The Academic Support page in the student portal ([my.esc.edu](http://my.esc.edu)), links students to a website containing a comprehensive set of online writing resources developed by Empire State College faculty for adult students, as well as interactive tools, workshops, and writing resources available at college locations. Students can find links to writing aids from several Empire State College sources in topic areas such as the academic writing process, research writing, documenting sources, business writing, grammar, punctuation, spelling and English Language Learners (ELL/ESL). In each area, users can find annotated links to explanations, handouts and interactive exercises.

## Study Skills Resources

The Learning Support home page contains links to a wide array of web-based study skills resources critical for student success. Students can access online resources in the following study skill areas: academic reading, academic research, computer literacy, critical thinking, English Language Learners (ELL/ESL), independent learning, note-taking systems, stress management and time management.

These resources are continually enhanced and expanded as new learning resources and services become available.

## Student Services

### ACCESSIBILITY RESOURCES AND SERVICES

A qualified person with a disability who meets the academic and technical standards required to enroll in and participate in the Empire State College program shall be provided an equal opportunity to obtain a degree in the most integrated setting appropriate to that person's needs. Empire State College will make reasonable accommodation to meet the needs of students with disabilities. Each student's needs are considered on an individual basis.

The flexible nature of our degree programs make Empire State College an ideal place for a motivated, independent learner with a disability to obtain a degree. Accommodations are implemented to ensure that students are afforded access to the college's programs, courses and services. To request accommodations, please contact Accessibility Resources and Services:

Melissa Zgliczynski, director of accessibility resources and services and Andrea Piazza, disability specialist, 518-587-2100, ext. 2244, [Disability.Services@esc.edu](mailto:Disability.Services@esc.edu).

Empire State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990. No otherwise qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity of the college solely by reason of his or her disability. Please visit our website [www.esc.edu/accessibility/](http://www.esc.edu/accessibility/) or see the section on Student Life Policies and Procedures for further information.

### HEALTH AND WELLNESS

Good health is critical to academic success, and Empire State College offers students a wide array of services, funded by the student health and wellness fee, to help promote student physical and emotional health during their enrollment at the institution. For more information on health and wellness services and programs offered by Empire State College, visit [www.esc.edu/HWI](http://www.esc.edu/HWI) or contact or contact the, Office of Student Life, [healthandwellness@esc.edu](mailto:healthandwellness@esc.edu), 518-587-2100, ext. 2201.

### Counseling

All students have free access to a counselor by phone, 24 hours a day, 7 days a week. No issue is too big or small to call a counselor and discuss. If face to face counseling is needed or requested, the phone counselor will help the student locate a provider. Students are entitled to five face to face sessions at no cost. The number to call to access the free Talk One-2-One service that is available to all students for counseling is 800-756-3124.

### Consulting Services

The college offers free legal and financial advice consultations for students by phone (time limits do apply). The number to call to access the free Talk One-2-One service that is available to all students is 800-756-3124.

### Student Health 101 Magazine

Students receive an online magazine focused on health and wellness as part of the Health and Wellness Initiative. This publication is geared toward nontraditional students and features engaging articles and information created by wellness educators and professionals around the country. Information about upcoming events at regional locations and online also are published in the magazine. The link to the magazine is emailed to students from September through June.

### Student Wellness Assistance Program

The Student Wellness Assistance Program website also is available to all students. The website features hundreds of updated health and wellness themed articles, webinars, and audio and video clips on topics including parenting, nutrition, child care, relationships and more. There also is free access for students to online programs to help lose weight, manage stress and quit smoking. The site can be accessed directly at [www.esc.edu/HWI](http://www.esc.edu/HWI).

### Student Wellness Retreat

Empire State College offers all students an annual Student Wellness Retreat. This retreat features presentations and demonstrations on topics such as nutrition, stress management, dealing with grief and loss, interactive yoga and Pilate sessions, and more. It also includes a comprehensive health fair with vendors and free screenings for all attendees. The screenings may include: biometric screenings, skin damage screenings, bone density screenings, vision tests and paraffin hand treatments.

### Local Health and Wellness Events

Events are brought to each regional location that offer students additional education and activities to help maintain a healthy and well balanced life while attending Empire State College, and beyond. Students studying online across New York state are invited to the local events nearest their home addresses. Offerings have included stress management, meditation, health fairs, CPR training, yoga and more. To request a program at your location go to [www.esc.edu/HWI](http://www.esc.edu/HWI).

### STUDENT COMPUTING AND TECHNOLOGY SERVICES

Empire State College provides a variety of technology resources to meet the educational needs of its students. General information about technology at Empire State College is available on the web at [www.esc.edu/StudentTechnology](http://www.esc.edu/StudentTechnology).

## Student Login and Password

Every enrolled student is assigned a college username and password that provides access to all secure college information on the web. Students receive and email with their username and password when accepted to the college. Students can create a secure permanent password and security questions to manage future password resets at <https://password.esc.edu>.

## Privacy and Security

To protect students' privacy, many Empire State College web services are password protected and restricted to enrolled or admitted Empire State College students. Students should take precautions to protect their login and password information. Our college's privacy policy and security practices outline the ways in which we protect your personal information. For more information, go to [www.esc.edu/WebPrivacy](http://www.esc.edu/WebPrivacy).

Students who believe their password has been compromised should change their password immediately at <https://password.esc.edu> or the contact the IT Service Desk at [www.esc.edu/Service-Desk](http://www.esc.edu/Service-Desk).

## Web-based Student Services and Information (my.esc.edu)

The MyESC website provides students with a single point of access to online services, information and learning resources. With a college login, students can register for studies, view personal academic and account information, complete financial aid requests, update address and email information, change passwords, order books and build their personal degree programs. MyESC connects students to resources to support academic endeavors including library services, learning supports, information about study opportunities and sources of academic support. Key announcements and news items are posted on MyESC and college offices maintain information and contact numbers through this site.

## Student Computers

Most Empire State College locations maintain desktop and laptop computers (PCs) for student use. Students without home access can use these college computers to access their personal records through MyESC. Computers at our New York state locations also may be equipped with academic software for student use. These computers can be used for a variety of learning activities including degree planning; access to the college library website; computer literacy; computer programming; business computer applications (spreadsheets, word processors and database management); computer-mediated instruction; and for studies requiring computation such as statistics, social science research and business quantitative methods.

Each location also maintains a kiosk computer that students can use to connect with MyESC services ([my.esc.edu](http://my.esc.edu)).

## Email

Email is a very important communications method in the college. Every member of the college community has a college email address, and every administrative office uses email to communicate

with students. Empire State College students must have a private email account and maintain a valid email address in our student information system for online registration. Students who do not have an email account can find information for establishing a free service at [www.esc.edu/ServiceDesk](http://www.esc.edu/ServiceDesk), our student technology website. It is important that students report changes in their email addresses to the college. This can be done online at [my.esc.edu](http://my.esc.edu) in Self Service Banner (SSB).

Upon being admitted to the college students receive a college email address that forwards all email to their personal email address on file with the college. On the first day of the first semester they are registered, students receive a permanent college email box and can access email in the MyESC portal.

## Online Tools

Many instructors use technology tools to support learning and to promote collaboration. Students may participate in online discussions and submit online assignments through the college's web-based Learning Management System. Web conferencing is used to connect students and faculty at a distance. Students have access to electronic portfolio space to collect and share their work.

## Student, Faculty and Staff Web Pages

The college provides resources for Empire State College students, faculty and staff to explore individual and professional web publishing for sites that are not considered official college content, but which are related to the author's role and affiliation with the college.

Enrolled students can request an FTP account on a college server to host a site for course-related purposes. All users agree to follow the college's web and computer user policies. Faculty and staff websites can be viewed at [www.esc.edu/FacultyWebsites](http://www.esc.edu/FacultyWebsites).

For more information about individual Web publishing at the college, please refer to [www.esc.edu/ServiceDesk](http://www.esc.edu/ServiceDesk).

## Getting Help

The college's technology website, [www.esc.edu/ServiceDesk](http://www.esc.edu/ServiceDesk), has the most current information about all of the college's technology tools and offers online assistance.

Students in need of technical assistance in using Empire State College technology applications can contact the IT Service Desk online at [www.esc.edu/ServiceDesk](http://www.esc.edu/ServiceDesk) or by phone at 800-847-3000, ext. 2420 or 888-HELP009. Please check the [www.esc.edu/ServiceDesk](http://www.esc.edu/ServiceDesk) website for the most current hours of operation.

## STUDENT IDENTIFICATION NUMBERS AND ID CARDS

When you enroll at Empire State College, you will be assigned a seven digit Empire State College ID number which will be used to identify your records at the college. This number is assigned so that

you do not have to use your Social Security number. Check with your mentor or the coordinator of student services at your location if you don't know your Empire State College ID.

The college issues ID cards to students upon request. Most of the students need ID cards to check out books or use library facilities at SUNY or CUNY colleges and universities. To request an ID card, contact your location representative listed here.

### Primary Contacts at Locations for ID Card Process

#### Online Students

Online students should send a 3"x3" JPEG digital photo or a 2"x2" passport style photo to:

Jennifer Markert

SUNY Empire State College  
113 West Avenue  
Saratoga Springs, NY 12866-6069  
518-587-2100, ext. 2714  
Jennifer.Markert@esc.edu

#### Alfred

Melissa VanWinkle  
607-587-4140

#### Auburn

Katherine Lytle  
315-784-6260

#### Batavia

Christine McQuillen  
585-343-2307

#### Binghamton

Beverly Schriver  
607-721-8651

#### Brooklyn

Michelle Laska  
718-783-4400, ext. 1758

#### Canandaigua

Tracy Dessis  
585-394-1110

#### Cheektowaga

Sheree Martinelli  
AppleTree Business Park  
2875 Union Road, Suite 34  
Cheektowaga, NY 14227-1461  
716-686-7800, ext. 3849  
Sheree.Martinelli@esc.edu

#### Corning

Kathie Stickler  
607-463-2390

#### Dunkirk

Barbara Chase  
716-673-1200, ext. 21

#### East Syracuse

Khimberle Guy  
6333 State Route 298, Suite 300  
East Syracuse, NY 13057-1566  
315-460-3152  
Khimberle.Guy@esc.edu

#### Fort Drum

Mindy Boenning  
315-773-6139

#### The Harry Van Arsdale Jr. School of Labor Studies

Jessica Ingram  
325 Hudson Street, 6th Floor, Suite 600  
New York, NY 10013-1005  
646-230-1475  
Jessica.Ingram@esc.edu

#### Hartsdale

Jamie Decker  
210 North Central Avenue  
Hartsdale, NY 10530-1926  
914-948-6206, ext. 3583  
Jamie.Decker@esc.edu

#### Hauppauge

Sharlene Wegner  
631-360-1215, ext. 4038

#### Ithaca

James Nichols  
607-273-4536

#### Johnstown

Michele Lee  
518-762-4651, ext. 8923

#### Lakewood

Paula Barber  
716-338-1508

#### Latham

Ginger Schwartz  
21 British American Boulevard  
Latham, NY 12110-1405  
518-783-6203, ext. 5971  
Ginger.Schwartz@esc.edu

#### Manhattan

Daryl Douse  
325 Hudson Street, 5th Floor  
New York, NY 10013-1005  
212-647-7800, ext. 1212  
Rhett.Dugstad@esc.edu

#### Newburgh

Ellen Savini  
845-563-9905, ext. 3460

## Old Westbury

Sandra Zellman  
 Trainor House, 223 Store Hill Road  
 P.O. Box 130  
 Old Westbury, NY 11568-0130  
 516-876-4420  
 Sandra.Zellman@esc.edu

## Olean

Joanne Teeter  
 716-376-7511

## Plattsburgh

Audra Buchanan  
 518-564-2837

## Queensbury

Ahryah Jessup  
 518-832-7616

## Riverhead

Kathy Spear  
 631-208-2970

## Rochester

Sheryl Richard  
 680 Westfall Road  
 Rochester, NY 14620-4610  
 585-224-3297  
 Sheryl.Richard@esc.edu

## Sanborn

Pamela Bock  
 716 434-0272

## Saratoga Springs

Ahryah Jessup  
 518-581-5300, ext. 2297

## Schenectady

MarySue Ray  
 518-374-5059

## Staten Island

Dennis Modafferi  
 718-667-7524, ext. 1777

## Utica

Rose Stevens  
 315-793-2684

## Watertown

Heather Gaebel  
 315-786-6541

## International Education

Jennifer Miller  
 1 Union Avenue  
 Saratoga Springs, NY 12866-4309  
 518-587-2100, ext. 2275  
 Jennifer.Miller@esc.edu

## International Distance Learning

Jennifer Markert  
 518-587-2100, ext. 2714

## School for Graduate Studies

Pat Ryan  
 111 West Avenue  
 Saratoga Springs, NY 12866-6069  
 518-587-2100, ext. 2225  
 Grad.Services@esc.edu

**BOOKSTORE**

The Empire State College Bookstore is available for students in all college locations. Books are stocked at the request of locations and programs or at the request of individual mentors for study groups and tutorials.

To order books online, students need to know the following:

- For undergraduate, School of Nursing, School for Graduate Studies – campus term, department, course number, section;

Links are available on the web page ([www.esc.edu/Bookstore](http://www.esc.edu/Bookstore)) to help students find this information. Course materials orders must be placed on the website. Phone and fax orders are not accepted. Books are shipped via UPS directly to a home or business address. Domestic shipments take two to seven business days via UPS.

We are here to serve you; please let us know if you have comments, ideas or problems when using the bookstore's web page by emailing [bookstore@esc.edu](mailto:bookstore@esc.edu). The hours of operation are 8:30 a.m. to 4 p.m., Monday through Friday.

<b>Online book orders</b>	<a href="http://www.esc.edu/OnlineBookorder">www.esc.edu/OnlineBookorder</a>
<b>Bookstore phone numbers</b>	800-847-3000, ext. 2365, 2383 518-587-2100, ext. 2365, 2383
<b>Financial Aid and VESID orders</b>	Shannon Austin, ext. 2376 <a href="mailto:Shannon.Austin@esc.edu">Shannon.Austin@esc.edu</a>
<b>Return authorization</b>	Bookstore, ext. 2383 <a href="mailto:Sheila.Redder@esc.edu">Sheila.Redder@esc.edu</a>
<b>Question about pending order or problem with order received</b>	Bookstore, ext. 2383 <a href="mailto:Sheila.Redder@esc.edu">Sheila.Redder@esc.edu</a>

**1 STOP STUDENT SERVICES**

Empire State College believes students should be only one call away from obtaining easy access to the information they need to move forward with their studies. Whether in person, by phone or virtually through our website, students can obtain consistent information and timely services related to financial aid, student accounts, billing, registration and records along with academic support, disability services, library services and technical support regardless of location or mode of study.

**Your One Stop Options**

- Representatives in the college's Student Information Center (800-847-3000, ext. 2285 or email [sic@esc.edu](mailto:sic@esc.edu)) are available 8:30 a.m.-5 p.m. (EST) and during some evening hours during peak times.
- Virtual information is available 24/7 via [my.esc.edu](http://my.esc.edu).

- Trained staff can direct you at any one of our academic locations throughout the state.

## STUDENT RECORDS

### Permanent Record

Empire State College is required by State University of New York policy to keep complete student record information for six years after the student has left the college. After that time, only permanent record information is maintained. Currently, permanent record information comprises:

- Official transcript documents, including all contract evaluations for credit awarded September 2011 and prior, and a degree program, if approved; and
- A degree program rationale.

Prior to 1993, only official transcript documents were maintained as the permanent record.

### Name Change

In order to change the name that is on a student record, the student must submit a completed Personal Identification Change form with required evidence of the name change to the Office of the Registrar.

The student must provide a copy of his/her Social Security card with his/her current legal name **and** any of the following with the same current, legal name:

- Driver's license,
- U.S. military card
- NYS identification card
- Passport,
- Marriage certificate or
- Court order

The Personal Identification Change form and required documentation can be mailed, emailed or faxed to the Office of the Registrar.

Mail: Office of the Registrar, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069

Fax: 518-580-0105 – Office of the Registrar, SUNY Empire State College

### Gender Change

In order to change the gender that is on a student record, the student must submit a completed Personal Identification Change form with required evidence of the gender change to the Office of the Registrar.

The student must provide a copy of either a DMV (state-government-issued) licensed or U.S. passport and one of the following:

- Driver's license
- U.S. military card

- NYS identification card
- Passport
- Court order

The Personal Identification Change form and required documentation can be mailed, emailed or faxed to the Office of the Registrar.

Mail: Office of the Registrar, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069

Fax: 518-580-0105 – Office of the Registrar, SUNY Empire State College

### Transcripts

An official transcript from Empire State College consists of:

1. Summary Transcript Page displaying all successfully completed ESC studies in chronological order and grades/outcomes awarded.
2. The degree program summary, once it has been approved by the Office of the Registrar, which describes the content of your academic program (transcript credit, credit by evaluation and studies to be completed at the college).
3. The transcript does not provide an enrollment history that includes unsuccessful study with the college. The college transcript includes a notice to this effect.
4. General Education Transcript Addendum. This summary of all studies meeting the SUNY General Education Requirements will accompany all undergraduate transcripts sent to other SUNY institutions.

To have a transcript released to the student or any other person or organization (graduate schools, employers or other agencies), the student must make a request via the transcript web site ([www.esc.edu/TranscriptRequest](http://www.esc.edu/TranscriptRequest)), make a written request to the college registrar, or complete and send in a Transcript Request form. Transcript Request forms are available from the Office of the Registrar, local college sites or can be printed from the website: [www.esc.edu/TranscriptRequest](http://www.esc.edu/TranscriptRequest).

There is a fee for each additional transcript ordered. Payment and transcript request should be submitted through the transcript website.

Transcripts are not released until all debts or obligations to the college have been satisfied. Students on the Time Payment Plan will have transcripts released as long as their payments are made in accordance with the agreement.

### Certification/Verification of Enrollment or Graduation to an Outside Party

The college registrar will supply, on request, certification/verification of certain academic information regarding student records and the status of a student.

There are many reasons that a student may require an official certification/verification of their enrollment or graduation. Some of these include insurance purposes or job or graduate school applications. These brief statements are not substitutes for an official transcript.

All enrollment and graduation certification/verification requests are processed by the Office of the Registrar. When requesting such information, include all of the following:

- Name and original signature;
- Social Security number and/or college identification number;
- The name and complete address of the company, organization or school to whom the enrollment verification is to be sent; and
- A phone number, email (if available) and address to contact in case there are any questions

Enrollment verification or graduation verification can be requested by:

- Fax request to Office of the Registrar at 518-580-0105.
- Mail to Office of the Registrar, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069.

### Confidentiality of Student Records

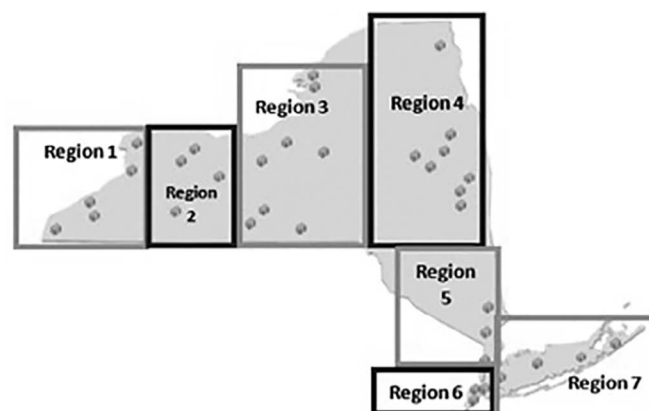
Empire State College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). The act ensures that both current and former students have the right to inspect their education records, to consent to release of their education records to a third party, and to question information contained in the education records. Recorded information, except directory information, is not made freely available to individuals outside the school without consent. The college's full policy on adherence to FERPA is located in Student Life Policies and Procedures chapter (see page 103).

### STUDENT PROBLEM RESOLUTION

While Empire State College strives to ensure a positive educational experience, there are student success and development staff at our locations to facilitate student success, connect student to resources and to facilitate problem resolution. We work with students in person and online. The student success and development staff member may direct students to the most appropriate offices or resources, advise students of appropriate avenues for appeal, or investigate and resolve complaints. The student services professional serves not as an advocate for either party, but rather as a neutral investigator and facilitator.

Students are responsible for understanding and abiding by the policies and procedures of the college. For more information on college policies and procedures, see the Academic Policies and Procedures, and Student Life Policies and Procedures chapters, which include the policies on student conduct, grievances, academic appeals and accommodations for students with disabilities. The information also is available on the college's website at [www.esc.edu/Policies](http://www.esc.edu/Policies).

Students should contact the student services professional based on their location from the chart below.



Region 1 – includes Cheektowaga, Dunkirk, Lakewood, Olean, Sanborn and U.S.A. Out of State  
 Eric Bridges, Coordinator  
 716-686-7800, ext. 3833  
 Sheree Martinelli, Assistant  
 716-686-7800, ext. 3849  
[StudentSuccessBufRegion@esc.edu](mailto:StudentSuccessBufRegion@esc.edu)



Region 2 – includes Alfred, Batavia, Canandaigua, Corning and out of country students that are not enrolled through International Education  
TBD, Specialist  
StudentSuccessRocRegion@esc.edu

Region 3 – includes Auburn, Binghamton, East Syracuse, Fort Drum, Ithaca, Utica and Watertown  
Amy Mirabelli, Coordinator  
315-460-3170, ext. 3170  
Khimberle Guy, Assistant  
315-460-3152, ext. 3152  
StudentSuccessCNYRegion@esc.edu

Region 4 – includes Latham, Johnstown, Plattsburgh, Queensbury, Saratoga Springs and Schenectady  
Ashley Mason, Coordinator  
518-587-2100, ext. 2459  
TBD, Specialist  
518-783-6203, ext. 5953  
StudentSuccessCapRegion@esc.edu

Region 5 – includes Hartsdale and Newburgh  
Karin Dedrick, Coordinator  
845-391-5002, ext. 3451  
Diane Hartnett, Assistant  
845-563-9905, ext. 3450  
StudentSuccessHVRRegion@esc.edu

Region 6 – includes Brooklyn, Manhattan and Staten Island  
Callie Montalvo Patel, Coordinator  
646-230-1212, ext. 1213  
Carmen Feliciano, Assistant  
646-230-1259, ext. 1259  
Carolyn McKnight, Support Staff  
646-230-1279, ext. 1279  
StudentSuccessNYCRegion@esc.edu

Region 7 – includes Hauppauge, Old Westbury, Riverhead and Selden  
Samantha James, Coordinator  
516-876-4861, ext. 4861  
Stacy Karlis, Assistant  
516-876-4420, ext. 4420  
Sandra Zellman, Support Staff  
516-876-4772, ext. 4772  
StudentSuccessLIRegion@esc.edu

The Harry Van Arsdale Jr. School of Labor Studies  
James McMahan  
Student Services Coordinator  
325 Hudson Street, 6th Floor  
New York, NY 10013-1005  
646-230-1355  
James.McMahon@esc.edu

#### International Education

Erin Barrett  
Student Services Coordinator  
1 Union Avenue  
Saratoga Springs, NY 12866-4309  
518-587-2100, ext. 2771  
Erin.Barrett@esc.edu

#### School for Graduate Studies

Pat Ryan  
Director of Graduate Student and Academic Services  
111 West Avenue  
Saratoga Springs, NY 12866-6069  
518-587-2100, ext. 2267  
Pat.Ryan@esc.edu

Students should always attempt to resolve the problem with the student services professional at their home location or program. In the event that a student complaint cannot be resolved through the location, the student may contact the college's Office of Academic Affairs.

#### Kerianne Silver

Director of Collegewide Student Services/Title IX Coordinator  
Office of Academic Affairs  
1 Union Avenue  
Saratoga Springs, NY 12866-6069  
518-587-2100, ext. 2389  
Kerianne.Silver@esc.edu

## OFFICE OF VETERAN AND MILITARY EDUCATION

The Office of Veteran and Military Education develops programs and services that support the educational needs of active-duty, guard, reserve and veteran service members and their family members, whether they are in the United States or abroad. Dedicated staff and resources are available from application through graduation for pre-enrollment advising, preliminary review of military transcripts, guidance with military and veteran funding, and assistance with application and registration.

SUNY Empire State College is a committed military partner and DOD MOU participant signatory. The college participates in GoArmyEd, Air University-Associate to Baccalaureate Cooperative (AU-ABC), General Education Mobile (GEM), Principles of Excellence, and 8 Keys to Veterans' Success.

For information, please contact:

#### Office of Veteran and Military Education

1 Union Avenue  
Saratoga Springs, NY 12866-4309  
email Military.Programs@esc.edu  
phone 518-587-2100, ext. 2779 or 800-847-3000, ext. 2779  
fax 518-587-5483  
www.esc.edu/Military

Facebook: [www.esc.edu/MilitaryFanpage](http://www.esc.edu/MilitaryFanpage)

Student Veterans and Military Club: [ESCMilitaryClub@esc.edu](mailto:ESCMilitaryClub@esc.edu)

# Student Activities

## ALUMNI STUDENT ASSOCIATION

**M**any of the college's locations and programs have active alumni student associations and others are being formed all the time. These associations are overseen by the Alumni Student Federation Board of Governors. The purpose of this federation board is to serve as a liaison with the college, act as an advocate for students and alumni, and to coordinate and provide programs to advance the college and its mission.

Within this framework, the specific activities of the local associations vary according to circumstance and interests. Student recruitment and retention, social, cultural and academic events, online groups, fundraising, graduation planning and academic program support are among the activities the alumni student associations pursue.

With more than 150 events collegewide, there are many opportunities for students and alumni to meet, network and share their stories.

If you are interested in becoming more active in local events and activities, please contact Alumni and Student Relations at 518-587-2100, ext. 2344, or visit our website at [www.esc.edu/Alumni](http://www.esc.edu/Alumni).

## STUDENT ACTIVITY FEE COMMITTEE

The Student Activity Fee Committee is made up of students representing various locations and programs of the college. Students are selected from nominations received from faculty and staff or they can self-nominate. The committee convenes annually in Saratoga Springs to review all proposals for student activity fee dollars and to decide the allocations. The committee is overseen by the Alumni Student Federation Board of Governors.

## STUDENT REPRESENTATION IN COLLEGE GOVERNANCE

Students have the opportunity to be a representative for the student body on the college Senate and the Student Affairs Committee. A student must be considered an active student (enrolled in the last three years) and may be elected to two consecutive two-year terms.

### Students in College Governance

The Student Affairs Committee (SAC) acts on behalf of students in the review and recommendation of all matters of concern to students. The Student Affairs Committee has a faculty or staff representative and student representative from each location. Visit the SAC website at [www.esc.edu/SAC](http://www.esc.edu/SAC).

All active students will be invited to apply by the Office of Student Life through an application process. Thirteen students will be selected from this applicant pool by the current members of the

Student Affairs Committee. A rubric will be used to work towards a balanced representation of students with consideration for statewide geographic area, academic areas, online students, the School for Graduate Studies, the School of Nursing and Allied Health, and The Harry Van Arsdale Jr. School of Labor Studies. Alternates for each student representative will be approved through this process as well.

## SUNY STUDENT ASSEMBLY

Each SUNY campus has elected student representatives to the SUNY Student Assembly. This governance body represents the interests of SUNY students statewide. The Student Affairs Committee selects the Empire State College representatives to the SUNY Student Assembly. Students conference and travel fees are paid for through the student activity fee.

## STUDENT ENGAGEMENT MIXERS

The students elected to the Student Affairs Committee host bi-annual Student Engagement Mixers that introduce students to the committee representatives and hear suggestions from students about the college. It also is a time to introduce college clubs and organizations and support services available to students.

## STUDENT AWARDS

Each year the Office of Student Life oversees the application and nomination process for the Chancellor's Awards, the Student Service Awards and the Annual Art Competition. Information on these awards can be found at [www.esc.edu/collegewide-student-services/awards-fellowships/](http://www.esc.edu/collegewide-student-services/awards-fellowships/).

## COMMENCEMENT

The college holds annual commencement activities across the state where all who have completed their degree requirements during that year are honored. Check the commencement website [www.esc.edu/Commencement](http://www.esc.edu/Commencement) for more details.

Empire State College takes great pride in its graduates and their accomplishments. Our staff dedicate themselves to ensuring that our ceremonies are memorable occasions for our graduates and their families. The ceremony is a formal event with speakers, regalia and academic procession and are wonderful opportunities for our students to celebrate earning their college degree.

## COLLEGE COUNCIL

A student representative is selected every two years to serve on the College Council, which meets quarterly at various college locations. Student representatives rotate from one academic location to another and have full voting privileges.

## STUDENT CONFERENCE

The Student Conference brings together students from all geographic and academic areas of the college to focus on personal and professional development. The conference seeks to provide an arena for developing the professional and leadership skills needed to move forward in one's chosen field. The conference promotes student to student mentoring, fosters the value of Empire State College as a learning community and provides opportunities to interact with both faculty and professionals in the field. This event is funded by the student activity fee.

## STUDENT WELLNESS RETREAT

Good health is critical to academic success. Each year the college hosts a retreat for students on health and wellness. The theme is "Educate, Experience, Explore." The workshops range from yoga and meditation to stress management. There are national keynote speakers and entertainment. The health fair hosts more than 30 vendors with free wellness services including biometric screenings, pulmonary function screenings, skin damage screenings, bone density, vision tests, reflexology and more. This event is funded by the student health fee.

## STUDENT LEADERSHIP INSTITUTE

SUNY Empire State College's Student Leadership Institute gives students a year-long experience that will enable them to gain insight about themselves as leaders. Students will develop and enhance their skills in working with others to achieve common goals and positively impact the world. Students apply to the program during the spring semester and are selected for the program through an application and interview process. For more information, go to [www.esc.edu/collegewide-student-services/leadership-institute/](http://www.esc.edu/collegewide-student-services/leadership-institute/).

## STUDENT CLUBS AND ORGANIZATIONS

Empire State College recognizes that co-curricular activities greatly enhance a student's academic experience. To that end, we have a growing group of clubs and organizations at the college that are open to all students; you can find a listing of these at [www.esc.edu/collegewide-student-services/student-engagement/](http://www.esc.edu/collegewide-student-services/student-engagement/). Current clubs promote academic, social and cultural activities for students throughout the college.

Students are encouraged to join existing clubs or explore the creation of a new club. Please reach out to the Office of Student Life with questions at 518-587-2100, ext. 2463. Below you will find the recognition policies that give you an overview of starting a new club. For more information about student clubs, including a current list of active clubs, please visit <https://alumni.esc.edu/get-involved/student-clubs/>.

## Current Clubs at Empire State College Include

Black Male Initiative	Music Industry Club
Criminal Justice Club	Staten Island Sports Club
Education for All Club	STEM Club
Graduate Student Collaborative	Society for Entrepreneurship
Human Services Collaborative	Sports Industry Club
LGBTQA Student Alumni Club	Student and Alumni Business Club
Metro Art Club	Student Veterans and Military Club
Multicultural Club	

## Club Policies

Contact the Office of Student Life for more information at [www.studentlife@esc.edu](mailto:www.studentlife@esc.edu).

## Recognition Policies

- I. Only officially recognized organizations may use the name of the State University of New York or Empire State College (the college) for identification purposes, obtain organizational privileges in the use of the college's facilities and services, or imply college sponsorship or approval of their activities.
- II. Recognition (or withdrawal of recognition) of a group as a college organization is an executive responsibility of the president, acting on behalf of the chancellor and trustees of the State University of New York. Responsibility for the coordination of policy development and for the administration of recognition procedures in the case of organizations having students as full members is delegated to the coordinator of student life. The final decision to grant or withdraw recognition rests with the president or his or her designee.
- III. Determination of criteria for membership and for active status is the prerogative of each organization, insofar as it is consistent with state and federal law. No organization may restrict its selection of members or assignment of voting privileges, rank or office, based on illegal differentiation or based on an individual's previous affiliations. There will be no discrimination based on race, gender, color, religion, age, national origin, disability or sexual orientation. The names, purposes and procedures of organizations must reflect this policy of nondiscrimination.
- IV. Local affiliates of national organizations must be entirely free to select individual members from among the generally qualified; outside approval shall not be required.
- V. Gender-associated or otherwise circumscribed names should not be interpreted as denying or prohibiting membership to any person wishing to join any registered organization, or to participate in its activities. Students are free to select any group of their choosing.
- VI. Each group applying for recognition must agree to abide by all regulations of the college and the State University of New York. Applications of original recognition or renewed

recognition will be submitted to the director of alumni and student relations. Each application for recognition must include the following information:

- A brief statement of the organization's purpose and proposed activities
- Membership requirements
- Sources of income and costs to members
- Assurance of responsible financial accounting to its membership
- a list of current officers with their addresses and phone numbers, including national or regional officer, if applicable
- Name of college faculty/professional advisor

- VII. Any constitution approved by organization members must be submitted to the director of alumni and student relations. All information required in the application for recognition (as detailed above) must be furnished separately.
- VIII. Student organization credentials are maintained by Alumni and Student Relations and must be renewed or updated yearly. Failure to renew credentials or to comply with other college regulations will result in temporary or permanent withdrawal of official recognition.
- IX. Recognition of student groups by the college will not extend beyond the college facilities. Any activities by student groups beyond college locations are the responsibility of individual students and not college administration. Events and meetings held at college locations must be approved and registered with the director of alumni and student relations and the regional executive director. The director may approve, for posting purposes only, announcements of off-site events.
- X. Student organizations bringing discredit upon themselves or the college may lose their recognition at the discretion of the president.
- XI. Any organization that receives financial assistance from the student activity fee fund must maintain all deposits in an account administered by Alumni and Student Relations. For further information on procedures, please contact Alumni and Student Relations.

Note: All informal groups meeting on a regular or ad hoc basis are not bound by this policy. Any group desiring official college recognition and financial assistance must submit an application and is subject to all policies described above.

# Tuition and Fees

## REGISTRATION

At Empire State College's regional locations and online, you may begin your study at the start dates of our three terms during the academic year. Although you may enroll in terms that overlap, you may not receive financial aid for any term that begins during your enrollment in a previous term. Please see the section on financial aid for more information.

Fall Term (usually begins in early September), 15 weeks

Spring Term (usually begins in mid January), 15 weeks

Summer (usually begins early May), weeks 15

Each term may contain shorter sessions. Please see academic calendar at [www8.esc.edu/esonline/collegecalendar.nsf/calendarAcadSched?openview&count=3000](http://www8.esc.edu/esonline/collegecalendar.nsf/calendarAcadSched?openview&count=3000) for details.

This flexibility complements the employment and personal schedules of Empire State College students and provides the opportunity for you to complete your degree program without interruption.

Students who enroll in The Harry Van Arsdale Jr. Apprentice Program and the School for Graduate Studies enroll in terms that begin in September, January and May. Term schedules and deadlines, plus registration information are on page 10.

Students who enroll in the School of Nursing and Allied Health may begin in the Fall or Spring terms. They also may take studies or courses during the Summer term.

Students register for studies or courses at the college by meeting with a faculty mentor and completing the online registration process that defines what and with whom they will study. Registration periods are listed on page 10.

## BILLING

The submission of an online registration initiates billing and is a business contract between you and the college. It permits you to begin study at Empire State College and obligates you to pay tuition and all applicable fees. This must be completed and submitted online by the student by the Last Date for Payment for the selected term. The Last Date for Payment for each term can be found at [www.esc.edu/PaymentDueDate](http://www.esc.edu/PaymentDueDate). If you register after the payment due date, your payment is due immediately.

Once the online registration information is complete and submitted electronically, a term invoice (bill) will be generated and made available to you online at the MyESC portal of the college's website ([my.esc.edu](http://my.esc.edu)).

Students should review their Student Account Statement on MyESC after registering. If you have any financial aid awards that do not show as pending, you are not eligible for them based on your current enrollment.

Students are considered enrolled unless they officially withdraw. Failure to engage in studies does not relieve a student from his or her financial responsibility.

## UNDERGRADUATE TUITION AND FEES<sup>1</sup>

Tuition and fees are subject to change by the SUNY Board of Trustees.  
Effective with the Fall 2019 Term.

NYS Residents <sup>2</sup>	Credits	Tuition Per Term
Students must live in NYS for the full year (12 months) prior to the term starting and have an intent to make NY their permanent home (domicile) in order to receive NYS resident rates.  See NYS Residency for Tuition Purposes below.	1-11	\$295 per credit
	12+	\$3,535 per term
Out-of-State Residents	Credits	Tuition Per Term
Nonresident students who graduated from a New York state high school or received a NYS GED, and who applied to the college within five years of graduation/GED may be eligible for in-state rates.  For changes in residency status, see NYS Residency for Tuition Purposes below.	1-11	\$708 per credit, less \$355 ESC Nonresident Grant* for a net tuition charge of <b>\$353</b>
	12+	\$8,490, less \$4,250 ESC Nonresident Grant for a net tuition charge of <b>\$4,240</b>
Out-of-State Residents (Online Only)	Credits	Tuition Per Term
Nonresident students enrolled in an approved distance learning degree program.	1-11	\$353 per credit
	12+	\$4,240 per term

\*All nonresident students attending ESC are automatically eligible for an Empire State College nonresident tuition grant to offset their educational costs.

All enrolled students also are subject to the fees listed below:<sup>3</sup>

### Mandatory fees per term

College fee	\$1.70 per credit up to \$25.00 maximum
Student activity fee	\$8.75 per credit up to \$35 maximum
Health and wellness fee	\$15 per term for enrollments less than 12 credits \$35 per term for enrollments of 12 or more credits
Technology fee	\$185 per term

### Other related fees

Orientation fee	\$50 per application to the college
Portfolio (assessment) fee	\$315 at initial undergraduate matriculated enrollment (one time)
Individualized prior learning assessment (iPLA) fee	For students whose first matriculated enrollment is and later. The \$700 fee is charged to all students who request individualized prior learning assessment. This one-time fee covers all prior learning assessment requests. This fee is charged at the a tudent's iPLA request is accepted at the student's location Office of Academic Review and is nonrefundable once the request is accepted.

### Service related fees

Degree program amendment fee	\$157.50 if a new program approval is requested
Time Payment Plan	\$25 nonrefundable application fee per term
Time Payment Plan late payment fee	\$30 for each late Time Payment Plan payment
Late registration fee	\$50 (each term) if initial registration for a term is submitted once the term begins
Late Add Fee Assessed	A \$10 late add fee will be assessed per course when a course is added to a registration after the term add/drop period.
Residency fee	Varies. Certain courses require an additional fee for residency activities.

### Tuition and fees are subject to change.

<sup>1</sup> For more complete tuition and fee information visit [www.esc.edu/Tuition](http://www.esc.edu/Tuition).

<sup>2</sup> Only students who have resided in New York state for 12 months before the enrollment term and are considered to be a domiciled resident qualify for in-state tuition rates. For more information about this requirement, including exceptions to the domicile rule, see NYS Residency for Tuition Purposes and visit [www.esc.edu/NYSResidency](http://www.esc.edu/NYSResidency).

<sup>3</sup> All active-duty military, guard, reservists and veterans are eligible for an Empire State College military grant of \$45 per credit to offset their educational costs. The net tuition for military students is \$250 per credit. All fees, except service-related fees and residency fees for residency-based courses, are waived.

## College Billing Policy

The college requires that tuition and all mandatory fees be paid or that a Time Payment Plan be established no later than the payment due date for the enrollment term. Your payment is due by the term payment due date. You will not receive a paper bill and may instead view your account summary in MyESC. If you fail to pay, make Time Payment Plan arrangements or have approved financial aid by the last date for payment, your registration will be cancelled and you may lose your place in an online course or study group. If your registration is cancelled and you reregister any time after the payment due date, you will be charged a \$50 late registration fee.

### Payment Due Dates for the Academic Year 2019-2020

Term	Payment Due Date*
Fall Term 2019	Aug. 29, 2019
Spring Term 2020	Jan. 9, 2020
Summer Term 2020	May 7, 2020

\* Please visit [www.esc.edu/paymentdates](http://www.esc.edu/paymentdates) for up-to-date information.

## Late Registration

Late Registration Period – we no longer have a late registration period (which has typically been the week prior to the term starting) but the Late Registration Fee will be assessed beginning on each of the days listed for their respective term:

Term	Late Registration Fee Assessed
Fall Term 2019, Sessions A and B	Sept. 3, 2019
Fall Term 2019, Session D	Oct. 21, 2019
Spring Term 2020, Sessions A and B	Jan. 13, 2020
Spring Term 2020, Session C	Feb. 3, 2020
Spring Term 2020, Session D	March 2, 2020
Summer Term 2020, Sessions A and B	May 11, 2020
Summer Term 2020, Session C	June 1, 2020

## Payment Procedures

Because they are credited immediately to your account, the preferred method of payment is online through MyESC, with a debit or credit card (Discover, MasterCard, VISA or American Express) or by check (credit card checks cannot be processed as e-payments).

You also may pay your bill with a check or money order (do not send cash) made payable to Empire State College. To mail your payment, print your Student Account Statement or include the payment stub from your Student Account Statement and mail it along with your payment to Student Accounts, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069. Payment must be received by the payment due date to avoid cancellation of your registration.

As a prospective student, you are urged, if you have not done so already, to apply for financial aid at least eight weeks before the payment due date for the term. Students who cannot pay tuition and fees or set up a Time Payment Plan by the payment due date should enroll in a later term.

## NYS Residency for Tuition Billing Purposes

A student's initial residency status is determined at the time of entry into the college and monitored thereafter according to SUNY policy. Students must live in and be a domiciled resident of New York state for a period of 12 months prior to the start of a term in order to receive NYS resident tuition rates for that term. You are considered a NYS resident for tuition purposes if you meet the following requirements:

1. If you attest that you are a New York state resident on your admissions (matriculated or nonmatriculated) application
2. You have lived in the state of New York for at least the full prior year and are considered a domiciled resident.

Definition of Domicile: A fixed, permanent home, for legal purposes, to which a person returns after a period of absence.

**Please note that living in the state of New York alone does not meet the residency requirements for tuition purposes.**

If you do not meet the above requirements, you will be considered a nonresident for tuition purposes and charged nonresident tuition rates.

Exceptions to the domicile rule:

1. If you attended an approved New York state high school for two or more years, graduated from an approved New York state high school and applied for admission to Empire State College within five years of receiving a New York state high school diploma; or
2. If you attended an approved New York state program for a general equivalency diploma (GED) exam preparation, received a GED and applied for admission to Empire State College within five years of receiving the GED.

If you are charged nonresident tuition rates and believe you meet the criteria for NYS residency for tuition purposes, you must apply for a change in residency status using the New York State Residency application form at [www.esc.edu/Forms](http://www.esc.edu/Forms). You must include at least three documents demonstrating an established domicile in New York state. All documents must be dated one year or prior to the start date of the semester for which you are applying for residency. The burden of proof is upon the applicant to provide documentation that he/she has established a domicile in New York state.

**Completed residency applications must be submitted by the last date of add/drop period for the term which tuition is due.**

Applications received after the last date for drop/add will be reviewed and will become effective for the next term, if approved.

## Time Payment Plan

The college offers the option of a Time Payment Plan for payment of tuition and fees in three equal installments. There is a \$25 nonrefundable application fee per term. To enroll in the plan, you must agree to the terms and conditions of the plan and then make your first one third down payment. You may get detailed information on the Time Payment Plan at [www.esc.edu/TimePayment](http://www.esc.edu/TimePayment) or call 800-847-3000, ext. 2285. You must enroll in the Time Payment Plan each term you wish to do so. The college reserves the right to deny future payment plan privileges when a student's payments have not been made as scheduled.

## Third-Party Payments

Students may be able to defer payment of tuition and fees if they have sponsorship from a third party such as an employer or union. Students must submit a payment voucher from their sponsor to Student Accounts, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069. The college must approve the deferral and, if approved, the amount will show as pending financial aid on the student's account statement. The college does not accept vouchers that are dependent upon grades or study outcomes. For more information, contact the Student Information Center at 800-847-3000, ext. 2285.

If a third party sponsorship is not paid for any reason, or a voucher is not finalized, the student is responsible for any outstanding balance. A credit balance created as the result of a student's withdrawal from any or all courses will be returned in accordance with the terms and conditions of the sponsorship.

## Fees

All students are subject to the following fees:

An **orientation fee** of \$50 is charged to all students upon application to the college. This fee must be paid in full with your application and prior to attending an orientation. It is nonrefundable.

The **college fee** is required by the State University of New York and is charged to all SUNY students. It is required each term that a student is enrolled at \$1.70 per credit, and cannot exceed \$25 per term.

The **student activity fee** has been mandated by student referendum and supports programs of cultural and educational enrichment, recreational and social activities, and student publications. The student activity fee is required each term that a student is enrolled at \$8.75 per credit, and cannot exceed \$35 per term.

A **technology fee** of \$185 per term is charged to all students. It assists the college in providing you access to computer network resources and in further development of information technology services for students. These technologies give you access to various local and global information resources, facilitate communications throughout the college, and allow Empire State College to enhance its many educational services to students.

The college offers a variety of services devoted to the health and well-being of our students. All students are charged a health and wellness fee each term of \$15 for enrollments of less than 12 credits

and \$35 for enrollments of 12+ credits. The fee provides wellness opportunities at regional administrative offices as well as online, including telephonic counseling, wellness coaching, collegewide programming, online workshops and a dedicated website. All students are able to access these services. This is a mandatory fee, not duplicative of private health insurance. Students may not opt out of this fee.

The **portfolio fee** supports the services provided to matriculated students in determining their prior learning and in establishing their educational plan. Assessment services may include evaluation of college transcripts and analysis of standardized test scores; portfolio workshops; prior learning credit estimates; the creation of materials to assist students in portfolio development; and the processing and review of portfolios by faculty committees and by professional and clerical staff in all college locations and offices. The portfolio fee of \$315 is charged to all undergraduate students upon their initial matriculated enrollment.

The **degree program amendment fee** is charged when a student who has an approved degree plan requests a change of degree designation or concentration, or additional advanced standing credit (either transcript or credit by evaluation), any of which require a new program approval. This fee is equal to one half of the portfolio fee.

The **individualized prior learning assessment fee (iPLA)** provides individual expert evaluation for students who request college credit for learning acquired through work or life experience. The \$700 fee is charged to all students who request individualized prior learning assessment. This one-time fee covers all prior learning assessment requests. Students previously charged any amount of the IPLA fee under the previous tiered structure or were billed for the previous IEF fee will not be charged this fee. The IPLA fee is charged at the time a student's individualized prior learning assessment request is accepted at his or her center office of academic review and is nonrefundable once the first request is accepted.

A **residency fee** is charged for residency courses to fund the expenses associated with the course. The residency fee does not include the cost of lodging and meals for the students.

A **\$50 late registration fee** will be assessed and included in your registration charges if you register once the term begins.

A **Time Payment Plan application fee** of \$25 is charged each term that a student applies for the Time Payment Plan. The application fee is nonrefundable. A late payment fee of \$30 is charged when payment plan payments arrive after the due date.

**Academic transcripts** are \$10 each.

A **returned check** fee of \$20 is charged to accounts when a check is returned by the bank.

A **\$10 late add fee** will be assessed per course when a course is added to a registration after the term add/drop period. This fee is in addition to the late registration fee.



## Unpaid Accounts

A balance is any charge remaining or created on an account. Once an account is identified as having a past due balance, an accounts receivable financial hold is placed on the student's account and services from the college, including registration transcripts, and access to grades are restricted until the balance is paid in full. Unpaid accounts are forwarded to a third-party collection agency or the Office of the Attorney General at which time interest and/or fees are retroactively assessed based on the date of your first billing statement. The Attorney General's office may certify the debt to the New York State Department of Tax and Finance Offset Program. All costs associated with the collection of overdue accounts are the responsibility of the student. Delinquent accounts may be reported to a credit agency. The State University reserves the right to withhold academic records from any student who has not satisfied all obligations. Any student with an outstanding financial balance due at the end of the term will not be able to register for a subsequent term or receive any other services from the college until the balance is paid.

## Withdrawal Liability and Refund Policy

To officially withdraw from one or more studies at any point in the term, a student must withdraw online by logging into their My.ESC.edu account. If a student is withdrawing from one or more studies and they have incurred 100% tuition and fee liability the student is required to complete a Withdrawal Form available at [www.esc.edu/Withdraw](http://www.esc.edu/Withdraw) and mail or fax it to the Office of the Registrar for processing. The effective date of the withdrawal will be the postmark date of the envelope or the date the fax is received. Contact the Office of the Registrar at [Registrar'sOffice@esc.edu](mailto:Registrar'sOffice@esc.edu) or by phone regarding any questions or concerns. A student is considered officially enrolled for their courses until they have withdrawn online or have submitted a Withdrawal Form to the Office of the Registrar. Liability will be calculated according to the State University of New York withdrawal/refund policy. If a student withdraws before the enrollment start date, then 100% of all tuition and fees are refundable. If a student withdraws on the start date or after, the college fee, the student activity fee and late registration fee are nonrefundable. For standard 15 week terms, the technology fee, health and wellness fee, and tuition are subject to the following liability schedule:

Effective date of withdrawal	Liability percent
Prior to Term Start . . . . .	0 percent
Calendar Day 1-7 . . . . .	0 percent
Calendar Day 8-14 . . . . .	30 percent
Calendar Day 15-21 . . . . .	50 percent
Calendar Day 22-28 . . . . .	70 percent
Calendar Day 29 and After . . . . .	100 percent

The first date of the term is Day 1. A liability table for terms other than 15 weeks in length can be found on [www.esc.edu/Withdraw](http://www.esc.edu/Withdraw), under Student Account.

Additional information about withdrawals:

- Prorated liability applies only for official student withdrawals and are calculated according to the effective date of the student's withdrawal. The liability chart does not apply to Administrative Withdrawals (ZWs) which incur 100 percent tuition liability.
- If a withdrawal creates a credit on a student's account, a refund will be issued within 28 days. Refunds are issued according to the method of payment.
- Withdrawals and Administrative Withdrawals may impact current and future financial aid eligibility. If you receive financial aid and are withdrawing from one or more courses, federal and state aid eligibility may be affected. Please see the sections on eligibility under Federal and New York State Financial Aid in this catalog.
- If you are forced to withdraw from your studies due to unforeseen and extenuating circumstances, you may request an exception to the college's written withdrawal policy from the Office of Administration through Student Accounts. Contact Student Accounts for more information at [www.esc.edu/AskSA](http://www.esc.edu/AskSA).

For complete information about withdrawals, visit [www.esc.edu/Withdraw](http://www.esc.edu/Withdraw).

## Financial Aid

The purpose of financial aid is to provide assistance to matriculated students whose financial resources are inadequate to meet the costs of their education. Financial aid is intended to supplement, not replace, a family's resources. A family's resources include the student's resources; spouse's resources, if married at the time of application; and parents' resources, if the student is a dependent. For that reason, most families should think of themselves as the first – and probably primary – source of funds for college. Annual family taxable and nontaxable income is not the only factor that is considered in evaluating eligibility for financial aid. A family's assets also are considered, since a family with assets (such as a savings account or investments) is considered to be in a stronger financial position than a family with the same income, but no assets.

Financial aid programs vary widely as to their precise qualifications, but awards are generally determined on the basis of the eligibility criteria of the specific aid program, and without regard to sex, age, race and ethnicity, color, religion, disability, national origin, sexual orientation, military status or marital status, although special opportunities for underrepresented student populations do exist. With the exceptions noted, the major financial aid programs are open to part-time as well as to full-time students.

Most programs are open to United States citizens, nationals and permanent residents who have declared their intent to become United States citizens. Persons holding temporary student, exchange visitor or visitor visas are not eligible.

A student's eligibility cannot be determined until he or she provides full information about financial need by filing the Free Application for Federal Student Aid (FAFSA). All financial aid applications, as well as detailed descriptions of financial aid, are available at [www.esc.edu/FinancialAid](http://www.esc.edu/FinancialAid). You are advised to apply for all assistance programs for which you may be eligible at least six weeks before your expected date of enrollment. All financial aid programs must be applied for annually after the first of the year.

There are three types of aid available at Empire State College:

1. Grants/scholarships – money that does not need to be repaid;
2. Loans – money that students borrow which must be repaid with interest;
3. Work study – student employment.

### Priority Deadlines

The priority deadline dates for applying for financial aid is six weeks prior to the start date of the term. However, for students applying for Institutional scholarships the FAFSA priority deadline is April 1. Likewise, due to limited funding for Federal SEOG and APTS the priority deadline is April 1. Any applications received after April 1 will be considered until all funds are exhausted.

Financial aid files completed after the financial aid priority deadline date will be reviewed. However, the Financial Aid office cannot guarantee that financial aid will be processed in time for the student to register with a financial aid deferral. A federal financial aid file is complete when the college has received valid FAFSA data from the federal processor and all other documentation requested by the Financial Aid office. Completed files and APTS applications are reviewed on a first-come, first-served basis.

### Summer Aid

Students may be eligible to receive financial aid for the summer term if all eligibility requirements are met. Financial aid packages are initially awarded for the Fall and Spring terms. Students enrolling in a summer term will have their award package updated to include summer within 5-7 business days of completing their summer registration. Accepting financial aid awards for the summer term may affect the amount of aid available for the following Fall and Spring terms. Students enrolling for summer should contact the Empire State College Financial Aid office by email at [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu) or call the Empire State College Student Information Center at 800-847-3000, ext. 2285 to review their eligibility for summer aid.

## FEDERAL AND STATE FINANCIAL AID

General financial aid programs available through the college include both federally and state-funded programs.

For undergraduates, federal financial aid includes the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Direct Loan and the Federal Work-Study Program.

Programs for New York state residents include the Tuition Assistance Program (TAP) for matriculated, full-time students enrolled for at least 12 credits per term and expanded benefits for veterans. Students enrolled for at least 3 and less than 12 credits for each term may be eligible for Aid for Part-time Study (APTS). Part-time TAP and Americans With Disabilities Act (ADA) part-time TAP are available but have special requirements. Please go to [www.esc.edu/FinancialAid](http://www.esc.edu/FinancialAid) for more information.

Other state programs – for full-time students only – are the Excelsior Scholarship; the State University Supplemental Tuition Award; the Award for Children of Deceased or Disabled Veterans; and the Award for Children of Deceased Police Officers, Firefighters and Corrections Officers; and World Trade Center Memorial Scholarships. For a complete list of grants and scholarships go to [www.hesc.ny.gov](http://www.hesc.ny.gov).

Students enrolled either part time or full time may qualify for Vietnam Veterans Tuition Awards and the SUNY Empire State Honors Scholarships for African-American, Latino and Native American Students Awards.

Veterans may be entitled to full tuition and fees from the Veterans Administration.

**Note:** Good academic standing is a requirement for payment and continuation of financial aid. If you fall below the minimum achievement level, payment and continuation of financial aid will be in jeopardy. Students are not eligible for financial aid if they are in default on any student loan or owe a repayment of any federal student aid.

## ELIGIBILITY FOR FEDERAL FINANCIAL AID (see Eligibility for Federal Financial Aid Policy at [www.esc.edu/policies/?search=cid%3D36216](http://www.esc.edu/policies/?search=cid%3D36216))

Award programs affected by the federal standards include:

- Federal Pell Grant
- Federal College Work-Study
- Federal Supplemental Educational Opportunity Grants (SEOG)
- Federal Direct Loan Program – includes:
  - Subsidized and Unsubsidized loans, the Parent Loan for Undergraduate Students (PLUS)

### Good Academic Standing

Good academic standing standards for satisfactory academic progress and grade point average must be met in order to be eligible to receive federal financial aid.

### Satisfactory Academic Progress

In order to be eligible for federal student aid funds, a student must meet the three federally required Satisfactory Academic Progress (SAP) standards. These standards consist of a Quantitative Standard (successful completion rate), Qualitative Standard (minimum GPA), and a Maximum Time Frame to complete the degree. A student's SAP status is reviewed at the end of each term of enrollment at ESC. Students who do not meet the minimum GPA and/or Completion Rate standard will be placed on SAP Warning. While on SAP Warning students may still receive federal aid. However, not meeting these minimum standards at the end of the next period of enrollment will result in the loss of eligibility for federal aid. Students who exceed the Maximum Time Frame allowed to complete the degree will lose aid without a Warning Period.

A student who is failing to meet the required SAP standards are not eligible for federal aid even if they are permitted to reenroll. However, if there are mitigating circumstances, the student may appeal as described in the mitigating circumstance section below.

### Quantitative Standard

The Quantitative Measure requires that students are successfully completing at least 67 percent of all credits attempted. Credits attempted include standard credits, repeated courses and withdrawn courses with a ZW or WD status.

### Qualitative Standard (Grade Point Average)

Students are required to maintain a minimum grade point average (GPA). The grade point average calculation is determined through the Academic Grading Policy. Undergraduate students who opt to receive grades must maintain a minimum GPA of 2.0. Graduate students must maintain a minimum GPA of 3.0.

### Maximum Timeframe

Students must progress through their program to ensure that they will graduate within the maximum time frame. The maximum time frame is a period no longer than 150 percent of the published length of the program as determined by federal regulations. Students are eligible for financial aid up to the maximum of 150 percent of their program of study, assuming they also are meeting the required Quantitative and Qualitative standards. For example, the maximum timeframe for a student in a bachelor's degree program consisting of 124 credits would be 186 credits attempted ( $124 \times 150\% = 186$ ). For transfer students, the maximum is based on the number of transcript credits accepted by Empire State College plus the number of credits attempted at Empire State College.

Federal guidelines do not allow waivers for mitigating circumstances that would extend a student's aid past the 150 percent limit.

### Regaining Federal Financial Aid Eligibility

A student who is academically dismissed and is subsequently reinstated by the college must accumulate the number of credits required to meet the federal satisfactory academic standards of a 67 percent completion rate and earn at least a 2.00 cumulative grade point average in order to regain federal aid eligibility.

### Pell Grant Maximum Duration of Eligibility

Students may only qualify for the Federal Pell Grant for a maximum of the equivalent of 12 full-time terms in accordance with the Appropriations Act of 2012.

### The Effect of Withdrawal and/or Disengaging From Part of the Studies for the Term

If a student withdraws and/or disengages from any or all of their courses, his or her enrollment status (full or part time) and/or SAP rate may be affected, depending on the effective date of the withdrawal and/or disengagement. Each of these may in turn affect federal aid eligibility.

In calculating enrollment status and rate of academic progress, "credits attempted" is the number of registered credits after calendar day 28 of the enrollment term for students enrolled in 15 week courses. Thus, the date of the withdrawal and/or disengagement affects whether the credits are counted in the number of credits attempted. For example, if a student first enrolls for 12 credits and then withdraws from one 4-credit study on or before calendar day 28, the enrollment status for the term changes to part time and the progress rate is calculated on 8 credits attempted. If the student withdraws after calendar day 28, the enrollment status for the term

is still full time and the progress rate is calculated on 12 credits attempted. Students enrolled in courses shorter than 15 weeks should consult with the Financial Aid office.

Withdrawal and/or disengaging at any point in the term may result in a reduction of financial aid. If this occurs, the student will be required to pay back any funds for which he or she no longer qualifies. Financial Aid calculates such award adjustments individually using federal formulas. Further information may be obtained from the Financial Aid office at [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu).

### The Effect of Withdrawal, Administrative Withdrawal (Disengagement from Course or Study) or Dropping From Studies

Withdrawal and/or disengaging from the college prior to the end of an enrollment term will cause you to use a full financial aid award period's eligibility. A student will be ineligible for additional financial aid of the same type if re-enrolling within the same financial aid award period. All financial aid will be adjusted using federal and state guidelines for the cycle in which you withdraw.

In accordance with rules established by the U.S. Department of Education, schools must adhere to provisions regarding the treatment of Federal Title IV Financial Aid for students that withdraw from school completely for any term. These rules govern all federal loan and grant programs, including Direct Loans, PLUS Loans, Pell and SEOG.

In general, students earn federal financial aid awards directly in proportion to the number of days of the term attended. In other words, a student earns financial assistance as they complete their studies throughout a term. If a student completely withdraws and/or disengages from all studies during a term, the college must calculate the portion of the total scheduled financial assistance earned. **In the event that the student is enrolled in courses that have different start and/or end dates from other courses that also are being taken for the term, and the student withdraws or is administratively withdrawn from any of the courses for the term, the school must calculate the portion of the total scheduled financial assistance earned.** If the student received (or the college received on behalf of the student) more assistance than was earned, the unearned excess funds must be returned to the federal programs.

The portion of federal loans and grants the student earned is calculated on a percentage basis comparing the total number of calendar days in the term to the number of days completed before withdrawal. (Scheduled breaks of five consecutive days or longer are excluded from the calculation.) Whatever percentage of the term the student attends is the percentage of Title IV that is earned. Once the student exceeds the 60 percent point of the enrollment period, the student has earned 100 percent of the Title IV aid.

Unearned federal financial assistance must be returned to program funds up to the amount of assistance that the student has received from the program in the priority order established by regulation: Unsubsidized Direct Loan, Subsidized Direct Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal SEOG and other

Title IV programs. The school takes the responsibility on behalf of the student to return unearned federal financial aid assistance funds that were applied directly to institutional charges. **Institutional charges at the college that are no longer covered by financial assistance immediately become the responsibility of the student. The student also is responsible for return of unearned federal financial funds that were disbursed directly to him or her.** To prevent undue hardship, allowances have been made if the unearned assistance repayment owed by the student is due to a loan program. Funds due for repayment to a loan program permit the student to repay according to the terms of the promissory note. In addition, if the student is directly responsible for repayments of unearned assistance to a federal grant program, the initial Title IV grant overpayment owed by the student is reduced by 50 percent.

Federal guidelines establish attendance expectations. An administrative withdrawal (ZW) outcome may reduce the student's award or require the student to pay back some of the federal financial aid already received. The amount depends on the last date of contact or attendance and the federal programs involved. Further information may be obtained from the Financial Aid office at [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu).

### Mitigating Circumstances

Occasionally, students do not meet the good academic standards for reasons beyond their control or because of "mitigating circumstances" such as serious family problems or extended illness. Under such circumstances, a student may appeal for continued eligibility for federal financial aid.

Approval of a federal financial aid appeal is not automatic. Usually students may only appeal for his/her most recent enrollment. Approval of an appeal occurs in two parts:

1. The dean or dean's designee of the center or program verifies the student's academic eligibility.
2. The mitigating circumstance committee determines if the request meets federal requirements for continued eligibility for federal financial aid and if the student can meet all good academic standard requirements within the maximum timeframe for completing the degree.

The mitigating circumstance committee approves the appeal only if both parts of the process are complete and the academic and federal requirements are met. Students must submit the information required for both parts to Student Academic Services, using the required form.

The mitigating circumstance committee has the authority to approve a financial aid appeal request. However, that approval is dependent on the verification of the student's academic eligibility. The dean or dean's designee is responsible for determining the student's academic eligibility. If the dean or dean's designee determines that a student does not meet academic eligibility requirements, the mitigating circumstance committee cannot approve the appeal. If the appeal is approved and you can meet SAP standards by the end of the subsequent term, you will be placed on

probation. Probation is only for one payment period. If the appeal is approved and it is determined that you cannot meet SAP standards by the end of the subsequent term you will be placed on probation with an academic plan that you must adhere to in order to maintain financial aid eligibility. Failure to do so will result in loss of federal financial aid.

Students are rarely granted more than one appeal for mitigating circumstances.

**Note:** The appeal has no direct effect on enrollment eligibility, which is an academic determination upon which the appeal approval is contingent.

### Repeat of Studies With Credit Awarded

A student may repeat a passed course once to earn a better grade if required for their academic program and still receive financial aid. The student must complete the Request to Repeat a Study request form. If this is done, both studies count as credit attempted in calculating SAP, but only the latest study grade will count in the calculation of credits earned toward the degree and in the GPA calculation and only one attempt may be counted as successfully earned when determining the Quantitative 67 percent rule.

### Courses Not Required to Complete a Student's Degree

Federal regulations do not allow a student to receive financial aid for credits that are not required to complete their degree. Credits for courses not required by your degree will not be counted when determining course load and eligibility for disbursement of federal aid each term. Federal regulations do not allow a student in the final enrollment term to receive federal aid for studies that are not required to complete a degree.

### Notification of Ineligibility for Federal Financial Aid

Financial Aid notifies students regarding their ineligibility for further federal financial aid. Students may obtain information on their financial aid status by reviewing their eligibility status online or by contacting the Financial Aid office.

## ELIGIBILITY FOR NEW YORK STATE FINANCIAL AID (see Eligibility for New York State Financial Aid Policy at [www.esc.edu/policies/?search=cid%3D36217](http://www.esc.edu/policies/?search=cid%3D36217))

Award programs affected by the New York state regulations include:

- Tuition Assistance Program (TAP)
- Regents Award – Child of Veteran (CV)
- Regents Award – Child of Corrections Officer Award
- Persian Gulf Veterans Award and Vietnam Veterans Tuition Assistance (VVTA)
- State University Supplemental Tuition Assistance Program (SUSTA)
- Aid for Part-time Study (APTS)
- Scholarships for Academic Excellence
- New York State Memorial Scholarships
- World Trade Center Memorial Scholarships
- Military Service Recognition Scholarships
- New York Lottery – Leaders of Tomorrow Scholarships

### Good Academic Standing

Students who receive any New York state financial awards are required to maintain good academic standing as defined by the regulations of the New York state commissioner of education in order to remain eligible for state financial aid. The regulations define a student in good academic standing as one who:

- Pursues the program of study in which he or she is enrolled (pursuit of program),
- Makes satisfactory academic progress toward the completion of his or her program's requirements, and

in addition, New York State Education Law requires

- If in the grading-with-evaluation option, maintains a grade point average (GPA) of 2.00 or better after having received four full-time New York state financial aid payments or the equivalent in part-time funds.

There are three criteria for maintaining good academic standing: "pursuit of program," "satisfactory academic progress" and "grade point average."

Students who do not meet the requirements for pursuit of program, satisfactory academic progress and grade point average (GPA is waived for students in the narrative-only option) lose their eligibility for New York state financial aid. To remain eligible for New York state financial aid, a student must satisfy **all** criteria on the first day of the term.

### Pursuit of Program

To be in pursuit of program, a student must receive either a passing or a failing outcome in a certain percentage of studies each term, depending on the number of state aid payments the student has received (which may be different from the number of enrollment terms at the college). The required percentage is illustrated in the pursuit of program table for full-time students who have received funds under the Tuition Assistance Program.

An outcome that indicates that the student substantively engaged in a study or course through the enrollment term is necessary to satisfy the "pursuit of program" requirement. Both passing and failing outcomes are acceptable. An incomplete (IN) is acceptable as long as it changes to either a passing or failing outcome by the end of the next term. However, a withdrawal (WD) or administrative withdrawal (ZW) outcome does not meet the requirement for pursuit of program, because it indicates no substantial engagement in a study or course during the full enrollment term.

### Empire State College Pursuit of Program Table\*

Number of full-time terms in which New York state financial aid has been through TAP)**	Must receive a letter grade received (e.g., FC, CR, NC or IN*** for:
1, 2	50 percent of minimum full-time requirement (6 credit hours)
3, 4	75 percent of minimum full-time requirement (9 credit hours)
5 or more	100 percent of minimum full-time requirement (12 credit hours)

\* The table illustrates expectations for full-time (12 or more credits) enrollment. A student who enrolls on a less than full-time basis must make progress proportionate to what is illustrated in the table. For example, two payments for part-time enrollments (e.g., through APTS) equal one payment for a full-time enrollment (e.g., through TAP). Program or location staff can advise individual students regarding these calculations.

\*\* The number of terms refers to the number of state aid payments the student has received at all colleges. The number may be different from the number of enrollments or TAP payments at Empire State College.

\*\*\* An incomplete (IN) outcome must become a passing or failing outcome by the end of the next term to satisfy the pursuit of program requirement.

**A student must earn a letter grade, FC, NC or IN outcome for the percentage of study designated in the table for each term of enrollment to be eligible for New York state aid in the next term.** For example, a student who has received two TAP payments must have outcomes that meet the pursuit of program standard for at least 6 credits in the second enrollment (i.e., 50 percent of the 12 credit minimum for full-time enrollment status), to be eligible for any New York state aid in the third enrollment.

### Satisfactory Academic Progress

To achieve and maintain satisfactory academic progress status, a student must accumulate a minimum number of credits over time. The New York state satisfactory academic progress table specifies the minimum number of credits the student must accumulate to maintain satisfactory academic progress, and can be found online at [www.esc.edu/GoodAcademicStanding](http://www.esc.edu/GoodAcademicStanding).

Students who do not meet the minimum academic progress requirements (on academic warning for unsatisfactory academic progress) are not eligible for New York state financial aid.

### Grade Point Average

Students must maintain a 2.00 or better after receiving four full-time New York state financial aid payments. All New York state aid payments are counted regardless of when they were made or what institution the student attended. A student who is new to Empire State College is assumed to meet the minimum GPA requirement.

The college uses only Empire State College studies to compute the GPA thereafter. The table below provides the minimum GPA required to maintain eligibility for New York state financial eligibility after each payment.

### Minimum GPA

Number of full-time payments	1	2	3	4
Minimum GPA required in order to receive the next payment	1.50	1.80	1.80	2.00

Bear in mind that the college's academic policy requires students to earn a 2.00 after having completed 8 graded credits. A student who does not achieve a 2.00 after completing 8 graded credits is placed on academic warning. The college provides up to 16 additional credits to restore the GPA to a 2.00. A student who does not achieve the minimum GPA after attempting 24 credits at Empire State College is academically dismissed. Thus, a student may meet New York state financial aid requirements and not be eligible to re-enroll for failure to meet the college's minimum GPA requirement. Students who first received a NYS award prior to Summer 2010 are reviewed by a different GPA standard. Likewise, during the 2010-2011 school year, students receiving a NYS award for the first time during the 2010-2011 year were held to a different GPA standard. ADA TAP students also have a different standard. Please contact the TAP Certifying officer for details.

A student who comes to Empire State College after attending another college and receiving four full-time New York state financial aid payments must earn a minimum of a 2.00 at the end of the first term of enrollment at Empire State College to remain eligible for subsequent New York state financial aid payments.

### The Effect of Withdrawal

If a student withdraws from a course or study, his or her enrollment status, SAP rate and/or state aid eligibility may be affected. Depending on the effective date of the withdrawal, and the number of state aid payments the student has already received, pursuit of program also may be affected (see pursuit of program table). A withdrawal is not included in the calculation of the GPA. Therefore, it does not affect a student's GPA.

In calculating enrollment status and rate of progress, "credit attempted" is the number of registered credits after calendar day 28 of the enrollment term. Thus, the date of withdrawal affects whether the credits are counted in the number of credits attempted. For example, for a student who first enrolls for 12 credits and then withdraws from one 4-credit study on or before calendar day 28, the enrollment status for the term changes to part time and the progress rate is calculated on 8 credits attempted. If the student withdraws after calendar day 28, the enrollment status for the term is still full time and the progress rate is calculated on 12 credits attempted.

If a full-time student withdraws after calendar day 28 and incurs full tuition liability, he or she will lose TAP for the next term if he or she does not meet the pursuit of program standard for the

current term. If the student withdraws before calendar day 28 and tuition falls below the full-time rate, the student's TAP award for the current term is cancelled. Further information may be obtained from the Financial Aid office.

*Note: Students who attend a summer term that is less than 15 weeks long will have a different measure and should consult with the Financial Aid office.*

### The Effect of Administrative Withdrawals (Disengagement from a Course or Study)

New York state regulations for financial aid establish course completion expectations. If a student receives an outcome of administrative withdrawal (ZW) for a study or course, his or her SAP and POP rate are affected and state aid eligibility may be affected for the student's next enrollment depending on the number of state aid payments the student has already received (see pursuit of program table). An administrative withdrawal outcome is not included in the calculation of the GPA. Therefore, it does not affect a student's GPA.

### Financial Aid Eligibility Assessment

The college assesses student eligibility for New York state financial aid at two points in each enrollment:

1. On the date the enrollment officially starts, the student must meet citizenship, residency, high-school graduation and good academic standing requirements. If the student fails to meet any of these requirements on the first day of the enrollment, he or she is not eligible for New York state financial aid for the enrollment term.
2. By the 28th calendar day of the enrollment term, the student must meet the full-time or part-time study requirements and must be fully matriculated (admitted as a degree-seeking student) at the college. A student who fails to meet enrollment requirements by calendar day 28 is not eligible for New York state financial aid. A student who is not matriculated by calendar day 28 is not eligible for New York state financial aid.

*Note: Students who attend a summer term that is less than 15 weeks long will have a different measure and should consult with the Financial Aid office.*

### Regaining Eligibility for New York State Financial Aid

A student may regain eligibility for New York state financial aid through one of the following four methods:

1. Meeting the standard the student failed to meet previously, during an enrollment term in which no state award is paid.
  - A student who failed to meet the pursuit of program standard may regain eligibility by meeting the pursuit of program standard in a subsequent term in which the student receives no state aid.

- A student who failed to meet the satisfactory academic progress standard may regain eligibility by accumulating the number of credits required to make satisfactory academic progress, through additional enrollment(s) for which the student receives no state aid.
- A student who failed to meet the grade point average standard may regain eligibility by earning the minimum required grade point average through additional enrollment(s) for which the student receives no state aid.

2. Being readmitted and/or reinstated at Empire State College after an absence of at least one calendar year.

A student who is readmitted and/or reinstated after failure to make satisfactory progress must meet the credit accrual requirement the student failed to meet prior to losing eligibility within the next 16 credits of enrollment.

3. Transferring to another institution.
4. Applying for and receiving a one-time waiver.

## ELIGIBILITY WAIVERS

### One-time Waiver of Eligibility Standards for New York State Awards

A student who fails to meet the state standards for pursuit of program and/or satisfactory academic progress may request a one-time waiver of these standards. A waiver is possible only in extraordinary or unusual situations. A waiver enables the student to receive New York state aid for one additional enrollment term.

New York state permits only one waiver at the undergraduate level. This applies across all institutions attended. The Mitigating Circumstance Committee may grant a waiver when the student fails to meet the pursuit of program standard, the satisfactory academic progress standard, the GPA standard or more than one standard in the same term. However, failure to meet the pursuit of program and satisfactory academic progress may not result in two separate waivers.

The one-time waiver is not automatic. The student may request a waiver for his or her most recent enrollment. Approval of a request for a one-time waiver occurs in two parts:

1. The dean or dean's designee verifies the student's academic eligibility.
2. The Mitigating Circumstance Committee determines that the request meets New York state requirements for a waiver of financial aid regulations.

Students must complete the Request for a Federal Title IV and/or New York State Financial Aid Eligibility form and submit it with appropriate documentation to Student Academic Services. If approved academically by the dean or dean's designee, the request is then reviewed by the Mitigating Circumstance Committee to determine eligibility for state aid. In certain instances, a student may regain academic eligibility but continue to be ineligible for state aid.

In the event that the dean or dean's designee reports that a student does not meet academic eligibility requirements, the Mitigating Circumstance Committee cannot approve the waiver.

When a one-time waiver is granted for failure to make satisfactory academic progress, the last term of enrollment does not count negatively in determining satisfactory academic progress for New York state financial aid purposes. The student must meet the credit accrual requirement he or she failed to meet before losing eligibility during the next term.

### Repeat of Studies With Credit Awarded

Repeat of any study for which credit has been awarded and that the college does not require the student to repeat may not be considered part of that student's course load for financial aid purposes. The student must complete the Repeat Study Approval Form online at [www.esc.edu/Registrar](http://www.esc.edu/Registrar).

If a student is repeating a study or course in which he or she earned a passing grade initially, the student will not earn credit twice. When a student successfully completes a repeated study, the college uses the most recent study grade in calculating the student's GPA and in the calculation of credits earned toward the degree. However, both studies count as credit attempted in calculating SAP. In addition, for state aid purposes, a repeated course in which a passing grade was previously earned cannot be used to meet the pursuit of program requirement (completing a certain percentage of the minimum full-time or part-time course load in each term an award is received) to maintain good academic standing.

Students can receive state aid to repeat studies for which they earned no credit.

### Maximum Number of Payments

An undergraduate student may receive New York state financial aid payments for no more than the equivalent of eight full-time enrollment terms.

### New York State "C" Average Requirement

New York state standards require that students achieve a "C" average to maintain state financial aid eligibility.

### Pre-college Studies

For payment purposes, pre-college studies may be counted toward full- or part-time enrollment status. However, at least 50 percent of the minimum number of credits required for full- or part-time status must be college-level study. Thus, a full-time student must enroll for at least 6 credits of college-level study, and a part-time student must enroll for at least 3 credits of college-level study. The one exception is that in the first enrollment, a full-time student may take up to 9 pre-college credit equivalents and must take at least 3 credits of college-level study.

### Final Enrollment Term

In the final term only, New York state financial aid regulations permit studies to count toward financial aid eligibility standards related to full- or part-time enrollment status, even if some of

the credit is not necessary to complete degree requirements. The enrollment must include some credit that is required to complete the student's degree.

Empire State College permits such credit beyond the degree to count for financial aid eligibility in the final term, only if all of the following criteria are met:

- The student has an approved degree program;
- The enrollment term is identified as the final enrollment for the degree;
- The enrollment includes one or more studies or courses that apply toward the student's degree requirements.

The TAP certifying officer disallows any New York state aid award if any one of these criteria is not met.

### Notification of Ineligibility for State Financial Aid Awards

The Financial Aid office notifies students regarding their ineligibility for further New York state financial aid. Students may obtain information on their financial aid status by contacting the Financial Aid office.

For additional information regarding state financial aid, go to [www.hesc.ny.gov](http://www.hesc.ny.gov).

### OTHER SOURCES OF FINANCIAL AID

In addition to federal and state financial aid programs, there are several options available for students who qualify.

#### Office of Adult Career and Continuing Education Services

Persons with disabilities that are an impediment to employment may qualify for assistance through the Office of Adult Career and Continuing Education Services – Vocational Rehabilitation (ACCES-VR). Eligible students may receive tuition assistance or other support services when college study is leading to an employment goal. Interested students should contact the nearest ACCES-VR office. For more information about this service and a complete list of regional locations, go to [www.acces.nysed.gov](http://www.acces.nysed.gov).

#### Veterans Affairs Benefits (formerly Veterans Administration)

Veterans who attend Empire State College may be eligible for educational benefits provided they have entitlement remaining with Veterans Affairs. A nonmatriculated student may receive benefits for a maximum of two terms.

Veterans applying to the college should file their VA paperwork directly with the Office of the Registrar. The appropriate form may be printed from the VA website at [www.gibill.va.gov](http://www.gibill.va.gov). Once the form is completed, it should be returned to Office of the Registrar, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069.



## Empire State College Foundation Funds

The Empire State College Foundation was established in 1974. Its mission is to enhance the quality of the college by augmenting its financial resources. As a separate, not-for-profit, charitable organization, it enables the college to initiate and support programs which would not otherwise be funded. As part of its function, the foundation supports students at the college by providing interest-free loans, grants, fellowships, scholarships and other financial aid programs.

Empire State College Foundation scholarships are available to students as a result of the generosity of alumni, employees and friends who have chosen to recognize the value of education by establishing and contributing to scholarship funds.

### Empire State College Foundation Scholarships and Grants

Scholarships may be awarded to students who have financial need, have earned at least 8 credits at Empire State College and who are in good academic standing. To be considered, students must first submit the Free Application for Federal Student Aid (FAFSA) for the upcoming year. Students should complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

In order to apply for an Empire State College Foundation scholarship, students must log in to the application portal at [www.esc.edu/ESCFast](http://www.esc.edu/ESCFast) and submit an application. The application portal contains information on more than 100 scholarship opportunities, along with the instructions on how to apply for scholarship funding. Contact [Scholarships@esc.edu](mailto:Scholarships@esc.edu) with any questions on the application process.

## Advance of Excess Financial Aid Options

### Empire State College Foundation Loans

Interest-free loans of up to \$500 may be available for students receiving financial aid while they are waiting for an award over payment. Loans are offered to students who have financial aid in excess of the cost of tuition and fees and will be disbursed no earlier than one month prior to the start of the term. Loans are granted for expenses directly related to college study. Contact the Student Information Center at 800-847-3000, ext. 2285 for further information.

## To Find Out More

Our Student Information Center and Financial Aid staff members are available to give more detailed information and advice by phone, by mail or in person.

For further financial aid information contact: Financial Aid, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069, 800-847-3000, ext. 2285 or visit the website at [www.esc.edu/FinancialAid](http://www.esc.edu/FinancialAid) or email [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu).

For assistance in completing the federal application, call 800-4FED-AID.

There are many private scholarships and grants available to students who meet specific criteria. Check the reference section of your local public library or use a web-based search site linked from [www.esc.edu/FinancialAid](http://www.esc.edu/FinancialAid) for this information.

## Academic Policies and Procedures

This chapter contains the majority of academic policies and procedures relevant to undergraduate students. Policies and procedures related to developing a degree program and for awarding credit for prior learning (advanced standing) are included in the Student Degree Planning Guide. Policies relevant to graduate students are included in the Graduate Catalog. Revisions to existing policies, as well as new policies and procedures may be written as needed.

Students are responsible for understanding and adhering to college policies. If you have questions, please contact your mentor or the coordinator of student services at your location or program.

### UNDERGRADUATE ADMISSIONS POLICY

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Provost and Executive Vice President for Academic Affairs
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.018
<b>Effective Date:</b>	July 1, 2012
<b>Implementation History:</b>	Policy on admissions assessment approved May 2009; prior policy on undergraduate admissions approved March 2001.
<b>Keywords:</b>	Admission, Academic Skills Assessment, Orientation, Secondary Assessment
<b>Background Information:</b>	This policy updates the March 2001 version and integrates the 2009 policy on skills assessment in the admissions process.

### Purpose

Part of the mission of Empire State College is to provide access to higher education for individuals who benefit from alternatives to the traditional time, place and form of higher education. The college's admission policy advances that aspect of the mission.

### Definitions

**Applicant:** An individual who has initiated the college's application process but has not received an admissions decision.

**Dual Admission:** Dual admission provides guaranteed admission for a community college student who earns an associate degree in a program identified in an agreement between a community college

and an institution offering bachelor's degrees. Such agreements typically require a minimum grade point average above 2.0 and other academic requirements may be specified in the agreement.

**Joint Admission:** A joint admission program is one in which the student is admitted simultaneously to a community college and an upper-division institution upon enrolling at the community college. It provides a guaranteed transfer to the upper-level college upon completion of the associates degree program at the community college, so long as specific requirements are met, such as a minimum grade point average above 2.0, successful completion of specific courses or other requirements. The upper-level institution often provides academic advisement and counseling during the first two years at the community college.

**Matriculation:** An admitted student's date of matriculation is the start date of the first term of enrollment after admission. A matriculated student is a student who has begun study toward a degree.

**Orientation:** The college provides an introduction to its educational philosophy, academic and administrative policies and procedures, initial exploration of student interests and goals, and assessment and advice about academic skills and strategies for academic success. Each newly admitted student is invited to an orientation workshop. While the orientation process may extend over a new student's first year of study, attendance at a pre-enrollment orientation workshop is required before the student is permitted to enroll for study.

**Undergraduate Admission:** If an individual has completed the application process, including academic skills assessment, and meets all admissions requirements, the individual is admitted. Upon admission, a student is invited to a pre-enrollment orientation workshop.

### Statements

The college reviews each application for admission to determine the match between the applicant's needs and goals and the college's resources. Admission shall be without regard to sex, age, race and ethnicity, color, religion, disability, national origin, sexual orientation, military status or marital status.

### Admission Requirements

Requirements for undergraduate admissions are:

- o A completed application with official transcripts, all other required documentation, and the required, nonrefundable orientation fee.
- o Official transcript of a high school diploma or its equivalent.
- o Ability to pursue college-level work as demonstrated by an academic assessment in the application process.

The college's admissions office makes the admissions decision, consulting as specified in this policy, and communicates the admission decision to applicants.

The college reserves the right to deny admission based on its inability to meet an applicant's needs. An applicant wishing to secure certain professional licenses or certifications may be denied admission if the college does not offer such programs.

Applicants for undergraduate certificate programs complete the same application form, including the admissions essay, as applicants for degree programs.

An applicant is required to participate in a secondary assessment prior to the admissions decision if:

- The skills assessment built into the application review indicates that further information is needed to determine the applicant's ability to succeed in college-level work.

The secondary assessment may include both direct skills assessment and review of the applicant's recent academic history.

If the secondary assessment indicates that the applicant's skills are insufficient to derive benefit from the college's academic support services, the admissions office is informed that the applicant should be denied admission. If the secondary assessment supports a positive admissions decision, the admissions office is informed and sends an acceptance letter. A student admitted after a secondary assessment may be required to participate in and successfully complete a skills development course/workshop prior to or during the first term of enrollment.

Undergraduate students who have been admitted to the college are required to complete the college's pre-enrollment orientation process before being permitted to register for credit-bearing studies.

Admitted applicants may register for enrollment at any time up to three calendar years from the date of their orientation. After that time, they must reapply.

An applicant has one year from the submission of the application form to complete the admissions process, which requires that the application submit all required documentation, pay the required, nonrefundable orientation fee, undergo the secondary assessment if required, and attend a pre-enrollment orientation workshop. If the application process is not completed within that year, the application expires.

### Application for a Second Degree at the Same Level

A student seeking to earn a second Empire State College associate degree or a second Empire State College bachelor's degree must complete the entire application process for the second degree. A second associate or a second bachelor's degree plan must meet a significantly different educational objective from the first degree.

### Reapplication to the College

Students who have engaged in matriculated enrollment may re-enroll up to three calendar years from the end date of their last enrollment. Students who wish to re-enroll after this time must reapply and satisfy all the requirements for admission in effect at that time.

An applicant denied admission to the college may reapply one year after the most recent application date.

An individual who submitted an application but did not complete the admissions process within one year may submit a new application. The applicant must satisfy all the requirements for admission in effect at the time of submission of the re-application.

### Joint/Dual Admissions

The college may enter an agreement with another college for joint admission (sometimes called dual admission), in which a student accepted in the partner college also is admitted to Empire State College contingent upon successful completion of the requirements of the partner college. In such agreements, Empire State College applies the same admissions requirements as for general admissions and may include additional requirements.

### Related References, Policies, Procedures, Forms, and Appendices

Second Bachelor's Degree Policy –  
[www.esc.edu/policies/?search=cid%3D36990](http://www.esc.edu/policies/?search=cid%3D36990)

### READMISSION, RE-ENROLLMENT AND DEGREE PROGRAMS OF RETURNING STUDENTS POLICY

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	College Registrar
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.019
<b>Effective Date:</b>	April 1, 1990
<b>Implementation History:</b>	April 1990 (original implementation), December 1993, February 1996
<b>Keywords:</b>	Readmission, re-enrollment, degree programs

### Purpose

This policy establishes principles for determining conditions of re-enrollment for students returning to the college after more than three years.

## Statements

Students who return after absences greater than three years must reapply for admission. In some cases, students who have been out of the college for a long time, if they have degree programs at all, have programs which differ in kind, quality and format from the expectations of recent years. In these cases, the procedures that follow determine how each case shall be treated.

Upon notice of absence, for students whose studies are interrupted due to military obligations and who return within 36 months of their last enrollment, are readmitted with the same academic status the student had when he or she last attended.

It is important to note that the purpose of this policy is not automatically to subject all old degree programs to intensive review and revision. Rather, the intent is to provide students, faculty and academic administrators with a regular and accountable means of dealing with the sometimes serious problems arising from substantial changes between past and current college practices.

## Reapplication/Re-enrollment Procedure

1. Students who have been withdrawn for more than 36 months must reapply to the college, submitting an application for admission to the Admissions office. Deans or associate deans may consult with Admissions about expediting readmission, where appropriate.
2. Students who have been enrolled as matriculated students within the past 36 months can contact their location and make arrangements to continue their studies by re-enrolling; reapplication is not necessary.
3. Students reapplying are responsible for the college's portfolio assessment fee if applicable.
4. For applicants (or reapplicants) who never enroll, the application file is destroyed 36 months after the date of their orientation or their last activity in the case of applicants who do not attend an orientation. After that time, an individual needs to reapply and is treated as any new applicant.

## Degree Programs

The college recognizes all degree programs approved within the last five years prior to the student's re-enrollment date.

Degree programs approved more than five years prior to the student's re-enrollment date are reviewed by the program's dean or associate dean, who may seek the assistance of the student's mentor and/or faculty member with expertise in the student's area of concentration. If the dean or associate dean judges that the student's early degree program is sound by contemporary standards, the student is not required to make any additions or changes to the degree program. If the dean or associate dean, in consultation with the student and the mentor, judges the once-approved program to be inadequate, the student is asked to prepare a new

program for submission through the regular channels following contemporary expectations. Additional degree program planning credit may be required.

1. Degree programs must conform to current standards for Empire State College degrees in terms of the total number of credits required; the maximum amount of advanced standing awarded; the inclusion of 4 to 8 credits of degree program planning; and advanced-level credit and liberal studies expectations.
2. Learning contracts and experiential learning listed as months should be translated to credits. It may be necessary to make a reasoned estimate (judicious but not overly conservative) of credit for work completed in months during the very early years of the college and experiential learning credit may need to be grouped. The college recognizes all completed learning contract months translated to credits.

If the student is dissatisfied, the regular appeal procedures are available.

## Readmission Policy for Servicemembers

Upon notice of absence, students whose studies are interrupted due to military obligations, and who return within 36 months of their last enrollment, are readmitted with the same academic status the student had when he or she last attended:

1. Students who have been withdrawn for more than 36 months must reapply to the college, submitting an application for admission to the Admissions office. Deans may consult with Admissions about expediting readmission, where appropriate.
2. Students who have been enrolled as matriculated students within the past 36 months can contact their location and make arrangements to continue their studies by re-enrolling; reapplication is not necessary.
3. The college recognizes all degree programs approved within the last five years prior to the student's re-enrollment date.

## UNDERGRADUATE LEARNING CONTRACT POLICY

<b>Sponsor:</b>	Office of Academic Affairs and Undergraduate Committee for Academic Policy (UCAP)
<b>Contact:</b>	Provost and Executive Vice President for Academic Affairs
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.137
<b>Effective Date:</b>	June 27, 2017
<b>Implementation History:</b>	This policy was approved by the president in June of 2017 upon the recommendation of the college Senate

and the Committee on Undergraduate Studies and Policies (CUSP) and supersedes the Learning Contract Study and Undergraduate Students Policy of March 2012 (originally approved September 1972). Previously revised: October 1980; April 1990; February 1996; February 2002)

**Keywords:** Learning Contract, Learning Outcomes, Formative Assessment, Learning Activities, Methods and Criteria for Evaluation

**Background Information:** This policy was revised to align with the new course catalog initiative and current academic restructuring. It was initially rewritten as part of the Catalog Policy Retreat held in May 2016. CUSP revised it further beginning in September 2016.

The revisions to the version of the 2011 policy were made concurrently with revisions to the policy on undergraduate student evaluation and grading. Both sets of revisions were prompted by the president in May 2011, upon advice from the college Senate and CUSP, to eliminate narrative contract evaluations. The current version of this policy delineates more explicit expectations about statements of learning outcomes and formative assessment than earlier versions.

## Purpose

This policy establishes principles that guide the design of effective learning contracts, specifies the content of learning contracts, details the relationship of learning contracts to other documents such as the course information document in the college catalog, and explains the process for faculty and college review of learning contracts.

SUNY Empire State College is committed to the following principles:

- The purpose and needs of students are at the center of effective learning contracts.
- Learning occurs in varied ways, places and modes.
- Learning preferences may differ by individual students.

Undergraduate students at SUNY Empire State College pursue their educations through a series of learning contracts. Well-designed learning contracts lay the foundation for student success by aligning learning outcomes and activities, allowing for timely and meaningful formative assessment, and identifying specific methods

and criteria for evaluation. Faculty guide and encourage students to develop self-assessment skills by engaging with them throughout the length of the learning contract.

Empire State College also offers undergraduate classes and structured courses through The Harry Van Arsdale Jr. School of Labor Studies, the School of Nursing and Allied Health, online and International Education. For these courses, students receive a syllabus with information comparable to that provided in a learning contract.

## Definitions

**Learning Contract:** Refers to the document that outlines the responsibilities of students and faculty in the learning process. The learning contract provides specific information about what will be studied, how it will be studied and how the student will be evaluated. Learning contracts are required for all modes of study, e.g., one-to-one, online and blended, and are written either after consultation with the student or as a pre-structured plan for study.

**Course:** Refers to a study, regardless of modality, created by a mentor with or without the assistance of an instructional designer. Although the learning contract for a course might allow for flexibility within specific assignments, the course itself contains learning outcomes, learning activities and the academic criteria for evaluating completed assignments that are predetermined by faculty.

**Totally Individualized Study (TIS):** Refers to a study created for and with a student in response to a student's particular interests, goals and learning needs. A TIS may afford the student the opportunity to help devise the study's learning objectives/outcomes and/or learning activities in dialog with a faculty member.

A further note on these definitions: Good pedagogy typically includes flexibility and responsiveness to individual student needs; thus, the distinction between courses and Totally Individualized Studies is often a question of degree. None of what follows is meant to construct a hierarchy of value or a rigid, unworkable distinction among the college's academic offerings.

## Elements of the Learning Contract

- Dates of the study – the beginning and end dates of the enrollment term.
- Applied learning – an indication whether or not the study meets the SUNY criteria for applied learning.
- Definition of the study – title, amount of credit, level of credit, liberal arts/nonliberal arts designation, role in meeting SUNY general education requirements, mentor/instructor.
- Course description – the description of a course listed in the college catalog. This element is not required in a TIS learning contract.

- Purpose – if the course is not listed in the catalog, and therefore does not have a course description, the purpose describes the scope and objectives of the study.
- Learning outcome – a learning outcome is a statement that defines the expected result of a curriculum, course, lesson or activity in terms of how students will be able to demonstrate their new knowledge and skills.
- Learning activities – a description of the activities and modes of learning to be pursued during the study. This description normally includes an outline of specific learning activities such as readings, writing assignments, creative work, research, laboratory study, etc., as well as a bibliography of required and optional readings, films, etc.
- Methods and criteria for evaluation – an explicit statement of the methods and criteria for evaluation to be employed by the mentor that informs the student about how he or she will be evaluated in relation to the expected learning outcomes. The criteria for evaluation are the standards by which the student's performance will be judged. Criteria should be consistent with the level of the study. The criteria should establish the minimum standard for the award of credit. The student must satisfy the requirements and evaluative criteria in order to receive credit for the course.
- Plan for formative assessment – a description of the expected time frame for completion of learning activities throughout the term of enrollment and for developmental feedback on learning activities from the instructor. The plan outlines the mutual commitments of student and instructor with regard to communication and course engagement.

## Statements

The learning contract communicates an individual faculty member's academic judgment regarding the particular texts, assignments, methods of evaluation, and content that are appropriate in order to address the course's learning outcomes and description as listed in the college catalog, as well as any additional outcomes determined by student interests and/or faculty expertise.

The college catalog includes Course Information Documents which represent agreement among faculty members who have exercised their collective academic judgment regarding a course's description, learning outcomes, credits, level, general education status and other related information.

Ideally, learning contracts should be submitted no later than two weeks before the term begins. Exceptions may occur according to the timing of registration and in the case of a TIS. The learning contract for a TIS should be submitted no more than four weeks after the start date of the enrollment term. Associate Deans are responsible for ensuring their timely submission.

Learning contracts can be amended to reflect changing student goals and learning needs throughout the study. Changes to the learning contract are documented and entered into the college records through the learning contract amendment process.

## Cross Registration

For study taken through cross registration at another institution, the learning contract documents the name of the other institution, the course title and number, and the minimum acceptable grade for the credit award by SUNY Empire State College. (See the SUNY Empire State College policy on cross registration at other institutions at [www.esc.edu/policies/?search=cid%3D37035](http://www.esc.edu/policies/?search=cid%3D37035) for additional information.)

## Developing Learning Contracts

The faculty member who teaches a course in the catalog or collaborates with a student to create a TIS is responsible for developing the learning contract. This responsibility includes identifying readings, planning learning activities and assignments, and providing a method and criteria for formative assessment and summative evaluation. Faculty determine the appropriate learning sequence to achieve common outcomes in the course catalog. Further, faculty may design additional learning outcomes based on student needs and their scholarly expertise. Faculty guiding a student in a TIS customize sections of the learning contract according to student expectations and their knowledge of the subject area.

Review of learning contracts takes a variety of forms:

Department chairs review learning contracts for completeness and compliance with the college's Learning Contract Policy and to ensure clarity, ADA compliance and academic quality.

It is the responsibility of the faculty member who generated the learning contract to periodically review and as necessary update it. During development and revision, learning contracts will commonly benefit from peer review for alignment, as well as clarity.

Curriculum review of catalog courses: For revision of learning outcomes in the catalog, refer to Course Catalog/Cross Listing Policy for Undergraduates at [www.esc.edu/policies/?search=cid%3D109961](http://www.esc.edu/policies/?search=cid%3D109961).

## Applicable Legislation and Regulations

The Middle States Commission on Higher Education evaluates institutions in relation to seven standards for accreditation. Standard five requires that an institution provide students with a set of clearly stated educational goals that are related to student experiences and its institutional mission. Standard five also requires that an institution provide for organized and systematic assessments.

## Related References, Policies, Procedures, Forms, and Appendices

Course Catalog/Cross Listing Policy for Undergraduates

Middle States Commission on Higher Education, Standards for Accreditation and Requirements of Affiliation (revised edition, 2015)

## GRADING AND EVALUATION POLICY FOR UNDERGRADUATE PROGRAMS

<b>Sponsor:</b>	Office of Academic Affairs and Committee on Undergraduate Studies and Policy
<b>Contact:</b>	Provost and Executive Vice President for Academic Affairs
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.044
<b>Effective Date:</b>	Sept. 1, 2015
<b>Implementation History:</b>	This policy supersedes the Policy and Procedures for Undergraduate Student Evaluation and Grading initially approved July 17, 2003, and revised July 2006 and March 2012. The Undergraduate Committee for Academic Policy will review this policy periodically and make further recommendations.
<b>Keywords:</b>	Grades, formative evaluation, summative evaluation, learning contract outcomes, grade point average.

### Purpose

This policy establishes formative assessment of student work by an instructor of a course or study as a principle that drives educational activity and achievement at Empire State College and allows for summative evaluation, or grading, of that achievement.

This policy defines the possible letter grades that may be assigned for undergraduate work, as well as their meanings and consequences in terms of an undergraduate student's GPA, transcript, and academic progress and standing.

Learning and the assessment of student learning, as shown through the assignment of grades based on the evaluation of required student work, are central to academic integrity. The assignment of grades based on the evaluation of student work is at the heart of an institution's academic integrity. Grades should reflect levels of student achievement on student learning outcomes and standards presented to students at the beginning of a course in a learning contract or syllabus. Because only the instructor of record is placed to judge a student's work against the outcomes, activities,

and evaluative criteria of that contract, in accordance with the SUNY Faculty Senate's 2013 Memo to Presidents on Grading, this policy grants authority and responsibility for assigning grades to only the instructor of record in a study or course, within the context of institutional policies and procedures and consistent with the academic freedom of institutions of higher education to set standards. In rare cases in which that instructor becomes unavailable, the policy provides for another qualified faculty member to assign a grade.

This policy also provides an option, the administrative withdrawal (ZW), for instructors to use in cases where there was insufficient academic attendance on the part of the student to allow the instructor to generate any other grade, and defines the consequences of such grades for an undergraduate student's GPA, academic progress, and transcript.

Finally, in the event that a student feels that an erroneous or wrongful grade has been assigned to his or her work, this policy directs that student to the policies on Grade Changes and Academic Appeals for recourse.

### Definitions

Summative evaluation is the assessment of a student's educational development compared to a standard or benchmark at the end of an educational period, such as a semester. A final course grade is one form of summative evaluation.

Formative evaluation is developmental feedback given periodically and/or episodically as part of a study, course, or workshop to determine the type and/or direction of further efforts toward the educational goal of the study or course.

Academic attendance is defined by NYS regulation 34 CFR 668.22(l)7 as a number of forms of student participation in academic assignments, exams, and study groups, online instructional resources and academic discussions, and course-related academic discussions with faculty members. Academic advisement or counseling is NOT considered academic engagement, nor is logging into a course management system without participation in academic activities.

Since 2010 federal regulations have required evidence of "academic engagement" for online enrollments, which is to say, they require documentation of "regular and substantive interaction between the students and faculty."

Substantive engagement is defined as submitted work that demonstrates sufficient "mental effort, active participation and commitment" as to be gradable.

### Statements

Once an undergraduate student has enrolled in a study or course with an instructor, both student and instructor have responsibility for the educational results. In consultation with the student, the instructor must provide learning outcomes and evaluative standards that align with them, while the student must provide substantive

original work that demonstrates engagement with the learning outcomes and activities of the study or course and thereby the status of his or her progress toward those outcomes. The instructor must respond with timely and thoughtful feedback on this work, addressing both the quality of the current work and directions for further effort and development towards the outcomes. The student should then attempt to apply that feedback to ongoing efforts in the study or course as well as to appropriate subsequent studies or courses.

An instructor can evaluate only that student work that is submitted in a timely way for evaluation and feedback. If a student does not attend academically to a study or course in a regular way, submitting grade-able work for evaluation throughout the term of enrollment, then the cycle of effort, feedback, and development cannot be established, so that the instructor will not be able either to provide formative assessment or to assign a meaningful summative grade.

A grade for a course or study is a final, summative evaluation of the student's work in a course or study. Grading of a student's work is based on the learning objectives/outcomes and the methods and criteria of evaluation stated in the learning contract or course syllabus, which according to the Learning Contract Policy each student should have not later than the 4th week of a term.

A grade awarding credit is assigned by the instructor only if the academic expectations of the learning contract or course syllabus have been completed satisfactorily. To support student achievement, Empire State College instructors may afford students opportunities to revise work during a study or course in order to meet performance standards at the minimum or a higher level. Nevertheless, a student who works hard and shows progress but does not meet the stated criteria for evaluation does not earn college credit.

## Grades

Grades	QP	Description	Meaning
A	4.00	Excellent	Performance significantly exceeds college-level expectations for learning outcomes.
A-	3.67		
B+	3.33	Good	Performance is above expectations
B	3.00		
B-	2.67		
C+	2.33	Adequate	Performance meets expectations
C	2.00		
C-	1.67		
D+	1.33	Minimally	Performance is below expectations
D	1.00		
D-	0.67		
F	0.00	Unacceptable	Performance does not meet minimum requirements

## F Grade

The course/study instructor submits an F grade when a student engages in a study or course throughout the term of enrollment and fails to complete it in a satisfactory and sufficient manner.

## Status of C and D Grades

- Empire State College learning contracts and courses: a grade of D- or better is required for Empire State College to award credit.
- Cross registration: Empire State College requires a letter grade of C- or better to award credit for courses completed through cross registration at other colleges or universities.
- For students engaged in Empire State College combined Bachelor's/Master's programs, grades of D-, D, D+, or C- will count towards the Bachelor's degree, but not toward the Master's degree. See the Grading Policy for Graduate Studies.

## Pass/No Pass Option

A student may select a Pass/No Pass (P/NP) option for up to 12 credits of Empire State College study. Under this option, receiving a grade of Pass (P) implies that the student's work is completed at the C- level or better. The student selects the Pass/No Pass option at the time of enrollment. The college does not later award letter grades for such studies, nor are the results of such studies included in the student's GPA.

## Other Grades

**Pass (P):** Ordinarily, a course/study instructor submits a letter grade when the student successfully completes a learning contract/course. When a student successfully completes (at a C- or better) a learning contract/course taken on a Pass/No Pass basis, a Pass (P) grade is recorded.

**No Pass (NP):** The course/study instructor submits a No Pass (NP) when a student engages in a study or course throughout the term of enrollment and fails to complete it in a satisfactory and sufficient manner or fails to complete (at a C- or better) a learning contract/course taken on a Pass/No Pass basis, a No Pass (NP) grade is recorded.

**Incomplete (IN):** When extenuating circumstances arise, a student may request a grade of incomplete (IN) from the course/study instructor. The course/study instructor submits an IN grade only when the student has consistently engaged in learning activities and has successfully completed at least 50 percent of the work before the end of the enrollment term for the study/course. The course/study instructor is not obligated to grant an incomplete.

A student who is awarded an IN grade is allowed no more than 15 weeks after the study end date to complete the study. The course/study instructor may establish an earlier completion date. The learning contract grade statement submitted by the course/study instructor specifies the remaining work to be completed and the expected completion date.



If the course/study instructor submits no further grade, an IN outcome automatically becomes an F after 15 weeks, or earlier if the course/study instructor has specified an earlier completion date.

If the student has selected the Pass/No Pass option and the grade due date has passed, the IN grade automatically becomes an NP on the date when the IN completion period ends if the course/study instructor does not submit a P grade.

**Administrative Withdrawal (ZW):** The course/study instructor submits a grade of administrative withdrawal (ZW) if a student registers for a course/study and either does not engage in course/study work at all or initiates participation in the activities of the course study, but then ceases to participate and does not officially withdraw. See definition of substantive engagement for acceptable participation. The ZW grade must include the last date of substantive contact in an academically related activity by the student. A ZW grade should be recorded in a timely manner throughout the term when possible. In no case should a ZW grade be filed any later than the deadline for submitting grades for the term.

**Withdrawal (WD):** A withdrawal (WD) is a student-initiated grade. It does not result in the award of credit. A student may withdraw from a study until the last day of an enrollment term. The student must officially withdraw from the course. The effective date is the date the student transmits the request. The actual date of withdrawal may affect enrollment status, satisfactory academic process, and financial aid eligibility. See Empire State College policy on Academic Withdrawal.

### Implications of Grades

Grades of IN, ZW, NP, and WD have specific implications for financial aid eligibility. For an explanation, see the Empire State College statements on Eligibility for New York State Financial Aid and Eligibility for Federal Financial Aid.

### Timing of Grades

The grade for each study should be prepared as soon as possible after the student has completed the study, so that the student has timely evaluative information and an official transcript for the study. Student work is due as specified in the Learning Contract.

Grades are due as follows:

Fall Term: Grades are due no later than 14 calendar days after the end of term.

Spring Term and Summer Term Session 1: Grades are due no later than 10 calendar days after the end of term.

Summer Term Session 2: Grades are due no later than seven calendar days after the end of term.

Instructors have 30 days to submit a grade at the end of an incomplete.

### Grade Point Average (GPA) Calculation

The college registrar calculates the grade point average and includes the GPA in the student transcript. The GPA calculation at Empire State College is:

- Based only on Empire State College studies for which a letter grade is assigned. This includes courses for which a student cross registers at another institution and which Empire State College treats as part of the Empire State College studies for the degree.
- Based only on credit earned at Empire State College, and is not based on prior transfer credit or prior learning assessment components included as part of the student's official transcript.
- Included as part of the student's official transcript.

The following grades are included in the grade point average:

<i>Grade</i>	<i>Quality Points</i>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00

The following grades are not included in the grade point average:

IN (incomplete)  
 WD (withdrawal)  
 ZW (administrative withdrawal)  
 NP (no pass)  
 P (pass)

### Minimum Grade Point Average Requirement

Empire State College undergraduate students must maintain an overall 2.00 GPA. A student who has completed at least 8 credits at Empire State College and whose cumulative GPA is below 2.00 is subject to Academic Probation and/or Academic Dismissal as detailed in the Academic Probation for Undergraduate Students Policy (page 81). A cumulative 2.00 GPA is a requirement for graduation.

These and other criteria apply to eligibility to receive financial aid. See the statements on Eligibility for NYS and Federal Financial Aid.

### Assignment of Grades to Credit by Evaluation/Prior Learning Assessment Components

Empire State College does not assign grades to Credit by Evaluation /Prior Learning Assessment components.

## Repeated Studies

When a student repeats a study, the more recent grade or outcome for the repeated study replaces the original for purposes of the award of credit and calculation of a grade point average. Both the original and the repeated study must appear on the transcript. The student initiates the Request to Repeat a Study request form. Submission of this form should be done at the time of registration.

A repeated study grade does not replace the original grade:

- if a student withdraws from the repeated study or
- if a student is administratively withdrawn from the repeated study or
- until a grade A through F (or Pass), NP (No Pass) is awarded for the repeated study.

Financial aid may not be available for a repeated study.

## Instructor Retention of Academic Records

Instructors should retain the academic records they use to determine grades for two years after a student completes a study or course.

## Retroactive Assignment of Grades

Students matriculated at Empire State College before July 1, 2004, may request the assignment of a letter grade to the relevant narrative evaluations. The college will continue to respond to these student requests. For students who matriculated after that date, there will be no later assignment of letter grades to narrative evaluations.

The instructor who wrote the narrative evaluation should assign the grade. If this instructor is not available, another qualified faculty member may be enlisted to assign the grade.

## Assignment of Grades by a Faculty Member Other Than the Instructor of Record

In accordance with SUNY faculty guidelines on grading, another qualified and discipline-specific faculty member may assign a grade when the instructor of record is not available to do so in a reasonable timeframe. The faculty member acting in the place of the instructor should base the grade on review of the student's work in the course or study in comparison to the learning objectives for the course or study.

## Grade Changes

An award of a grade is normally final. However, if the instructor of record for a study/course makes an error in computing or entering a student's grade, that instructor may correct the erroneous grade.

## Appeal of Grades

In the event that a student feels that a grade was assigned based on impermissible factors, such as bias, discrimination or retaliation, that student may appeal that grade as provided in the Academic Appeals Policy.

## Applicable Legislation and Regulations

FERPA – [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

34 CFR 668.22(l)7: (7)(i) – [www.ecfr.gov/cgi-bin/text-idx?SID=2a9549ea032df95c72f031d60a6c3c8c&mc=true&node=se34.3.668\\_122&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=2a9549ea032df95c72f031d60a6c3c8c&mc=true&node=se34.3.668_122&rgn=div8)

State University of New York Records Retention and Disposition Schedule: Academic Affairs and Instruction – <https://system.suny.edu/media/suny/content-assets/documents/compliance/info-management/records/Academic-Affairs-Schedule.pdf>

## Related References, Policies, Procedures, Forms, and Appendices

- Undergraduate Learning Contract Policy (page 75)
- Academic Probation for Undergraduate Students (page 81)
- Student Academic Appeals Policy and Procedure (page 86)
- Eligibility for Federal Financial Aid Policy – [www.esc.edu/policies/?search=cid%3D36216](http://www.esc.edu/policies/?search=cid%3D36216)
- Eligibility for New York State Financial Aid Policy – [www.esc.edu/policies/?search=cid%3D36217](http://www.esc.edu/policies/?search=cid%3D36217)
- NYSED Regulation
- SUNY Guidelines on Grading MTP4 2013

## ACADEMIC PROBATION FOR UNDERGRADUATE STUDENTS

**Policy Sponsor:** Office of Academic Affairs

**Policy Contact:** College Registrar

**Policy Category:** Academic and Student Affairs

**Keywords:** Satisfactory academic progress, pre-college study

## Background Information

This policy was created to simplify the Satisfactory Academic Progress and GPA policies, eliminate dismissals without warning or for insufficient credits, and bring the college's policy into closer alignment with policies at SUNY and other peer institutions.

## Purpose

This policy statement describes the academic conditions under which an undergraduate student is eligible to remain enrolled in the college and specifies procedures for warning and dismissing students who do not make satisfactory academic progress.

## Statement

Fundamental to SUNY Empire State College's mission in providing innovative, flexible and quality academic programs to diverse students, we strive to support students as they achieve their academic goals. The Academic Probation Policy exists to identify students who are at risk for academic dismissal and provide access to the robust resources available to them to help return to good academic standing. The following criteria will be used to identify undergraduate students who are at-risk for academic dismissal.

Students must maintain an overall Grade Point Average (GPA) of a 2.0 on a 4.0 scale.

Students who fail to meet the above criteria will be placed on Academic Probation for a period of one term. While on Academic Probation, students should access all available resources to help them to return to good academic standing such as Academic Support Services, Disability Services, support from mentor or other college services. Students who fail to return to good academic standing within the time period required will be academically dismissed from SUNY Empire State College.

## Removal of Academic Probation Status

Students who achieve a minimum 2.0 overall GPA after being placed on Academic Probation will be returned to good academic standing.

## Continuing Enrollment While on Academic Probation

A student who is on academic probation is expected to maintain a minimum term GPA of a 2.0. Students who achieve this threshold will be granted an additional term of Academic Probation even if their overall GPA remains below a 2.0.

## Academic Dismissal

Students who fail to achieve a minimum 2.0 term GPA while on Academic Probation will be academically dismissed.

## Enrollment Conditions While on Academic Probation

While on Academic Probation, students will be restricted to no more than 12 credits of enrollment in a term until such time as they demonstrate an ability to be successful in coursework. Additional conditions or exceptions to this can be made at the discretion of the student's dean or associate dean in consultation with the mentor and should be made on the basis of consistent academic achievement.

## Reinstatement After Academic Dismissal

Students may appeal to the Dean or designee of their school for reinstatement to SUNY Empire State College after a period of one academic term of dismissal. Students should include information

and documentation related to why they were not successful during the Academic Probation period and what has changed to allow the student to be successful should their request for reinstatement be granted. Appeals should be sent to the Dean or designee of the student's school.

## Financial Aid Eligibility

This policy does not direct a student's eligibility for Federal or State Financial Aid. Students should refer to the applicable financial aid policies and direct questions about financial aid to the Financial Aid office.

## Related References, Policies, Procedures, Forms, and Appendices

[www.esc.edu/policies/?search=cid%3D36216](http://www.esc.edu/policies/?search=cid%3D36216)

[www.esc.edu/policies/?search=cid%3D36217](http://www.esc.edu/policies/?search=cid%3D36217)

## PRE-COLLEGE STUDY POLICY

**Sponsor:** Office of Academic Affairs

**Contact:** College Registrar

**Category:** Academic and Student Affairs

**Number:** 300.022

**Effective Date:** Feb. 28, 2002

**Implementation History:** Feb. 28, 2002 current (and original)

**Keywords:** Pre-college level, noncollege-level

## Purpose

The purpose of this policy is to define pre-college study required for academic skills development for an undergraduate student, the credit total limit allowed and relationship to degree program study.

## Definitions

Definitions are embedded in this policy statement.

## Statements

A student may enroll at the pre-college level for noncollege-level study. Pre-college work does not count toward the credit requirements for an associate or bachelor's degree. Pre-college studies help students develop the academic skills needed for successful college study. Students may enroll for no more than 16 units of pre-college study.

Pre-college studies are contracted and evaluated in the same way as college-level studies. In terms of time on task, student-mentor contact and billing, 1 unit of pre-college study is comparable to 1 credit of college-level study. Learning contract proposals, contracts

and evaluations must specify the number of pre-college units and clearly label the study as pre-college. Students may include pre-college study in any enrollment.

Sometimes it becomes evident that a student will be unable to complete a study at the college level. By the mid-point of a study, a mentor should have enough information about a student's work to know whether any significant changes need to be made in the study itself. Therefore, if later in a study a student has been unable to work at the college level the mentor should not submit an amendment to change the study to the pre-college level. For example, a student registered for College Writing who is unable to complete introductory-level work should receive a no credit outcome, rather than receiving credit for a study redefined as pre-college level. See learning contract amendment in the policy on learning contract study.

## ENROLLMENT STATUS

### Full-time and Part-time Enrollment Status

Undergraduate students enrolled in 12 or more credits in an enrollment term are considered full time. Undergraduate students enrolled for 11 or fewer credits in an enrollment term are considered part time.

Graduate students enrolled in 9 or more credits in an enrollment term are considered full time. Graduate students enrolled for 8 or fewer credits in an enrollment term are considered part time.

## ACADEMIC WITHDRAWAL POLICY

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	College Registrar
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.025
<b>Effective Date:</b>	Feb. 28, 2002
<b>Implementation History:</b>	Feb. 28, 2002 current (and original)
<b>Keywords:</b>	Academic withdrawal

### Purpose

The purpose of this policy is to define academic withdrawal.

### Definitions

Definitions are embedded in this policy statement.

### Statements

Students may withdraw from a study until the last day of an enrollment term. However, the actual date of withdrawal may affect enrollment charges, enrollment status, satisfactory academic progress and financial aid eligibility.

A student may withdraw online through registration or by submitting a withdrawal request **in writing** by completing a withdrawal form available in the Registrar's Forms and Services web page: [www.esc.edu/registrar/forms-services/](http://www.esc.edu/registrar/forms-services/). For additional information on academic withdrawal, please visit [www.esc.edu/Withdrawal](http://www.esc.edu/Withdrawal).

### Effect on Enrollment Status

The effective date of the withdrawal may affect the full- or part-time enrollment status of the student. For the purpose of establishing enrollment status, enrolled credits are the number of registered credits after day 28 of the enrollment term. For example, a student who first enrolls for 12 credits and withdraws from one 4-credit study on or before day 28 remains enrolled for only 8 credits and is no longer considered full time. If the student withdraws after day 28, he or she is considered full time.

A withdrawal that results in a change from full- to part-time enrollment status can jeopardize the student's financial aid eligibility. See the Empire State College statements on Eligibility for New York State Financial Aid and Eligibility for Federal Financial Aid.

### Effect on Satisfactory Academic Progress

The effective date of a withdrawal also affects the calculation of satisfactory academic progress. For purposes of calculating academic progress, credits attempted is the number of registered credits after day 28 of the enrollment term. Thus, the date of withdrawal affects whether the credits are counted in the number of credits attempted. For example, if a student first enrolls for 12 credits and then withdraws from one 4-credit study on or before day 28, satisfactory progress is calculated on 8 credits attempted. If the student withdraws after day 28, satisfactory progress is calculated on 12 credits attempted.

For information on the effect on financial aid eligibility, see the statements on Eligibility for New York State Financial Aid (page 68) and Eligibility for Federal Financial Aid (page 66).

### Related References, Policies, Procedures, Forms, and Appendices

Eligibility for New York State Financial Aid Policy – [www.esc.edu/policies/?search=cid%3D36217](http://www.esc.edu/policies/?search=cid%3D36217)

Eligibility for Federal Financial Aid Policy – [www.esc.edu/policies/?search=cid%3D36216](http://www.esc.edu/policies/?search=cid%3D36216)

## VISITORS TO INSTRUCTIONAL ACTIVITIES POLICY

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	College Registrar
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.024

**Effective Date:** Dec. 31, 1998

**Implementation History:** Dec. 13, 1998

**Keywords:** Instructional activities

### Purpose

Instructional activities are not normally accessible to those outside the Empire State College community other than on the basis of invitation. All of the college's instructional activities, including individual faculty/student meetings, study groups, online learning courses and group sessions at residencies are intended to foster academic inquiry in an atmosphere supportive of academic freedom.

### Statements

Attendance at instructional activities is normally limited to the students enrolled for the activity and the instructor(s). On occasions provided for in faculty evaluation procedures, the faculty member's supervisor or other designated evaluator may observe teaching activity. Faculty members may invite students not enrolled in the activity, faculty colleagues and other presenters or visitors, with the following stipulations: 1) Students enrolled in the instructional activity should be informed and consulted about such visitors in a timely way; 2) When arranging to bring external visitors to the college, faculty members should inform or consult their supervisors as appropriate.

When the college has a formal partnership or contractual relationship with an external organization, such agreements commonly include provisions for evaluation of the program. When observation of instructional activity is part of a plan agreed to by the college and an external organization, the observation will be designed to avoid interference with instructional aims. Observations conducted for purposes of program evaluation will not be used in evaluation of individual faculty. Faculty and students or prospective students will be informed of such program evaluation plans at the outset of the program and will receive advance information about specific observational visits.

When the college invites individuals to visit academic programs to introduce them to the college, the visitor will observe instructional activity only when such a visit is agreed to in advance by the faculty member, in consultation with students and the program administrator.

If visitors offer unsolicited evaluative comments or written reports, these will not be considered in evaluation of the individual faculty member.

Individuals wishing to visit the college, e.g., community members, legislators, representatives of organizations with which the college has no formal relationship, should be referred to the appropriate administrator.

## ACCELERATION POLICY

**Sponsor:** Office of Academic Affairs

**Contact:** College Registrar

**Category:** Academic and Student Affairs

**Number:** 300.031

**Effective Date:** Oct. 18, 1990

**Implementation History:** July 7, 1977 (original implementation), revised Oct. 18, 1990

**Keywords:** Learning contract

### Purpose

Acceleration is the opportunity to earn more than the maximum 16 credits in one enrollment term, but not more than 20 credits. This is limited to full-time students who have not interrupted the learning contract in question.

### Statement

Acceleration may occur in two different ways. First, the learning contract proposal can be drawn up with more than 16 but no more than 20 credits. The dean or program administrator must review and approve this accelerated enrollment. Acceleration may be accomplished by amending a full-time enrollment.

## CROSS REGISTRATION AT OTHER INSTITUTIONS POLICY

**Sponsor:** Office of Academic Affairs

**Contact:** College Registrar

**Category:** Academic and Student Affairs

**Number:** 300.032

**Effective Date:** Jan. 28, 2002

**Implementation History:** Nov. 15, 1985 (implementation supersedes 1976 policy), revised Sept. 1, 1995 and Feb. 28, 2002

**Keywords:** Cross register, accredited, accreditation

### Purpose

Empire State College students may cross register at other institutions. This option expands the variety of learning resources available. For cross registration, a course must be taken for academic credit at a college or university that is accredited, or a candidate for accreditation, by a recognized regional accrediting agency.

## Statements

An undergraduate student may cross register for no more than 50 percent of his or her total Empire State College learning contract credits. A graduate student may transfer in no more than 12 credits, and may include in the degree no more than 15 credits from transfer and cross registration combined.

For study taken through cross registration at another institution, the learning contract must document the name of the other institution, the course number and the minimum acceptable grade for the credit award at Empire State College (at the undergraduate level: C or better; at the graduate level: B or better).

The amount of credit to be earned for a cross-registered course must be expressed in semester hours on the Empire State College enrollment documents.

The student must request that the other institution send an official (institution-to-institution) transcript to Office of the Registrar, SUNY Empire State College, 111 West Avenue, Saratoga Springs, NY 12866-6069. The learning contract outcome should refer to the outcome reported on the official transcript. The official transcript is retained by the Office of the Registrar in the student file.

The start date of a cross-registered course must fall within the same financial aid term (fall, spring or summer) as all other components in the Empire State College enrollment.

## Related References, Policies, Procedures, Forms, and Appendices

Undergraduate Learning Contract Policy (see page 74)

## Procedures

To cross register, the student must enroll for the course through an Empire State College learning contract proposal (registration) approved by the mentor. The mentor submits an Empire State College learning contract for the course.

The student also must follow local cross-registration procedures. These depend on the type of host institution or on specific arrangements between Empire State College and the host institution.

Empire State College allows tuition adjustments for cross registrations. Procedures depend on the type of host institution or on specific arrangements between Empire State College and the host institution.

The student should contact the Empire State College center or program for information on cross registration and tuition adjustment procedures.

## COMPREHENSIVE TRANSCRIPT POLICY FOR UNDERGRADUATES

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Provost and Executive Vice President for Academic Affairs
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.004
<b>Effective Date:</b>	Sept. 1, 2015
<b>Implementation History:</b>	Sept. 1, 2015, approved by CUSP, April 30, 2014
<b>Keywords:</b>	Transcript, undergraduate
<b>Background Information:</b>	This policy implements the decision by the president in May 2014, upon advice from the college senate and CUSP.

## Purpose

The proposed policy creates a separate and appropriately named policy on transcripts that subsumes information currently embedded in the undergraduate grading policy. The proposed policy puts the college into compliance with Section 52.2(e)(6) of the Regulations of the Commissioner of Education, which states, “The institution shall maintain for each student a permanent, complete, accurate and up-to-date transcript of student achievement at the institution. This document will be the official, cumulative record of the student’s cumulative achievement.” The college had been granted an exemption to this regulation but the exemption has been revoked. As a result, we can no longer present transcripts that record only successfully-completed study. The transcript must document all study attempted, regardless of grade/outcome.

The policy also recognizes new demands and opportunities in the areas of prior learning assessment and competency-based degree programs in which students meet degree requirements through the direct assessment of competencies. The policy enables the college to provide a transcript of individualized prior learning assessments prior to degree program concurrence; since the introduction of the iPLA fee, students have asked for a transcript at the time that they undergo the assessment. It also supports the college’s efforts to become more recognized as a leader in prior learning assessment through such activities as SUNY REAL. This also specifies that the college provides a transcript of credit assessed and awarded by sources external to Empire State College only in the context of an approved degree program.

## Statements

Empire State College maintains for each student, matriculated or nonmatriculated, a permanent, complete, accurate and up-to-date transcript of student achievement at the institution. The transcript includes grades/outcomes for all Empire State College learning contracts and courses for which the student enrolled.

It also records all learning evaluated and granted credit through individualized prior learning assessment, direct competency assessment, and professional learning evaluations for matriculated and nonmatriculated students.

Any learning transferred in and evaluated by sources outside the college will be recorded in a college transcript only as part of an officially concurred/approved degree programs.

All credits to be applied to an undergraduate degree program must follow applicable degree planning and approval policies and procedures.

An undergraduate transcript will include the following, if completed:

1. Empire State College summary of all studies in which the student enrolls, including learning contracts and courses, which are listed with the title, grade, credits awarded, and level of study. The summary sheet includes the GPA and specifies the studies on which it is based.
2. Empire State College summary of successfully completed, assessed, and approved credits from individualized prior learning assessment and professional learning evaluations.
3. Empire State College summary of competency assessments in competency-based programs.
4. Concurred degree program listing all transfer credit, credit based on prior learning assessment and Empire State College credits approved for the degree. The concurred degree will provide the source, title and credit amount for each component included in the degree.

## GRADUATION APPLICATION AND CLEARANCE POLICY

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	College Registrar
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.107
<b>Effective Date:</b>	
<b>Keywords:</b>	Graduation, clearance

### Purpose

To define the final date of student's liability and eligibility for financial aid.

### Statements

The final date of a student's liability for tuition and eligibility for financial aid is the end date of the last term of enrollment.

The regional administrative office recommends the student for graduation when all activities for degree completion have been accomplished. Upon receipt of the center recommendation, the Office of the Registrar conducts an academic clearance.

A student who is graduating is classified as a student until an official degree award date has been assigned signifying that his/her name has been forwarded to the SUNY Board of Trustees with a recommendation for degree conferral.

## STUDENT ACADEMIC APPEALS POLICY AND PROCEDURES

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Director of Collegewide Student Services
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.020
<b>Effective Date:</b>	April 1, 2002
<b>Implementation History:</b>	April 2002
<b>Keywords:</b>	Student, services, academic, appeals, outcomes, grievance, honesty

### Purpose

The purpose of the Student Academic Appeals Policy and Procedure is to provide equitable and orderly processes by which to request reconsideration of an academic decision.

### Definitions

**Appeal** – Petition to change a decision rendered about an academic matter. The basis for a student's appeal of an academic decision may be either that the academic judgment was unfair in the view of the student or that the college's academic policies were applied incorrectly in the view of the student.

**Academic Appeals and Honesty Committee (AAHC)** – A faculty committee convened to hear appeals. This committee shall consist of no fewer than three faculty members and no more than five. Each school establishes procedures for constituting an AAHC and for establishing a chair. If a member of the AAHC is a party to the appeal, a substitute is designated, if necessary, to bring the membership to a minimum.

**Business Days** – Monday through Friday excluding college holidays.

**Dean** – Refers to the dean of the student's school/program or an academic administrator designated by the provost for the School of Undergraduate Studies. Collectively referred to as dean in this document.

**Faculty** – Mentors, instructors, evaluators and others who make academic decisions. Collectively referred to as faculty in this document.

**Unfairness** – A decision or behavior that is arbitrary or capricious.

## Statements

Students are responsible for reviewing and abiding by the college's academic policies and procedures. Students are responsible for their academic choices and for meeting the standards of academic performance established for each study or course in which they enroll.

Faculty are responsible for establishing methods and criteria for evaluation and evaluating a student's performance in learning contracts, courses, final projects, exams, prior learning assessments, etc. Evaluations of students, awards of academic credit and other academic judgments are based upon academic performance and the application of relevant academic policies.

Academic judgments made by faculty and other academic professionals are recorded in college documents, such as:

- Course outcomes, and grades;
- Evaluations of prior learning; and
- Written academic decisions made by assessment committees, academic review committees, or other academic staff.

Students may appeal an academic decision if they believe that an academic judgement was unfair or that the college's academic policies were not followed or were applied incorrectly. Both student and instructor or decision-maker involved in the appeal have a right to a meaningful opportunity to be heard and to respond to information and documentation presented.

Grades on individual assignments may not be appealed.

## Procedures for Appeals of Academic Decisions

The dean, associate dean, or designee for the program where an academic decision was made is responsible for administering the appeals process.

If the relevant administrator made the original academic decision while serving in the role of mentor, instructor or evaluator, an appropriate administrator will be assigned to the administrative role in the appeals process.

The locus of appeal is with the program or academic unit where the original academic decision was made. For example, if a student enrolls in a Nursing course and appeals the course outcome, the appeal is reviewed by the School of Nursing and Allied Health. Questions about the appropriate locus of an appeal are resolved by the provost or designee.

The college appeals process includes an informal resolution procedure as well as a procedure for formal appeal of an academic decision. The college expects the student to attempt an informal resolution before making a formal appeal.

### A. Procedure for Informal Resolution

The informal resolution process includes two possible steps:

1. The student should discuss the matter directly with the party who made or represented the academic decision (instructor, mentor, assessment committee representative, assessment professional, etc.) and make a reasonable effort to resolve the issue. The student must begin such an informal resolution process within 20 business days of receiving the academic decision.
2. If no resolution is reached through the first step, or if the student is uncomfortable trying to resolve the issue directly with the appropriate party, the student should request informal resolution by the relevant dean or associate dean. This step must occur within 30 business days of the student's receipt of the original academic decision. The dean or associate dean does not play a decision-making role; rather, he or she facilitates a resolution when possible.

### B. Procedure for Formal Appeal

1. A student may initiate a formal appeal of an academic decision within 40 business days of receipt of the decision. The student submits a written appeal to the school's dean or designee or program administrator and includes in it:
  - a. A full description of the academic decision and the basis for the student's appeal for reconsideration,
  - b. A statement of the remedy the student is seeking,
  - c. Any supporting documents, such as:
    - o Learning contract/syllabus, and course outcomes and evaluations;
    - o Evaluations of prior learning; and
    - o Written academic decisions made by assessment committees, academic review committees, center or program administrators, or other academic staff.
  - d. Information on when and with whom the student may have attempted any informal resolution.
2. Initial Review
  - a. Based on its initial review, the school's dean or designee may return an appeal to the student for further information or clarification. If the appeal is returned for further information or clarification, the student must submit the requested information or revision within 10 business days for the appeal to be heard.
  - b. Upon review of the initial or resubmitted appeal, the dean or designee may determine that there is no claim of unfairness or incorrect application of college policies is made or information to support such a claim is not included and rejects the appeal and/or refers the student to more appropriate policies, copying the primary mentor/academic advisor.



- c. The dean or designee should convey a decision not to hear an appeal within five business days of receiving the initial or resubmitted appeal.
- d. If the appeal is accepted, the dean or designee transmits the appeal to the school's AAHC and provides a copy to any other relevant parties. The dean or designee should take these steps within five business days of receiving a complete appeal. He or she ensures that the AAHC review takes place in a timely manner.

### 3. AAHC Hearing

- a. Each school will ensure a fair and timely hearing of the information and produce an accurate record of the hearing. AAHC consideration of the appeal focuses only on the student's claim of unfairness or incorrect application of college policies.
- b. The AAHC may obtain additional relevant information before or after a hearing.
- c. The AAHC should schedule a hearing within 20 business days of the acceptance of an appeal to consider information relevant to the appeal. A hearing may take the form of a meeting, conference call or videoconference, at the discretion of the AAHC.
- d. The chair of the AAHC ensures a fair and timely consideration of the information and provides an accurate record of the hearing to the dean or designee.
- e. The student may participate in the hearing and present his or her case directly to the AAHC. Likewise, the faculty or staff member responsible for the original decision may also participate in the meeting and present relevant information. The student and the faculty/staff member meet separately with the committee.
- f. A student may have an advisor at the meeting; however, the advisor may not participate in the hearing.

4. Following a hearing, the AAHC deliberates in closed session. Decisions are made by majority vote unless otherwise noted. The AAHC may:

- Uphold the original decision,
- Refer the decision back to the individual or committee making the original academic decision for reconsideration based upon AAHC findings regarding fairness and/or application of college policy, or
- Revise or overturn the original decision, which requires a unanimous vote by the AAHC.

- Refer to an appropriate content expert for evaluation, which require a unanimous vote by the AAHC.

The AAHC should provide a written report to the dean within five business days of the hearing.

The dean notifies the student of the decision, copying the primary mentor/academic advisor, and includes a brief explanation.

- 5. Reconsideration by original decision-maker. If this is the outcome of the hearing, the dean refers the decision back for reconsideration, the individual or committee making the original decision reviews the situation and may either affirm the original decision or issue a new decision. The individual or committee should convey the result in writing to the student and other relevant parties within 20 business days of the referral.
- 6. Appeal of an Academic Appeals and Honesty Committee decision. Decisions made by the AAHC may be appealed to the provost or designee.
  - a) The student must submit any further appeal in writing to the provost within 20 business days of transmittal of an AAHC decision or a reconsideration decision, and must include an explanation or justification for the appeal.
  - b) The provost or designee should notify the other relevant parties within seven days of receiving an appeal. Those parties normally provide any written response within 10 business days.
  - c) The provost or designee should provide a written decision and rationale within seven days of receiving responses to the appeal. The written decision is conveyed to the student with copies to the other relevant parties.
  - d) The provost's decision is final.
- 7. A student's status does not change while an appeal is under consideration. If a student was dismissed, he or she remains dismissed. If he or she is in academic warning, the warning stands.

### Applicable Legislation and Regulations

Federal Regulations: 4 CFR 602.16(a)(1)(ix) and 34 CFR 668.43(b)

Middle States:

[www.msche.org/publications/Compliance-Booklet2017.pdf](http://www.msche.org/publications/Compliance-Booklet2017.pdf)

State Complaint Procedures: [www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html)

Related References, Policies, Procedures, Forms, and Appendices

Student Grievance Policy and Procedures (page 93)

Academic Honesty Policy and Procedures (page 89)

## ACADEMIC HONESTY POLICY AND PROCEDURES

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Director of Collegewide Student Services
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.006
<b>Effective Date:</b>	May 14, 2004

**Implementation History:** Approved by the college Senate on May 14, 2004. Effective July 1, 2004. This supersedes the Academic Integrity Policy approved on Feb. 19, 1999, which superseded the academic dishonesty policy approved in 1980, which superseded the probation and dismissal policy approved in 1977.

**Keywords:** Academic, dishonesty, integrity, plagiarism, cheating, forgery, fabrication, misrepresentation

### Purpose

The purpose of the Academic Honesty Policy and Procedure is to set the expectations for honest academic work and provide fair and equitable administrative procedures for addressing breaches of those expectations and include options for handling incidents.

### Definitions

**Academic Appeals and Honesty Committee (AAHC)** – A faculty committee convened to hear cases of serious dishonesty that may warrant academic warning or dismissal. This committee shall consist of no fewer than three faculty members and no more than five. Each school/program establishes procedures for constituting the AAHC and for establishing a chair. If a member of the AAHC is a part of the matter at hand, a substitute is designated if necessary to bring the membership up to the minimum.

**Academic Dishonesty** – Includes cheating, plagiarism, forgery, fabrication or misrepresentation, such as the following:

- Claiming the work or thoughts of others as your own;
- Copying the writing of others into your written work without appropriate attribution;
- Writing papers for other students or allowing them to submit your work as their own;
- Buying papers and turning them in as your own;
- Having someone else write or create all or part of the content of your assignments;
- Submitting the same paper for more than one study or class without explicit permission from the faculty members;

- Making up or changing data for a research project;
- Fabricating and/or altering documents and/or information in support of the degree program.

**Business Days** – Monday through Friday excluding college holidays.

**Dean** – Refers to the dean of the student's school/program or an academic administrator designated by the provost for the School of Undergraduate Studies. Collectively referred to as dean in this document.

**Faculty** – Mentors, instructors, evaluators and others who make academic decisions. Collectively referred to as faculty in the remainder of the document.

### Statements

When facing a breach of academic honesty expectations, a faculty member exercises his or her academic judgment in light of the particular circumstances and the student's academic history. Consultation with the dean, associate dean, chair, and/or primary mentor/academic advisor throughout the process is encouraged.

When faced with a potential breach of academic honesty, the faculty member:

1. Reviews this policy and procedures statement;
2. Documents the concern to the extent possible;
3. Consults student academic services, or equivalent, to ascertain if there were previous incidents.
4. Raises the concern quickly and directly with the student in writing, outlining how the student has breached the academic honesty standards, and copying the student's primary mentor/advisor and student academic services, or equivalent. This should typically occur within 20 business days.
5. Determines the appropriate response, which may include responding to the breach while continuing to work with the student in the course, assigning an F grade, or not providing a credit recommendation for a PLA component.

If the faculty member continues to work with the student in the course, s/he also may do one or more of the following:

1. Provide developmental advice to the student on academic expectations.
2. Require that the student consult specific research writing or other academic skills development resources.
3. Require that the student rewrite the assignment(s), meeting standards for academic honesty.
4. Require that the student complete additional assignment(s) that meet standards for academic honesty.
5. Deduct points or fail the student on the assignment.

Having provided guidance to the student, the faculty member remains alert to the possibility of further breaches. If the faculty member determines that the appropriate response is to assign an F for the course, the student loses access to academic services related to the course including the online learning site for the course. A student who is denied a credit recommendation for dishonesty for a PLA may not resubmit the same or similar component for evaluation. A student who receives a grade of F for a course or does not receive PLA credit may appeal that decision through the college's Student Academic Appeals Policy and Procedures.

### Serious Acts of Dishonesty

#### Possible Penalties

Serious or continued breaches of academic honesty may constitute grounds for academic warning or dismissal from the college. The following penalties may apply:

**Academic Warning** An academic warning for academic dishonesty is a formal written notice from the dean or program administrator to the student providing conditions for continued enrollment in the college. It describes the nature of the breach of academic honesty standards, expectations for future behavior and any specific educational requirements. The academic warning for academic dishonesty is included in the student's official college record. A breach of academic honesty expectations after an academic warning for academic dishonesty normally leads to dismissal.

An academic warning for academic dishonesty remains active on the student's academic record until graduation. While the college retains information internally about the academic warning after graduation, the college clears the official record. If the student pursues additional study with the college, the information is available to college personnel who may consider it if the student breaches academic honesty expectations again.

**Academic Dismissal** An academic dismissal for academic dishonesty is an indefinite separation from the college. The formal written notice describes the nature of the breach of academic honesty expectations. The academic dismissal for academic dishonesty is included in the student's official college record.

### Review of Serious Cases of Dishonesty

If a breach of academic honesty is reported, and if the faculty member, primary mentor/advisor, or dean or designee believes that it is serious enough to warrant an academic warning or dismissal, s/he refers the case to the dean or designee of the student's home school or program. He or she may:

1. Refer the case to the academic appeals and honesty committee (AAHC) for a recommendation on academic warning or academic dismissal.
2. Recommend, in consultation with the student's primary mentor/advisor, additional educational activities and/or provide developmental advice.

### Academic Appeals and Honesty Committee Procedures.

AAHC procedures are as follows:

1. When the dean or designee refers the case to the AAHC, he/she notifies the student in writing within 10 business days of receiving the copy of the notice to the student from the faculty member. The dean's notice provides the student the opportunity to respond in writing to the AAHC.
2. The student has 10 business days to submit any written response to the AAHC.
3. The AAHC considers the student's response in its review. The AAHC may obtain additional relevant information before or after the committee meets to review the case.
4. The AHC should schedule a meeting to consider relevant information within 20 business days of receiving an academic dishonesty case. A meeting may take the form of a face-to-face meeting, conference call, or videoconference, at the discretion of the AAHC.
5. The chair of the AAHC ensures a fair and timely consideration of the information and provides an accurate record of the meeting to the dean.
6. The student may participate in the meeting and present his or her case directly to the AAHC. Likewise, the individual(s) referring the case also may participate in the meeting and present relevant information. The student and the individual referring the case meet separately with the committee.
7. A student may have an advisor at the meeting; however, the advisor may not participate in the meeting.
8. Following the meeting, the AAHC deliberates in closed session. Decisions are made by majority vote. The AAHC may:
  - o Decide that a penalty is unwarranted
  - o Recommend that the dean or designee issue an academic warning

- o Recommend that the dean or designee dismiss the student from the college.
- 9. Within five business days of the hearing, the AAHC transmits its recommendation and brief rationale in writing to the dean or designee.
- 10. After reviewing the AAHC's recommendation the dean or designee may decide to issue an academic warning or dismissal as appropriate to the situation, or may issue another decision.
- 11. The dean or designee provides to the student a written notice of her/his decision in the case within five business days of receiving the AAHC recommendation, copying the primary mentor/academic advisor. The written notice specifies the effective date of the action and a copy is retained.

**Written Notice.** The dean or designee sends a copy of any written notice of reinstatement to the student's primary mentor/advisor and retains a copy.

#### **Reinstatement After Dismissal for Academic Dishonesty**

For the dean or designee to consider reinstatement, a student must present convincing written evidence that s/he has come to value the standards for academic honesty and a written affirmation that s/he agrees to follow the college's Academic Honesty Policy.

The dean or designee of the student's school or program is responsible for acting on requests for reinstatement after academic dismissal. Students are not eligible for reinstatement for at least 16 weeks or one term, whichever is longer, after an academic dismissal.

Students who are academically dismissed a second time for academic dishonesty are not eligible for reinstatement.

- If the dean or designee reinstates a student, he/she If the dean or designee reinstates a student, he or she places the student in warning status. The dean or program administrator also may establish terms and conditions for re-enrollment.

**Written Notice.** The dean or designee sends a copy of any written notice of reinstatement to the student's primary mentor/advisor and retains a copy.

#### **Student Appeals**

Students may appeal any decision made about academic honesty as outlined in the academic appeals policy and procedures.

#### **Applicable Legislation and Regulations**

Federal Regulations: 4 CFR 602.16(a)(1)(ix) and 34 CFR 668.43(b)

Middle States:

[www.msche.org/publications/Compliance-Booklet2017.pdf](http://www.msche.org/publications/Compliance-Booklet2017.pdf)

State Complaint Procedures: [www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html](http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html)

#### **Related References, Policies, Procedures, Forms, and Appendices**

Student Academic Appeals Policy and Procedures (page 86)

Student Grievance Policy and Procedure (page 93)

#### **PROTECTION OF HUMAN SUBJECTS RESEARCH POLICY**

**Sponsor:** Office of Research, Innovation and Open Education

**Contact:** Director, Office of Sponsored Programs

**Category:** Research and Sponsored Programs

**Number:** 900.001

**Effective Date:** Jan. 1, 1995

**Implementation History:** Revised on April 29, 2013

**Keywords:** Institutional Review Board, Human Subject Research

**Background Information:** Revised to reflect current legislation

#### **Purpose**

To ensure the ethical treatment of human subjects involved with Empire State College research projects, as well as to comply with federal and state regulations, the college has developed this policy, as well as procedures, with which to carry out the policy. Additionally, the college, in order to maintain its federalwide assurance with the Office of Human Research Protections, which is necessary for federal grants, must have a policy for the protection of its human research subjects.

#### **Definitions**

**Research:** A systematic investigation including research development, testing and evaluation designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute "research" for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

**Human Subject:** A living individual about whom an investigator (faculty, staff or student) conducting research obtains; 1. Data through intervention or interaction with the individual, or 2. Identifiable private information.

#### **Statements**

All research involving human subjects conducted by college faculty, staff and students must be reviewed and approved by the Institutional Review Board prior to the start of the research. Those submitting protocols to the Institutional Review Board must have completed the CITI human subjects training within three years of the protocol submission or the protocol will not be approved.

## Applicable Legislation and Regulations

U.S. Department of Health and Human Services – [www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html](http://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html)

New York State Department of Health – <http://public.leginfo.state.ny.us/navigate.cgi>

## Related References, Policies, Procedures, Forms, and Appendices

Empire State College human subjects in research guidance, procedures and protocol form – [www.esc.edu/irb/](http://www.esc.edu/irb/)

## UNDERGRADUATE ENROLLMENT IN GRADUATE COURSES

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Dean of the School for Graduate Studies
<b>Category:</b>	Graduate Studies
<b>Number:</b>	310.001
<b>Effective Date:</b>	Nov. 7, 2013
<b>Implementation History:</b>	Policy revised on 05/30/2019
<b>Keywords:</b>	Undergraduate Enrollment in Graduate Courses, Graduate Studies

### Purpose

Provides for undergraduate enrollment in graduate courses with explicit controls for such enrollment and the uses of the credit.

### Definitions

SGS – School for Graduate Studies

### Statements

An advanced undergraduate student (within the last 32 credits of the bachelor's program) with a concurred degree program may apply to take up to 9 credits of selected graduate coursework as determined by the appropriate graduate program chair or coordinator (but only six hours during a single term) related to the student's degree program. If the student is permitted to enroll, graduate-level course expectations and grading policies apply.

Students and mentors should consult with the appropriate program chair or coordinator as they develop a degree program plan that includes graduate study.

The appropriate program chair determines eligibility on a course-by-course basis, in consultation with the student's primary mentor and other mentors as appropriate. Decision criteria include (1) the student's preparedness for graduate study based on the academic record, (2) the student's rationale for enrolling in graduate courses, and (3) the availability of space in the course(s). The graduate course(s) may be used toward the undergraduate

degree (subject to undergraduate degree program review).

Additionally, if the student is accepted within two years to the graduate program to which the courses apply, those course(s) will apply toward that graduate degree.

## Applicable Legislation and Regulations

Title 8 Chapter II Regulations of the Commissioner part 52.2 (c) (3) "Credit toward an undergraduate degree shall be earned only for college-level work. Credit toward a graduate degree shall be earned only through work designed expressly for graduate students. Enrollment of secondary school students in undergraduate courses, of undergraduates in graduate courses, and of graduate students in undergraduate courses shall be strictly controlled by the institution."

## Procedures for Undergraduate Students to Request Enrollment in Graduate Courses

### Undergraduate Consultation With Primary Mentor

The undergraduate student consults with his/her primary mentor to determine if she/he is ready for graduate-level study, if graduate study is appropriate to his/her goals, and if so, what courses would be relevant to his/her degree program. Some indicators of readiness to engage in graduate study are that students will have been highly successful in upper-level courses/studies demonstrating strong writing and critical thinking skills, and have completed any prerequisites required for a particular course.

The student completes and signs the application for enrollment in graduate courses, acknowledging the expectations of graduate-level study and grading.

### Appeals

Appeals of decisions would follow the college's academic appeals process and formal appeals would be referred to the appropriate location. For example, appeals of decisions not to allow a student to participate in a graduate course would be directed to SGS, and appeals of decisions about the appropriateness of such a course to the undergraduate program would be directed to the student's home location.

## Student Life Policies and Procedures

This chapter covers nonacademic policies and procedures that apply to students, as well as the rights and responsibilities of students. Students are responsible for understanding and adhering to college policies. If you have questions, please contact your mentor or the coordinator of student services at your location or program.

### STUDENT GRIEVANCE POLICY AND PROCEDURES

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Director of Collegewide Student Services
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.030
<b>Effective Date:</b>	March 1, 2002
<b>Implementation History:</b>	March 2002
<b>Keywords:</b>	Student, grievance, procedure, services, problem, academic appeal, complaint

#### Purpose

The purpose of the Student Grievance Policy is to provide equitable and orderly processes to resolve grievances by students.

#### Definitions

**Grievance** – Formal difference or dispute between a student and a college employee about the interpretation and/or application of the college's non-academic policies and procedures, or provision of services, by members of the college's faculty or staff, that negatively affects the student. A grievance may be based on one of the following claims: failure to provide services, arbitrary and/or capricious actions by a college employee or administrative office; policy or procedure applied unfairly and/or in a different manner than it was applied to others; administrative error in the application of the policy or procedure.

**Days** – Monday through Friday excluding college holidays.

**Relevant Administrator** – Appropriate office director or school associate dean or dean. The locus of grievance is with the unit where the service is delivered. Questions about the appropriate locus are resolved by the provost, vice president or designee.

**Relevant Provost, Vice President or Designee** – The office responsible for the service area.

#### Statements

A grievance differs from an appeal of an academic decision, as it deals with service issues and not the actual outcomes of course work. A student may file a grievance in the cases of an unresolved difference or dispute between themselves and the college (office or individual) related to services rendered or non-academic decisions. The policy covers matters outside the scope of other policies of the college.

Complaints about sexual harassment and discrimination based upon protected class are addressed via the Discrimination Complaint Procedure; complaints about services related to disabilities are addressed through Rights of Students With Disabilities Policy, complaints about student behavior are addressed through the Student Conduct Policy and Procedures and student academic appeals including grading are addressed through Student Academic Appeals Policy and Procedures.

In cases where service issues underlie a disagreement about an academic evaluation, the service issue will be investigated and decided first.

#### Informal Resolution

The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of the relevant individual, administrator or office. An attempt at informal resolution should begin no more than 20 business days after the service or decision is rendered.

#### Formal Grievance

If the student is unsatisfied with the response, the student may make a formal, written grievance to the relevant administrator.

Any formal grievance must be submitted by the student within 40 business days after the service or decision is rendered. The student must state the nature of the grievance, the remedy he or she is seeking and describe any previous attempts to resolve the issue.

The administrator reviews the situation and should provide a written response including appeal information within 15 days of receiving the complaint, copying the primary mentor/academic advisor. Students will be informed if extenuating circumstances require additional time.

#### Appeal of Formal Grievance Decision

If the student is unsatisfied with the formal grievance decision, the student may appeal in writing to the appropriate vice president, provost, or designee.

Any appeal must be submitted within 20 business days of the transmission of the formal grievance decision. The student must state the nature of the justification for the appeal.

The vice president, provost, or designee reviews the grievance and should provide a written response within 15 days of receiving the appeal. This decision is final.

#### Applicable Legislation and Regulations

*Middle States*

*State Complaint Procedures*

#### Related References, Policies, Procedures, Forms, and Appendices

*Discrimination Complaint Procedure;*

*Rights of Students With Disabilities Policy,*

*Student Conduct Policy and Procedures*

*Student Academic Appeals Policy and Procedures.*

## STUDENT CONDUCT POLICY AND PROCEDURES

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	Director of Collegewide Student Services
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.039
<b>Effective Date:</b>	July 1, 2016
<b>Review Date:</b>	July 1, 2017
<b>Implementation History:</b>	Revised: July 1, 2006 Approved: May 2002 Revision Approved by Senate: September 2008 Revision Approved by the College Council: December 2008 Changes to this policy are subject to approval by the appropriate governance bodies, the college president and the College Council. The provost and executive vice president for academic affairs approves procedural changes.

### Purpose

The student conduct policy sets behavioral standards for Empire State College students and defines the relationship between the college and its students. It affirms values essential to promoting individual intellectual and personal development and for creating an effective learning community. Empire State College expects students to conduct themselves in a responsible manner that is respectful of the rights, well-being and property of all members of the college community and that supports the college's educational mission.

### Definitions

1. **"Accused"** shall mean a person accused of a violation who has not yet entered an institution's judicial or conduct process.
  2. **"Affirmative Consent"** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity.
    - a. 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.
    - b. 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.
    - c. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
    - d. Consent may be initially given but withdrawn at any time.
  - e. Consent cannot be given when a person is incapacitated, and a reasonable person knows or should have known that such person is incapacitated. Incapacitation 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.
  - f. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
  - g. When consent is withdrawn or can no longer be given, sexual activity must stop.
3. **"Student Conduct Committee"** means any person or persons authorized by the collegewide director for student services to hear a case where a student may be suspended or expelled.
  4. **"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.
  5. **"Organization"** means any number of persons who have complied with the formal requirements for college recognition/registration.
  6. **"Proceedings"** refers to the activities related to an institutional disciplinary complaint, including but not limited to, fact-finding investigations, formal or informal meetings, hearings and appeals.
  7. **"Reasonable Person"** refers to a hypothetical person who exercises average care, skill and judgment in conduct and who serves as a comparative standard.
  8. **"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.
  9. **"Respondent"** shall mean a person accused of a violation who has entered an institution's judicial or conduct process.
  10. **"Results"** means any initial, interim and final decision by any college official or entity authorized to resolve disciplinary matters within the institution.
  11. **"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):
    - a. contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
    - b. contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;

- c. the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- d. the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;
- e. the term **“sexual contact”** means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
12. **“Sexual Misconduct”** is sexual harassment or sexual violence and encompasses a wide range of behavior for sexual purposes that is against another’s will or at the expense of another. Sexual misconduct includes, but is not limited to sexual assault, intimate partner violence, stalking of a sexual nature, or any conduct of a sexual nature that is nonconsensual, or has the effect of threatening or intimidating another.
13. **“Shall”** is used in the imperative sense.
14. **“Student”** is defined as: persons registered for courses, either full time or part time, pursuing undergraduate, graduate or professional studies, as well as nondegree seeking students; individuals who confirm their intent to enroll in programs; those attending orientation sessions; between academic terms; taking online classes; auditing classes; residing in the rental buildings or alternative locations; those that were enrolled on the date of an alleged incident; persons who are active but not enrolled at the college.
15. **“Student Conduct Administrator”** means any college official appointed by the director of collegewide student services to resolve student conduct referrals in lieu of a hearing or to review appeals.
16. **“Student Conduct System”** means the program established to maintain the integrity of the values of the college community by reviewing alleged violations of the Student Conduct Code.
17. **“Title IX Coordinator”** shall mean the Title IX coordinator and/or his or her designee or designees.
18. **“College”** means the SUNY Empire State College.
19. **“College Premises”** includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college including adjacent streets and sidewalks.
20. **“College Officials”** includes faculty and staff of the college, student employees who are carrying out assigned work responsibilities and college security officers.
21. **“Policy”** means the written regulations of the college as found in college published documents.
22. **“Claimant”** means the victim, survivor or person against whom the alleged violation was committed.
23. **“Hearing Board Chair”** means the person designated by the director of the Office of Collegewide Student Services to preside over a student conduct board hearing.
24. **“Appellate Officer”** means the provost, or his/her designee, who is authorized to decide the outcome of an appeal of a student conduct case.
25. **“Advisor”** means any person identified by a claimant or respondent to support or assist them through the student conduct process.
26. **“Stalking”** means intentionally and for no legitimate purpose engaging in a course of conduct (two or more acts by which the stalker directly, indirectly or through third parties follows, monitors, observes, surveils, threatens or communicates about a person or interferes with his or her property) directed at a specific person and which one knows or should reasonably know is likely to cause a reasonable person to fear for his or her safety or the safety of others or causes that person to suffer substantial emotional damage.
27. **“Harassment”** means intentionally annoying another person:
- By following that person in or about a public place or by engaging in a course of conduct or repeatedly committing acts which place a person in reasonable fear of physical injury;
  - By engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person and which serve no legitimate purpose;
  - By communicating or causing a communication to be initiated with a person, by any means, electronic or otherwise, that conveys a threat to cause physical harm to a person or their property; and/or
  - With intent to harass, annoy, threaten or alarm another person subjects that person to physical contact or threatens to do the same because of a belief or perception about that person’s race, color, sexual orientation, gender, gender identity and expression, religion, age, disability, veteran status, marital status, national origin or ancestry.
28. **“Sexual Harassment”** means gender-based, verbal, nonverbal or physical conduct that is sexual in nature and sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in, or benefit from, the university’s educational program and/or activities, and is based on power differentials, the creation of a hostile environment or retaliation.
29. **“Rape”** is defined as sexual intercourse with a person:
- That is forced, manipulated or coerced through use of verbal coercion intimidation (emotional and/or physical), threats, physical restraint and/or physical violence; and/or
  - Where affirmative consent was not given.
30. **“Sexual Assault”** is defined as a physical sexual act or acts committed against another person without 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.

31. **“Sexual Violence”** means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion.
32. **“Dating Violence”** means any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.
33. **“Domestic Violence”** means any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim or a person co-habiting with the victim as a spouse or intimate partner.
34. **“Weapon”** means any instrument, device or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon.
35. **“Distribute”** means to sell, exchange, give, make available or dispose of to another person or to offer or agree to do the same.
36. **“Student Publication”** means written material including but not limited to, brochures, newspapers and special interest magazines published by students and distributed to the college community.
37. **“Student Code”** and “code” shall refer specifically to this document.
38. **“Student Conduct Officer”** means the judicial officer and/or his/her designee.
39. **“Complainant”** means any person or persons who have filed disciplinary charges against a student.
40. **“Accused Student”** means any student who has been initially identified as a person who has allegedly violated the Code of Student Conduct.
41. **“May”** is used in the permissive sense.

## Statements

Students are expected to:

- Treat students, faculty and staff of the college with civility and respect

- Represent themselves and any documentation that they may present to the college in an honest manner
- Respect college property and the activities conducted at college facilities or college-sponsored events
- Uphold college policies, SUNY policies and all applicable laws.

Empire State College students should expect the same degree of civility and respect from other students, faculty and staff.

## Scope

A student is a person admitted or enrolled at Empire State College. The college has an interest in student conduct, which occurs during a student’s matriculation or enrollment at the college, including any breaks in enrollment permitted by college policy. Students are responsible for their own behavior and the behavior of their guests.

The college does not normally pursue alleged conduct violations that occur away from Empire State College facilities or events, or that are not associated with the student’s relationship with Empire State College. However, in situations when the safety of members of the college community may be endangered, the college may review such violations pursuant to the policy on student conduct.

## College Regulations

The following behaviors by a student, or any guest of a student, whether acting alone or with any other persons, violate the policy on student conduct:

1. Conduct that threatens or endangers the mental health, physical health, or safety of any person or persons, or causes actual harm, including:
  - o Physical harm or threat of physical harm such as physical abuse, stalking, sexual assault, rape, any form of sexual violence, domestic violence and/or dating violence or coercion, all forms of harassment including sexual harassment and intimidation, whether physical, verbal (oral or written) or nonverbal
2. Dishonest conduct not covered by the Empire State College Academic Honesty Policy and Procedures, including forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, college documents or misrepresentation of any kind to a college office or official
3. Disorderly conduct that interferes with the rights of others
4. Intentional or reckless disruption or interference with the activities of the college or its members
5. Theft of personal or college property or services, or illegal possession or use of stolen property
6. Vandalism or intentional or reckless damage to personal or college property
7. Unauthorized entry, use or occupation of college facilities or the unauthorized use or possession of college equipment
8. Illegal purchase, use, possession or distribution of alcohol, drugs or other controlled substances

9. Failure/refusal to comply with a reasonable request from a college official acting within the scope of his/her duties
10. Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons or hazardous materials
11. Interference with or misuse of fire alarms, elevator or other safety and security equipment or programs, including, but not limited to initiating, or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency\*
12. Violation of a condition or sanction imposed (or agreed upon) due to a violation of the policy on student conduct
13. Violation of any federal, state or local law that poses a threat to the health, safety or well-being of the college or its individual members.

\*See Empire State College firearms policy.

### Rights of the Parties

Students are entitled to equal care and fairness in the application of the policy on student conduct. A student accused of a breach of student conduct and others in the college community have equally important interests. Thus, the college takes into account the interests of all parties in order to reach a fair resolution.

1. Each party has the right to be informed of his or her rights through receipt of a copy of this policy.
2. Each party has the right to receive relevant information and documentation, including information that is favorable to the student accused of a violation or that may indicate that he or she may not be responsible.
3. Each party has the right to a meaningful opportunity to be heard and to respond to the information and documentation presented.

### Consideration of Information

In both formal and informal investigations of complaints and concerns, the college may review and consider relevant information about prior complaints and their outcomes and informal steps toward changing the behavior. The college will not include information about conduct complaints for which a student was found not responsible.

### Interim Suspension

1. Interim suspension is used only in the following circumstances:
  - o To ensure the safety and well-being of members of the community or preservation of college property
  - o To ensure the student's own physical or emotional safety and well-being
  - o If the student poses a definite threat of disruption of or interference with the normal operations of the college.
2. The dean or vice provost for academics' designee may place a student on interim suspension upon making a determination that such an action is necessary to maintain safety and order. The dean or vice provost for academics' designee normally consults with the vice provost for academics and/or judicial

officer before taking such action. The interim suspension remains in effect until responsibility and sanctions have been determined and any appeals have been resolved.

3. Upon placing the student on interim suspension, the dean or vice provost for academics' designee immediately forwards a formal complaint to the judicial officer. Consequently, the dean or vice provost for academics' designee is a party to the complaint.
4. The judicial officer assembles a student conduct committee as outlined and conducts the hearing within 15 calendar days of the notice to the student of the interim suspension.
5. A student placed on interim suspension may request reconsideration in writing to the dean or vice provost for academics' designee. The student must provide evidence that s/he is not a risk to safety and order. The dean or provost's designee reviews the request and considers the information the student provides. If the dean or vice provost for academics' designee reconsiders and sustains the suspension, the student may appeal to the vice provost for academics.

### Informal Resolution

Center, program and functional staff (financial aid, student accounts, business services, admissions, etc.) are expected to resolve issues around student behavior informally through discussion and advisement before moving to formal complaints. Any resolution reached through this process is binding. Staff summarize in writing both informal resolutions reached with student and attempts to resolve issues informally and send that summary to the student and any other relevant parties. In some cases, it is appropriate to move directly to a formal complaint.

### Formal Complaints

The Office of Academic Affairs is responsible for administering formal student conduct procedures. A staff member within the Office of Academic Affairs serves as the college's judicial officer.

The college uses the procedures that follow only if there is a formal allegation of a breach of student conduct as defined in this policy. The procedures support investigation of alleged misconduct and hearings are an extension of that investigation and not trials.

The college's standard for finding a student responsible for a violation of the policy on student conduct is that there is a preponderance of evidence supporting the complaint.

There are three possible formal sanctions. The sanctions of expulsion and suspension result in a loss of good standing with the college. Repeated violations may be a basis for determining that a sanction of suspension or expulsion from the college is warranted.

**Expulsion:** A student who is expelled from the college for disciplinary reasons is permanently excluded from all college activities, functions, facilities and buildings, and may not use any college resources.

**Suspension:** A student who is suspended from the college is excluded from all college activities, functions, facilities and buildings and may not use any college resources for the period of the suspension. The student is restored to good standing at the end of the suspension period.

**Written warning:** A written warning describes the breach of conduct and directs the student not to repeat the conduct in question. A written warning indicates that the student has damaged his or her relationship with the college, but does not carry a loss of good standing. A written warning issued for a breach of conduct will be reviewed when considering any future breaches of conduct.

A suspension or written warning may be accompanied by restrictions on the use of specific college resources or facilities (e.g., use of computer resources). A restriction may be temporary or permanent. Information defining such restrictions must be included in the written notice to the student.

In addition to the sanctions specified above, the college may require the student to make restitution or compensate for any loss, damage or injury.

### Applicable Legislation and Regulations

This policy complies with section 356 and 6450 of the Educational Law and section 535 of the Rules of the Board of Trustees of the State University of New York.

### Related References, Policies, Procedures, Forms, and Appendices

#### No Contact Order Policy

See “No Contact Orders” section below.

#### Firearms Policy

Refer to copy on page 129.

#### Sexual Violence Response Policy

[www.esc.edu/policies/?search=cid%3D80187](http://www.esc.edu/policies/?search=cid%3D80187)

### Procedures (for cases other than Sexual Misconduct)

#### Formal Complaint

Any member of the college community may file a complaint alleging a breach of student conduct. The complainant(s) submits a signed, written complaint to the judicial officer within 30 calendar days of the occurrence of the event or discovery thereof. The complaint must describe the alleged violation and include any available documentation/information. The complaint may include information about previous behavior that demonstrates a recurrent pattern of behavior that is relevant to the current conduct violation. In the initial review, (described below) the judicial officer determines if the college will charge the accused with a violation of the conduct policy.

Given the role of the judicial officer in resolving behavioral concerns, the judicial officer is often aware of the full range of a student’s behavior across the college and may be the most knowledgeable. Consequently, the judicial officer may initiate formal proceedings based on her/his knowledge of the student’s behavior. If there is a conflict of interest the judicial officer may excuse herself/himself and the provost will appoint an alternate judicial officer.

### Initial Review

The judicial officer first determines if there are grounds for the allegation and whether the allegation falls within the scope of the policy on student conduct.

1. If the judicial officer determines that the allegation is groundless or the alleged violation does not fall within the scope of this policy, the judicial officer so notifies the complainant in writing.
2. If the judicial officer determines the allegation falls within the scope of this policy, he or she determines whether a formal or informal process should be followed. If the judicial officer decides that a formal process is required, then the judicial officer charges the student with a violation of the Student Conduct Policy.

### Informal Resolution

The judicial officer may address the concern through discussion with the student or other appropriate means and make an effort to resolve the matter informally. The formal process is followed if the judicial officer determines that the informal process is insufficient or inappropriate.

### Formal Process

1. If the judicial officer determines that the alleged violation does not potentially warrant a sanction of suspension or expulsion from the college, but still warrants formal action, the next step is a review conference with the student.
2. If the judicial officer determines that the alleged violation is serious enough to potentially warrant a sanction of suspension or expulsion from the college, the next step is referral to the Student Conduct Committee for a hearing. Repeated violations may be a basis for determining that a referral must be made to the Student Conduct Committee

In any case, the judicial officer notifies the student in writing within 15 calendar days of receipt of the complaint. The written notice indicates who filed the complaint, summarizes the student’s alleged violation of college policy and the nature of the information and documentation presented against the student and includes a copy of the policy on student conduct. The written notice also indicates whether the next step is a discussion, a review conference or referral to the Student Conduct Committee for a hearing.

## Review Conference

1. The review conference includes the judicial officer and the student who has been charged with a violation and may take the form of a meeting, phone conference or video conference. The conference usually takes place within 15 calendar days of the written notice to the student.
2. In the review conference, the judicial officer reviews the allegation and the college's policy on student conduct with the student and gives the student an opportunity to respond. The judicial officer may consult with others, as she/he deems necessary.
3. The judicial officer makes a determination about the allegation and may:
  - a. Determine that the student is not responsible
  - b. Determine that the student is responsible and resolve the issue administratively by mutual consent of the parties in a way that is acceptable to the judicial officer
  - c. Redefine the alleged violation as potentially warranting a sanction of suspension or expulsion from the college, and refer the case to the Student Conduct Committee for a hearing
  - d. Determine that the student is responsible for a violation for which a written warning is appropriate. In this case, the administrator may impose the sanction of a written warning.
4. The judicial officer provides a written summary of the issue and its disposition to the student, the complainant, and the student's program dean/associate dean, and maintains a copy for the college's records.
5. The judicial officer copies all correspondence arising from the review conference to the student's program dean/associate dean, the vice provost for academics, and to relevant parties as appropriate.
6. The judicial officer is responsible for producing and maintaining an accurate record of the review conference.

## Student Conduct Committee

1. A Student Conduct Committee considers alleged violations of the policy on student conduct that may warrant a sanction of suspension or expulsion from the college.
2. A SCC consists of three members, at least one Empire State College faculty member, one student service professional and, if possible, one Empire State College student. If a student is not available, another faculty member will be added. The Office of Academic Affairs establishes and maintains a list of faculty and student service professionals trained to conduct hearings. One member of the group of trained faculty and professionals serves as convener.
3. The judicial officer identifies a conduct committee for a particular case and establishes a faculty or staff member of the committee as the hearing officer.

4. If a member of the SCC is a party to a complaint or has a conflict of interest, he or she excuses himself or herself. The judicial officer identifies a substitute member who is not involved in the case replaces the original member.

## Student Conduct Hearing

1. A SCC hearing takes place within 30 calendar days of the referral, not counting college no-appointment periods. The hearing may take the form of a meeting, conference call or video conference, at the discretion of the SCC.
2. The SCC is responsible for conducting a fair hearing of the facts and relevant information.
3. The hearing officer is responsible for procedural decisions, correspondence and coordinating and chairing the hearing.
4. The judicial officer serves as advisor to the hearing officer; either may designate additional staff support for the hearing.
5. Each party has the right to have an advisor at a SCC hearing, but advisors may not question witnesses, address the SCC or participate directly in the hearing.
6. Each party has the right to refuse to answer questions.
7. The hearing officer must require all witnesses to swear or affirm that the information they provide will be truthful.
8. A single, verbatim record (e.g., transcript or recording) is made of the hearing. It and any copies made for safekeeping remain the property of the college. The college provides supervised, post-hearing access to the record, but does not provide copies to the parties.
9. The SCC is responsible for obtaining and reviewing any supporting documentation it deems necessary from the student, the complainant and/or others.
10. Following the hearing, the SCC deliberates in closed session.
11. The SCC is responsible for determining whether the student violated the policy on student conduct and for determining an appropriate sanction. The SCC may:
  - a. Determine that the student is not responsible
  - b. Determine that a violation has occurred which does not warrant even a written warning sanction, and refer the case back to the judicial officer for resolution through a review conference
  - c. Determine that the student has violated the policy on student conduct and decide on a sanction of expulsion, suspension or written warning. Since alleged violations are referred to the SCC only when a sanction of suspension or expulsion from the college is potentially warranted, an SCC finding of misconduct normally results in a decision for either of those two sanctions. However, the SCC may decide upon the lesser sanction of a written warning.
12. The SCC transmits its written decision and rationale to student, the complainant, the student's home location or program dean and the judicial officer within 15 calendar

days of the hearing. The SCC also transmits the verbatim record of the hearing session to the judicial officer within 15 calendar days of the hearing.

## Sanctions and Imposition of Sanctions

The judicial officer is responsible for implementing any sanction for misconduct within seven calendar days of the SCC decision. The judicial officer provides a written notice to the student, the complainant and the dean/associate dean of the student's program and maintains a copy for the college's records.

## Appeals

1. The student has the right to appeal a decision by the judicial officer or by the SCC to the vice provost for academics. Such appeals are not a rehearing of the complaint; rather, they provide a safeguard against errors or unfairness. The student may appeal the determination of responsibility, the sanction or both.
2. Appeals are considered on one or more of the following grounds:
  - a. Significant new information not available at the time of the hearing/decision
  - b. Information/documentation presented at the hearing/decision that was disregarded
  - c. Substantive procedural violation that may have altered the outcome of the hearing/decision
  - d. Imposition of an unreasonable sanction.
3. The student must submit any appeal in writing to the vice provost for academics within 30 calendar days of transmittal of the decision and must include an explanation or justification for the appeal.
4. The vice provost for academics notifies other parties in the case within seven calendar days of receipt of an appeal. Those parties normally provide any written response within 15 calendar days. The vice provost for academics normally provides a written decision and rationale within seven calendar days of receipt of responses to the appeal. The vice provost for academic services decision is final.
5. If the student files a timely appeal, no sanction is imposed until the vice provost for academics renders a decision, except that an interim suspension imposed to maintain safety and order remains in effect.

## Cases of Sexual Misconduct

### Introduction

This section outlines the policy and procedures that will be followed for all cases of sexual misconduct. More information on reporting, response and resources can be found on the Sexual Violence Prevention and Response Policies.

Included in the Sexual Violence Prevention and Response Policies is a statement regarding the reporting of incidents by bystander without fear of being charged with conduct violations. Please see [www.esc.edu/policies/?search=cid%3D80187](http://www.esc.edu/policies/?search=cid%3D80187) for details.

In the event that there is a conflict between any procedures set forth in this section with any procedures described in any other portion of this code, the procedures set forth in this section will control for cases of sexual misconduct.

Compliance with any of the below listed provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C. 1232g, commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA))

The burden of proof in all sexual misconduct cases is a "preponderance of evidence" – whether it is more likely than not that the sexual misconduct occurred. If the evidence meets this standard, then the respondent **must** be found responsible of a violation of this code.

To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Empire State College undergraduate and graduate catalogs at [www.esc.edu/academic-affairs/catalogs-guides](http://www.esc.edu/academic-affairs/catalogs-guides), 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:
  - o 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.
  - o The right to a prompt response to any complaint and to have the 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.
  - o 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.
  - o The right to receive advance written or electronic notice of the date, time and location of any meeting or hearing he or she is required or eligible to attend. Accused individuals will be told the date, time, location and factual

allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated and possible sanctions.

- o The right to due process concurrent with a criminal justice investigation and proceeding, except for temporary delays, as requested by external municipal entities, while law enforcement gathers evidence. Temporary delays should not last more than 10 days, except when law enforcement specifically requests and justifies a longer delay.
- o The right to offer evidence during an investigation and to review available relevant evidence in the case file, or otherwise held by the college.
- o The right to present evidence and testimony at a hearing, where appropriate.
- o The right to a range of options for providing testimony via alternative arrangements, including phone/video conferencing, or testifying with a room partition.
- o The right to exclude prior sexual history with persons other than the other party in the conduct process, or their own mental health diagnosis or treatment that may determine responsibility. Past findings of domestic violence, dating violence, stalking or sexual assault may be admissible in the disciplinary stage that determines sanction.
- o The right to ask questions of the decision maker and, via the decision maker, indirectly request responses from other parties and any other witnesses present.
- o The right to make an impact statement during the point of the proceeding, where the decision maker is deliberating on appropriate sanctions.
- o 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 sanctions.
- o 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.
- o 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.
- o The right to access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.

Office of Collegewide Student Services,  
1 Union Avenue, Saratoga Springs, NY 12866-4309  
CollegewideStudentServices@esc.edu; 518-587-2100,  
ext. 2463

- o The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- o 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.

### Student Bill of Rights

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

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

### Sanctions

Sanctions for incidents involving sexual harassment, domestic violence, dating violence or stalking include suspension or expulsion from the college. When facts and circumstances justify mitigating to a lesser sanction of probation, students found responsible also may be subject to required educational activities, limitations on campus activities, restricted access to locations and/or other sanctions.

Students found responsible for harassment that is targeted at a person or group based on factors such as perceived race, color, sexual orientation, gender, gender identity and expression, religion, age, disability, veteran status, marital status, national origin or ancestry may be subject to more severe sanctions.

For cases in which students are found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsions/dismissal.

### No Contact Orders

When the accused is a student, the claimant may request to have the college issue a “No Contact Order,” meaning the 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. When a No Contact Order is put in place, in cases involving domestic violence, dating violence, sexual assault or stalking, both the respondent and the claimant may request a prompt review of the need for and terms of the No Contact Order. Parties may submit evidence in support of their request.

### Maintaining Records

The Office of Academic Affairs maintains judicial records for five years from the date of last enrollment or graduation date, whichever is later, except in cases resulting in suspension or expulsion, in which case the record is maintained indefinitely. If a student matriculates into another program at Empire State College, the record remains active.

In accordance with NYS Law and SUNY Guidance, for crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Cleary Act established in 20 U.S.C. 1092 (f) (I) (F) (i) – (VIII), crimes covered under the legislation that require a transcript notation are: murder, rape, fondling, incest and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; and arson) a notation will be placed 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, a notation will be made on the transcript that they “withdrew with conduct charges pending.” Appeals seeking removal of a transcript notation for suspension should be submitted, in writing to the director of collegewide student services. Such notation shall not be removed prior to one year after the conclusion of the suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

A notation will be placed on the transcript of students found responsible of such conduct after a conduct process found that they were suspended 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, a notation will be made on the transcript that they “withdrew with conduct charges pending.” Appeals seeking removal of a transcript notation for suspension

should be submitted, in writing to the director of collegewide student services. Such notation shall not be removed prior to one year after the conclusion of the suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

## INVOLUNTARY WITHDRAWAL PROCEDURE

Whenever possible, the college uses the Student Conduct Policy and Procedures to address violations of college regulations. In rare cases, a student poses a significant risk to self or others and may not be competent to participate in student conduct proceedings. Significant risk constitutes a high probability of substantial harm and not just a slightly increased, speculative or remote risk. In these cases, the provost and executive vice president for academic affairs or designee may involuntarily withdraw the student from the college.

### Procedure

- A. If a student poses an immediate and significant risk of harm to others, the individual confronted with the situation calls local police. The dean or regional executive director makes a further assessment after the immediate safety issues are addressed.
- B. The dean or regional executive director uses available evidence to determine if there is significant risk to others. The assessment may include a review of recommendations by emergency responders (police, EMTs, etc.) and medical professionals. Additionally, or in the absence of such information, the dean or regional executive director uses the best available information.
- C. The dean or regional executive director of the student’s home location makes a request to the provost and executive vice president for academic affairs outlining the risk posed by the student and explaining why the student is not able to participate in conduct proceedings, if applicable.
- D. The provost and executive vice president for academic affairs reviews the request and determines if the threat and the assessment of incompetence is sufficient to warrant the involuntary withdrawal of the student from the college. The provost and executive vice president for academic affairs may consult with others as needed and provides the student an opportunity to provide his or her own evaluation or other evidence.
  - a. If an involuntary withdrawal is warranted, the provost and executive vice president for academic affairs notifies the individual in writing, summarizes the basis for the decision, and copies the dean or regional executive director. The provost and executive vice president for academic affairs also may require as a precondition to a student’s return that the student provide documentation that the student has taken steps to reduce the previous threat. The college may require a release to speak with any treatment professional.
  - b. If the student poses a risk to safety and order and the provost and executive vice president for academic affairs determines that the student is competent to participate

in conduct proceedings, involuntary withdrawal is not appropriate. The conduct policy and procedures provide for an interim suspension pending conduct proceedings.

- c. If the provost and executive vice president for academic affairs determines that the student does not pose a significant risk, he or she refers the matter back to the dean or regional executive director for action in accordance with established policies and procedures.
- E. The student may request reconsideration of the involuntary withdrawal in writing to the provost and executive vice president for academic affairs. The student provides a rationale and additional evidence that supports his or her request. This may include documentation that he or she has taken steps to reduce the previous threat. The provost and executive vice president for academic affairs reviews the request and any documentation, may consult with others, may require a release to speak with any treatment professionals, and informs the student in writing of the final decision.

## ADHERENCE TO FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 POLICY

<b>Sponsor:</b>	Office of Academic Affairs
<b>Contact:</b>	College Registrar
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.038
<b>Effective Date:</b>	Jan. 1, 2006
<b>Implementation History:</b>	April 23, 1977 (original implementation), revised January 2006 and January 2019
<b>Keywords:</b>	Family, rights, privacy, records, transcript

**Background Information:** None.

### Purpose

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to ensure that educational records would be open to inspection and correction when appropriate and that recorded information would not be made freely available to individuals outside the school without consent. Both current and former students have the right to inspect and review all records, files, documents and other material directly related to them which are maintained by the school or a person acting for the school.

### Statements

To comply with the provisions of the act, Empire State College guarantees the following:

1. The college will inform students annually of their rights under the act.
2. Students may request to examine their education records by the following methods:

Students may request to examine their education records in person or by written request to the college registrar.

Proper identification required for in-person requests, (e.g., Empire State College identification card).

The college will comply with such requests in a reasonable time not to exceed 45 days from receipt of the request.

3. Students should consult the following fee schedule for copied of education records: [www.esc.edu/student-accounts/tuition-fees/esc-fees/](http://www.esc.edu/student-accounts/tuition-fees/esc-fees/)

While the college may not deny access to the records, under certain circumstances it may have cause to deny a request for a copy of a student's education records. The college will not issue an official transcript to a student who is in arrears. Types and locations of records maintained by the college, and the officials responsible for them are as follows:

- a. Admission Records: Admissions office – assistant director of admissions; locations or programs – dean/program director. Upon official enrollment of a student, admissions records are transferred to the Office of the Registrar.
  - b. Academic Records: Office of the Registrar – the registrar; locations or programs – dean/program director.
  - c. Official Empire State College Transcripts: Office of the Registrar (Saratoga Springs) – registrar.
  - d. Financial Aid Records: Financial Aid and Student Accounts (Saratoga Springs) – Student Financial Services (Saratoga Springs) – director of financial services.
  - e. Billing Records: Student Financial Services (Saratoga Springs) – director of student financial services.
  - f. Graduate and Inactive Academic Student Records: Office of the Registrar – registrar.
4. The college will not disclose personally identifiable information from a student's education records without prior written consent of the student except as permitted by the act in paragraphs 99.31 and 99.37.

### 99.31 – Prior Consent for Disclosure not Required

Prior consent is not required for the following:

- a. School Officials: those persons (and their supporting staffs) whose official functions require access to student records (e.g., Office of Academic Affairs, Admissions, Office of the Registrar, Financial Aid, Student Accounting, Office of Collegewide Academic Review personnel, mentors, research personnel).
- b. Authorized representatives of the comptroller general of the United States; the secretary, the commissioner, the director of the United States Department of Education; the assistant secretary for education; state educational authorities.
- c. Persons connected with financial aid (e.g., determining eligibility, amount, conditions and enforcement of conditions).



- d. State and local officials when information is required to be disclosed by state statute.
- e. Organizations conducting studies for the college for specific purposes when personal identification will not be possible outside the organization.
- f. Accrediting organizations in carrying out their functions.
- g. To comply with judicial orders.
- h. In event of health or safety emergency.
- i. To comply with the Patriot Act of 2001.

### 99.37 – Disclosure of Directory Information

Directory information which can be released without prior consent of the student is limited to the following (as authorized by the act):

- a. Name
- b. Address
- c. Phone number
- d. Dates of attendance
- e. Most recent previous educational institution attended
- f. Major area of concentration
- g. Degree and awards earned
- h. Participation in officially recognized college activities
- i. Date and place of birth
- j. Email address
- k. Enrollment status

The student may restrict the release of all or part of the directory information by following the procedures specified in each annual notice.

All parts of the college will operate under the following procedures with regard to requests for information:

1. **Incoming Phone Requests:** only directory information items d, f, g will be released over the phone to persons outside the college.
2. **Written Requests:** directory information will be released by the college registrar in response to requests on official letterhead to persons having legitimate reason(s) for requesting the information. If additional information is requested, the student will be notified and release requested.
3. **In-Person Requests:** directory information will be released to those who have proper identification and legitimate reason for requesting the information. It will not be released to other students.
4. Other than directory information will be released only by the college registrar and only with the prior consent of the student.
5. The Office of the Registrar will maintain a record in the student's file of all requests for, and disclosure of, personally identifiable information (other than directory information) from a student's education records as specified in the act. This record may be inspected by the student.
6. Students may request to amend their education records if they believe information contained therein is inaccurate or misleading or violates their privacy or other rights. If such a request is refused, the college will so inform the student and advise the student of the right to a hearing to be held within a reasonable time.
7. All parts of the college will maintain student records in lockable file cabinets, preferably in lockable rooms. Similarly, computer files will be maintained in such a way as to ensure maximum security and to provide access only to authorized personnel. Storage and destruction will be in accordance with State University of New York policy and procedures.
8. Copies of this policy and of the act will be on file in all locations of the college and will be made available to eligible students upon request.

### Applicable Legislation and Regulations

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

### Access to Lists of Empire State College Graduates

The Family Educational Rights and Privacy Act of 1974 stipulates under what conditions information regarding graduates, as well as students, may be made public. It is the policy of this college not to make mailing lists of graduates available to other organizations or individuals. In no instance will lists of Empire State College graduates be released to organizations or individuals for commercial purposes. All requests for information on individual Empire State College graduates will be forwarded to the college registrar. If, in the view of the college registrar, a compelling case exists to grant exception to this policy, the college registrar will consult with the Office of the President and Alumni and Student Relations to determine if an exception is warranted. In those cases where an exception is granted, the release of information will still be governed by the Family Educational Rights and Privacy Act of 1974.

### AFFIRMATIVE ACTION/ NONDISCRIMINATION NOTICE

Pursuant to Empire State College policy, the college is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status or criminal conviction. Employees, students, applicants or other members of the college community (including but not limited to vendors, visitors and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The college's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws

include the Americans With Disabilities Act (ADA) as Amended, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to director of collegewide student services/Title IX coordinator, Office of Academic Affairs, SUNY Empire State College, 1 Union Avenue, Saratoga Springs, NY 12866-4309; 518-587-2100, ext. 1009; email TitleIX@esc.edu. Inquiries also may be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500; 646-428-3800; email OCR.NewYork@ed.gov.

## SEXUAL HARASSMENT POLICY

### Policy Statement

<b>Sponsor:</b>	Office of Human Resources
<b>Contact:</b>	Affirmative Action
<b>Category:</b>	Collegewide Policies
<b>Number:</b>	100.014
<b>Effective Date:</b>	Jan. 1, 2012
<b>Implementation History:</b>	Revised on: 2011; February 1996; September 1989
<b>Keywords:</b>	Sexual harassment, affirmative action, Title IX

### Purpose

SUNY Empire State College is committed to ensuring an environment for all employees and students which is fair, humane and respectful. It is college policy that sexual harassment of either employees or students will not be tolerated.

### Definitions

#### Sexual Harassment

Sexual harassment is a form of illegal discrimination. It is any unwanted verbal, written or physical sexual advance, request for sexual favors, sexually explicit statements or sexually discriminating remarks made by someone in the workplace or classroom, which:

- Are offensive or objectionable to the recipient, or
- Cause the recipient discomfort or humiliation, or
- Interfere with or result in interference with the recipient's job or academic performance or
- Creates an intimidating, hostile or offensive work environment.

### “Quid Pro Quo”

Quid Pro Quo is Latin for “this for that” or “something for something.” Quid Pro Quo sexual harassment is when a more powerful person (a boss or a professor) tells a less powerful person (an employee or a student), “I’ll give you a good grade/a good performance evaluation if you let me kiss you.” Or the more powerful person makes a threat, “I’ll fail you/fire you unless you go out with me.”

### Hostile Environment

A hostile environment is when unwelcome and demeaning behavior or conduct that “substantially interferes” with a person’s performance or creates an “intimidating, hostile or offensive” exist. For example, the harasser may continually remark on someone’s body or clothing, post sexually explicit photos or make sexually oriented comments. A peer, a superior or a subordinate can create a hostile environment.

### Retaliation

An employee or student who complains about discrimination or harassment, exercises a legal right such as obtaining a reasonable accommodation and/or participates in a complaint investigation as a third-party witness has the right to do so without fear of retaliation. Retaliation against an employee or a student, who has filed a discrimination complaint or a person who serves as a witness, may result in appropriate sanctions or other disciplinary action as covered by collective bargaining agreements and/or applicable college policies.

### Statements

It is the policy of the State University of New York, Empire State College, to provide an environment where faculty, staff and students are free from harassment, sexual harassment and discrimination. Harassment on the basis of sex is a violation of the law (§703 of Title VII of the Civil Rights Act as amended, Title IX Education Amendments of 1972, and the New York State Human Rights Law) and will not be tolerated.

Civility, trust, respect and openness are professional behaviors that are expected from all members of the college community. Harassment, including sexual harassment, breaks the bonds of civility, trust, respect and openness. Harassment may create a hostile environment. Harassment can be created by verbal, written, graphic or physical conduct that is severe, persistent and/or pervasive and interferes or limits the ability(ies) of a person or persons to work or learn.

The college will not condone actions, writings, publications or words which a reasonable person would regard as sexually harassing. It is the responsibility of every administrator, supervisor and faculty member to create and maintain an environment that is free of discrimination and allows full access and opportunity for participation to all members of the college community. To this end, no member or group of the college community shall harass another member or group. Should inappropriate behaviors be identified, the manager or supervisor is required to take prompt and corrective action.

Empire State College prohibits sexual harassment. It is official college policy that sexual harassment of employees, students or visitors will not be tolerated. The college accepts the position that sexual harassment, like any civil rights violation, generates a harmful atmosphere. The college will act positively to investigate alleged harassment and to affect remedy when an allegation is substantiated.

Sexual harassment is usually defined as repeated unwelcome and unwanted sexual advances or sexual allusions, unwarranted references to sexuality or sexual activities, requests for sexual favors and other speech or conduct of a sexual nature. Sexual harassment can occur among peers, supervisors and supervisees, faculty/staff and students and can involve visitors or guests of the college.

Sexual harassment may include:

- Seeking sexual favors or relationships in return for the promise of a favorable grade or other academic opportunity
- Conditioning an employment-related action (such as hiring, promotion, salary increase or performance appraisal) on a sexual favor or relationship
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, pressure for a date or a romantic or intimate relationship and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers that unreasonably interferes with the ability of a person to perform his or her employment or academic responsibilities
- Unwelcome touching, kissing, hugging, patting, pinching or massaging
- Leering at a person's body
- Pressure for or forced sexual activity
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendos or humor
- Obscene gestures of a sexual or gender-based nature
- Offensive sexual graffiti, pictures or posters
- Sexually explicit profanity
- Use of email, the Internet or other forms of digital media to facilitate any of the above referenced behaviors.

This policy applies regardless of the complainant's or respondent's sexual orientation, sex, gender identity, gender expression, age, race, nationality, class status, ability or religion. Further, the college does not condone retaliation. Retaliation is against the law and will subject the individual(s) to sanctions.

Isolated instances, such as a sexual overture, comment or joke, ordinarily will not constitute sexual harassment unless the circumstances are egregious. Such sexual behavior does not constitute harassment if it is welcomed (i.e., voluntary and consensual). It is important to note that conduct in the workplace or educational setting may fall short of the legal standard for sexual harassment but may still be addressed as unprofessional and/or inappropriate.

### Disciplinary Action

If/when disciplinary action is found necessary, the appropriate procedures in current collective bargaining agreements or college conduct system will be followed.

### Appeal Pursuit of Complaint With Outside Agencies

Use of the complaint procedures does not deprive any complainant of the right to pursue the complaint with outside enforcement agencies. The filing of an internal complaint or participating in this process does not suspend the time limitation periods to file an unlawful complaint with the courts or agencies.

### Deadline for Filing a Complaint

The deadline for filing a complaint is 90 calendar days following the alleged act or from the time the complainant first knew or reasonably should have known of such unlawful discriminatory act. Employees who wish to discuss the complaint procedure in more detail may contact the affirmative action officer, Tracey Meek, at [Tracey.Meek@esc.edu](mailto:Tracey.Meek@esc.edu) located at 2 Union Avenue, Saratoga Springs, NY 12866-4390.

Students who wish to discuss the complaint procedure in more detail may contact the director of collegewide student services/Title IX coordinator, Kerianne Silver, at [Kerianne.Silver@esc.edu](mailto:Kerianne.Silver@esc.edu), located at 1 Union Avenue, Saratoga Springs, NY 12866-4309.

A person who knowingly and/or intentionally files false complaint under this policy may be subject to disciplinary action.

### Reporting

The college's affirmative action officer, Title IX coordinator or Title IX deputies are resources for informal consultation. Additionally, all harassment/sexual harassment complaints or claims must be filed with the director of collegewide student services/Title IX coordinator.

Director of Collegewide Student Services/Title IX Coordinator  
1 Union Avenue  
Saratoga Springs, NY 12866-4309  
518-587-2100, ext. 1009  
[Kerianne.Silver@esc.edu](mailto:Kerianne.Silver@esc.edu) or [TitleIX@esc.edu](mailto:TitleIX@esc.edu)

Director of Public Safety/Title IX Deputy  
2 Union Avenue  
Saratoga Springs, NY 12866-4390  
518-587-2100, ext. 2899

## SEXUAL VIOLENCE PREVENTION AND RESPONSE POLICIES

<b>Sponsor:</b>	Office of the President, Affirmative Action Office
<b>Contact:</b>	Affirmative Action Officer or Title IX Coordinator
<b>Category:</b>	Collegewide Policies
<b>Number:</b>	100.016
<b>Effective Date:</b>	Aug. 15, 2015
<b>Implementation History:</b>	Aug. 15, 2015, Dec. 1, 2014, June 12, 2017
<b>Keywords:</b>	Sexual Assault; Title IX; Affirmative Consent; Policy for Alcohol and/or Drug Use Amnesty on Sexual Violence Cases; Climate Assessment Policy; Sexual Violence Victim/Survivor Bill of Rights; Sexual Violence Response Policy; Options for Confidentially Disclosing Sexual Violence; Student Onboarding and Ongoing Education Guide

### Purpose

Empire State College is committed to maintaining a safe environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The college will not tolerate sexual harassment, sexual assault or any other form of nonconsensual sexual activity to include dating violence, domestic violence and/or stalking.

It is essential that students who are sexually assaulted receive support and medical treatment as soon as possible. This document outlines the policies and procedures that will allow members of the college community to be effective at referring victims of assault to medical, psychological and legal resources. The college's Student Code of Conduct provides additional information for students.

This policy reflects SUNY's Policies on Sexual Violence Prevention and Response and is in compliance with NYS law, chapter 75 of the laws of 2015.

### Contents

- Definitions of Affirmative Consent
- Policy for Alcohol and/or Drug Use Amnesty on Sexual and Interpersonal Violence Cases
- Students' Bill of Rights
- Sexual Violence Response Policy
- Options for Confidentially Disclosing Sexual Violence

### Definitions

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given in 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 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 withdrawn at any time.
- Consent cannot be given when a person is incapacitated, i.e., when he or she lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given under conditions of coercion, intimidation, force or threat of harm.
- When consent is withdrawn, or can no longer be given, sexual activity must stop.

### Statements

#### 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. Empire State College recognizes that students who have been drinking and/or using drugs, whether voluntarily or involuntarily, at the time that violence, including, but not limited to domestic violence, dating violence, stalking or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Empire State College strongly encourages students to report incidents of domestic violence, dating violence, stalking or sexual assault to college officials. A bystander or reporting individual acting in good faith, who discloses any incident of domestic violence, dating violence, stalking or sexual assault to Empire State College officials or law enforcement, will not be subject to the college's code of conduct for violations of alcohol and/or drug use policies at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

#### Students' Bill of Rights

The State University of New York and Empire State College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence and/or stalking to ensure that they can continue to participate in collegewide and campus programs, activities and employment. All

victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus or while studying abroad:

All students have the right to:

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

## 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

- Have emergency access to a Title IX coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of

proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney.

- To disclose an incident confidentially to the college's student counseling service (or EAP for employees): The college contracts with a private, third-party counseling service, Talk One-2-One. This service is a free 24 hour/7days a week confidential service, which provides licensed counselors for phone or face-to-face counseling. Contact Talk-One-to-One at [www.studenttalkone2one.com](http://www.studenttalkone2one.com) or call 800-756-3124.
- To disclose the incident and obtain confidential services from New York state, contact New York City or county hotlines at [www.opdv.ny.gov/help/dvhotlines.html](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 at [www.opdv.ny.gov/help/index.html](http://www.opdv.ny.gov/help/index.html) or 800-942-6906. Assistance also is available through the following organizations:
  - o SurvJustice: <http://survjustice.org>
  - o Legal Momentum: [www.legalmomentum.org](http://www.legalmomentum.org)
  - o NYSCASA: <http://nyscasa.org>
  - o NYSCADV: [www.nyscadv.org](http://www.nyscadv.org)
  - o Pandora's Project: [www.pandys.org/lgbtsurvivors.html](http://www.pandys.org/lgbtsurvivors.html)
  - o GLBTQ Domestic Violence Project: [www.glbtdv.org](http://www.glbtdv.org)
  - o RAINN: [www.rainn.org/get-help](http://www.rainn.org/get-help)
  - o Safe Horizons: [www.safehorizon.org](http://www.safehorizon.org)

(Note: These hotlines are for crisis intervention, resources and referrals, and are not reporting mechanisms; disclosure during a call to a hotline does not provide information to the campus. Reporting individuals are encouraged to additionally contact a confidential campus or private resource, so that the college can take appropriate action.)
- To disclose the incident to a college official, who can offer privacy and provide information about remedies, accommodations, evidence preservation and how to obtain resources. Those officials also will 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 college from retaliation and to receive assistance and resources from the college. Note, college officials will disclose that they are private and not confidential resources and may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to Title IX coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures and that questions about the penal law or criminal process should be directed to law enforcement or district attorney:
  - o Office of Public Safety, 518-587-2100, ext. 2800, 2 Union Avenue, Saratoga Springs, NY 12866-4390; 8 a.m.-5 p.m., Monday-Friday;
  - o Director of collegewide student services/Title IX coordinator, 1 Union Avenue, Saratoga Springs, NY 12866-4309; 518-587-2100, ext. 2389 or [Kerianne.Silver@esc.edu](mailto:Kerianne.Silver@esc.edu);

- o Local law enforcement office, listed at [https://en.wikipedia.org/wiki/List\\_of\\_United\\_States\\_state\\_and\\_local\\_law\\_enforcement\\_agencies](https://en.wikipedia.org/wiki/List_of_United_States_state_and_local_law_enforcement_agencies);
- o State police 24-hour hotline to report sexual assault on a N.Y. college campus, 844-845-7269
- To receive assistance from the college Title IX coordinator in initiating legal proceedings in family court or civil court, email [TitleIX@esc.edu](mailto:TitleIX@esc.edu), or call 518-587-2100, ext. 1009.
- 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 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 private, he or she may call the Title IX coordinator anonymously to discuss the situation and available options at director of collegewide student services/ Title IX coordinator, 1 Union Avenue, Saratoga Springs, NY 12866-4309; 518-587-2100, ext. 1009 or [TitleIX@esc.edu](mailto:TitleIX@esc.edu).
- When the accused is an employee, a reporting individual also may report the incident to the Office of Human Resources, or may request that one of the above-referenced private employees assist in reporting to the Office of Human Resources, SUNY Empire State College, 2 Union Avenue, Saratoga Springs, NY 12866-4390; 518-587-2100, ext. 2240; all incidents will be shared with the Title IX coordinator. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements.
- When the accused is an employee, affiliated entity or vendor to 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.
- The reporting individual may withdraw a complaint or involvement from the college process at any time.

## II. Resources

- To obtain effective intervention services
  - o Counseling Services: Talk One-2-One, at [www.studenttalkone2one.com](http://www.studenttalkone2one.com) or 800-756-3124. This is a free and confidential third-party, certified counseling service.
  - o Sexual contact can transmit sexually transmitted infections and may result in pregnancy. Testing for STIs and emergency contraception is available at various external locations. For confidential, private, affordable same-day STI testing clinics in your local area, call 888-380-5571 (6 a.m.-10 p.m., seven days a week).
  - o Other applicable services are available from local hospitals and clinics. Please refer to resources identified in Section I – Reporting above.
  - o Refer to SUNY's list of off-campus resources at [www.suny.edu/violence-response](http://www.suny.edu/violence-response). 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 victims/survivors for health care and counseling services, including emergency funds. More information is at [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf) or 800-247-8035. Options are explained at <http://www.ovs.ny.gov/helpforcrimevictims.html>.

- o To best preserve evidence, victims/survivors 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, they may request 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, and 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 the reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with college policy. Parties may submit evidence in support of their request.
- To be informed that a victim of any criminal sexual offense has legal recourse outside the college and can commence civil or criminal proceedings against the offending person(s), including but not limited to obtaining an Order of Protection or, outside of New York state, an equivalent protective or restraining order. To initiate legal proceedings, please contact the local police department or District Attorney's office in the applicable jurisdiction. For more information from the Title IX coordinator, please contact: director of collegewide student services/Title IX coordinator, 1 Union Avenue, Saratoga Springs, NY 12866-4309; 518-587-2100, ext. 1009 or [TitleIX@esc.edu](mailto:TitleIX@esc.edu) or the Office of Public Safety 518-587-2100, ext. 2800
- 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 the Office of Public Safety when an individual violates an Order of Protection or to call on and assist local law enforcement in facilitating 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 subjected 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 and to submit evidence in support of such request”.
- When the accused is not a student but is 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 Empire State College policies and rules.
- When the accused is not a member of the college community, to have assistance from the Office of 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, employment 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 reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can assist with these measures:
  - o Director of collegewide student services/Title IX coordinator, 1 Union Avenue, Saratoga Springs, NY 12866-4390; 518-587-2100, ext. 2389; CollegewideStudentServices@esc.edu or titleixcoordinator@esc.edu.

#### IV. Student Conduct Process

- Refer to the Student Conduct Policies and Procedures to request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Empire State College undergraduate and graduate catalogs at [www.esc.edu/academic-affairs/catalogs-guides](http://www.esc.edu/academic-affairs/catalogs-guides), 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:
  - o 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.
  - o The right to a prompt response to any complaint and to have the 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.

- o 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.
- o The right to receive advance written or electronic notice of the date, time and location of any meeting or hearing he or she is required or eligible to attend. Accused individuals will be told the date, time, location and the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated and possible sanctions.
- o The right to due process concurrent with a criminal justice investigation and proceeding, except for temporary delays, as requested by external municipal entities, while law enforcement gathers evidence. Temporary delays should not last more than 10 days, except when law enforcement specifically requests and justifies a longer delay.
- o The right to offer evidence during an investigation and to review available relevant evidence in the case file, or otherwise held by the college.
- o The right to present evidence and testimony at a hearing, where appropriate.
- o The right to a range of options for providing testimony via alternative arrangements, including phone/video conferencing or testifying with a room partition.
- o The right to exclude prior sexual history with persons other than the other party in the conduct process, or their own mental health diagnosis or treatment that may determine responsibility. Past findings of domestic violence, dating violence, stalking or sexual assault may be admissible in the disciplinary stage that determines sanction.
- o The right to ask questions of the decision maker and, via the decision maker, indirectly request responses from other parties and any other witnesses present.
- o The right to make an impact statement during the point of the proceeding, where the decision maker is deliberating on appropriate sanctions.
- o 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 sanctions.
- o 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.
- o 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.

- o The right to access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
  - Office of Collegewide Student Services, 1 Union Avenue, Saratoga Springs, NY 12866-4309; CollegewideStudentServices@esc.edu, 518-587-2100, ext. 2463
- o The right to choose whether to disclose or discuss the outcome of a conduct hearing.
- o 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.

### Options for Confidentially Disclosing Sexual Violence

The State University of New York and Empire State College want students to get the information and support they need, regardless of whether they move forward with a report of sexual violence to college officials, or to police. Students are encouraged to talk with someone about something they have observed or experienced, even if they are unsure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

### Privileged and Confidential Resources

Individuals who are confidential resources will not report crimes to law enforcement or college officials without the victim's permission, except for extreme circumstances, such as a health and/or safety emergency. At Empire State College, a confidential service includes an off-campus professional counseling service:

Talk One-2-One, at [www.studenttalkone2one.com](http://www.studenttalkone2one.com) or 800-756-3124. This is a free, confidential, third-party, certified confidential counseling service.

Off-campus options to disclose sexual violence confidentially include\*:

- Off-campus counselors and advocates\*\*
  - o Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.
  - o New York State Coalition against Sexual Assault at <http://nyscasa.org>
  - o Sexual Assault Nurse Examiner (SANE) at local hospitals and programs
  - o Refer to SUNY's list of off-campus resources at [www.suny.edu/violence-response](http://www.suny.edu/violence-response)
  - o Off-campus healthcare providers
    - Medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be

able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found at [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf) or 800-247-8035. Options are explained at <http://www.ovs.ny.gov/helpforcrimevictims.html>.

\* Note: These outside options do not provide any information to the campus.

\*\* Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

### Privacy Versus Confidentiality

Even Empire State College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a nonconfidential resource will be relayed only as necessary for the Title IX coordinator to investigate and/or seek a resolution. Empire State College will limit the disclosure as much as possible, even if the Title IX coordinator determines that the request for confidentiality cannot be honored.

### Requesting Confidentiality: How Empire State College Will Weigh the Request and Respond

If an incident is disclosed to an Empire State College employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, or do not consent to the college's request to initiate an investigation, the Title IX coordinator must weigh the request against their obligation to provide a safe, nondiscriminatory environment for all members of our community, including the reporting individual.

The college will assist in making academic, employment and other reasonable and available accommodations, regardless of the reporting individuals reporting choices. While reporting individuals may request accommodations through various college offices, the following office serves as a primary point of contact to assist with these measures:

Director of Collegewide Student Services/Title IX Coordinator, SUNY Empire State College, 1 Union Avenue, Saratoga Springs, NY 12866-4390; 518-587-2100, ext. 1009; email [TitleIX@esc.edu](mailto:TitleIX@esc.edu).

The college may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify the reporting individual or the situation they disclosed. The college may seek consent from reporting individual prior to conducting an investigation. The reporting individual may decline to consent to an investigation, and that determination will be honored unless the college's failure to act does not adequately mitigate the risk of harm to you or other members of the college community. Honoring such request may limit the college's ability to meaningfully investigate and pursue action against an accused individual. If the college determines



that an investigation is required, the reporting individual will be notified and immediate action will be taken, as necessary, to provide protection and assistance.

When a reporting individual discloses an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, Empire State College will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking
- The increased risk that the accused will commit additional acts of violence
- Whether the accused used a weapon or force
- Whether the reporting individual is a minor
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location, or by a particular group.

If the college determines that it must move forward with an investigation, the reporting individual will be notified and the college will take immediate action, as necessary, to protect and assist him, her or them.

### Public Awareness/Advocacy Events

If an individual discloses a situation through a public awareness event, such as “Take Back the Night,” candlelight vigils, protests through a student organization or other event or forum, or other public event, the college is not obligated to begin an investigation. Empire State College may use the information provided to inform the need for additional education and prevention efforts.

### Anonymous Disclosure

- New York State Hotline for Sexual Assault and Domestic Violence: 800-942-6906

### Institutional Crime Reporting

Reports of certain crimes occurring in certain geographic locations will be included anonymously in the college Clery Act Annual Security Report that neither identifies the specifics of the crime or the identity of the reporting individual. Contact information:

- Director of public safety, 518-587-2300
- Director of collegewide student services/Title IX coordinator, email TitleIX@esc.edu or call 518-587-2100, ext. 1009.

Empire State College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parent’s prior year federal income tax return. Generally, SUNY Empire will not share information about a report of sexual violence with parents without the permission of the reporting individual.

### Definitions

- 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 the college.
- Bystander Intervention: involves developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Bystander intervention allows individuals to send powerful messages about what is acceptable and expected behavior in our community.
- Code of Conduct: the written policies adopted by the college governing student behavior, rights and responsibilities while at the college.
- Confidentiality: may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to college 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 individuals who may offer confidentiality. College faculty and staff are mandated to report known incidences of sexual assault or other crimes to appropriate college officials, but are considered private sources. See definition of “Privacy” below.
- Dating violence: any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on victim’s statement with consideration of the type and length of the relationship and the frequency of interactions between the persons involved in the relationship. Such violent act may include, but are not limited to sexual or physical abuse or the threat of such abuse. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.
- Domestic violence: any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.
- Preponderance of the evidence: the standard of proof in sexual harassment and sexual assault cases, which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, the accused should be found responsible.
- Privacy: may be offered by an individual when he or she is unable to offer confidentiality under the law, but shall not disclose information about a crime or incident learned from

a reporting individual or bystander more than is necessary to comply with this and other applicable laws, including informing appropriate college officials.

- **Responsible employee:** an employee with the authority to redress sexual violence, who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate college official, or whom a student could reasonably believe has this authority or duty. If a responsible employee is aware of sexual violence, then the college is considered on notice of that sexual violence.
- **Reporting individual:** victim, survivor, complainant, claimant, witness with victim status and any other term used by the college to reference an individual who brings forth a report of a violation.
- **Retaliation:** adverse action against another person for reporting a violation or for participating 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.
- **Sex discrimination:** includes all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties against employees, students or third parties. Students, employees and third parties are prohibited from harassing others, whether or not the harassment occurs on a SUNY campus or during work hours. All acts of sex discrimination, including sexual harassment and sexual violence, are prohibited by Title IX.
- **Sexual activity:** shall have the same meaning as “sexual act” and/or “sexual contact”, per 18 U.S.C. 2246(2) and 19 U.S.C. 2246(3).
- **Sexual assault:** physical sexual act(s) committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including “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.
- **Sexual harassment:** unwelcome, gender-based verbal, non-verbal, or physical conduct that is sexual in nature and sufficiently severe, 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 based on power differentials, the creation of a hostile environment, or retaliation.
- **Sexual violence:** physical sexual acts perpetrated against a person’s will or perpetrated where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including, dating violence, domestic violence and sexual assault (including rape).
- **Stalking:** intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety, or the safety of others, or causes that person to suffer substantial emotional damage. Examples include: repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such 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.

- **Title IX coordinator:** Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec., 1681, et seq., states that all students have equal educational opportunity free from sex discrimination, including sexual harassment and sexual assault. The Title IX coordinator is responsible for the college’s compliance with this regulation including, but not limited to systematically monitoring and evaluating policy and procedures that effectively and efficiently respond to complaints of sex discrimination. Individuals with questions or concerns related to Title IX may contact the Title IX coordinator at: 518-587-2100, ext. 1009. The Title IX coordinator is either the official coordinator and/or his or her designee or designees.

### Applicable Legislation and Regulations

SUNY Policies on Sexual Violence Prevention and Response; Dec. 1, 2014

<http://system.suny.edu/sexual-violence-prevention-workgroup/policies/>

Governor Cuomo Announces SUNY Adopts Comprehensive System-wide Uniform Sexual Assault Policy; Dec. 2, 2014

[www.governor.ny.gov/news/governor-cuomo-announces-suny-adopts-comprehensive-system-wide-uniform-sexual-assault-policy](http://www.governor.ny.gov/news/governor-cuomo-announces-suny-adopts-comprehensive-system-wide-uniform-sexual-assault-policy)

### Related References, Policies, Procedures, Forms, and Appendices

No Contact Order Policy

Student Conduct Policy and Procedures – see page 94 of this publication.

## RIGHTS OF THE DISABLED AND PROCEDURES FOR ACCOMMODATING STUDENTS WITH DISABILITIES AT EMPIRE STATE COLLEGE

### RIGHTS OF STUDENTS WITH DISABILITIES POLICY

<b>Sponsor:</b>	Accessibility Resources and Services
<b>Contact:</b>	Director, Accessibility Resources and Services
<b>Category:</b>	Academic and Student Affairs
<b>Number:</b>	300.014
<b>Effective Date:</b>	July 1, 2006
<b>Keywords:</b>	Disability, Reasonable accommodations, ADA, Section 504

**Background Information:** The policy was first implemented to be in compliance with state and federal law related to the rights of persons with disabilities, notably Section 504 of the Rehabilitation Act of 1973, the Americans with

Disabilities Act of 1990, as amended in 2008, and the New York State Human Rights Law.

## Purpose

The purpose of this policy is to assure college compliance with federal, state and local laws pertaining to the rights of prospective and current students with disabilities

## Definitions

**Disability:** A diagnosed physical or mental impairment that affects the performance of one or more major life activities. Individuals with a history of impairment or regarded as impaired also are protected from discrimination on the basis of that disability.

**Qualified individual with a disability:** A person with a disability, who with or without reasonable accommodation is able to perform the essential functions of his or her job.

**Reasonable accommodation:** A modification to an employee's work environment or tasks that does not reduce standards, fundamentally alter the nature of the employee's work or pose an undue burden on the institution.

**Essential functions:** Those tasks or functions that, if modified, would fundamentally change the nature of the job or occupation for which the position exists

## Statements

Empire State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990. These acts "... no otherwise qualified handicapped individual ... shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance (29 U.S.C Sect. 706)." Regulations implementing Section 504 and ADA establish standards for employment practice, accessibility of facilities, and education programs with which institutions receiving federal funds must comply (34 CFR Part 104).

In accordance with these regulations, a qualified person with a disability who meets the academic and technical standards required to enroll in and participate in the Empire State College program shall be provided an equal opportunity to obtain a degree in the most integrated setting appropriate to that person's needs. Empire State College makes reasonable accommodation to meet the needs of students with disabling conditions. Reasonable accommodation does not include academic adjustments that would fundamentally alter the nature, essential requirements or academic standards of the program.

The college considers each student's individual needs through consultation with the student's location or program and the director of accessibility resources and services.

The director of accessibility resources and services, coordinates the college's compliance with Section 504, ADA and their implementing regulations with respect to students. Questions concerning the college's policy should be directed to the director of accessibility resources and services, SUNY Empire State College, AppleTree Business Park, 2875 Union Road, Suite 34, Cheektowaga, NY 14227-1461, 716-686-7800, ext. 3880.

## Applicable Legislation and Regulation

Section 504 of the Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act of 2008

New York State Human Rights Law

## Procedure for Students Requesting Reasonable Accommodation of Disabling Conditions

Empire State College will provide reasonable accommodations for students with disabilities in all in-person and online course offerings. To request an accommodation, students must contact either their local disability representative or Accessibility Resources and Services (see A below).

### A. Requesting Accommodation Through the Regional Disability Representative

1. The student first contacts the disability representative for his or her location/program or contact Accessibility Resources and Services directly. A list of the disability representatives and their contact information can be found in the student services section of this catalog or online at [www.esc.edu/DisabilityServices](http://www.esc.edu/DisabilityServices).
2. The student completes the Disability Declaration and Request for Accommodation form (available from a disability representative or online at [www.esc.edu/DisabilityServices](http://www.esc.edu/DisabilityServices)) to provide information about his or her disability and request accommodations. In order for Accessibility Resources and Services to evaluate accommodation requests and provide implementation of those approved accommodations the office recommends students provide notice to the office in advance of when the student will need to utilize accommodation services. The student does not need to provide documentation of the disability at this stage although it may expedite the process.
  - a. If documentation is needed to support the requested accommodations, the student should forward supporting materials and requested documentation to Accessibility Resources and Services as soon as possible.
  - b. Review of the student's accommodation request is finalized when all documentation has been received. Documentation must be current, include a statement of diagnosis, illustrate the impact of the disability on the student's academic functioning and recommend accommodations.

3. The office makes evaluative judgments in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.

- a. The office provides a written response to the student within five business days from receipt of complete documentation and supporting materials. Additional information may be requested if needed in order to make the accommodation recommendation. If the requested accommodation is denied, the director includes the reason for the denial.
- b. The office provides accommodation notification to relevant faculty, mentors and disability representatives to facilitate the implementation of the approved accommodations as needed.

The disability specialist determines appropriate accommodations, consulting with the dean of academic and instructional services, the student's mentor and staff as needed. If an accommodation request cannot be easily accommodated by the faculty or mentor, or if the student is requesting an accommodation that necessitates the provision of documentation, the office may utilize a third party to deliver the accommodation.

Third-party accommodations may include:

- a. Eligibility for TAP awards as a part-time student
- b. Funds from the Reader's Aid Program
- c. Alternate formatted text copies of textbooks from the publisher
- d. American Sign Language interpreting services
- e. Transcription services
- f. Captioning services
- g. Note taking services

#### B. Procedures for Requesting Textbooks in Alternative Formats

Students who have a documented print disability may request copies of their textbooks in alternative formats. The college uses a variety of sources to supply these materials, including files obtained from the publishers or Bookshare, audio formats from Recordings from the Blind and Dyslexic and electronic scanning of books to create electronic text. This process can take up to several weeks depending on publishers, copyright and technical formatting issues. We encourage students to begin the process as soon as they get their textbook requirements for the course.

While the college will make a reasonable effort to provide the textbook in the student's preferred file format, it will provide a reasonable and effective alternative when it cannot obtain the preferred format.

You must follow the procedures below to request textbooks in alternative formats:

1. Purchase the required textbooks. Whether you purchase your books online through the Empire State College Bookstore or privately, you must submit proof of purchase

with your request for electronic texts. New York state law requires that students purchase a hard copy of the book requested in alternative format.

2. Obtain the Application for Alternatively Formatted Textbooks from the contacting the office. This form gives the college information regarding a student's preferred file format and the information about the textbooks required. Submit your request two months before you need the books. While Accessibility Resources and Services will accept late requests, late submission reduces the likelihood that you will receive the alternative formats when you need them. You must complete this form each term you need books in alternative formats.
3. Submit your completed application with documentation of your print disability. You need only provide documentation of print disability once. Note: You may submit this documentation at the same time you request texts in alternative formats.

#### Textbooks Not Available From External Sources

If the textbooks are not available from external sources, the disability specialist will ask you to provide the college with hard copies of the textbooks for scanning.

- To facilitate scanning (if needed), have the seller (Empire State College Bookstore or other retailer) ship your books directly to Accessibility Resources and Services in Saratoga Springs when you purchase your books. The shipping address is set forth below.
- If you must ship the books to Accessibility Resources and Services yourself (rather than having the seller ship them directly to the college), the college will reimburse you for shipping costs.

The college will obtain permission from the publishers for the college to scan your books and create the electronic text. The files can be provided to you in a digital audio format or digital text format. Please note: The binding of your textbooks will be cut off in order to scan the book. The books will be rebound prior to shipping them back to you. In many instances, paperback books can be rebound using the original binding. Hardcover textbooks may need to be bound using other materials and will not be restored to their original condition.

Send documentation, requests and books to:

Accessibility Resources and Services  
SUNY Empire State College  
113 West Avenue  
Saratoga Springs NY 12866-6079

#### Processing and Handling of Requests

Upon receipt of a request, the disability specialist will:

- Confirm that the following has been received: 1) print disability documentation; 2) completed alternative text application; 3) proof of purchase.

- Search the Recordings for the Blind and Dyslexic's online book catalog for the availability of texts.
- Search Bookshare's inventory of electronic text files for the requested texts.
- Locate the contact information for each publisher through the American Association of Publisher's look-up service and request the textbook in electronic format directly from the publisher.

After 10 business days, the disability specialist will provide an update to the student via email regarding:

- The availability of textbooks from the lending libraries, i.e., Recordings for the Blind and Dyslexic, Bookshare, etc.
- The response from the publishers regarding the availability of text files requested.
- Textbooks received.

**If the textbooks are not available from external sources, the disability specialist will ask the student to provide the college with hard copies of the textbooks and the college will scan the student's textbooks to produce an electronic text file. The files can be provided to the student in text format, digital audio format or digital text format.**

When the textbooks have been converted or received, the disability specialist will ship the student's files and any textbooks shipped directly to Accessibility Resources and Services to the student's home address.

When the alternative text becomes available, within one calendar week of the start of the academic term, or if the term already has begun by the time the alternative text becomes available, the college will ship the texts to the student via overnight mail.

#### **D. Americans With Disabilities Act Grievance/Appeal Process**

An ADA grievance is a complaint related to accommodation of a disability.\*

1. Informal resolution. The student is strongly encouraged to seek informal resolution of a grievance by bringing it to the attention of his or her disability representative and/or dean in a timely fashion. This process must begin within 30 calendar days of the concern arising.
2. Written grievance. If the student is unsatisfied with the informal resolution, the student may make a formal, written complaint to the provost. The student should follow procedures for formal appeal found on page 93.

\* The college's grievance/appeals procedure should be referenced and utilized for all non-ADA related concerns. The procedure can be found on MyESC (my.esc.edu) under policies and procedures.

The student may seek further redress by registering a complaint with the Office of Civil Rights or the New York State Division of Human Rights.

## **SMOKING POLICY**

In accordance with New York state law, no smoking is allowed in any college facility or within 30 feet of any building.

## **OFFICE OF PUBLIC SAFETY**

The Office of Public Safety at SUNY Empire State College oversees security operations for the college. The office serves as an administrative oversight for security operations at the Coordinating Center in Saratoga Springs and collegewide. The office works closely with law enforcement agencies and first responders throughout New York state to ensure a safe, secure and conducive learning environment for our students and a professional work environment for our faculty and staff.

Safety is everyone's responsibility. The college community is a great place to work; however, it is not immune to the types of problems seen throughout society. Unfortunately, crime is a reality at every location of Empire State College.

The college's goal is to provide a safe and secure environment for students, staff and visitors. However, it is only possible to maintain safety and security when every student and staff member takes an active part in the effort.

The purpose of this publication is to:

- Provide an overview of the Office of Public Safety;
- Share crime statistics required by the Jeanne Clery, Disclosure of Campus Security Policy and Campus Crime Statistics Act;
- Inform current and prospective students, staff and visitors about the policies and programs designed;
- Provide information regarding emergency preparedness and planning;
- Distribute public information regarding fire safety, fire statistics and fire-related information.

## **EMPIRE STATE COLLEGE SECURITY POLICY AND PROCEDURES**

As a nonresidential college, SUNY Empire State College's facilities consist of office space where faculty meet with students and administrative work is conducted. Each location has its own procedures for maintaining the security of that particular facility.

This policy complies with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. The cooperation and involvement of all members of the college community is essential to a successful safety and security program. All persons must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. The college is not responsible for lost or stolen personal items. Students, faculty and staff should report suspicious persons, questionable circumstances, activities or unusual incidents they may observe to the Office of Public Safety.

## COLLEGE LAW ENFORCEMENT

SUNY Empire State College's Office of Public Safety is located in Saratoga Springs. In conjunction with local law enforcement and individual facility management at our various locations, the office works to ensure the overall safety of the college community as a whole. The office is staffed during business hours only, and does not provide 24/7 coverage. The office works cooperatively with law enforcement agencies having jurisdiction at each Empire State College location, and has forged memorandums of understanding for the investigation of crimes. All federal, state and local laws apply at Empire State College. Representatives of the Office of Public Safety serve an administrative function and do not have law enforcement authority.

While we have developed policies and procedures to ensure that students and their possessions are protected as much as possible, it is primarily the responsibility of the student, faculty or staff member to provide for his or her own personal safety.

## THE JEANNE CLERY ACT

### Compliance Statement: The Crime Awareness and Campus Security Act of 1990 Clery Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Clery Act also requires reporting crimes on public property not owned or controlled by the college. (SUNY Empire State College is a nonresidential college.)

Colleges and universities are required to publish an annual report every year that contains three years' worth of campus crime statistics and certain security policy statements including sexual assault policies that assure basic victims' rights, the law enforcement authority of campus police, security/public safety and where students should report crimes. The report is to be made available to all current students and employees. Prospective students and employees are to be notified of its existence and given an opportunity to request a copy. It remains the responsibility of the Office of Public Safety for the collection of crime reports and distribution of the annual crime statistics and report by Oct. 1 of each calendar year.

The SUNY Empire State College "Annual Safety and Security Report" is available to all current and perspective Empire State College students and employees upon request.

The "Annual Safety and Security Report" includes:

- Statistics on the number of on-site murders, rapes, robberies, aggravated assaults, burglaries, motor vehicle thefts, bias-related crimes and arrests for weapons possessions and liquor and drug abuse violations;
- Policies regarding security, access to college and other facilities, and college law enforcement;

- Procedures for reporting crimes and other emergencies;
- Information on college sexual assault and rape awareness programs, procedures to follow when a sex offense occurs, disciplinary action procedures, counseling opportunities and notification to students that Empire State College will make reasonable changes of a victim's academic situation if the victim so chooses;
- Policies on the use, possession and sale of alcoholic beverages and illegal drugs; and
- A description of Empire State College programs informing the college community about alcohol and drug abuse education, crime prevention and college security practices.
- Sex offender registry information, New York State Sex Offender Registry and NYS Sex Offender Registry home page at [www.criminaljustice.ny.gov/](http://www.criminaljustice.ny.gov/). You also can call 800-262-3257.
- Procedures for emergency response, emergency communications and emergency evacuation procedures.

## Geographic Locations Used Under the Clery Act

- *On Campus:* Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- *Noncampus Building or Property:* Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- *On Public Property:* All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the college, or immediately adjacent to and accessible from the college.

## Safety and Security – Our Responsibility

The Office of Public Safety is responsible for compiling and disseminating the Campus Safety Report annually as required by the Federal Student Right-to-Know Law and Campus Security Act, which was signed into law November 1990. The purpose of this report is to provide Empire State College faculty, staff, students and prospective students with college safety information including crime statistics and procedures to follow in order to report a crime. Title II of this act was known as the Crime Awareness and Campus Security Act, which was amended and renamed in 1998 to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, known as the Clery Act. The Clery Act mandates that institutions receiving Title IV federal funds

disseminate crime statistics for certain serious offenses that occurred on-site and in adjacent areas for the current reporting year and the previous two calendar years.

### Definitions

- A) On an annual basis, the Office of Public Safety solicits information from any and all law enforcement agencies with geographical jurisdiction over any and all Empire State College locations about criminal activity reported to those agencies. The information requested outlines crimes reported to the agencies that happened on or near an Empire State College location or involved members of the college community.
- B) This report of crimes reflects but is not limited to crimes outlined under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).
- C) The Office of Public Safety compiles data as outlined under the Clery Act and makes them available annually to the college community. Upon request, these data shall be provided to prospective students and employees.
- D) Data obtained and reported to the Office of Public Safety is held for seven years after an individual year report is published.

### SUNY Empire State College, the New York State Campus Safety Act, Compliance Statement

- Empire State College acknowledges the importance of college safety and investigating crime. By means of this statement Empire State College adheres to formal plans that provide for the investigation of missing students and violent felony offenses committed on-site. Memorandums of understanding throughout New York have been executed with various local law enforcement agencies to specifically address this issue.

### What is the New York State Campus Safety Act?

This law was enacted in 1999. It was prompted by the unexplained disappearance of Suzanne Lyall from the State University of New York at Albany campus in 1998. The reforms made by this law acknowledge that improving campus safety must begin with swift and efficient investigative action and optimum access to missing person information by student's families and the public. The act:

- Requires all public, private, community colleges and universities in New York to have formal plans that provide for the investigation of missing students and violent felony offenses committed on campus;
- Expands the responsibilities of the NYS Division of Criminal Justice Services (DCJS) Missing and Exploited Children Clearinghouse to provide assistance with the dissemination of information about missing college students.

### Investigations of Missing Persons

#### SUNY Empire State College Missing Person's Compliance Statement

A "missing student" or "missing person," means any student of Empire State College subject to provisions of section 355 (17) of the New York State Education Law. Empire State College

does not operate or employ residence halls. Therefore, any and all persons reported missing to Empire State College, or the Office of Public Safety will be reported to the Saratoga Springs Police Department or law enforcement having immediate jurisdiction. In 2003, President George W. Bush signed into law "Suzanne's Law," requiring police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, as part of the national "Amber Alert" bill.

### Memorandums of Understanding

Empire State College, [in accordance with the provisions of Procedure No. 3650, dated July 1, 2004, set forth by the State University of New York, Campus Conduct and Other College Property Used for Educational Purposes, and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), Crime Awareness and Campus Security Act of 1990 otherwise known as the Campus Safety Act] developed memorandums of understanding with local law enforcement to address enforcement of laws at the college, to assist in the reporting of missing persons and investigate and respond to violent felony crime under New York Penal Law §70.

## CRIMINAL AND INCIDENT REPORTING

### Criminal Offense

If a criminal offense occurs at any of the college's locations, it must be reported immediately. Individuals who are victims of a crime at or near a college facility have the responsibility to report such acts to local police, college officials/campus security authority or the Office of Public Safety. If the incident is an immediate threat to health, life or safety, the first call should always be to the 911 center to alert the proper police agency within that location's jurisdiction. Once the caller is safe, then the Office of Public Safety must be notified. Emergency contact information for local police is located on the college safety and security website. During normal business hours, college officials will be available to assist victims and witnesses in reporting incidents to police. Criminal offenses occurring outside of normal business hours should be reported directly to local law enforcement. The college also has established an after-hours emergency incident reporting number for Public Safety; this number is 518-587-2100, ext. 2899.

### Incident Reporting Procedure

#### SUNY Empire State College Incident Reporting Procedural Statement

##### Purpose

Establish guidelines to assist Empire State College community members in reporting of incidents that may occur to students, faculty and staff. Empire State College is regulated by statute to report specific criminal incidents that have direct correlation to the college. The guidelines that follow will assist individuals in reporting of incidents and streamline the notification process.

## Definitions

- *Incidents:* An incident may be defined as, an action or event that is, has or is going to occur that has an effect on someone or something. For the purposes of this procedure an “incident” is a crime, emergency or incident immediately dangerous to life, health or to the college as a whole.
- *Incident Report:* Official report taken by Empire State College with regards to an incident documenting pertinent information. A police agency report will serve as an official report under this definition.

## Incident Reporting, Criminal or Violent Behavior

All college staff, faculty and students are asked to assist in making the college a safe place by being alert to suspicious situations or persons and reporting them as outlined below. If you witness, are the victim of, or are involved in any on-campus violation of the law such as assault, robbery, theft or overt sexual behavior, local emergency police services should be called at 911 as soon as possible and the following information should be given:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved, injured
- Description of the property involved

In addition, the individual should immediately report the incident to the Office of Public Safety. Crimes or incidents of a lesser nature including, but not limited to: property crimes, larceny and vandalism, are to be immediately reported to the executive director/regional operations coordinator (or designee). If an individual notices a person(s) acting suspiciously at a Coordinating Center location, he or she should contact the Office of Public Safety at 518-587-2100, ext. 2800. In all other locations, individuals should contact the executive director/regional operations coordinator (or designee) at the location who will determine if the police need to be contacted.

Incidents requiring medical attention should be reported to local emergency 911 officials. In addition, the individual should immediately report the incident to the executive director/regional operations coordinator (or designee).

In all instances, the Office of Public Safety will conduct an investigation with the police agency taking the initial report if applicable.

All Empire State College locations located on a SUNY college campus are required to adhere to that respective college’s emergency notification system when incidents occur.

In the event of a critical incident or violent criminal act, Empire State College in conjunction and communication with local law enforcement will, in accordance with the Jeanne Clery Act (34 CFR 668.46(e)), issue a “timely warning” and/or “emergency notification” as directed by the Empire State College Emergency Notification and Timely Warning Policy.

## Identification of College Security Authorities

The college has designated certain administrators and staff as “campus security authorities” in recognition that many students, faculty and staff may be hesitant about reporting crimes to local police or the Office of Public Safety, and may be more inclined to report incidents to nonlaw enforcement administrators and/or staff instead.

Campus security authorities are employees designated at various college locations that aid in the safety and security of the college community. Campus security authorities may be contacted when someone witnesses or sees an unsafe condition, believes that they are the victim of a crime, or is seeking a referral for drug or alcohol abuse. The college’s Title IX coordinator (Kerianne.Silver@esc.edu or TitleIX@esc.edu) must be contacted in all cases of sex discrimination or sexual violence.

Campus security authorities are charged with reporting to appropriate law enforcement personnel (either the Office of Public Safety or local police), and college officials who should be made aware of the crime or complaint. A campus security authority is not responsible for determining whether a crime took place, as that is the function of law enforcement and its investigatory process, but rather responsible for making a good faith effort to report the incident and to help prevent further incidences.

A campus security authority is required to report all allegations to law enforcement personnel, even if the campus security authority was told of a crime in the context of providing emotional support or health care support. The allegations will be reported whether or not the victim chooses to file a report with law enforcement or press charges. A campus security authority also may provide a victim or witness with assistance in reporting a crime to the Office of Public Safety or local police, or to any official or office which should be informed of the crime or complaint.

Empire State College does not have on-site college counselors, but rather contracts with Talk One-2-One, which is a free 24/7 confidential, third-party, professional counseling service for students. Counseling is provided via telephone and if face counseling is requested, the phone counselor will help the student locate a provider. The student’s first three sessions are free of charge and then the counselor will work within the student’s health insurance network. These counselors are not campus security authorities, and are therefore exempt from disclosing or reporting allegations of crimes and incidents. However, if for example a dean with a Ph.D. in psychology provides assistance, he/she is acting in his/her role as a dean and not as a counselor. In this case, the dean would not be exempt from the Clery Act reporting requirements.

In addition, as required under, (34 CFR 668.46a), the college has designated certain administrative personnel as “campus security authorities:”

- Office of Public Safety, director and assistants/designees
- Executive vice president and affiliate vice presidents
- Assistant vice president for human resources or designee
- Title IX coordinator/deputy Title IX coordinator



- Provost and vice provosts
- Director of collegewide student services or designee
- Executive directors and regional operations coordinators
- Deans and associate deans
- Directors and coordinators
- President's Advisory Committee on Security, Threat Assessment team members
- Director of collegewide disability services

### Clery Offenses (Federal Offense Definitions)

- *Aggravated assault*: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- *Arson*: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- *Burglary*: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- *Crime or a public offense*: An act committed or omitted in violation of a law forbidding or commanding it, and to which is annexed, upon conviction, either of the following punishments: death; imprisonment; fine; removal from office or disqualification to hold and enjoy any office of honor, trust or profit in this state.
- *Domestic violence*: Violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- *Dating violence*: Violence committed by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.
- *Drug abuse*: Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
- *Rape*: The penetration, no matter how slight of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- *Fondling*: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent incapacity.
- *Hate crime*: Any act of intimidation, harassment, physical force or the threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic

background, national origin, religious belief, sex, age, disability or sexual orientation, with the intention of causing fear or intimidation, or to deter the free exercise of enjoyment of any rights or privileges secured by the Constitution or the laws of the United States or the State of New York whether or not performed under the color of law (Source: Definitions Used in Hate Crimes Reporting, P.O.S.T. Hate Crimes Student Workbook, January 1992, p. 2).

- *Incest*: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Larceny – theft*: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- *Liquor-law violation*: Violations of laws or ordinances prohibiting the manufacture, purchase, transportation, possession or use of alcoholic beverages.
- *Murder and non-negligent manslaughter*: The willful (non-negligent) killing of one human being by another.
- *Negligent manslaughter*: The killing of another person through gross negligence.
- *Robbery*: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- *Sex offenses*: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent
- *Stalking*: A course of conduct directed at specific person that would cause a reasonable person to fear for her, his or others' safety or to suffer substantial emotional distress.
- *Statutory rape*: Nonforcible sexual intercourse with a person who is under the statutory age of consent
- *Vehicle theft*: The theft or attempted theft of a motor vehicle.
- *Weapons*: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

### Incidents Requiring Medical Attention

Incidents requiring medical attention should be reported to local emergency 911 officials. In addition, the individual should immediately report the incident to the executive regional director or designee and the Office of Public Safety.

### Notification to SUNY Empire State College Administration

Once the incident has been effectively handled by police, reporting of the incident to college officials is mandatory. Reporting individuals are instructed to contact the executive regional director of a region or a college security authority to further report the incident that has occurred. Persons reporting also should contact

the Office of Public Safety in Saratoga Springs at 518-587-2100, ext. 2800, or an Incident report can be filed online at [www.esc.edu/safety-security](http://www.esc.edu/safety-security). The Office of Public Safety will conduct an investigation with the police agency taking the initial report.

### Protection and Confidentiality

Nothing in this report will be construed to permit the college, or an officer, employee or agent of the college, participating in any program under this title to retaliate, intimidate, threaten, coerce or otherwise discriminate against any individual with respect to the implementation of any provision of this document.

Empire State College encourages students, faculty and staff to report all criminal activity that has occurred at an Empire State College location. The report of the criminal activity may be anonymous and the person may request confidentiality.

### Disclosure of Policy Statement: Policy for Preparing and Reporting the Annual Disclosure of Crime Statistics

The Office of Public Safety, in conjunction with the Office of Academic Affairs, Office of Administration and local law enforcement agencies, prepares this report to comply fully with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

Camus crime, arrest and referral statistics include those reported to the Office of Public Safety, and designated campus officials (including Office of Administration, Office of Academic Affairs, Office of the President, Office of Human Resource, executive regional directors and academic deans), and local law enforcement entities. Crimes are reported that occur on campus, on locations that are contiguous to the campus, and buildings or properties that are either owned or controlled by a campus affiliated entity.

College policy encourages every member of the college community to report a crime promptly. Information is available and is provided to individual's in reference to, voluntary confidential reporting procedures in the event a person does not want to pursue action either within the federal or state criminal justice system or within the university's discipline system. A procedure is in place to capture crimes statistics which are disclosed anonymously to Office of Public Safety.

The data for the annual crime statistics is monitored daily. Every Empire State College location has a designated campus security authority. The campus security authority, upon receiving notification of a criminal incident on Empire State College property, will verify the circumstances and put the information into the appropriate database. These crime statistics will be published as part of the Empire State College Annual Security Report. Current data also can be disseminated upon request. The campus security authority will inform the Office of Public Safety on an annual basis and, upon request, will forward the crime statistics reported to

them for the previous calendar year. Data received from local law enforcement is compared to the college's internal database to ensure accurate reporting.

Each year, an email notification is made to all enrolled students, faculty and staff that lists the website to access this report. Copies of the report also may be obtained at the Office of Public Safety located at 2 Union Avenue, Saratoga Springs NY 12866-4390. All prospective students may obtain a copy by calling the Office of Public Safety, the undergraduate or graduate admissions office, or by visiting the website at [www.esc.edu/SafetyandSecurityAnnualReport](http://www.esc.edu/SafetyandSecurityAnnualReport).

All prospective employees may obtain a copy by calling the Office of Public Safety or by visiting the above website.

Of note, the federal Clery Act may define a particular crime differently than it is defined under the New York State Penal Code. For the purposes of this report, the university uses the Clery Act definitions of crimes. Please see herein for the Clery Act definitions.

### Daily Crime Log

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Empire State College maintains a "daily crime log." The information contained in this log identifies incidents and or crimes reported to the Office of Public Safety, occurring on or near a college facility. The information contained in this log identifies, but not limited to, the nature of the crime reported to security or law enforcement, dates and times the incident was reported and occurred, the general location of the incident or crime and the disposition of the complaint if known. The crime log is available for public viewing during normal business hours at the Office of Public Safety in Saratoga Springs. The log also may be viewed at one of our regional locations upon request through the Office of Public Safety. The most recent 60-day period is open to public inspection, upon request, during normal business hours. Anyone may ask to see the log, whether or not they are associated with the college.

## TIMELY WARNING PROCEDURES

### Timely Warnings and Emergency Notifications to the College Community, Procedure

#### What constitutes an "Emergency" at SUNY Empire State College?

Below is a list of emergency situations identifying the most common types of emergency notifications. Any emergency where the health and/or human safety at Empire State College are in question may constitute an "emergency." The list is not inclusive:

- *Bomb threat* – based on credible intelligence that indicates a threat.
- *Civil disturbance* – disruption of normal college activities by a group of people.
- *Fire* – fire to building(s), wildfires, local community or industry that may endanger college students, faculty, staff or property.

- *Hazardous material* – dangerous material that is chemical, biological or nuclear spreading from a contained area.
- *Major road closing/incident* – unanticipated event that would disrupt safe passage to and from college.
- *Medical emergency* – pandemic or an event with mass casualties.
- *Personal safety* – situations that include use of weapons, violence, perpetrator(s) at large, active shooter and hostage situation or missing persons. Any situation, on or off college that, in the judgment of the local authorities, the college president or designee, constitutes an on-going or continuing threat to person or property.
- *Suspicious package* – reasonable belief that a package may contain chemical, biological, explosive, radiological or nuclear substance that would cause harm to persons or property.
- *Utility failure* – a major disruption or damage to utilities including gas, electrical or water.
- *Weather* – severe weather conditions to include flooding, snow/ice/cold, thunderstorm, wind, tornado or hurricane.
- *Natural disasters* – such as earthquakes.

### Ways to Communicate These Issues: For Safety Related Issues

Methods of communication will be chosen based on the nature of the incident. A decision will be made on notification methods by the executive vice president for administration and/or the director of public safety and emergency management.

#### For General Notification

- Email to all students and/or faculty/staff affected.
- Postings in college facilities, and on campus as applicable to the incident. Postings can be emailed as attachments to various offices as indicated below.
- Delivery of hard copy notification to all college offices
- ESC Alert (Rave Mobile Safety) ([alert.esc.edu](http://alert.esc.edu)) in case of a critical collegewide emergency
- Posting of notification on Office of Public Safety website
- Text messaging, if applicable
- Social media sites
- Post to MyESC and Exchange.

#### For Non-Life Threatening Health Related Issues

- Letters to students faculty and staff
- Posting of notification on the college website at [www.esc.edu](http://www.esc.edu).

#### Procedure to Follow

For information that is believed to be of interest or concern to the entire college population, the executive vice president for administration/or the director of public safety and emergency management will typically notify the Office of the President in advance of sending a collegewide notification.

### What Warrants a “Timely Warning” or “Emergency Notification?”

SUNY Empire State College will issue Timely Warnings for a specific college location or collegewide, depending on the circumstances. Whenever a crime is reported to the Office of Public Safety, or a local police agency, that is considered to represent a serious or continuing threat to students and employees, a timely warning will be sent to the entire affected community.

Emergency Notifications will be issued, when the college is made aware of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees at a specific college location. As appropriate, emergency notifications may be targeted at the segment or segments of the college community that are at risk. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The executive vice president for administration in conjunction with the director of public safety, and/or other college and noncollege officials as appropriate, will confirm the existence of a situation that may warrant a timely warning notification and determine the extent of the notification as appropriate. In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to:

#### Safety Related Issues

- An incident that occurs on or in close proximity to any of the college locations that may potentially affect the personal safety and security of our student, faculty and staff population.

#### Health Related Issues

- A member of our population is diagnosed with a serious or life threatening communicable/infectious disease.
- Evidence of bio terrorism.

### Emergency Preparedness, Response and Evacuation Procedures

In the event that a situation arises, either on or off campus, that, in the judgment of the director of public safety, in conjunction with the vice president for administration/designee, constitutes an ongoing or continuing threat to the campus population, a collegewide “timely warning” will be issued.

#### Emergency Management Plan Synopsis

This collegewide Emergency Operations Plan is designed to outline a plan of action so that emergencies can be dealt with immediately in a logical and coherent manner. The intention of the Emergency Operations Plan is not to establish policy, but to create a framework that will allow an immediate response to an emergency.

This plan is the result of the recognition by college officials that there is a responsibility to manage emergency and disaster situation on campus and coordinate with all public safety and local government officials. The college recognized that a comprehensive

plan was needed which was compliant with HSPD-5, including the National Incident Management Systems (NIMS). The plan also must be consistent with, and closely linked to, county and state plans.

The Emergency Operations Plan designates college security, public safety and local police as the initial contact for reporting all emergency situations and as the central point of communication during the response and resolution of all emergencies.

The Emergency Operations Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations to Empire State College and assure responsive communications with the college community, surrounding regions and the cities in which we function within.

This plan is set in operation whenever a natural or induced emergency reaches proportions that cannot be handled by established measures.

A crisis may be sudden and unforeseen, or there may be varying periods of warning. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes and duration.

The Empire State College Emergency Operations Plan is put into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage or occurs within the college community and its environments.

## Emergency Response and Evacuation Procedures

**Under the collegewide Emergency Operations Plan (EOP), the college practices regular emergency evacuation drills and fire safety drills.**

An emergency or crisis situation can arise at SUNY Empire State College any time and from many causes. Emergencies can range from chemical spills and fires to bomb threats and explosions, and natural disasters and civil disturbances such as riots or labor unrest.

The SUNY Empire State College, collegewide Emergency Operations Plan is a procedural document, which incorporates the Incident Command System for organizing, coordinating and directing available resources toward the control of an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals. In emergencies, procedures sometimes must be changed at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures have the authority to make necessary modifications.

### Procedure to Follow

For information that is believed to be of interest or concern to the entire college population, director of public safety and emergency management and the executive vice president for administration or designee, will typically notify the Office of the President in advance of sending a collegewide notification.

The college will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

### ESC Alert (Rave Mobile Safety)

The college's mass notification system, powered by Rave Mobile Safety, provides emergency and timely notifications broadcast across multiple channels including email, text message and RSS (displayed on college websites). All active students with an enrollment within the past 18 months, newly accepted applicants within the past 12 months, and active employees are automatically added to the system. The college automatically notifies via official email address on record. If individuals wish to be notified via text message, or additional email addresses or devices, they should add their additional information to their account at <http://alert.esc.edu>.

Because emergency and timely notifications are a public safety obligation, the college cannot allow anyone to opt out.

For more information about ESC Alert, please visit [www.esc.edu/safety-security/esc-alert](http://www.esc.edu/safety-security/esc-alert).

## SUNY Empire State College Community Responsibility

All Empire State College community members, including active students with an enrollment within the past 18 months, newly accepted applicants within the past 12 months, and active employees, are encouraged to review their profile at <http://alert.esc.edu>; Empire State College will use ESC Alert as the primary method to communicate emergencies and timely notifications to the college community.

### Empire State College Locations on SUNY or Community College Campuses

- All Empire State College locations residing on a SUNY college campus are required to adhere to that respective college's emergency notification system when incidents occur.
- When Empire State College employees are notified of an incident on a SUNY college campus that requires that they take action, the Office of Public Safety at the Coordinating Center should be immediately notified by the locations supervisor, regional operations coordinator or executive director of regional operations/designee once safe.

## BUILDING SECURITY

### Access to Facilities and Security of Building

Most college locations are open to the public during normal business hours. At night and during periods when classes are not in session, college buildings are generally locked. A security access card system is utilized at various locations. Faculty, staff and a limited number of students, with proper identification are issued keys/access cards to gain entry into buildings. Individuals

assigned access cards or keys are responsible for reporting them missing, lost and/or stolen. Saratoga Springs locations offer a key card access control system for all employees to utilize in gaining access to secure facilities. Additionally, other monitoring devices have been employed to assist with the overall general safety of the community. Empire State College utilizes various facilities statewide, security at each of our locations may vary slightly depending on existing infrastructure and in building services provided by individual landlords. Specific questions on a particular location regarding security may be directed through the Office of Public Safety or the executive director of regional operations or the regional operations coordinator's office for that specific location.

### College Facilities

The college's goal is to provide a campus environment that is as safe and secure as possible. Generally, college buildings and facilities are not only accessible to members of the college community but also to the public during normal business hours 8 a.m. to 5 p.m. During nonbusiness hours, 5 p.m. to 8 a.m., classrooms and office buildings not in use will remain locked. The college details additional access control and building operations under procedures for Security and Access to Campus facilities. *Note: The college operates various locations after normal business hours for the purposes of the college mission; the executive director of regional operations and regional operations coordinators have discretion to operate outside of normal business hours.*

### Security and Access to College Facilities Procedure Policy Statement

Empire State College establishes procedures to ensure the safety of its students and employees.

All procedures follow these basic principles:

- *Normal business hours:* 8 a.m. to 5 p.m., Monday through Friday. Main entrances to facilities will be open and auxiliary entrances shall remain secured unless otherwise accommodated for. Facilities that host after-hour events or provide student instructional services may opt to have entrance times vary. The office manager and executive regional director of the location are responsible for variances in times. Additionally, at the discretion of the executive regional director, hours of operation, may vary.
- *Holidays and other college closings:* All facilities will be closed and secured during state recognized holidays. Alarm systems will be armed for 24 hours during these dates. Only college personnel with authorization privileges shall be permitted access to the building.
- *Special considerations:* Empire State College hosts various functions and has liberal leave days. During these times facilities operate on limited staffing. When a facility remains open, the receptionist area of the main entrance will be staffed when possible. In buildings with card access, personnel will utilize this option for access to the facilities. Example: during an event such as the All College Conference in Saratoga

Springs, the shipping and receiving area will be the primary point of delivery for all college deliveries during times of reduced staffing.

### Other General Information

#### Visitors and Vendors

All visitors are required to utilize main entrances to facilities. They are then required to sign in at the receptionist desk and obtain a visitor/vendor pass for the day. The receptionist/staff assistant will then contact the individual being sought to notify them of the arrival of their visitor(s).

Employees who organize meetings and events after normal working hours are responsible for the facility while the meeting is in session and for ensuring that the building is secured when they leave. The executive director of regional operations and regional operations coordinator and/or office manager of remote locations will oversee access and grant privileges. Please also refer to the Building Use Policy.

The employee identification card should be visibly displayed at all times while in college-controlled facilities or while at functions organized by Empire State College.

#### Access Control and Security System

The purpose of the Access Control and Security System is:

- To improve the security of facilities with an effective policy;
- To comply with collegewide crime prevention and control objectives;
- To enable Empire State College to safeguard the work facilities;
- To simplify locking policies;
- To eliminate key duplication;
- To eliminate unauthorized access;
- To eliminate the necessity of emergency re-keying and re-coring;
- To satisfy security concerns of students, faculty and staff.

#### SUNY Empire State College Student ID Number

At SUNY Empire State College your social security number will not be used as your student identifier. You will be assigned a registration number which will be used to identify your records at the college.

#### Physical Maintenance of Facilities

The overall maintenance of facilities in Saratoga Springs is conducted through the Office of Administration and Physical Facilities. Deficiencies found at Saratoga Springs facilities are to be reported to Physical Facilities at 518-587-2100, ext. 2925. Periodic safety inspections are conducted by the Office of Public Safety in conjunction with Physical Facilities. Overall hazards are identified and corrected. Physical security, lighting and general safety items are identified and addressed in a timely manner.

Physical deficiencies or hazards found or identified at other Empire State College locations must be reported directly to the executive director of regional operations or regional operations coordinator. The deficiencies are corrected by the individual maintenance companies or property owners of that respective site. However, any emerging hazard or deficiency that is of a critical nature also should be reported to the Office of Public Safety in Saratoga Springs at 518-587-2100, ext. 2800.

### **Off-site Student Organizations**

The college does not have off-site student organizations or housing facilities.

## **SECURITY PROGRAMS**

### **Crime Prevention Programs**

The college provides specialized trainings and crime prevention programs primarily for faculty and staff on an ongoing basis. No formal crime prevention programs for students exists at this time, however, security prevention links are listed on the website ([www.esc.edu](http://www.esc.edu)).

Empire State College, is a nonresidential college. Students are mature adults who live and work in their own communities; many of these communities publicize safety measures and crime prevention information. The Office of Public Safety website ([www.esc.edu/SafetyandSecurity](http://www.esc.edu/SafetyandSecurity)) has direct links to local police agencies across New York state; some of these agencies may list information on personal safety and security initiatives.

All employees are advised of building security procedures, personal safety awareness and workplace/domestic violence programs when they begin employment with the college during “new employee orientation” sessions.

Annual notification regarding specific policies and procedures can be found within this document. Specific policy information regarding “Work Place Violence and Domestic Violence” may be located at [www.esc.edu/SafetyandSecurity](http://www.esc.edu/SafetyandSecurity).

### **Off-site Criminal Activity**

Empire State College is a nonresidential college with no dorms or off-site housing. Off-site groups or associations in a living environment associated with the college do not exist. The Office of Public Safety works frequently and collaboratively with local law enforcement to identify crimes or incidents that occur on or near college facilities. All events conducted in conjunction with Empire State College, that take place off premises, are considered college events and must follow procedures and codes of conduct in adherence with college policy.

## **CAMPUS SEX CRIMES PREVENTION ACT OF 2000**

The act sets requirements for sexual offender registration and community notification. The Campus Sex Crimes Prevention Act of

2000 provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. It requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state in which that person is employed, carries on a vocation or is a student. The act amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Information is listed at New York Division of Criminal Justice Services’ Sex Offender Registry or at [www.criminaljustice.state.ny.us/nsor](http://www.criminaljustice.state.ny.us/nsor). You also may contact the NYS DCJS Sex Offender Registry at 518-457-3167 or 800-262-3257.

## **SEXUAL OFFENDER REGISTRY**

The Sex Offender Registration Act requires the Division of Criminal Justice Services (DCJS) to maintain a Sex Offender Registry. The registry contains information on classified sex offenders according to their risk of re-offending: low risk (level 1), moderate risk (level 2) and high risk (level 3). The act requires that the division also maintain a subdirectory of level 3 sex offenders. The DCJS Sex Offender Registry site may be found on the web ([www.criminaljustice.state.ny.us/nsor](http://www.criminaljustice.state.ny.us/nsor)) and contains their subdirectory of level 3 sex offenders as well as other information regarding the New York State Sex Offender Registry (referred to as “the registry”).

Sex offenders registered in New York state are now required to notify the registry of any institution of higher education at which he or she is, or expects to be, whether for compensation or not, enrolled, attending or employed, and whether such sex offender resides or expects to reside in a facility operated by the institution. Changes in status at the institution of higher education also must be reported to the registry no later than 10 days after such change.

Empire State College will maintain a website link to the New York State Sex Offender Registry and local law enforcement that maintain listings of registered sex offenders.

Correction Law §168-b requires that Division of Criminal Justice Services (DCJS) include this information regarding an institution of higher education on its registry.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PREVENTION AND RESPONSE POLICIES**

See college policy: Sexual Violence Prevention and Response Policy on page 107.

## **TITLE IX COORDINATOR**

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Sec., 1681, et seq., states that all students have equal educational opportunity free from sex discrimination, including

sexual harassment and sexual assault. The Title IX coordinator is responsible for the college's compliance with this regulation including, but not limited to, systematically monitoring and evaluating policy and procedures that effectively and efficiently respond to complaints of sex discrimination. Individuals with questions or concerns related to Title IX may contact the Title IX coordinator, Kerianne Silver, email [Kerianne.Silver@esc.edu](mailto:Kerianne.Silver@esc.edu) or [TitleIX@esc.edu](mailto:TitleIX@esc.edu) or call 518-587-2100, ext. 1009. The Title IX coordinator is either the official coordinator and/or his or her designee or designees.

Kerianne Silver  
 Director of Collegewide Student Services/Title IX Coordinator  
 Office of Academic Affairs  
 SUNY Empire State College  
 1 Union Avenue  
 Saratoga Springs, NY 12866-4309  
 518-587-2100, ext. 1009  
[CollegewideStudentServices@esc.edu](mailto:CollegewideStudentServices@esc.edu), [TitleIX@esc.edu](mailto:TitleIX@esc.edu) or  
[Kerianne.Silver@esc.edu](mailto:Kerianne.Silver@esc.edu)

Director of Public Safety and Emergency Management/Deputy  
 SUNY Empire State College  
 2 Union Avenue  
 Saratoga Springs, NY 12866-4390  
 518-587-2100, ext. 2800

Tracy Meek  
 Assistant Vice President for Human Resources and Ethics Officer  
 Office of Human Resources  
 SUNY Empire State College  
 2 Union Avenue  
 Saratoga Springs, NY 12866-4390  
 518-587-2100, ext. 2240

## BIAS RELATED CRIME AND HATE CRIME

Empire State College takes bias crimes seriously. The college provides the following information to students and employees to assist in the prevention of and response to bias crimes. This statement meets the requirements of the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York state law are available on the college's website ([www.esc.edu](http://www.esc.edu)).

### Bias Crimes, Definitions

Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as race religion, ethnicity, gender, sexual orientation or disability.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender.

If you are the victim of, or witness to, a hate/bias crime at a college location or event, report it to the appropriate local police

agency. Since college services are delivered through locations across the state and the college does not have its own police force, we rely on local law enforcement to respond to reported crimes at our locations.

## Bias Related Incidents or Crimes

Bias incidents directed at a member of a group within Empire State College that does not rise to the level of a crime include bigotry, harassment or intimidation based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed or marital status. Such incidents may be addressed through the State University's Discrimination Complaint Procedure or the college's Student Conduct Policy and Procedures. Bias incidents can be reported to the following individual:

Elliott Dawes  
 Chief Diversity Officer for Institutional Equity and Inclusion  
 Office of the President  
 SUNY Empire State College  
 325 Hudson Street, Room 513  
 New York, NY 10013-1005  
 518-587-2100, ext. 1293  
[Elliott.Dawes@esc.edu](mailto:Elliott.Dawes@esc.edu)

Victims of bias crimes or incidents may seek counseling services from their own health care providers. The college does not offer on-site counseling services.

## DRUG AND ALCOHOL PREVENTION PROGRAM

### Standards of Conduct

Empire State College policy prohibits the unlawful possession, use or distribution of illicit drugs and the abuse of alcohol by students and employees on college property or as part of the college's activities. No formal prevention programs are offered to students at this time.

Employees may seek additional information on the Office of Human Resources website ([www.esc.edu/HR](http://www.esc.edu/HR)).

### Health Risks

There are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome as well as serious damage to vital organs of the body can result from drug and alcohol abuse. Further information is available from locations or the Office of Academic Affairs.

## Federal, State and Local Legal Sanctions

Conviction for possession and sale of controlled substances carries a number and variety of penalties under New York State Law. These range from fines to prison terms of 15 years to life, depending upon the nature of the substance, the criminal act and the character of the crime. Federal Trafficking Law convictions also carry a variety of penalties which range from five to 30 years in prison and substantial fines. These sanctions are described in materials

which are available at the locations or the Office of Academic Affairs. NYS Penal Law <http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS>.

### Disciplinary Sanctions – Students

A student accused of possession/use of or distribution of alcohol or drugs will be subject to the college's Student Conduct Policy and Procedures in the college catalog. Sanctions for those found responsible may include written warning, suspension or expulsion.

## DRUG AND ALCOHOL PREVENTION PROGRAM

### Standards of Conduct

Empire State College policy prohibits the unlawful possession, use or distribution of illicit drugs and the abuse of alcohol by students and employees on college property or as part of the college's activities. The college has a wellness website which informs students about addiction and where to obtain assistance. In addition, sessions are offered at the student wellness retreat covering drug and alcohol prevention and recovery. Employees may seek additional information on the Office of Human Resources website ([www.esc.edu/HR](http://www.esc.edu/HR)).

### Health Risks

There are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome, as well as serious damage to vital organs of the body, can result from drug and alcohol abuse.

### Federal, State and Local Legal Sanctions

Articles 220 and 221 of the New York State Penal Law set criminal penalties for possession or sale of drugs considered harmful or subject to abuse. The seriousness of the offense and penalty imposed upon conviction depend on the individual drug and amount held or sold. Penalties range from fines to prison terms of 15 years to life, depending upon the nature of the substance, the criminal act and the character of the crime. A list of possible penalties can be found in Appendix B at [www.suny.edu/sunypp/documents.cfm?doc\\_id=440](http://www.suny.edu/sunypp/documents.cfm?doc_id=440). Federal Trafficking Law convictions also carry a variety of penalties which range from five to 30 years in prison and substantial fines. A listing of possible federal sanctions can be found at [www.suny.edu/sunypp/docs/797.pdf](http://www.suny.edu/sunypp/docs/797.pdf)

### Disciplinary Sanctions – Students

A student accused of possession/use of or distribution of alcohol or drugs will be subject to the college's Student Conduct Policy and Procedures, as well as criminal sanctions under federal, state and local law. ESC sanctions for those found responsible may include written warning, suspension or expulsion. Enforcing the Student Conduct Policy and Procedures is a shared responsibility between student affairs, faculty, student, and public safety.

## New York State Law

**Alcohol and Drug Use in the Workplace Policy** (see full policy at [www.esc.edu/policies/?search=cid%3D36501](http://www.esc.edu/policies/?search=cid%3D36501))

### Policy Statement

In compliance with the Federal Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act of 1998 and the New York State Policy on Alcohol and Controlled Substances in the Workplace, the Empire State College policy prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and the abuse of alcohol by students and employees on college property (including property leased or rented by Empire State College) while on duty, in a state vehicle, a vehicle leased or rented for state business or a private vehicle being used for state business during employees' work hours or as part of the college's activities.

New York State prohibits on-the-job use of, or impairment from, alcohol and controlled substances. The State of New York Policy on Alcohol and Controlled Substances in the Workplace provides that upon "reasonable suspicion" a supervisor may require an employee to undergo a medical examination, which could include a drug and alcohol test.

State of New York employees also are subject to criminal, civil and disciplinary penalties if they distribute, sell, attempt to sell, possess or purchase controlled substances while at the workplace or while performing in a work-related capacity. Such illegal acts, even if engaged in off duty, may result in disciplinary action.

Employees who unlawfully manufacture, distribute, dispense, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable laws, rules, regulations and collective bargaining agreements including termination of employment or referral for prosecution. Other corrective action may include satisfactory participation in an approved drug or alcohol rehabilitation program.

Any employee convicted of a violation of a criminal drug statute for a violation occurring in the workplace or at a work site must notify in writing the Office of Human Resources no later than five (5) calendar days following the conviction. The college will notify appropriate federal agencies of such a conviction within ten (10) days of receiving notice of the conviction.

Alcohol and substance abuse are serious problems and diminish the quality of services the college delivers. Additionally, the personal toll to individuals, families and communities is staggering.

An employee may be directed to undergo medical examination and/or testing under Section 72 of the NYS Civil Service Law at the expense of Empire State College, if the supervisor suspects that the employee is not able to perform their duties as a result of alcohol or controlled substance related disabilities.

Employees also may be referred to the New York State Employee Assistance Program (EAP). EAP is a joint labor-management committee program open to all state employees and their families.



The program is a confidential information, assessment and referral program that provides employee requested services including assessment for referral to the most appropriate community resource provider for services related to emotional or physical illnesses, alcohol and other drug-related problems.

Any state employee may contact the New York State Employee Assistance Program at 800-822-0244.

Compliance with the provisions of this policy is a condition of employment with the Empire State College.

## FIRE SAFETY, ANNUAL FIRE SAFETY REPORT

Empire State College fully recognizes its responsibility to provide both awareness and safety training for faculty, staff and students and undertakes an ambitious program each year. Fire safety and emergency training for faculty and staff begins with discussions about fire prevention and safety during orientation programs. Annual fire inspections are conducted by the Office of Fire Prevention and Control.

Smoking is prohibited inside all college facilities.

## Fires, Emergency Building Evacuations, Evacuation for People With Physical Disabilities

In the event of fire, a smoke condition or odor of gas:

- Notify fire departments by accessing an outside line, if applicable, and dialing 911 from any phone or cell phone
- Activate the nearest alarm pull station as you leave the building
- Follow evacuation instructions
- Quickly and calmly evacuate the building from the nearest exit. Do *not* use the elevators.
- Do *not* re-enter a building that is in alarm
- Proceed to the previously designated area of refuge and remain there.

Emergency evacuation plans are identified for each college location and posted.

- It is best to have arrangements preplanned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Contact the Office of Public Safety at 518-587-2100, ext. 2800 for preplan arrangements or questions.
- If you are unable to evacuate call 911.
- Remember to never use the elevators.

## MEDICAL EMERGENCIES

Dial 911.

### Medical Incidents

Emergencies can happen any place and at any moment. When an emergency arises at Empire State College, it is important to know who to notify to expedite an emergency service response to the

incident. Everyone at Empire State College remains a vital link in the network of college and community resources prepared to respond to medical emergencies.

## GENERAL SAFETY

### Faculty and Staff Members' Roles

Everyone at Empire State College has a basic responsibility for his or her own personal safety; faculty and staff have an increased level of responsibility.

### Personal Safety

- Stairwells and out-of-the way corridors: utilize common stairwells and corridors that are traveled most frequently by others.
- Elevators: if in an elevator with someone who creates an uneasy feeling, get off as soon as possible.
- Restrooms: be extra cautious when using restrooms that are isolated or poorly lit.
- After hours: don't walk alone late at night. Create a buddy system for walking to parking lots or public transportation.
- Parking lots or garages: always lock the car and roll the windows up all the way. Park in a well-lit area. Carry keys in hand while approaching the vehicle.

### Prevention of Crime in the Office

Use your keys, access card/codes properly:

- Never share them with anyone.
- Don't place personal identification on your key rings.
- Keep your personal keys and your office keys on separate rings.
- Report lost key rings and access card immediately.
- Keep purses or wallets on your person or lock them in a drawer or closet.
- Keep track of serial numbers of any personal items and mark them with your name or initial (i.e., radio).
- Keep coat racks away from entrances/exits to minimize temptation.
- Don't leave your office unattended. Lock it.
- Have your phone forwarded to another person's office or to voice mail.
- Report any lighting deficiencies, broken windows or broken door locks to the facilities maintenance.
- Don't allow repairs to security or communication equipment without verifying a written order from the appropriate supervising office.

### Computer Security

The Information Technology Services has outlined issues pertaining to computer security – Computer Use Statement, Policies and Procedures – which can be found on the college

website (www.esc.edu). Individuals also may contact our help desk for additional questioning.

## WEAPONS POSSESSION

College policy prohibits, unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials.

### Safety Guidelines for Armed Subjects, Active Shooter Situations

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area. In most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This section provides guidance to persons who may be caught in an active shooter situation, and describes what to expect from responding police officers.

#### What should you do:

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

- **If an active shooter is outside your building**, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police or a college administrator known to you, gives the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- **If an active shooter is in the same building** you are, determine if the room you are in can be locked. If so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.
- **If an active shooter enters your office or classroom**, try to remain calm, dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity to escape or hide, it might be possible to negotiate with the shooter; attempting to overpower

the shooter with force should be considered a last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

- **No matter what the circumstances**, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not carry anything while fleeing, move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off-site until advised it is safe to do so by police or college administrators.

#### What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests and helmets, as well as other tactical equipment. The officers may be armed with rifles, shotguns or handguns, and might be using Tasers, pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times. If you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safe location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

## FIREARMS POLICY

Empire State College (in accordance with the SUNY policies and regulations\*) prohibits any person from possessing firearms at any college facility or college sponsored event without the written authorization of the college's chief administrative officer. This policy specifically applies to law enforcement officials who may otherwise be authorized to carry firearms while off duty.

This policy prohibiting the possession of firearms does not apply to law enforcement officials in *pursuit of official duty* when authorized by federal or state law. For purposes of this policy, law enforcement officers who are required to carry firearms while taking on-duty breaks shall be considered to be in “pursuit of official duty” when on such breaks.

- \* The following SUNY policies and regulations apply: 8 NYCRR Part 590 – SUNY’s regulations relating to firearms; SUNY’s Policy for Firearms on State Operated Campuses; 8 NYCRR Part 535 SUNY’s regulations for the maintenance of public order.

## STUDENT CONDUCT POLICY

See Student Conduct Policy and Procedures on page 94.

## SAFETY PROGRAMS AND SERVICES

The Office of Public Safety offers safety programs and services throughout the year and/or upon request. The focus of these programs and services changes depending on the need. Currently, the following are offered:

- **Violence Against Women Act and Workplace Violence Awareness and Prevention Training.** Offered by the Office of Public Safety and the Office of the President, the training session provides participants with information related to workplace violence, including risk factors, key elements, definition and types of workplace violence, and more. The Office of Public Safety also conducts training on Active Shooter Threat Awareness/Explosive Threat Awareness throughout the year, and is available to all locations statewide.
- **Publications.** Local police departments have various publications available that address problems such as date rape, alcohol abuse and theft. Listed on the Public Safety website are various links to police agencies across New York state that our locations operate within.
- **Lighting.** The college locations are routinely surveyed to ensure that exterior areas are adequately illuminated at night. Trees and shrubs that impair lighting along walks are trimmed as needed.
- **Building Security.** Each individual location operated by Empire State College utilizes various methods of building security. Personnel at college locations are instructed to report any suspicious situations to the police immediately.
- **Collegewide Public Safety Committee.** The committee will assess, evaluate and monitor the safety and security of the Empire State College community through information gathering, policy review and proposal generation to the administration. The committee will be comprised of nine members of the college community and will consist of: 50 percent women, 1/3 students\* and 1/3 faculty.\* [Reference SUNY Policy No. 5401] The committee will convene twice per year and gather information from the Regional Safety Committee. They also will review and make recommendations concerning safety for the college community, meet with the president yearly, as well as submit an annual report.

## DRUG PREVENTION PROGRAMS

### Counseling Services

All students have free access to a counselor by phone, 24 hours a day, 7 days a week. No issue is too big or small to call a counselor and discuss. If face to face counseling is needed or requested, the phone counselor will help the student locate a provider. Students are entitled to have three face to face sessions at no cost to them. The number to call to access the free Talk One-2-One service that is available to all students for counseling is 800-756-3124.

### Standards of Conduct

Empire State College policy prohibits the unlawful possession, use or distribution of illicit drugs and the abuse of alcohol by students and employees on college property or as part of the college’s activities.

### Health Risks

There are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome as well as serious damage to vital organs of the body can result from drug and alcohol abuse. Further information is available from college locations or the Office of Academic Affairs.

### Federal, State, and Local Legal Sanctions

Conviction for possession and sale of controlled substances carries a number and variety of penalties under New York state law. These range from fines to prison terms of 15 years to life, depending upon the nature of the substance, the criminal act and the character of the crime. Federal Trafficking Law convictions also carry a variety of penalties which range from five to 30 years in prison and substantial fines. These sanctions are described in materials which are available at the college locations or the Office of Academic Affairs.

### Disciplinary Sanctions – Students

A student accused of possession/use of or distribution of drugs will be subject to the college’s Student Conduct Policy and Procedures (see page 94). Sanctions for those found responsible may include written warning, suspension or expulsion.

## COMPUTER USE STATEMENT FOR STUDENTS ([www.esc.edu/policies/?search=cid=35658](http://www.esc.edu/policies/?search=cid=35658))

Empire State College promotes student use of its online academic resources, online student support services and computing facilities at all of its locations, and seeks to improve the computer literacy of its students, faculty and staff. Every user is expected to adhere to the guidelines that follow to further these goals.

1. Receiving an account is a privilege extended only to the person who was assigned the account. Under no circumstances should anyone else be allowed to use the account. Take all reasonable precautions to prevent unauthorized use of your account.

2. Unauthorized use of the Empire State College computer network will lead to the termination of your account. Unauthorized use of Empire State College computers and computer accounts includes (but is not limited to):
  - Using any Empire State College computer or account for personal profit
  - Using any Empire State College computer resources, online resources or accounts for other than academic or college purposes
  - Attempting to interfere with the performance of any Empire State College computer or computer system
  - Damaging any Empire State College computer hardware or software
  - Accessing or attempting to access computer files or information belonging to another user without permission
  - Interfering with or attempting to interfere with the legitimate work of another user on the Empire State College computer network
  - Allowing someone else to use your Empire State College computer account
  - The unauthorized copying of any Empire State College software or web page that is protected by copyright, patent or trade secret law
  - Abusing specific computer resources, such as the Empire State College network or the internet
  - Circumventing or attempting to circumvent Empire State College's computer system security
  - using any Empire State College computer or account for any activities that violate local, state or federal laws.
3. The college reserves the right to monitor or restrict computing activity on this system. The college is not responsible for loss of data or service interference resulting from efforts to maintain the college's computing facilities.
4. Students creating personal web pages on the college's servers must abide by the college's web policy ([www.esc.edu/its/technology-policies/](http://www.esc.edu/its/technology-policies/)).

## WEB PRESENCE AND PUBLISHING POLICY ([www.esc.edu/policies/?search=cid=35655](http://www.esc.edu/policies/?search=cid=35655))

Empire State College has created a World Wide Web presence to support and promote the mission of the college: learning, research and community service. It is expected that individuals' publishing information on the Empire State College web presence will abide by all applicable policies and all laws governing the use of the internet. The college recognizes that its World Wide Web presence serves a variety of needs and includes various types of websites.

- **College Web Pages** are web pages under the direct control of SUNY Empire State College that represent the official voice of the college to all internal and external audiences including prospective students, current students, alumni, faculty, staff,

friends of the college and the general public. Examples include the main college web pages, learning resource sites such as the online library, web-based applications such as Web Advisor and DP Planner, and other online sites and tools used to conduct official college business or convey official college information.

- **College-affiliated Web Pages** are web pages developed, maintained or hosted by entities other than SUNY Empire State College but referenced or used by the college to conduct official business or represent the official voice of the college in accordance with the college's mission. Examples may include but are not limited to: [www.eslibrary.blogspot.com](http://www.eslibrary.blogspot.com), [www.ed2go.com/escwa](http://www.ed2go.com/escwa), [www.esc.edu/SubjectGuides](http://www.esc.edu/SubjectGuides), [www.esc.edu/CML](http://www.esc.edu/CML), [www.esc.edu/Alumni](http://www.esc.edu/Alumni) and [www.esc.edu/Bookstore](http://www.esc.edu/Bookstore).
- **Individual Web Pages** are web pages developed and maintained by SUNY Empire State College students, faculty and staff for the purpose of self-expression, communication or other individual uses related to the individual's affiliation with the college and the college's mission.
- **Personal Web Pages** are web pages developed and maintained by individuals for the purpose of personal self-expression, communication or other personal uses. SUNY Empire State College does not host, maintain or provide support for personal web pages.

College, and college-affiliated, web pages are governed by the Web Presence and Publishing Policy ([www.esc.edu/Web-Presence-Policy](http://www.esc.edu/Web-Presence-Policy)). Individual and personal web pages are governed by the Use of the Commons and Individual Web Spaces Policy ([www.esc.edu/commons-policy](http://www.esc.edu/commons-policy)).

## Agreements and Guidelines for Individual Web Pages

Empire State College promotes the use of its computing facilities and seeks to improve the computer literacy of its students, faculty and staff by providing space to house individual web pages. To further these goals, every member of the college community who creates an individual web page on the college web presence is expected to adhere to the applicable college policies on computer use and individual web pages. A summary of the agreements and guidelines from those policies is below.

Your individual web pages will not be screened. However, the college reserves the right to monitor your work on college servers and remove your files if it believes that you have violated one of the agreements or guidelines. In addition, failure to follow the agreements or guidelines could, in some cases, lead to criminal prosecution.

Faculty and staff will have the option of linking to your individual web page from the page on the college's web presence which is designated for faculty and staff web pages. This page contains a disclaimer absolving the college of all responsibility for the content of your home page(s). You will not, however, be required to list your page here. With your permission, the college may create additional

links to your work. However, any additional link created from any official college home page to your individual page also will contain the disclaimer.

At some point, the college and you may decide to make your work part of the college's official web presence. At this time your page(s) may require revision to meet the guidelines of official college home pages.

### *Agreements*

1. You alone are responsible for meeting all of the following guidelines. Failure to meet these guidelines could result in the removal of your pages from the Empire State College World Wide Web servers, or removal of links to your pages housed on other servers.
2. The Empire State College World Wide Web presence is a college resource to be used in conjunction with academic learning, teaching, scholarship and professional development in accordance with the college's mission.
3. Individual web pages hosted in the college web presence shall not be used for commercial purposes, personal benefit or to duplicate content or functionality already provided by official college, and college-affiliated, web pages and publications. Links from individual web pages to official college, and college-affiliated, web pages and electronic publications are permitted.
4. Individual web pages will be hosted in the college web presence for faculty, students and staff for the term of employment or as long as there is an official academic or professional relationship with the college. Once employment, or the relationship with the college, is terminated, responsibility for providing web services will end.
5. Your space on the Empire State College web presence is for you alone. You are responsible for the content of materials in your space. You should take all reasonable precautions to prevent unauthorized use of your space and/or files.
6. The college reserves the right to monitor or restrict your activity on the college web presence. The college is not responsible for loss of data or service interference resulting from efforts to maintain individual web pages.
7. You will not attempt to interfere with the performance of any college server or web-based service.
8. You will not damage any Empire State College computer hardware or software.
9. You will not attempt to manipulate or delete computer files belonging to another user.
10. You will not attempt to circumvent system security.

### **Use of College Name and Wordmark**

The Empire State College name, symbols, logo and wordmark are protected trademarks of Empire State College. It is the policy of the college to permit the use of these trademarks by locations, Coordinating Center offices and alumni student associations for purposes of public relations and fundraising, where the proceeds

benefit the college and its students. Notwithstanding such policy, the college reserves its right, at its sole discretion, to revoke or restrict use of its trademarks for commercial purposes and in any other circumstances.

Any group wishing to use the trademark(s) must receive written permission from the Office of Communications and Government Relations. Such permission will set forth the name of the group, the nature of the use, and restrictions regarding the standards and quality of the goods and services in connection with which the trademark(s) are used. The college reserves the right to approve samples showing the proposed use of the trademarked product or service prior to production and distribution.

The Empire State College trademarks should not be used in any manner suggesting advocacy or official position of the college regarding any issues including, but not limited to, political issues.

For further information on how to use the Empire State College trademarks, contact the Office of Communications and Government Relations at 518-587-2100, ext. 2494.

*Approved: Jan. 29, 2013.*

## **COPYRIGHTED MATERIALS: THEIR REPRODUCTION AND USE**

### **Use of Copyrighted Materials**

Empire State College complies with the U.S. Copyright Act of 1976 and the Digital Millennium Copyright Act of 1998.

The college respects the intellectual property rights of those who create and/or publish original works of authorship in any tangible medium of expression, whether physical or digital media, and regardless of format or genre. The college, therefore, authorizes use of copyrighted materials only under the following conditions:

- When permission is obtained from the copyright owner, or
- When reproduction, dissemination, creation of derivative works, performance or display of copyrighted materials falls within Fair Use guidelines, which are explained on the library's copyright website at this url: [www.esc.edu/library/services/copyright/fair-use/](http://www.esc.edu/library/services/copyright/fair-use/), or
- When performance or display of copyrighted materials in a face-to-face classroom environment falls within Educational Use guidelines.
- When performance or display of copyrighted materials in an online educational environment falls within TEACH act guidelines.

The library has answers to questions about Fair Use, Educational Use, the Digital Millennium Copyright Act and when it is necessary to get permission to use a copyrighted work. **The librarians cannot obtain copyright permission on behalf of faculty, staff or students, and are not qualified to give legal advice.** The bookstore manager can provide information on how to obtain permission.

## Using Copyrighted Works Online

Reproduction, dissemination, performance, display and creation of derivative works from copyrighted works **may be** permitted under the Fair Use Exemption of the Copyright Act of 1976, if it passes the Four Factor Test.

Neither the nonprofit status of the college nor the educational nature of the endeavor are sufficient to automatically judge something Fair Use. There is no set guideline for number of words, number of pages or percentage of a total work that can be used.

It should be noted that the online environment reduces or eliminates barriers to unauthorized copying and redistribution of copyrighted works, which means that an online use is less likely to be a Fair Use than the same kind of use in a physical environment. The presence of password protection and/or digital rights management technologies, **may not be** sufficient to consider the use a Fair Use.

In order to decide if a use is Fair Use, the library provides a downloadable worksheet at this url: [www.esc.edu/library/services/copyright/fair-use/helper/](http://www.esc.edu/library/services/copyright/fair-use/helper/). You should fill it out in order to help make your decision, and then save the completed worksheet as proof of your good-faith effort to comply with the law.

## Making Copies in a Face-to-Face Classroom Setting

Making photocopies or other reproductions of copyrighted works to be distributed to students in a face-to-face classroom **may be** permitted under the Fair Use Exemption of the Copyright Act of 1976, if it passes the Four Factor Test.

Neither the nonprofit status of the college nor the educational nature of the endeavor are sufficient to automatically judge something Fair Use. There is no set guideline for number of words, number of pages or percentage of a total work that can be used.

In order to decide if a use is Fair Use, the library provides a downloadable worksheet at this url: [www.esc.edu/library/services/copyright/fair-use/helper/](http://www.esc.edu/library/services/copyright/fair-use/helper/). You should fill it out in order to help make your decision, and then save the completed worksheet as proof of your good-faith effort to comply with the law.

## Performance and Display in a Face-to-Face Classroom Setting

Performance and/or display of copyrighted works in a face-to-face classroom is permitted by the Educational Use Exemption of the Copyright Act of 1976.

There are certain restrictions: The college must be accredited and not for profit; the use must be part of teaching and learning, not for entertainment, extracurricular activities or other college business.

As long as those requirements are met, the Educational Use Exemption allows the instructor and/or students to perform musical works, poems, plays or speeches; others to come into the classroom

to perform musical works, poems, plays or speeches; display of images, whether in physical or digital media; and playback of audio or video recordings of any kind.

## Posting Multimedia in Online Courses Under the TEACH Act

As of January 2014, Empire State College is TEACH (Technology, Education and Copyright Harmonization) Act compliant. The TEACH Act allows educators to use some copyright protected multimedia materials in online courses without gaining prior permission and/or paying royalties. The content can be an image or audiovisual, but it must not be textual (the written word.) It also cannot be intended for the educational market (such as a video on a CD that accompanies a textbook.) The content can only be posted inside a course in the Learning Management System (Moodle), and only for as long as the students of that course need to have access to it. It must be captioned with the copyright and citation information. If it is nonfictional and nondramatic, there is no limit to the amount that can be posted; however fictional or dramatic content is limited to brief clips. TEACH Act applies only to materials that are posted for learning activities that are analogous to mediated instruction during class time in a face-to-face classroom setting. The TEACH Act must not be used to post materials that are used for research, reading assignments, homework or extra-curricular activities.

## For Copyright Information and Help, Consult the Library

Information on copyright can be found at [www.esc.edu/Copyright](http://www.esc.edu/Copyright). Copyright questions can be directed to [Librarian@esc.edu](mailto:Librarian@esc.edu).

## RELIGIOUS OBSERVANCE

In compliance with Section 224-a of the Education Law, students unable, because of religious beliefs, to engage in learning activities – classes, examinations, study or work requirements – on a particular day or days will not be penalized and will be provided with means to make up for any study opportunities that may have been missed because of absence for religious reasons. Since most study arrangements at Empire State College are individually made between student and faculty, students may schedule meetings and other academic activities so they do not conflict with their religious observances. In cases where group meetings are arranged (e.g., classes, seminars, special examinations such as College Level Examination Program or College Proficiency Examination Program), students who wish to avail themselves of these opportunities but are unable to participate at certain times because of religious beliefs should consult with their mentors to make alternate arrangements. No adverse or prejudicial effects shall result to any student because of his or her religious beliefs.

## Learning Opportunities

SUNY Empire State College offers a rich array of learning opportunities from which to create your study plan each term. Students choose from guided independent study, online courses, study groups and residency-based studies. Students also may review offerings from other colleges and universities and include those in their study plan for the term. Students in special programs may have study or course offerings specifically for their program.

The college strongly encourages student initiative and collaboration between student and mentor in designing studies that meet individual student goals. Students work with their primary mentor to identify and define the purpose of customized studies and then with the study mentor to fully develop the learning contract. The primary mentor can add a uniquely titled study to a student's worksheet.

Empire State College integrates online learning into many aspects of its instruction, and is a leader in the development of online courses. Faculty across the college may use online resources to enhance and support student learning. Some of our special programs and thematic residencies include both face-to-face and online studies.

As the registration advising and study preparation periods begin for each term, the college presents the relevant term guide online. Students and mentors are able to review the many possible study opportunities, discuss how they fit with the student's goals and create a study plan for that term. You can search the term guide by location, area of study, subject or mentor. You can view the term guide for the upcoming term through MyESC. In MyESC, click on the registration tab to get to the term guide.

### Guided Independent Study

In guided independent study you work one-to-one with a faculty member on a study. You may periodically meet face to face with a faculty instructor at one of our many locations across the state or work with a faculty instructor at a distance – by mail, phone, email or online.

Depending on your goals, you may work with your mentor to create and define Totally Individualized Study (TIS) or you may select a study from the term guide. Students are strongly encouraged to individualize their studies when appropriate. It allows you to take a major role in designing a study and to take charge of your own learning. To do so, you work with your mentor to determine the learning goals, outcomes and learning activities you will undertake to achieve those goals and how your mentor will evaluate your learning. Your mentor formalizes your goals, learning outcomes, and activities and evaluation criteria in a learning contract.

### Internships

Students often incorporate internships and/or field study into their degree programs. You may apply for formal internship programs established by state, local and national governments, as well as by

corporations, nonprofit institutions, and colleges or universities. Alternatively, with the help of your mentor, you may arrange for a special internship designed around your learning goals. You and your mentor create a learning contract for the internship just as you would for other individualized studies.

### Online Courses

Our online courses offer you the opportunity to interact with other students as well as the instructor, in discussions of the course material and group projects. Online courses are generally small groups (15–20) of students and a mentor. Courses leading to degrees in all of the college's 12 areas of study are available online. Online courses allow you to communicate with your instructor and other members of the course at times that are convenient to you.

Online courses are prestructured and designed for groups. Your course guides you through the goals and learning outcomes of the course, the learning activities and defines evaluation criteria.

### Study Groups

Study groups are small group seminars offered at the college's many locations. They generally meet face to face several times during the term and some meet on weekends. Study groups allow students to explore diverse perspectives on topics of common interest and present the results of their studies to others. During your meetings, you discuss common learning activities and share independent reading and research. Between group meetings, you will continue to engage in a good deal of independent study.

Study groups provide an opportunity to learn from other students, as well as the instructor. Frequently, mentors and students use new and interdisciplinary approaches to learning. This may entail field study, skills practice, problem solving, reading, and library or internet research. You may work on group or joint projects. Students find that study groups provide the support and stimulation of working with other students while maintaining the intimacy of student-centered learning.

Students in study groups may have a common learning contract or each student may have his or her own individualized learning contract.

### Residency-Based Studies

You may choose to participate in a residency-based study that allows students to take credit bearing studies using a blended model that combines online learning or independent study with periodic on-site meetings. The studies offered at residencies focus on a specific area of study or topic and include academic and professional enrichment opportunities and experiential learning.

### Taking Courses at Other Institutions (Cross Registration)

You may find it advantageous to take a course at another college or university from time to time to complete your degree requirements at Empire State College. You may enroll in a course for academic credit at a college or university that is accredited or a candidate for

accreditation, by a recognized regional accrediting agency. By doing so, you expand the variety of learning resources available. Please review the policy on cross registration on page 84.

### Other Courses

Some programs, such as the International Brotherhood of Electrical Workers Apprentice Program at The Harry Van Arsdale Jr. School of Labor Studies, have established classroom-based courses. These listings will be available to students within those programs.

## ACADEMIC RESIDENCIES

Residencies allow students the opportunity to take credit-bearing courses using a blended model that combines online learning or independent study with periodic on-site meetings that occur over several days or several weekends. Courses offered through residencies focus on a specific AOS or topic and include professional and academic enrichment opportunities and experiential learning. During the on-site meetings, students meet in small groups to focus on their selected study and have the opportunity to participate in group activities, hear from guest speakers, and engage with faculty and fellow students. Before and after the on-site meeting(s), students will study online or independently with their faculty instructor.

A complete list of residency studies is available on the website [www.esc.edu/residencies](http://www.esc.edu/residencies) and in the Term Guide. The Term Guide is accessed by visiting MyESC ([my.esc.edu](http://my.esc.edu)); clicking on the Registration and Course Offerings icon, then "Browse the Term Guide." To see the complete list of residencies, select your term of study then type "residency" in the "Mode of Study" field. Residencies also can be found by title using the attribute search feature in the Term Guide.

### Adirondack Environmental Studies Residency

Begun in 1997, the Adirondack Environmental Studies Residency is an annual academic offering at Empire State College. During the Fall term, students choose from seven environmentally related studies using a blended model that combines an online or independent study component with a three (or four) day on-site meeting in October at Camp Huntington on Raquette Lake (Adirondacks). While at camp, students will attend plenary sessions and group activities, hear from guest speakers, and meet in small group seminars to focus on their selected study. All of the studies help satisfy SUNY General Education Requirements, and any of them would contribute significantly to student degree programs in a wide variety of fields. This unique setting and experience will provide students with a broader perspective of issues related to the environment and offer hands-on activities to enhance the learning experience. Examples of courses from previous years' offerings include, Digital Nature Photography, Iroquois Cultural Botany, Environmental Ethics, Adirondack History and Nature Writing.

Matriculated Empire State College students receive preference in registering for the residency, for which there is a modest fee to cover room and board at the camp (beyond tuition and academic fees). Transportation is the student's responsibility, though program facilitators help initiate informal carpooling.

Additional information is available through the residency's website, [www.esc.edu/residencies/adirondackres/](http://www.esc.edu/residencies/adirondackres/).

### American Revolutionary War Era Residency

The American Revolutionary War Era Residency is offered to students bi-annually in the Fall term, under the direction of Gregory Edwards, Ph.D. of the Lakewood location of SUNY Empire State College, in collaboration with Ann Becker, Ph.D. and Karen Garner, Ph.D.

The residency is open to all students collegewide. This study will give students the opportunity to survey the history of the American Revolutionary era from the end of the Seven Years War until the end of the War of 1812, and introduce them to the major historical issues of this Era such as the causes of the war, the relationship between the First Great Awakening, the Enlightenment, the Renaissance and the Revolution; the factors behind America's triumph in the war; Revolutionary Ideology and the Institution of Slavery; "The Critical Period in American History;" the Creation and Ratification of the U.S. Constitution, The Origins and Character of the First National Party System in America; the Causes and Course of the War of 1812.

Students will participate in a two-day on-site meeting in Saratoga Springs, N.Y. While in Saratoga, students will tour the Saratoga National Historical Park and participate in a variety of mini-seminars addressing some of the major issues of the Revolutionary Era in America.

The courses that are being offered will include a learning activity that will cover the core topic: America in the Age of Revolutions and Constitutions, 1763-1816. Students also will be able to choose a particular study title to further focus on in their particular course. These titles might include the following:

- America in the Age of Revolutions and Constitutions: Biographies of the Founding Father
- America in the Age of Revolutions and Constitutions: Slavery and the Founding
- America in the Age of Revolutions and Constitutions: Women and the Revolution
- America in the Age of Revolutions and Constitutions: Constitutional History
- America in the Age of Revolutions and Constitutions: Federalists and Jeffersonians
- America in the Age of Revolutions and Constitutions: Military History

When students enroll for one of the American Revolutionary War Era Residency courses, a residency fee of \$350 will automatically be attached to each student's tuition bill to cover the following costs at the on-site meeting: lodging, meals and group bus transportation



to/from the hotel to the Saratoga Battlefield. Students will be responsible for getting themselves to and from the TBD hotel in the vicinity of Saratoga Springs, N.Y.

More information can be obtained through your primary mentor or by calling the Lakewood unit at 716-708-1798.

A limited number of spaces for guests and/or alumni may be available. For more information, please contact Paula Barber, Lakewood secretary, at 716-708-1798 or Paula.Barber@esc.edu.

### **Business, Management and Economics Residency – Capital Region**

The Capital Region Business, Management and Economics (BME) Residency provides students with a blended learning environment, an opportunity to participate in career development workshops, meet with guest speakers, and network with business students and faculty. The residency is designed for students to take one or two 4-credit undergraduate studies in a blended-model that combines the convenience of online learning with interactive face-to-face group meetings three Saturdays during the Fall and Spring terms. The BME Residency is open to students and all areas of study and from any SUNY Empire State College location. The studies offered at the BME residency focus on business, management and economic topics, and in some cases, fulfill SUNY General Education Requirements. The three face-to-face meetings are mandatory and are held in Saratoga Springs, N.Y.

For more information, please visit the residency website [www.esc.edu/residencies/bmeresidency/](http://www.esc.edu/residencies/bmeresidency/).

### **Central New York Learning Communities (Arts, Business and Human Services)**

**Join Us for an Enriching Academic Experience**  
[www.esc.edu/cnyLearnComm](http://www.esc.edu/cnyLearnComm)

**Learning Communities are:**

- A unique opportunity to study face to face and network with other students and faculty
- A blend of online learning and residencies (three Saturdays during the Spring and Fall terms; once or twice during the Summer 1 and 2 sessions), enabling busy students to manage the demands of college study, work and other responsibilities
- An energizing opportunity to learn about careers in the arts, business and human services, internships and other areas of interest
- An innovative environment created to facilitate and enhance the learning experience for adult learners with noncredit workshops and stimulating guest speakers
- Study with faculty mentors who draw on academic expertise to provide the comprehensive learning that today's students need.

Learning Communities bring together students, professors and expert speakers for a day of studies, workshops and luncheon presentations. Studies are 4 credits, unless otherwise noted. There is a \$45 residency fee per term, no matter how many studies you take. Students may use financial aid to cover the residency fee.

### **Civil War History Residency**

The Civil War History Residency is offered to students annually in the Spring term, under the direction of Gregory Edwards, Ph.D. from the Lakewood location of SUNY Empire State College.

The residency is open to all students collegewide. This study gives students the opportunity to survey the history of Ante-bellum slavery, the Civil War and the Reconstruction era, and introduce him/her to the major historical problems of the American Civil War and Reconstruction Era such as the causes of the war, the character of Ante-Bellum American Slavery, the causes behind the Confederacy's defeat, the Lincoln Enigma, and the character and legacy of Reconstruction, within the context of the broad sweep of American History from the Colonial period through the Reconstruction Era.

Courses being offered that include this Civil War Residency learning activity include: Civil War History; American Religious History II; American Military History; and American Presidency. Each of these courses will fulfill the American History SUNY General Education Requirements. History of Warfare in the Western World course meets the Western Civilization SUNY General Education Requirements. As a capstone study for History majors, Generals of the Civil War also is offered.

Students enroll in one of the above courses and will participate in the residency – a three-day field trip (via Group-Chartered Bus) to Antietam at Sharpsburg (Md.), and Gettysburg (Pa.). During this trip, students will tour the battlefields and participate with other students in evening discussions on the factors leading to the Northern victory in the war. He/she also will be responsible for giving an oral presentation about one of the stations on the battlefield tour.

In addition to the required attendance at the on-site meeting, students will complete other learning activities (reading, written assignments and additional discussions) for their course throughout the term in various ways: a study group, face-to-face or at-a-distance independent study (depending on the student's location).

When students enroll for one of the Civil War History Residency courses, a residency fee of \$480 will automatically be attached to each student's tuition bill to cover the following costs during the residency: lodging, meals and group bus transportation during the residency. Students will be responsible for getting themselves to and from one of our group bus pickup stations in Jamestown, N.Y. or Corning, N.Y.

More information can be obtained through your primary mentor or by calling residency coordinator, Gregory Edwards, at Lakewood, 716-708-1798 or [Gregory.Edwards@esc.edu](mailto:Gregory.Edwards@esc.edu).

A limited number of spaces for guests and/or alumni may be available. For more information, please contact Paula Barber, Lakewood secretary, at 716-708-1798 or Paula.Barber@esc.edu.

### **Ecology and Earth Systems Field Research Residency**

The Ecology and Earth Systems Field Research Residency features a three-day hands-on field experience for students interested in the areas of ecology, earth science and geology. During the Summer Term Session 1 (eight-week term) registration period students will select a single 4-credit study with one of the three instructors co-teaching the residency. Students are required to attend the on-site portion of the residency at the SUNY Oneonta Biological Field Station in Cooperstown in June. Before and after the on-site meeting, students will actively engage in their study online using Moodle. During the three days in Cooperstown, students will camp at the facility, participate in field work, attend workshops presented by visiting scientists, share scientific presentations and connect with students and faculty from all over New York state. This is a unique opportunity for students to work closely with experienced faculty to develop field and laboratory research and analysis skills that are invaluable in the environmental and earth systems sciences.

For more information, please visit the residency website [www.esc.edu/residencies/ecology/](http://www.esc.edu/residencies/ecology/).

### **Emergency Management Residency**

Staten Island  
500 Seaview Avenue, Suite 230  
Staten Island, NY 10305-3402  
William.McDonald@esc.edu  
EM.Residency@esc.edu  
718-667-7524, ext. 1793  
[www.esc.edu/emres](http://www.esc.edu/emres)

The goal of this residency is to explore emergency management from a theoretical perspective, to better understand how to prepare for, respond to, mitigate and recover from disasters and emergencies to ensure the health and well-being of, a vibrant, open, civil society. We will explore the growth of this area in the public and private sectors. What drives the continuous growth of emergency management? How has it developed in recent years? We will move beyond the simple concept of protecting society and define what it means to commit to serving society. What does it entail? Why is it worthwhile? Participants will gain perspective, insight and planning skills to strengthen their role as future leaders in emergency management.

Studies that have been offered in the past include: Strategic Planning for Emergency Services; The Role of the Public Information Officer; Business Continuity; Incident Command and Leadership; Spanish for First Responders; Government Responses to Emergency; Security and Mass Transit: Readiness, Disaster Response and Recovery; Psycho-Social Impacts of Mass Disasters; Managerial Issues in Hazmat; The Environment: Threats and Realities.

Students can choose from a variety of studies tailored to the requirements of their concentration and degree program. Students may enroll in any or all of the studies listed above. Students throughout the state and from any content area are invited to enroll.

Combined, the faculty of the Emergency Management Residency have over 100 years of practical experience in emergency management and public safety.

### **Women's and Gender Studies Residency**

The Women's and Gender Studies Residency (WGSR) combines independent or online study with a two-day on-site meeting during the Spring term. The residency includes women's studies courses that examine women's experiences, histories, cultures and concerns and introduce feminist perspectives promoting gender equality. The residency also includes gender studies courses that investigate socially-constructed and relational feminine, masculine, LGBTQ gender identities and representations in history, literature, the arts, politics, social sciences, the natural sciences, etc. The Women's and Gender Studies Residency was created and adapted from the previous Women's Studies Residency held since the mid-1970s. The legacy of the residency is continued today as students, faculty, and guests gather for two days of study group meetings, provocative presentations, interactive activities, revelations, and free-form 'happenings.'

More information can be obtained through your primary mentor or at the residency website: [www.esc.edu/residencies/womens-studies-residency/](http://www.esc.edu/residencies/womens-studies-residency/).

## **ONLINE COURSES OFFERED THROUGH EMPIRE STATE COLLEGE**

### **Online Course Information**

Our online courses offer you the opportunity to interact with other students, as well as your instructor, in discussions of the course material and group projects. We have found that the discussions deepen students' understanding of the subject and provide a forum for students to share their knowledge with one another. Discussions are usually asynchronous of our online courses and all students enrolled in an online course are expected to participate. The discussions are asynchronous; in most cases, you do not need to be online on specific days or times. However, you are expected to log on three to four times per week – at appropriate intervals – to participate fully in the discussions. Some courses (such as foreign languages) require the use of synchronous (at the same time) chat and text software. These course descriptions will include this information at the time of registration. Other courses use optional chat to support extra study time with instructors or ease of communication with other students. The course instructor will provide more detailed information regarding the discussion or group requirements at the beginning of the term.

For more information about our online degree programs and course offerings, please visit [www.esc.edu/distance-learning/](http://www.esc.edu/distance-learning/).

# College Personnel

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 Master of Law, Juris Doctor

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