



HANDBOOK

Contents

Vision, Mission, and Values.....	6
Vision.....	6
Mission.....	6
Values.....	6
College History	6
SUNY Broome Community College Foundation.....	6
Alumni	7
SUNY Broome Community College Workforce Development and Continuing Education.....	7
SUNY Broome Students’ Bill of Rights.....	8
Academic Information	9
Degree and General Requirements	9
Degrees and Certificates.....	9
SUNY Broome Community College General Education Curriculum.....	9
General Education Knowledge and Skill Areas	10
General Education Categories and Competencies.....	10
Infused Competencies	10
Declaration of Graduation Candidacy.....	10
Classroom Practices	11
General Attendance Policy.....	11
Reporting of Official Course Attendance	11
Absence due to Religious Beliefs	12
Grades	13
Graduation	13
Graduation with Honors	13
Planning Your Schedule	14
Transcripts.....	14
Withdrawal from College.....	14
Standards for Academic Progress	15
Good Academic Standing.....	15
Academic & Financial Aid Warning.....	15
Academic Dismissal.....	16

Academic Probation	16
Appeal Process for Denial of Reinstatement after Academic Dismissal	16
Academic Grievance Procedure	16
Grading Information	17
Additional Grade Designators	17
Grade Point Average	17
“S” and “U” Grades	18
“P” / “F” Grade Option.....	18
“W” Grade	18
“WA” Grade	18
“I” Incomplete Grade	18
Audit.....	19
Senior Audits.....	19
Repeating and Substitution of Courses.....	19
Academic Grade Grievances	20
President’s/Dean’s List.....	20
Academic Support.....	20
Academic Advising	20
Academic Grievance Procedure	21
Academic Honesty	21
Student Responsibilities.....	21
General Classroom Standards.....	21
Degree Works	21
Course Registration.....	22
Matriculated Students	22
Non-Matriculated Students	23
Cross Registration	23
Instructional Methods.....	23
Late Registration	25
Dropping a Course	25
Adding a Course	25
Withdrawal from the College.....	26
Medical Withdrawal.....	26

Academic Fresh Start	27
Change of Major	28
Dual Degree	29
Semester Credit Overload.....	29
Length of Program	29
Procedure for Student Name Change or Social Security Number Change	29
Early College.....	30
Continuing Education.....	30
Senior Audits.....	30
Student Services.....	31
The Cecil C. Tyrrell Library.....	31
Learning Assistance Department.....	31
Writing Center.....	31
Math Lab	31
Tutoring Program	32
Supplemental Instruction.....	32
Accessibility Resources Office.....	32
Child Care	33
SUNY Broome Community College Campus Shop/Bookstore	33
Information Technology Services.....	34
Career, Transfer, and Bachelor Partnership Department.....	34
Veterans & Military Affairs	34
Student Right-To-Know Statement.....	34
Student Development.....	35
Counseling Services.....	35
Student Health Services	36
The Hornet Hope Center.....	36
Athletics	37
Intramurals.....	38
Fitness Center	38
Clubs, Societies, Organizations	38
The Student Assembly	39
Performing and Fine Arts.....	39

Buses	39
Closings	40
SUNY Broome Conduct Standards and Expectations.....	40
Student Conduct	40
Community Living Understanding and Expectations	40
Student Conduct Philosophy.....	41
Classroom Conduct	41
Student Village Conduct.....	41
Good Samaritan Policy	42
Title IX	42
Title IX Coordinator	42
How to Report an Incident.....	43
Student of Concern	43
Dental Hygiene Clinic	43
Educational Opportunity Program.....	43
Health Information	44
MMR and Meningitis Record Requirements	44
Consequences of Being Non-Compliant	44
International Student Services.....	45
Public Safety.....	45
Emergency Calls*	45
Car Problems.....	45
Lost and Found.....	45
Parking	45
Financial Aid.....	46
Student and Family Resources.....	46
Tuition Deferral Payment.....	46
Rights and Responsibilities of Recipients.....	47
How to Apply for Financial Aid.....	48
Packaging Policy	48
Federal and State Grants	48
Campus Administered Financial Aid	49
Verification.....	49

Notification of Decisions	50
Scholarships	50
Satisfactory Academic Progress for TAP, APTS, and Title IV Aid.....	50
Financial Aid Adjustment Procedures.....	51
Grants.....	51
Tuition Assistance Program (TAP).....	51
Excelsior Scholarship.....	51
Other New York State Grants.....	52
Aid for Part-Time Study (APTS)	52
Educational Opportunity Program (EOP).....	52
Federal Pell Grant Program.....	52
Federal Supplemental Educational Opportunity Grant (FSEOG)	52
SUNY Broome Community College Foundation Grants	52
NYS Aid for Native Americans	52
Loans	53
Federal Direct Subsidized Student Loan	53
Federal Direct Unsubsidized Student Loan	53
Federal Direct Parent Loan for Undergraduate Students (FPLUS).....	53
Employment.....	53
Financial Aid Time Frame.....	54
Student IDs.....	54
Student Jobs.....	55
Non-Discrimination Commitment.....	55
Family Education Rights and Privacy Act (FERPA).....	55
Definitions.....	61

Vision, Mission, and Values

Vision

Transforming Futures, Creating Opportunity: Be Your Best at Broome.

Mission

As the community's college, we create an environment of inclusive excellence that aligns with each learner's educational, career, and personal goals, serving as a catalyst for local and global economic advancement.

Values

All members of the campus community will demonstrate:

In addition to annual gifts from alumni, faculty, staff, students, business and industry, community friends, organizations and foundations, the Foundation has endowment and other funds of approximately \$47 million which help support its programs and activities.

Alumni

The College's Alumni Engagement program provides the link to over 50,000 alumni worldwide. News of the college and from alumni is disseminated through semi-annual digital alumni newsletters, as well as in *BROOME*, our semi-annual alumni magazine, which is distributed to alumni and other partners of the college. Digital editions of *BROOME* can be found online at: www.sunybroome.edu/magazine. The Alumni Engagement activities of the College are administered in partnership with the SUNY Broome Foundation.

For information about the Foundation, call +1 (607) 778-5182 or email to foundation@sunybroome.edu. For questions regarding Alumni Affairs at SUNY Broome Community College call +1 (607) 778-5477 or email alumni@sunybroome.edu.

SUNY Broome Community College Workforce Development and Continuing Education

SUNY Broome Community College has an extensive non-credit continuing education program which serves as a conduit to the community by providing innovative educational experiences. We provide programs that meet workforce and professional development needs, health and wellness interests, youth programs and personal enrichment needs. In addition, SUNY Broome Workforce Development provides customized training and can facilitate bringing courses on-site for business and industry. For a current catalog of offerings, call +1 (607) 778-5012, email Workforce@sunybroome.edu, or visit the SUNY Broome Website at <https://www2.sunybroome.edu/conted/>

The Entrepreneurial Assistance Center (EAC) provides one-on-one support as well as workshops and training for small business community and entrepreneurs. For more information visit the EAC website at <https://www2.sunybroome.edu/conted/eac/>.

The SUNY Broome Workforce Development Program demonstrates the College's commitment to local economic development. The mission is to produce quality education and training programs for area business and industry.

For additional information on contract education and training programs, call Workforce Development at SUNY Broome Workforce Development and Continuing Education, +1 (607) 778-5012 or email Workforce@sunybroome.edu.

SUNY Broome Students' Bill of Rights

The State University of New York and SUNY Broome Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in SUNY Broome Community College 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:

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

Options in brief:

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

1. Receive resources, such as counseling and medical attention;
2. Confidentially or anonymously disclose a crime or violation
3. Make a report to: An employee with the authority to address complaints, including the Title IX Coordinator, The Dean of Students, SUNY Broome Office of Public Safety, Local law enforcement; and/or Family Court or Civil Court.

Academic Information

Degree and General Requirements

1. Filing of a final high school transcript that stipulates graduation or proof of completion of home schooling, TASC - Test Assessing Secondary Completion or GED.
2. Successful completion of all courses required for the degree.
3. A minimum of a 2.0 cumulative Grade Point Average (overall and program).
4. Meeting of specific degree requirements.
5. Meeting of the College's General Education requirements.
6. Satisfaction of all obligations to the College.
7. Filing of an Intent to Graduate form in the final semester.
8. Confirmation by the College that all degree requirements have been met.
9. Earning fifteen credits at the College. Fifteen credits is the College's residency requirement. Transfer students, especially, should make note of the requirement.

Degrees and Certificates

The college offers Associate's degrees in a number of fields of study. The Associate in Arts (AA) degree and the Associate in Science (AS) degree are intended for students who plan to transfer to a four-year institution after graduation. The Associate in Applied Science (AAS) degree and the Associate in Occupational Studies (AOS) degree are intended for students who seek employment immediately after graduation.

In addition to degree programs, SUNY Broome Community College offers several certificate programs. Certificate programs carry approximately one year of college credits, can be completed in fewer than two years, and have more specific objectives than degree programs.

SUNY Broome also offers microcredentials. The microcredential is earned in less time than a degree or a certificate program.

SUNY Broome Community College General Education Curriculum

To earn an **Associate of Arts (AA)** or an **Associate of Science (AS)** degree from SUNY Broome Community College, the following credit and category requirements apply:

General Education Knowledge and Skill Areas

The following four are specifically required for all undergraduate degree programs:

Intent to Graduate form should be filed by:

examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity.

7. As used in this section, the term “institution of higher education” shall mean any institution of higher education, recognized and approved by the regents of the university of the state of New York, which provides a course of study leading to the granting of a post-secondary degree or diploma. Such term shall not include any institution which is operated, supervised or controlled by a church or by a religious or denominational organization whose educational programs are principally designed for the purpose of training ministers or other religious functionaries or for the purpose of propagating religious doctrines. As used in this section, the term “religious belief” shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under section 501 of the United States Code.

Grades

If you would like to view your grades, go to [MyCollege](#). Final grades are posted at the end of each semester. Midterm grades may also be viewed online. Please note that only “D” or “F” grades are required to be reported.

Graduation

Such a tremendous achievement calls for pomp, circumstance, ceremony, and an arena full of family and friends. But before you hear any exciting commencement speeches, you’ll need to file an Intent to Graduate form with the Registrar’s Office and purchase academic regalia to wear on your big night. All potential graduates must have a final high school transcript or a GED / TASC on file.

SUNY Broome Community College will conduct one formal graduation ceremony each year in the spring. All candidates for degrees, certificates, and credit bearing microcredentials may participate in the ceremony. A candidate is a student who will complete his/her program requirements at the conclusion of the fall, spring, or summer semester. Candidates must have filed their “Intent to Graduate” form. Students who complete their program requirements at the end of the fall semester will be invited to attend the next graduation ceremony which occurs the following Spring.

Applications for graduation are available in the Registrar’s Office. You may also apply online by visiting www2.sunybroome.edu/registrar/. Your record will be reviewed to determine if you will become an official graduate. Diplomas will be mailed in February for fall graduates, July for spring graduates, and October for summer graduates. Attendance at the Spring Graduation ceremony is optional; however, it is a once-in-a-lifetime ceremony, and you are invited to attend because of your success in college.

For more information, go to: Student Services Building, Room 105; Telephone: 607-778-5527

Graduation with Honors

Students who graduate with a cumulative grade point average of 3.80 or better will receive the distinction of graduating with “High Honors” and those who graduate with a cumulative grade point average of 3.50 to 3.79 inclusive will graduate with “Honors.”

Planning Your Schedule

Try SUNY Broome's new Student Schedule Planner!

This simple interface revolutionizes student schedule planning by assisting in the selection of preferred classes, blocking off breaks or conflicts, and generating the best possible schedules for registration. Optimization of schedules increases credit hours as you progress towards degree completion.

How to Access Schedule Planner:

1. Log into [MyCollege](#)
2. Click on the "Registration" button in Quicklaunch on the left under "Students."
3. Acknowledge the Financial Responsibility Agreement on the screen that comes up, and click "Return to Registration."
4. Select "Schedule Planner" from the menu to enter Scheduler Planner.

For more info, please visit www.sunybroome.edu/schedule-planner.

Transcripts

Do you need to prove to an employer or another college/university that you were a student here? Or do you need an official record of the courses you took here, and the grades you received in those courses? To get your transcript, go to www2.sunybroome.edu/registrar/transcripts/. There is a charge of \$2.50 for an electronic transcript, and \$5.00 for a hard copy transcript. If you need to have your transcript faxed (as opposed to mailed), there is an additional \$5.00 fee. You may also request transcripts in person at the Registrar's Office.

Location: Student Services Building, Room 105; Telephone: 607-778-5527

Withdrawal from College

If unforeseen circumstances occur and you need to withdraw from your classes, contact the Registrar's Office or the Advising Office immediately. You will need to complete the appropriate paperwork to make your withdrawal official. Don't forget to call the Student Accounts and Financial Aid Offices as well. Let these folks know as soon as possible that you will be leaving, since your finances and refunds may be at stake. You will be held responsible for all unpaid bills after leaving SUNY Broome. A visit to your academic advisor can make a difference for your future academic plans at the College. And don't worry! When you're ready to return to college, we're here to help.

Standards for Academic Progress

Standards for Academic Progress (SAP): Students are considered to meet the standards for academic progress and be in good academic standing at the end of a term and to be making progress toward a degree or certificate if the student maintains an academic achievement level at or above the point of Academic and Financial Aid Warning according to the following criteria.

1) Grade Point Average

Total Credits Attempted	Minimum Cumulative GPA
12-20	1.50
Over 20-40	1.75
Over 40	2.00

2) Successful Accumulation of Credits

Students must successfully pass (“S”, “P”, and “D” grade or better) a total number of credits according to the following standard:

Total Credits Attempted	Credits Earned
20	12
40	26
60	40
80	54

“Total credits attempted” include all credit hours for which the student was registered on or after the census date of a semester, regardless of later dropping or withdrawal from a course. Please note, “Total credits attempted” also includes developmental coursework as well as applicable transfer credits.

“Minimum Cumulative GPA” for SAP is calculated using “Total credits attempted,” but excludes the grades earned from transfer coursework.

Credits earned excludes these credit hours associated with grades of “F”, “W”, “WA”, “V”, or “I.”

Developmental courses do not give earned credit toward a degree at the college, but they are equivalent to the appropriate number of earned credits for academic standing. They are also factored into the grade point average used for calculating academic standing.

Transfer hours count towards credits attempted and earned.

Good Academic Standing

A student is considered to be in Good Academic Standing if they meet the Standards for Academic Progress outlined above.

Academic & Financial Aid Warning

A student that begins a term (fall, spring or summer) in Good Academic Standing, but does not meet the Standards for Academic Progress (SAP) requirements at the end of the term will be placed on Academic and Financial Aid Warning (fall, spring, or summer).

Academic Dismissal

A student who does not meet the minimum SAP requirements after being on Academic and Financial Aid Warning for one term will be academically dismissed. A student who has been academically dismissed may apply for reinstatement to the Academic Dismissal/Reinstatement Committee on the basis of: injury or illness, the death of a relative, or other special circumstances, with appropriate documentation.

A student who has been academically dismissed from a program and does not wish to apply for reinstatement may continue to attend as a non-matriculated student. A non-matriculated student may continue to take classes, but is not enrolled (matriculated) in program and is not eligible for financial aid.

Notes: Students who chose to take classes as a non-matriculated student and who meet SAP requirements within 3 consecutive terms from Academic Dismissal (fall, spring, or summer) may be re-admitted into their previous program of study without re-applying through Admissions*. Students who take *longer* than 3 consecutive terms (fall, spring, or summer) to meet SAP requirements need to apply through Admissions to be readmitted.

*Competitive admission programs may have different requirements for readmission.

Academic Probation

A student whose application for reinstatement was approved will be reinstated to their program and placed on Academic Probation. The student will be required to develop an academic plan that will detail how the student will progress toward SAP. Students who do not meet the conditions of their academic plan will be academically dismissed and will not have the opportunity to submit an additional application for reinstatement to the Academic Dismissal/Reinstatement Committee.

Appeal Process for Denial of Reinstatement after Academic Dismissal

A student who has their application for reinstatement after academic dismissal denied by the Academic Dismissal/Reinstatement Committee has the opportunity to appeal the decision.

Academic Grievance Procedure

Information about the academic grievance procedure is available in the Student Handbook and through the Academic Affairs Division.

All Health Science students are subject to the campus Policies and Standards for Academic Progress, as well as those included in the Program Policy and Procedures Manuals, specific to each program.

Grading Information

Students are to be graded in courses according to the traditional system of letter grades (A,B,C,D,F). Each grade carries a specified number of quality points as described in the table below.

In competitive accredited programs the below numerical equivalent may vary. The department standard numerical equivalent should be utilized across all program specific courses in the competitive program.

Grades	Quality Points per Credit Hour	Numerical Equivalent	Explanation
A	4.0	93-100	Excellent
A-	3.7	90-92	
B+	3.3	87-89	
B	3.0	83-86	Good
B-	2.7	80-82	
C+	2.3	77-79	
C	2.0	73-76	Average/Satisfactory Achievement
C-	1.7	70-72	
D	1.0	60-69	
F	0.0	0-59	Unsatisfactory or withdrawal after 10 th week for full-term course.

Additional Grade Designators

P	Pass
S	Satisfactory
U	Unsatisfactory
W	Withdrawn from a course
WA	Withdrawn Administratively
I	Incomplete
AU	Audit (No Credit)

Grade Point Average

Each grade carries a specified number of quality points (4.0 for an A, 3.7 for an A-, 3.3 for a B+, etc.) as described in the section on Grading Information. To determine a student's Grade Point Average (GPA), multiply the number of quality points, according to the letter grade, by the number of credits for the course. Add these together and divide the sum by the total number of credits.

A Grade Point Average (GPA) is calculated for each semester the student attends, and a cumulative summary is also shown on the student's academic transcript.

For purposes of graduation eligibility, only those courses required for the degree will be used to determine if the criteria have been met for a 2.0 in courses applicable to the degree. This calculation will reflect the Program grade point average in the student's field of study and will be fixed as of graduation.

Any courses taken after that will not change the graduation GPA and will not be entered into the previous GPA in any way. The cumulative GPA, however, will reflect all courses taken by the student unless a course has been repeated, and a different grade was received.

Please note: The students' cumulative GPA must also equate to 2.0 for degree verification purposes.

"S" and "U" Grades

The S and U grade will apply only to specific courses determined by the appropriate departments and approved by the Vice President for Academic Affairs. The S grade will count as earned hours. The U grade will not count as earned hours. Such courses will not affect the Grade Point Average (GPA).

"P" / "F" Grade Option

Students enrolled in standard grade mode classes may elect the Pass / Fail grade option in the event of extenuating circumstances. The P grade will count as earned hours and will not affect the Grade Point Average (GPA). The F grade will not count as earned hours and will have a negative impact on the GPA.

"W" Grade

It is the student's responsibility to initiate action to receive a grade of "W" within the 4th and 10th weeks inclusive, for a full-term course. Students cannot receive a "W" grade after the 10th week for a full-term course.

"W" or "F" grade periods for courses which meet more or less than a full semester will be determined by the Registrar's office.

"WA" Grade

Students' who have poor attendance in classes after the census date will be withdrawn administratively from them. Those who do not follow the student code of conduct may also have the "WA" grade assigned to their classes.

"I" Incomplete Grade

An "I" or incomplete grade signifies that coursework cannot be completed during the term due to extenuating circumstances.

The "I" or incomplete grade shall be assigned by instructors only in cases where they have agreed to grant students extensions to complete coursework and a contract has been arranged between the student and instructor.

To petition for an "I" grade, the student must contact the instructor prior to the last class to arrange for the completion of the unfinished work. The instructor will file with the Office of the Registrar an "Incomplete Grade Contract" form, outlining the provisions to complete the "I" grade, including *an agreed upon time limit that shall not exceed the last day of the next major semester*. The instructor may grant an extension for an additional semester by completing another "I" Contract.

After the student has completed the work, the instructor will submit a "Notification of Grade Change" form to the Registrar for removal of the "I" grade. If the student does not meet the time limit, the "I" grade will be replaced by the grade of "F".

When the Registrar is not notified by the instructor of a grade change, the Registrar will convert the “I” grades to “F” or “U” at the end of the next semester.

An instructor submitting a grade change for an “I” grade which has been converted to an “F” must follow the normal grade change provisions.

An “I” grade will be treated as an “F” grade in the calculation of academic progress.

Audit

The letters AU will appear next to the course name on the transcript. Courses that are audited cannot be used to meet program requirements for graduation certification.

Audit Classes may be changed to the “audit” grade mode after the semester starts, provided that an add/drop or schedule adjustment form is completed prior to the census date. This form must be signed by the student, the department chairperson, and the instructor. Financial aid is not awarded to classes that are audited. Funds issued to the student in the form of a book voucher and/or financial aid funds spent at the SUNY Broome Bookstore would also be paid back to the college by the student.

Please note: Accreditor requirements need to be taken into account when considering whether a student may audit a course.

Note: Some courses are excluded from the auditing option. Please contact the Registrar’s Office for more information about auditing courses.

Senior Audits

Any citizen of New York State who is 60 years of age or more may “audit” courses at SUNY Broome Community College without charge, as long as there is space available.

Repeating and Substitution of Courses

A student may repeat a course up to two times. This excludes courses that are taken for multiple credits (Ex. MUS 190, MUS 195, MUS 290, etc.) or courses in which a grade of “W” was received.

All grades remain on a student’s transcript. If a course repeated, only the higher grade will enter into the cumulative G.P.A.

Students are strongly urged to determine the financial aid implications before electing to repeat a course in which a student has received a passing grade.

If a course is repeated, the higher grade will be included in the cumulative grade point average. If both grades are identical, the most recent grade will be included in the students’ GPA. All grades will appear on the student’s transcript. All repeated courses add to the cumulative attempted credit hours for academic standing calculations.

In special circumstances, the academic dean may allow the substitution of an equivalent or similar course for a required course.

Students repeating a course they have already passed (a “D” grade or better) may not be able to use that course as part of their calculation for full-time status for certification under the New York State Tuition Assistance Program (TAP) and should be advised to check with the Financial Aid Office before registering for the repeated course.

While students are allowed to repeat coursework, all attempts at the repeated course count toward the credit hours attempted for financial aid purposes. Once a student has successfully passed a course with a grade of “D” or better, the student is only allowed to repeat the course one time with federal financial aid for a better grade. Courses in which a grade of “A”, are not repeatable because a better grade cannot be earned. (Certain exceptions apply to this rule, such as designated cross-listed courses, choir, physical education, and other coursework that may be counted more than once.)

Academic Grade Grievances

SUNY Broome Community College has established a procedure to provide students an opportunity to grieve grades in any particular course(s). The grievance procedure is available in the Student Handbook and through the Academic Affairs Division.

All Health Science students are subject to campus Policies and Standards for Academic Progress, as well as those included in the Program Policy and Procedures Manuals specific to each program.

President’s/Dean’s List

Full-time students, both matriculated and non-matriculated, who have a semester grade point average 3.80 or better will be named to the President’s List. Such students must successfully complete a minimum of 12 credit hours and have no “I” grade for that semester. Courses which use the S or U or credit equivalent grade will not disqualify a student from consideration for the Dean’s List or the President’s List, as long as the student meets the grade point average criteria in their other courses.

Full-time matriculated students who have a semester grade point average of 3.50 to 3.79 inclusive will be named to the Dean’s List. Such students must successfully complete a minimum of 12 credit hours and have no “I” grade for that semester. Courses which use the S or U or credit equivalent grade will not disqualify a student from consideration for the Dean’s List or the President’s List, as long as the student meets the grade point average criteria in their other courses. Non-matriculated students do not qualify for the Dean’s List.

Part-time matriculated students can earn a place on the President’s or Dean’s List by having the appropriate cumulative grade point average for their most recent semesters that include at least 12 credit hours and have no “I” grades for those semesters. Courses which use the S or U or credit equivalent grade will not disqualify a student from consideration for the Dean’s List or the President’s List, as long as the student meets the grade point average criteria in their other courses. Part-time matriculated students should contact the Registrar’s Office for more information.

Academic Support

Academic Advising

Academic Advising provides clarification of degree and SUNY general education requirements, assists students with academic planning, and may initiate referrals to campus resources. Academic Advisors

help students understand their role and responsibilities in the advising process, and aid students in selecting courses appropriate for their degree and transfer goals. Academic Advisors help students correlate their degree plan to their academic and career goals. Other academic issues, such as difficulty with courses, desire to withdrawal, and changes, can also be discussed with an Academic Advisor.

Academic Advising Contact Information:

Location: Student Services Building, Room 210

Phone: +1 (607) 778-5421

Email: advising@sunybroome.edu

Academic Grievance Procedure

Broome Community College's Student Academic Grievance Procedure has its origins in the Joint Statement on Rights and Freedoms of Students 1, and subscribes to the spirit of that Statement. To protect the rights and freedoms of students and faculty members consonant with that document and to signal the College's commitment to the mutual obligation of respect and civility fundamental to an academic community, the College establishes the following procedures to provide for the orderly, fair, and prompt resolution of student academic grievances. These procedures are intended to ensure due process and the equitable treatment and protection of all parties involved in academic grievances.

[View the Academic Grievance Procedure Here.](#)

Academic Honesty

Policy

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic careers.

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to:

- a) Refrain from acts of academic dishonesty
- b) Refuse to aid or abet any form of academic dishonesty
- c) Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- d) Encourage other students to adhere to the standards of academic honesty

General Classroom Standards

Students are responsible for completing all course requirements as specified in the course syllabus. They are also obliged to be on time to class and to comply with the College's Civility Statement.

Degree Works

Degree Works is a web-based tool that allows students and advisors to review and monitor student progress toward degree completion. Degree Works organizes academic coursework into blocks of

requirements to easily identify which degree requirements are complete and which degree requirements are remaining.

Students are strongly encouraged to view their degree audits every semester to keep track of their academic progress towards degree completion. Students must meet with their academic advisor for guidance and to register for the next semester. An academic advisor can provide essential information regarding: graduation requirements, degree and program requirements, SUNY General Education requirements, Grade Point Average (GPA) requirements and residency requirements. Students must meet with an academic advisor for proper guidance throughout their academic journey.

Degree Works Features:

Non-Matriculated Students

Non-matriculated students are students who wish to take a class without enrolling in a program of study. Students who are non-matriculate are not eligible for any Financial Aid and must pay for tuition and fees out of pocket.

To register for courses as a non-matriculated student, please visit [Non-Matriculate Registration](#), scroll down the page, complete the form and submit. By submitting the form you are agreeing to the financial obligation for your registered course(s). You will be contacted by the Registrar's Office via email notifying you that you have been officially registered for your designated course.

If you are a continuing non-matriculated student, you may register through your MyCollege account.

For additional information regarding tuition, fee and residency requirements, please contact the Student Accounts Office:

Phone: +1 (607) 778-5230

Email: stuaccounts@sunybroome.edu

Cross Registration

If you are in a program of study at another SUNY college/university and wish to take classes at SUNY Broome, you must complete the [Cross Registration Form](#). Students who do not complete the Cross Registration Form will not be considered for Financial Aid.

For additional information and guidelines regarding Cross Registration, see [Cross Registration Guidelines \(pdf\)](#).

Instructional Methods

Students enrolled in online asynchronous, and online synchronous sections, will not be here on campus for these particular classes. Students enrolled in blended classes will be working online and will be here on campus for those class meetings that are held face to face. Students enrolled in hyflex classes have the option of taking the class online and face to face.

Online asynchronous classes are not held on campus. Students' schedules will not reflect specific days and times of instruction. The student's schedule will have a link to access for the online instruction.

Blended classes are held online and on campus. Students' schedules will display days and times of instruction, as well as the building and room for those classes that are held on campus. Students' schedules will also have a link to access for the online instruction.

Online synchronous classes are not held on campus for the students. Some instructors will be conducting these classes off campus while other instructors will be teaching here on campus. In both instances the student's schedule will display the days and times of instruction. Students need to log into their class on those specific days and times in which the class is scheduled. The student's schedule will not display the building and room nor will the class look up schedule display the building and room. The student's schedule will have a link to access for the online instruction.

The following is the coding that we are using for these classes.

1.) Online Asynchronous

5.) Traditional

It is the students' responsibility to contact the instructor when a class is added to discuss how they may make up missed work or assignments.

Financial aid may not be available for courses added after the census date for the class; contact the Financial Aid office for more information.

Students who attend classes in which their names do not appear on the class list should contact the Registrar's Office.

Withdrawal from the College

SUNY Broome Community College has committed to a philosophy of providing whatever assistance is necessary to aid the student in completing his/her academic goals. Students are strongly encouraged to seek academic and personal counseling prior to any withdrawal.

Any student deciding to withdraw from the College must obtain a signed "Add/Drop Schedule Adjustment Form" from their advisor and complete a Withdrawal Form. The Withdrawal Form is available in the Academic Advising Office in the Student Services Building. Failure to comply may cause the individual to lose any possible refund of tuition and may negatively impact current and future financial aid resources. In addition, the student may receive an "F" grade for all courses.

Students who are preregistered for future semesters at the time of the withdrawal will be defaulted to non-matriculated status but will retain applicable preregistered courses for which they will be financially responsible.

Students who withdraw from all classes must reapply for admission through the Admissions Office to return to the college as a matriculated student.

Medical Withdrawal

1. All students seeking a formal medical withdrawal must follow standard withdrawal procedures. Students must submit the "Add/Drop Schedule Adjustment Form", the "SUNY Broome Application for Medical Withdrawal From", (or the "SUNY Broome Healthcare Provider's Letter in Support of Medical Withdrawal From") no later than 30 days after the end of the semester for which the medical withdrawal is being sought.
2. In any major semester, a formal medical withdrawal application can only be submitted between week four through 30 days after the last day of classes of the semester. In any summer/winter semester, a formal medical withdrawal application can only be submitted as of the census date of the class through 30 days after the last day of classes of the semester.
3. Matriculated students must apply for a Medical Withdrawal through their Divisional Dean or designee and non-matriculated students must apply for a Medical Withdrawal through their Divisional Dean or designee of the course(s) in which the student is enrolled.
4. Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress. Granting of a Medical Withdrawal does not override academic dismissal status.
5. Students should be aware that medical withdrawals may negatively impact their financial. Granting of a Medical Withdrawal does not guarantee an override of financial aid eligibility.

6. A medical withdrawal has no effect on the student's refund eligibility or financial obligations to the College. Students who withdraw must satisfy any outstanding financial or other obligations with the College (see SUNY Broome Refund regulations).
7. A medical withdrawal application requires that the student submit the "SUNY Broome Healthcare Provider's Letter in Support of Medical Withdrawal Form" completed and signed by a licensed medical or clinical professional that states the student was unable to complete the semester. The documentation is kept in a confidential file per SUNY Broome retention file.
8. Whether denied or approved for a full medical withdrawal, students who withdraw from all classes must reapply for admissions through the Admissions Office to return to the college as a matriculated student. Students who are preregistered for future semesters at the time of a full withdrawal will be defaulted to non-matriculated status but will retain applicable preregistered courses for which they will be financially responsible.
9. The Add/Drop Schedule Adjustment Form, The SUNY Broome Application for Medical Withdrawal Form, and the SUNY Broome Healthcare Provider's Letter in Support of Medical Withdrawal form are available electronically on the SUNY Broome Registrar's Office website.
10. If the medical withdrawal is granted, a letter grade of "W" will be recorded for specified courses taken during the approved semester.
11. Upon approval, a comment of "Student Granted Full Medical Withdrawal" or "Student Granted Partial Medical Withdrawal" as appropriate will be posted to the student's official transcript.
12. Students who plan to return to SUNY Broome after an approved medical withdrawal may be required to submit documentation that they are cleared to return to classes, clinical, labs, internships, etc. In programs where physicals are mandatory, students may also be required to obtain an updated physical before returning.

Academic Fresh Start

"Academic Fresh Start" is a plan of academic forgiveness which allows students who have experienced academic difficulty to make a clean start upon returning to the College after an extended absence.

1. Once granted, the Academic Fresh Start, cannot be rescinded and be used only once while at SUNY Broome.
2. Students who previously attended SUNY Broome, but have not been in attendance for two or more consecutive years may apply for an Academic Fresh Start.
3. Candidates for the Academic Fresh Start program will be identified at the time of admission and will provide criteria for the program. Students must submit the Academic Fresh Start program application to the Registrar's Office no later than the last day of classes in the semester in which the student re-enrolled following the two-year absence. The application will be reviewed with the student and then forwarded to the Divisional Dean or designee, and the Registrar's Office for final approval.

4. The Academic Fresh Start is instated once the student has completed a minimum of six or more credit hours of coursework in the semester in which the student returned to the College. The student must have earned a grade of C or better in each course attempted as of the census date. The following notation is place on the students' transcript: Student Granted Academic Fresh Start.
5. The students' new Academic Fresh Start GPA will include those grades starting with the first semester back at the College. Grades of C or higher prior to the Academic Fresh Start will also be included in the GPA. Grades that are forgiven will not be used to calculate GPA at SUNY Broome but will remain part of the official academic transcript. Please note that all grades are factored into the GPA that is used to calculate Academic Standing. The granting of an Academic Fresh Start applies to a students' progress towards degree completion and does not change academic standing. Students entering competitive health science programs are unable to use the Academic Fresh Start program. A student will have a program GPA and cumulative GPA that pertain to the Academic Fresh Start. Both will be considered for graduation certification.

The student applies for a Fresh Start by completing the *Request for Academic Fresh Start* form obtained at the Registrar's Office.

Change of Major

Any student wishing to change their major must meet with their Academic Advisor to initiate the process. A student may change their major within the first week of the semester to be effective for the term. Changes made after the first week will be effective for the following term.

The Change of Major Policy is administered under the following criteria:

1. All previous courses and grades will remain on the academic transcript.
2. The academic standing of the student at the time of the Change of Major will be maintained.
3. The student will be bound by the graduation requirements of the catalog at the time of the major change.
4. Graduation major GPA is calculated on the requirements of the new major degree requirements and not necessarily the overall GPA.
5. If, after meeting with an Academic Advisor, the student makes the determination they wish to change their major, the student completes the Change of Major Form. The Change of Major Form must be signed by an Advisor, or their designee, the Chairperson should be informed, as needed, and then the form will be submitted to the Registrar's Office.

The "Change of Major Form" is available on the Registrar's Office webpage, in the Registrar's Office, or in the Academic Advising Office.

Student interested in changing their major into a competitive admissions program must meet established admissions criteria and processes (the Change of Major Form is not used).

Dual Degree

Students may earn two degrees concurrently. There must be a 15 credit hour difference between both programs. The student initiates the process by meeting with an Advisor or designee to complete the "Dual or Second Degree Form". The student will be bound by the graduation requirements of the catalog at the time that they matriculated into each program. All previous courses and grades will remain on the permanent record.

Student interested in adding a major in a competitive admissions program will need to follow the competitive admissions process and be formally accepted into the program.

The student's eligibility for and the impact of the two degree programs will be reviewed with Financial Aid. Students seeking two degrees from the College should consult their Academic Advisor to determine their eligibility under State University of New York guidelines.

Semester Credit Overload

During the Fall and Spring semesters, no student may enroll (register) for more than 20.5 credits without approval from their Divisional Dean or designee.

During the Summer semester, no matriculated student may register for more than 12.0 credits for all summer terms without permission from their Divisional Dean or designee. During the Winter semester, no matriculated student may register for more than 8.0 credits without permission from their Divisional Dean or designee.

Length of Program

Most associate degree programs are designed to be completed in two years. The college year is divided into two major semesters of 15 weeks each. Some students may choose or be required to take more than four semesters to earn their degrees. For example, selected health science programs have required clinical or laboratory experiences in the summer or winter term.

Procedure for Student Name Change or Social Security Number Change

If a student wishes to change his or her name at SUNY Broome Community College, the following policy and procedure must be used by the requester:

Log into the student's MyCollege account and complete the Name Change form. Name change must be completed with the proper documentation.

Proper documentation may include any one of the following items:

1. A copy of name change on Social Security card or approved SS form.
2. A State Driver's License (picture) showing the name change.
3. Legal document changing the name.
4. Marriage license, wedding announcement from newspaper, or divorce decree.
5. Other documentation, at the discretion of the Registrar.

Once the name change/social security change form is submitted, it goes to Information Technology Services for processing. Once the name change/social security change has been processed the

Information Technology Services Department will notify the Campus Life Office. At that time Campus Life will send currently enrolled students an updated Student ID card.

Early College

The Early College Program is for current high school students who benefit from taking college courses on the SUNY Broome campus before graduating from high school. This program is typically for juniors and seniors who are at least 16 years of age, and have maintained a high school course average of 80 or higher related to the college course in which they seek instruction at SUNY Broome.

[Visit the Early College website for the latest application & registration form](#)

For additional information contact the Admissions office:

Phone: +1 (607) 778-5001

Email: admissions@sunybroome.edu

Continuing Education

SUNY Broome offers non-credit courses to serve as a conduit to the community by providing innovative educational experiences for all ages and all people. Continuing Education provides programs that meet workforce and professional development needs, health and wellness interests, youth programs and personal enrichment needs.

For more information on Continuing Education:

Website: Continuing Education

Phone: +1 (607) 778-5012

Email: aikensk@sunybroome.edu

Senior Audits

Any citizen of New York State who is 60 years of age or older may “audit” courses at SUNY Broome without charge, as long as there is space available in the class. In this context, the word “audit” means these students take the course by attending classes and being exposed to all the work given in class and assigned in the text. They do not have to do the homework or take the examinations. Students auditing courses do not receive a letter grade or college credit.

To register as a “Senior Audit,” you must bring an ID to the Registrar’s Office, in the Student Services Building, Room 105, and complete the [Registration Form \(pdf\)](#).

For additional information regarding Senior Audit, please contact the Registrar’s Office:

Phone: +1 (607) 778-5027.

Student Services

The Cecil C. Tyrrell Library

The Cecil C. Tyrrell library serves SUNY Broome Community College students and staff as well as the community at large by providing instruction and access to timely and responsive services, programs, and tools that facilitate diverse, inclusive educational experiences and lifelong learning.

Library facilities include computer labs, study rooms, collaborative work spaces, an art gallery, and the college archives and art collection. Librarians are available for research assistance both online and in person. Library collections include print and digital materials selected to support the College's academic programs.

Library hours fluctuate throughout the semester. To see [current hours](#) and learn more about the Cecil C. Tyrrell Library visit <https://sunbroome.info/library/>.

Learning Assistance Department

The Learning Assistance Department provides a comprehensive range of programs and services designed to foster development of critical thinking, problem-solving, and educational opportunities to enhance teaching and learning. These programs and services include:

Ample tutors are available during operating hours. Although appointments are not required, students can schedule a maximum of 2 half-hour one-on-one appointments per week with a professional tutor. Math Lab staff work with the Accessibility Resources Office (ARO) to provide additional support for students with disabilities.

Attendance in the Math Lab does not replace classroom time. Students who have missed a class should first meet with their instructor. Math Lab tutors may review material covered in class but cannot teach new topics.

The Math Lab has textbooks, calculators, and other supplies available for student use, as well as scratch paper, graph paper, practice worksheets, and formula sheets for students.

The Math Lab is located in the basement of the Library (LI-010). You can also email us at mathlab@sunybroome.edu or call us at +1 (607) 778-5581. More information is available on our website <https://www2.sunybroome.edu/lad/math-lab/>

Tutoring Program

The Peer Tutoring Program provides SUNY Broome Community College students with free tutoring in most disciplines via three modalities:

1. Long-term one-on-one tutoring
2. Short-term “drop in” group tutoring
3. Online tutoring

Peer and professional tutors are trained to lead individual or group sessions, guiding students in becoming active learners while providing strategies and skills important for course success. All students are welcome to take advantage of this support.

Supplemental Instruction

An internationally recognized program, guided study sessions for “specific courses.” In each of these sessions, the SI Leader helps students learn and apply study strategies to course concepts.

Accessibility Resources Office

The Accessibility Resources Office (ARO) provides accommodations and services to students with disabilities to ensure access to academic, campus, and student life activities. The ARO also provides consultative services to faculty/staff, tutors, and community organizations engaged in support of students with disabilities

To register with the ARO for campus access needs students must provide the college with disability documentation records. These records may include copies of psychological test reports, Individual Education Plans (IEPs), 504 plans, and/or health provider reports. Eligible students work with an Accessibility Specialist to determine reasonable academic accommodations, and can request to work individually to develop specific academic skills, learning and study strategies, and self-advocacy skills. Eligible students may arrange for accommodations and services including readers, note-takers, interpreters and assistive technology through the ARO.

Students who suspect they possess a disability can meet with an Accessibility Specialist to discuss individual circumstances. Based upon an initial interview and screening, students deemed in need of an evaluation may be eligible for an on-campus diagnostic assessment. If a barrier is identified, the student may be eligible to access reasonable accommodations.

Students who need assistance temporarily due to a severe injury, surgery, illness, or other serious condition may be eligible for accommodations and/or services to address related needs.

Contact Information:

ARO is located on the lower level of the Library, L017. For appointments and information, call +1 (607) 778-5150, VP +1 (607) 238-2714 or email aro@sunybroome.edu

Child Care

The B.C. Center is a licensed child care program located on the SUNY Broome Community College campus that strives to provide accessible, high quality child care for the children of SUNY Broome Community College students and staff, as well as children from the surrounding community. As part of an institution of higher education that seeks to achieve excellence in both teaching and learning, The B.C. Center serves as a host school by offering field experience opportunities for students in the SUNY Broome Community College Early Childhood/Teacher Education Department.

Child care can be a burdensome expense for college student parents. The SUNY Child Care Block Grant Subsidy is a federal program administered by the Department of Social Services that pays up to 95% of child care tuition for income-eligible students. In order to meet income eligibility guidelines, a student's income must fall below the 300% income standard. Students who are eligible for the subsidy can use The B.C. Center during class meeting times and for studying. Students who are employed can use The B.C. Center to work.

Spots at The B.C. Center are limited and openings are filled on a first-come, first-served basis. SUNY Broome Community College students are given priority, followed by faculty/staff and community members. To inquire about a spot or to put your name on one of our waiting lists, please call the program at +1 (607) 778-5437 or email the director, Nichole McMillen, at mcmillennl@sunybroome.edu.

SUNY Broome Community College Campus Shop/Bookstore

The SUNY Broome Campus Shop is located in the Student Center. The team is dedicated to the success of each student by providing a one-stop-shop for all required textbooks and materials. Students can take advantage of the in-house rental programs, price match guarantee, eBook book options, and year-round textbook buybacks. The shop promotes access to educational materials using various tenders such as credit card, check, financial aid, and vouchers through various organizations.

In addition, the shop also serves as a convenient stop for the entire academic community, offering snacks, drinks, health and beauty supplies, apparel, gifts, technology and much more.

Contact the SUNY Broome Campus Shop:

Phone: +1 (607) 724-0696, or visit the online shop at <http://www.sunybroome.edu/bookstore>.

Information Technology Services

SUNY Broome Community College students are provided accounts to access network services including email (GMail), cloud storage (Google Drive), software and printing in computer labs across campus. A wireless network is available on campus (SSID: SunyBroomeConnect) and remote services as well, if needed. Helpdesk services provide aid to students with questions and problems related to campus technology. A campus portal provides direct access to individual records, on-line courses, registration, and a variety of other student and campus information. [Please visit our website](#) for more information.

Career, Transfer, and Bachelor Partnership Department

The Career, Transfer, and Bachelor Partnership Department team is available to assist students in their career development. Team members work with students at any point in their SUNY Broome Community College experience, offering assistance with: exploring academic majors and how they align with various career paths, assistance with transfer to four-year institutions, resume development, interview coaching, job search strategies, and information on applied learning opportunities. The department has many free career resources for students, including: Focus2 and hireHornets. The department also has numerous college and university catalogs, college guidebooks, and computerized college information, as well as SUNY applications and transfer guides to guide you in your transfer process. Workshops and individual appointments are also available. For more information please visit our website at www.sunybroome.edu/careercenter or email careercenter@sunybroome.edu.

Location: Applied Technology, Room 101; Telephone: +1 (607) 778-5717

Veterans & Military Affairs

The Veterans & Military Affairs Office assists qualified veterans and other eligible students in acquiring and using educational benefits from the Department of Veterans Affairs. Benefit programs include GI Bill® Active Duty GI Bills® Selected Reserve, Survivors' and Dependents' Educational Assistance (DEA) Program, Veteran Readiness and Employment, and Post 9/11 GI Bill®.

Eligible Students should contact the Veterans & Military Affairs Office at +1 (607) 778-5148. The office is currently located on the first floor of the Student Services Building, Room 102.

Visit our [Veteran and Military Affairs](#) page.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at www.benefits.va.gov/gibill.

Student Right-To-Know Statement

The Student Right-To-Know Act requires all institutions of higher education participating in any student financial assistance program under Title IV of the Higher Education Act to disclose the graduation rates for full-time, first-time, degree-seeking undergraduate students.

The National Center for Education Statistics

(<https://nces.ed.gov/collegenavigator/?q=SUNY+Broome&s=all&id=189547#retgrad>) provides the public with accessible retention, graduation, and transfer rate data for SUNY Broome Community College.

Student Development

Counseling Services

Counseling Services assists students with personal concerns, mental health needs and overall mental wellness. College students often encounter new experiences, pressures, anxieties, and challenges. Students can meet with Counselors in a confidential, helpful, and informal atmosphere, as they seek to develop their potential, form realistic goals, and understand themselves emotionally and intellectually. Call +1 (607) 778-5210 for an appointment, or walk-in for assistance in Room 102 in the Science Building. Students may also email counselingservices@sunybroome.edu or request an appointment on <https://www2.sunybroome.edu/counseling/>

Services include:

Individual Counseling

Individual counseling assists students in resolving issues that cause emotional distress and interfere with personal goals and academic success. Issues students often address include:

respond to crisis situations. Consultation on learning styles, adjustment to college, human relations issues, and other mental health topics is also available.

Donations are always accepted. Please be sure any perishable items are kept refrigerated prior to donations and can be placed directly in the refrigerator located in The Hornet Hope Center.

Any expired food items will not be accepted.

The Hornet Hope Center is sustained by the generosity of our donors!!!

You can make a direct monetary donation that goes through the [SUNY Broome Foundation](#) specifically for the [Hornet Hope Center: Donate Now](#). [View the steps in making a donation online \(pdf\)](#).

If you would like to donate to the Food Pantry or Clothing Closet please call 607-778-5449 or email broomepantry@sunybroome.edu to schedule a pick-up/drop-off time.

If you are faculty, staff or a student interested in Volunteering at the Hornet Hope Center please contact us at broomepantry@sunybroome.edu.

Students who have been approved for Federal Work Study can complete an application on the Student Employment Vacancies page to be considered for employment. Federal Work Study is the only form of paid employment at this time.

Athletics

The Athletics Department at SUNY Broome Community College serves as an integral part of the college experience. A well-rounded schedule of intercollegiate competition in various competitive sports provides an environment in which each student-athlete strives for excellence academically and athletically. Students who participate in these sports benefit from the development of leadership skills, diversity and inclusion programming, serving their community and team building, attributes that will assist them throughout their lives.

SUNY Broome Community College is one of over 437-member schools of the National Junior College Athletic Association (NJCAA), including one of the 21 members of Region III. SUNY Broome Community College also participates in the Mid-State Athletic Conference. SUNY Broome Community College currently offers NJCAA Division III competition in Baseball, Women's and Men's Basketball, Women's and Men's Cross Country, Women's and Men's Soccer, Softball, Women's Volleyball and Women's and Men's Track and Field.

SUNY Broome Community College's athletics teams have a rich tradition of success in two-year college competition. Dick Baldwin was a legend, who formerly coached the Men's Basketball team for 40 years and recorded 879 victories. Over the years our athletic teams have won numerous Regional and Conference Championships. In addition, the Women's Soccer team has won three NJCAA Division III National Championships in 2007, 2008 and 2016. In 2018 and 2021, our Women's Volleyball team won the Region 3 Championship sending them to the DIII NJCAA National Championships. In 2021, both the Volleyball Team and Men's Cross Country team finished 4th in the nation, the furthest each team has gone in SUNY Broome history. Many of our student-athletes have received All Conference, All-American, All-Region and All-American honors and have continued their pursuits at four-year colleges. In the fall of 2023, our Women's Volleyball team was the Runner-Up at the Region 3 Championship, while our Men's and Women's Cross Country teams each added another Conference Championship and sent a runner to the NJCAA Division III National Championships.

The athletic facilities here at SUNY Broome Community College consist of two gymnasiums, weight room, fitness center, dance room, athletic training room, baseball field, and soccer field. Student-athletes have access to personalized and team-oriented workouts and injury prevention methods by way of our full-time Head Athletic Trainer. The Women's Softball team plays at the all-new Greenlight Networks Grand slam Park, which is next to the college. This complex features four fully-turf fields with lights, as well as high speed internet on site, making it the only softball complex of its kind in New York State. New to the college is the Outdoor Fitness Court enabling students, staff and community to workout under blue skies and sunshine.

To participate in Intercollegiate sports teams at SUNY Broome Community College, students are required to meet NJCAA rules and academic eligibility requirements. Prospective student-athletes should contact the Athletics department in the Student Center (SC101; +1 (607) 778-5003) to obtain further information, or visit our website at www.broomehornets.com. Follow us @ sunybroomeathletics on Instagram, @ BroomeAthletics on X, and @ SUNY Broome Hornets Athletics on Facebook.

Intramurals

Many of our students at SUNY Broome Community College enjoy trying out sports and physical activities of all kinds, some maybe for the first time. Our intramural program is meant to offer an inviting and safe environment that encourages students to meet new people and have some fun. With this in mind, Athletics coordinates intramural activities including open gyms that are open available to all students enrolled at SUNY Broome Community College. Visit SUNY Broome Community College's online social engagement network, [The Swarm](#) for alerts and signups, or join "sunybccintramurals" on Instagram for the latest news and team sports signups.

Fitness Center

As a SUNY Broome student with a valid student ID card, you enjoy the privilege of using the exercise equipment in our Fitness Lab and Weight Room.

Location: Fitness Center – Student Center, Room 104;

Weight Room – Student Center, Room 105

Telephone: 607-778-5003

Clubs, Societies, Organizations

Involvement in campus clubs provides a chance to connect with other students who share a common interest while exercising skills important to lifelong learning that may or may not be covered in the classroom. Depending on a club's purpose, its members may participate together in social events, local charity work, or other group activities. At SUNY Broome Community College, a wide array of clubs and organizations are available to all students. Check out [The Swarm](#) for a list of all the clubs we have to offer!

Many organizations on campus are part of national organizations, either as student chapters of professional societies, service organizations, or honor societies. Club activity varies from year to year depending on student interest, with new clubs developing around new pursuits. View clubs, their latest news, and what they have to offer on SUNY Broome Community College's online student engagement network.

Do you have an idea for a club that we don't have yet? Starting a new club at SUNY Broome Community College is easy! Starting a new club requires a minimum of five student members, a club constitution (a template is provided on [The Swarm](#)), and an application for recognition submitted through the The Swarm. The Student Assembly review and approves new club recognition. Students wishing to start a new club should contact Student Activities for any assistance.

The Student Assembly

The Student Assembly at SUNY Broome Community College represents the collective students' voice on campus. In addition to providing input on club activities, social events, and programming, Student Assembly members discuss issues concerning campus life, review student-related campus policies, and sit alongside faculty and staff on college committees charged with making recommendations to College administration. Student Assembly representatives sit on the two other Shared Governance Bodies: College Senate and Faculty Senate. One Student Assembly member also serves as the Student Trustee on the SUNY Broome Community College Board of Trustees and votes on all items brought forth to that group. For information on running for a position in the Student Assembly, contact Student Activities (SB-104; +(607) 778-5540).

Performing and Fine Arts

Student Life at SUNY Broome means a variety of activities and performances going on weekly. Music, theater, comedy, dance, poetry readings, and contests, as well as lectures, seminars, and discussions are offered during the Common Hour.

The Department of Music and Theater Arts provides students the opportunity to perform in theatrical productions and musical performances both for credit, or as part of a club. All SUNY Broome Community College students are welcome in the department's music ensembles! College Choir, String Ensemble, Jazz Band, Guitar Ensemble, College Band and Chambers Singers accept new members each semester.

Closings

To ensure that SUNY Broome students and employees receive critical communications in the most timely manner possible, SUNY Broome uses an emergency alert system called Rave Alert. Rave Alert has a proven track record of quickly and reliably delivering emergency communications, which has led to its adoption by more than 1,000 colleges and universities.

Need to update your contact information for alerts?

Students, faculty and staff can update their contact information by logging into the [Rave Alert Portal](#).

Information is also available through local radio and television stations. In addition, closings and cancellations can be accessed through the Press & Sun-Bulletin website at www.pressconnects.com. Whenever the College decides to close or delay opening due to weather problems, that message is given to all area radio and television stations as early as possible. Notices will also appear on the [college homepage](#) and the login page of [MyCollege](#).

SUNY Broome Conduct Standards and Expectations

Student Conduct

The student conduct process is designed to enforce college policy and residence hall regulations while reinforcing the College's educational mission. Community living requires standards of conduct, cooperation, negotiation, and respect for all community members, including students and staff. We are committed to facilitating individual student success and accountability through a fair and engaging process centered around developmental exercises and conversations which may lead to behavioral consequences, and when necessary, separation for the college. The student conduct process functions cooperatively with Academic Affairs, Athletics, the Office of Housing, Counseling Services, the SUNY Broome Department of Public Safety, and local police and emergency response agencies. A student may be referred to a Student Conduct Administrator for an alleged policy violation.

[SUNY Broome Conduct Standards are Available Online.](#)

Community Living Understanding and Expectations

SUNY Broome strives to create an atmosphere that supports the academic mission of the institution. Students should be able to live and learn in an environment that is orderly, peaceful, and free of disturbances that impede an individual's growth and development. Respect for the rights of others and for the College and its property are essential expectations for each SUNY Broome student.

All individuals are responsible for their behavior while a member of the SUNY Broome community. This includes students, guests, and/or visitors. Individuals will be held responsible for their behavior that takes place both on and/or off campus.

Students are also accountable for the actions of others they deliberately incite or encourage to commit a violation of policy. Students may also be responsible for being aware of a policy violation and not reporting it to a SUNY Broome staff member. Students are expected to contact SUNY Broome Community College staff, including Public Safety, should they be a witness to any adverse behaviors.

Students, who have guests and/or visitors not affiliated with SUNY Broome, must inform them of the rules and regulations. Students may be held accountable for their guest's actions.

Student Conduct Philosophy

The student conduct process is designed to enforce college policy and residence hall regulations while reinforcing the College's educational mission. Community living requires standards of conduct, cooperation, negotiation, and respect for all community members, including students and staff. We are committed to facilitating individual student success and accountability through a fair and engaging process centered around developmental exercises and conversations which may lead to behavioral consequences, and when necessary, separation for the college. The student conduct process functions cooperatively with Academic Affairs, Athletics, the Office of Housing, Counseling Services, the SUNY Broome Department of Public Safety, and local police and emergency response agencies. A student may be referred to a Student Conduct Administrator for an alleged policy violation.

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Students, who have guests and/or visitors not affiliated with SUNY Broome, must inform them of the rules and regulations. Students may be held accountable for their guest's actions.

Classroom Conduct

While a student at SUNY Broome, you are expected to accord yourself in a manner that enhances the opportunity for you and your classmates to get the most out of your classes. While in class, students are expected to fulfill the following expectations:

Should a student be reported to have violated the Code of Conduct, that incident will be investigated and adjudicated as described in the [Conduct Process](#).

In addition to any consequences faced due to the exhibited behavior, if a student is found responsible for violating the Code of Conduct they may find themselves being removed and/or banned from the Student Village.

Good Samaritan Policy

On July 20, 2011, Governor Cuomo signed a “Good Samaritan” law, designed to encourage individuals to call 911 for help in an alcohol or other drug emergency.

The primary reason people do not call 911 in the event of an overdose is fear of getting arrested. The law protects people who witness an overdose, suffer one, and those who call 911 from being arrested, charged, or prosecuted for possession of drugs/paraphernalia or under-age alcohol possession.

In believing that there is great value in this law and in making sure students know that we hold student safety and well-being as the highest priority, SUNY Broome will NOT bring conduct charges against those seeking assistance for someone in need of medical attention if they are in possession of drugs or alcohol.

This law does not protect against arrest, charge, or prosecution for other offenses, such as drug trafficking. For more information visit [New York State’s Opioid Overdose Prevention Program website](#).

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.” -Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

SUNY Broome Community College prides itself on creating an environment where all students, faculty, staff, and visitors can feel safe from being a victim of sexual, or any other violence. However, if there is an instance of sexual or interpersonal violence where a member of the SUNY Broome community is involved, we will take direct action in addressing such behavior. To the left are links to important information that can help those affected by sexual or interpersonal violence.

Should you have any questions that you cannot find the answers to, or if you just want to talk to someone, please contact:

Title IX Coordinator

Scott Kane, Ph.D.

Associate Vice President for Student Development and Dean of Students

dos@sunybroome.edu

607-778-5681

How to Report an Incident

If you experience, or become aware of an instance of, sex or gender based discrimination, you may report it to the Dean of Students/Title IX Coordinator by [clicking here](#). All incidents are reviewed in a timely manner, but should this be an emergency please dial 911 for immediate assistance.

Student of Concern

SUNY Broome has a dedicated group of staff and faculty that are available to assist students in distress. This multi-disciplinary team reviews the information about the student in distress and takes appropriate action to best ensure the student's well-being, the community's safety, and the student's success here at SUNY Broome. If you, or someone you know, is in crisis please notify the Student of Concern committee by contacting the Dean of Students or by completing the form below. The SOC meets weekly for general meetings.

The purpose of the committee is to respond to reports about students whose behavior is raising concerns within the SUNY Broome community. Its responsibilities include

International Student Services

International Student Services assists international students with addressing a variety of needs while they attend SUNY Broome Community College, including personal, academic, immigration and cultural concerns. New international students are required to attend a New International Student Orientation program that addresses immigration responsibilities, campus life, local housing needs, and much more. Interested students can locate the International Student Counselor in the Admissions Office in the Wales Building room 102, or call +1 (607) 778-5001.

Public Safety

SUNY Broome Community College is a safe campus which does its best to provide a secure environment where students can feel comfortable about learning without distraction.

Each year, Colleges and universities which receive state aid file campus crime statistics with the United States Department of Education. [These statistics are available online](#). In addition, The Advisory Committee on Public Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is available through the Chief of Public Safety.

Emergency Calls*

In an emergency contact Broome County Communications directly. SUNY Broome Officers and other emergency resources will be dispatched to your location.

From any Phone Dial 911

From a Blue Light Phone Press the call button for direct access to the 911 emergency dispatchers ([view blue light phone locations.](#))

* It is a crime to use the emergency number for any other purpose.

Car Problems

Has your engine lost the will to live? Call Public Safety to notify them if your vehicle needs to remain on campus overnight, or Public Safety will assist with jumpstarting your car. Unfortunately, Public Safety cannot unlock vehicles, but they can provide you with the phone number of a car service that can assist you.

Lost and Found

Whether you find or lose something, contact the main office of the building where you found or misplaced the item. If you are missing an item that cannot be located in the building, try the Public Safety Office. The Public Safety Office organizes those items being dropped off and picked up, so put yourself and the umbrella you found in their capable hands.

Parking

In order to park your vehicle on campus, you must register it online at mycollege.sunybroome.edu. Then visit the Office of Public Safety to pick up your decal and a map of campus parking lots in which you may park. Failure to observe parking regulations may result in a ticket, fines, and/or a tow. You may appeal tickets online

at the same website you registered the vehicle. Appeals must be filed within seven (7) class days after the ticket is issued. Motorcycle parking is located next to Lot 16, near the Student Services Building in the loading dock area.

Financial Aid

Considerable financial aid is available at SUNY Broome Community College. The Financial Aid Office assists students through the financial aid process. Information about financial aid is sent to students who are seeking financial aid when they apply for admission. Any student accepted into a degree or certificate program and taking one or more classes may apply for financial aid.

Financial aid at SUNY Broome falls into three broad categories: 1) grants that do not have to be repaid; 2) loans on which interest rates are usually low and that must be repaid after graduation or leaving college; 3) part-time employment called “Work-Study.” Assistance usually comes from a combination of these resources, commonly referred to as a “financial aid package.”

Student and Family Resources

“Financial need” is a term used to describe the funds required by a student to pay for his/her college education in excess of the amount that he/she and parents can afford to pay. Financial need is determined by using a standardized formula, which defines the “initial” or “demonstrated” need. The formula:

Cost of attendance (including tuition, fees, books, room, board, transportation, etc.)

— **Family Contribution** (based on student’s and parents’ net assets, income, household size, number in college, etc.)

= Financial Need

The Financial Aid Office at SUNY Broome Community College operates on the premise that all parents and students have a responsibility to contribute as much as they can toward the cost of the student’s education. This contribution plays the primary role in determining the actual initial need.

To qualify for financial aid, a student must be enrolled in a degree or certificate program of the College, be taking one or more classes that pertain to their degree program, and have initial or demonstrated need. This need can be met in a number of different ways; a combination of grants, loans and work-study funds in varying amounts. These are determined by the financial aid administrator and are called a “financial aid package.” Students with no initial need may still be eligible to receive Unsubsidized Federal Direct Student Loans and Parent Loans for Undergraduate Students.

Many students would be unable to attend college without financial aid. However, no matter when application for financial aid is made, disbursement of awarded money is not always made on an “as needed” basis. Students should have sufficient resources available for living and educational expenses for 12 weeks into a semester to confirm attendance.

Tuition Deferral Payment

All Financial Aid funds (with the exception of Work-Study, Federal Direct Subsidized and Unsubsidized loans, PLUS loans, EOP, and miscellaneous financial aid funds) will be applied to the recipient’s

outstanding tuition and fees for the current semester. Those applicants without finalized financial aid packages may be able to defer tuition payment by making arrangements with the Financial Aid Office.

Students relying on student loan funding may also be able to defer tuition payment pending receipt of their loan funds by completing a SUNY Broome promissory note with the Student Accounts Office or Financial Aid Office.

Broome Community College does not defer SUMMER tuition based on a TAP award or on a student loan.

Rights and Responsibilities of Recipients

Student recipients of financial aid are the beneficiaries of money made available by a variety of agencies; federal, state, institutional, and/or private. The act of accepting a financial aid award signifies that the recipient knows, understands, and is willing to comply with both the rights and the responsibilities involved with that award.

It is the recipient's RIGHT to know:

1. What federal, state, and institutional financial aid programs are available.
2. The deadlines for submitting application forms for each assistance program.
3. The cost of attending the College and the refund policy.
4. The criteria used by the College to determine academic eligibility.
5. What resources (such as parental contribution) are considered in the calculation of financial need and how much of that need, as determined by the College, has been or will be met, and how (loan, grant and/or work-study).
6. How much of the financial aid will have to be repaid, and what portion is a grant (gift-aid). If the aid is a loan, the recipient should know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time allowed to repay the loan and when repayment is to begin.
7. How the College determines whether the student recipient is making satisfactory progress and what happens if progress is not made.

It is the recipient's RESPONSIBILITY to:

1. Know and understand fully one's specific financial aid package before signing forms.
2. Make sure that all application forms are completed accurately and submitted, on time, to the right place.
3. Pay special attention to, and accurately complete, the application for student financial aid. Errors can result in long delays in the receipt of financial aid. Intentional misreporting of information on application forms for federal financial aid is a violation of law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
4. Return any and all additional documentation, verification, correction, and/or new information requested by either the Financial Aid Office or the agency to which the application is submitted.
5. Read and understand all forms that one signs and keep copies of them.
6. Accept responsibility for all agreements signed.
7. Notify the loan servicer of changes in name, address, or school status, if one has a loan.
8. Perform the work that is agreed upon in accepting a Federal Work-Study award.
9. Know and comply with the deadlines for application and/or reapplication for aid.

10. Know and comply with the College's refund procedures.
11. Understand how class attendance and passing grades that result in good academic standing relate to the continuance of Financial Aid.

How to Apply for Financial Aid

Packaging Policy

At SUNY Broome Community College the equity concept of financial aid packaging is used. Eligible students are funded on a need basis and in first-come, first-served order. The Federal Pell Grant and the New York State Tuition Assistance Program (TAP) represent the floor of the package followed by any employment, loans, and grants available. This kind of financial aid packaging ensures that any student who wishes to attend a post-secondary institution will have the opportunity to obtain the needed funding.

An example of the equity concept:

1. Total Student Costs of Attendance
2. Subtract Resources:
 - a. Expected Family Contribution (EFC from FAFSA application)
 - b. Other Resources**Initial Financial Need**
3. Subtract:
 - a. Tuition Assistance Program (TAP) or
 - b. Federal Pell Grant**Unmet Need for Campus-Based Aid**
4. Subtract:
 - a. Educational Opportunity Program (EOP)
 - b. FWS
 - c. FSEOG
 - d. BCC-Grant in Aid**Unmet Need**

Most students are able to satisfy their unmet need through the Federal Direct Student Loan Program. The amount of unmet need may vary from year to year.

Federal and State Grants

All financial aid applicants will be expected to complete the Free Application for Federal Student Aid (FAFSA) to determine Pell Grant eligibility and the NY State TAP application. Out of state residents should contact their State Educational Agency or the Financial Aid Office for information on state grant assistance from their state of residence. The Financial Aid Office provides information and assistance with the completion of these applications.

Part-time students who enroll for at least 3 but less than 12 credits may be eligible for New York State's Aid for Part-Time Study (APTS) program. Unlike TAP, students must apply directly through the Financial Aid Office for determination of eligibility.

Applications and information regarding these and other programs are available at the Financial Aid Office (Student Services Building, Room 111, Phone +1 (607) 778-5028). The FAFSA application is available at <http://www.fafsa.ed.gov> (SUNY Broome school code: 002862). The TAP application is available at <http://www.hesc.ny.gov> (SUNY Broome school code: 2025).

Campus Administered Financial Aid

For a student to be considered for financial aid administered by the College, the Financial Aid Office must electronically receive the student's Institutional Student Information Record (ISIR) from the FAFSA processor. Receipt of the ISIR will allow students to be considered for the following financial aid, in addition to the Federal Pell Grant:

Federal Aid

Notification of Decisions

Students are generally notified of the action taken on their application beginning in mid-March and continuing on a rolling basis. Students who apply late will be notified as their files are completed. Students are strongly encouraged to regularly monitor their campus email and MyCollege account for any updates or outstanding requirements tied to their Financial Aid.

NOTE — Students who have been administratively dropped from their class(es) for non-attendance may receive a reduced financial aid award. If financial aid has already been disbursed, a repayment of a portion or all of these funds may be owed to the College and/or Federal program(s).

Scholarships

It's easy to apply for a number of scholarships through the BCC Foundation. Students can apply seamlessly to hundreds of scholarships through one online application, accessible through PC, mobile, or tablet devices. The system automatically applies the student to scholarships they qualify for through set criteria. Visit www.sunybroome.edu/scholarshipsonline for information.

Satisfactory Academic Progress for TAP, APTS, and Title IV Aid

Federal regulations require aid recipients to maintain “satisfactory academic progress” before receiving Title IV aid (Federal Pell Grant, FWS, FSEOG, Federal Direct Student Loans). The College also requires satisfactory academic progress before students may receive grant assistance from the SUNY Broome Community College Foundation or Educational Opportunity Program (EOP). The guidelines used to determine academic progress are outlined under “Standards for Academic Progress” in the College catalog.

Students who have been placed on academic probation and financial aid warning may continue to receive financial assistance. These students have one semester to achieve the minimum standards before facing dismissal from the College.

Students who have been academically dismissed will be denied aid until they meet the criteria set forth for satisfactory academic progress. Students who petition for a waiver of dismissal may be eligible for financial aid under the following conditions: 1. The student is granted an academic petition due to unusual circumstances; 2. The student is granted an “Appeal for Academic and Financial Aid Continuance” through their academic Dean’s Office and is placed on a “financial aid plan”. Only one petition of academic dismissal based on unusual circumstances is allowed during a student’s educational career.

Students granted an appeal and placed on a financial aid plan may continue to receive financial aid as long as they complete all of their registered credit hours and maintain a minimum semester GPA of 2.0. If they are academically dismissed again before regaining good academic standing they permanently lose federal financial aid funding. Students granted an appeal without a financial aid plan have one semester to regain good academic standing or face permanent loss of federal financial aid.

Students who are allowed to continue taking classes but are not in good academic standing and have not been granted an appeal are not eligible to receive financial aid.

The College has also adopted New York State Tuition Assistance Program (TAP) and Aid for Part-Time Study (APTS) guidelines which require good academic standing for students to continue receiving TAP &

APTS. Contact the Financial Aid Office in Room 111 in the Student Services Building for a copy of the TAP guidelines.

Financial Aid Adjustment Procedures

Financial aid adjustments will be made for those students who receive tuition and fee refunds in accordance with the College's refund policy, and for those students who are administratively withdrawn from classes due to non-attendance. Students who are administratively withdrawn for non-attendance, or who drop classes during the first three weeks of the semester, will lose 100% of the financial aid received for each course that is dropped.

As mandated by Federal law, the institution will credit adjustments of financial aid for fully withdrawn students in the following order:

- a) To outstanding balances on Unsubsidized Direct Student Loans;
- b) To outstanding balances on Subsidized Direct Student Loans;
- c) To outstanding balances on Direct PLUS Loans;
- d) To Federal Pell Grant awards;
- e) To Federal SEOG awards;
- f) To other Title IV aid programs;
- g) To other Federal, State, Institutional or private aid; and
- h) To the student.

Grants

NOTE - The following financial aid information is current as of Fall 2023. Information in this section is subject to change based on Congressional action. Please contact the Financial Aid Office for updated or additional information.

Tuition Assistance Program (TAP)

Other New York State Grants

Replacement IDs cost \$50.

Student Jobs

Are you interested in working on-campus, gaining work experience in a professional environment, and increasing your career readiness for after graduation? Make the most of your time at SUNY Broome through transformative work experiences without leaving campus!

Check <https://www1.sunybroome.edu/about/employment/student-employment-vacancies/> for student job opportunities!

We have resources for students seeking positions on campus as well as supervisors looking to maximize their student employee's experience. If you have questions regarding Student Employment at SUNY Broome, please email careercenter@sunybroome.edu.

For resources, check the [On-Campus Student Employment webpage](#).

Non-Discrimination Commitment

SUNY Broome Community College does not discriminate on the basis of race, sex, color, creed, religion (religious attire, clothing or facial hair), age, national origin, disability, marital status, sexual orientation, gender identity, transgender status, pregnancy, predisposing genetic characteristics, domestic violence victim status, military status or status as a disabled veteran or veteran of the Vietnam era in the recruitment of students; the recruitment and employment of faculty and staff; or the operation of any of its programs and activities. In this context sexual discrimination includes sexual harassment and sexual violence. State and federal laws apply where relevant.

The designated coordinator for compliance with Title VI and VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Section 402 of the Vietnam Era Veterans' Readjustments Assistance Act of 1974, as amended, is the Affirmative Action/Equal Opportunity Officer. Students/employees may obtain information on SUNY Broome's discrimination complaint procedure at <https://sunybroome.edu> - about Our Values and Vision, Policy & Procedures - General Administration GA2001.1 Discrimination Complaint Procedures and GA 2001.2 Workplace Violence Prevention Procedures.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student. Generally, this federal law gives students, former students, and alumni the right to review, in the presence of college personnel, their own personal records maintained by the college, including academic and financial records. FERPA permits a post-secondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or

possession of alcohol or a controlled substance. FERPA also requires that campuses notify students, on an annual basis, of their rights under FERPA.

Requirement

1. Annual Notice of FERPA Rights

All State University of New York (University) campuses shall inform students annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA). This notice may be contained in campus handbooks, catalogs of general circulation which are distributed on an annual basis, or by whatever means the campus deems appropriate.

Campuses wishing to release directory information are required to notify students of the categories of information designated as such and of the right of students to prohibit the release of any or all directory information pertaining to them. Campuses also must inform students of the time period during which they are able to designate that any such information not be released.

2. Student Access to Records

- a. With the exception of certain enumerated records, a student is guaranteed access to his or her education records subject only to reasonable regulation as to time, place and supervision. The records listed below are examples of documents that are not accessible under FERPA:
 - i. confidential letters and recommendations placed in a student's file prior to Jan. 1, 1975;
 - ii. confidential letters and recommendations placed in a student's file after January 1, 1975, to which the student waived his or her right to inspect and review, and that are related to the student's admission, application for employment or job placement, or receipt of honors;
 - iii. records to which access has been waived by the student;
 - iv. records which are excluded from the FERPA definition of education records;
 - v. financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid; and
 - vi. records connected with an application to attend a state operated or community college campus of the University if the applicant never enrolled at such campus. FERPA rights are provided only to applicants upon actual acceptance and subsequent enrollment;
- b. For those records that contain information on more than one student, the requesting student has the right to view only those portions of the record that pertain to his or her own education records.
- c. The placement records maintained by campus offices of career development may be inspected by the subject of the file, with the exception of recommendations or evaluations, which have been received with the student's written waiver of access.
- d. Student inspection of records is granted only upon written request, presented in person with appropriate identification, and must be made in the presence of designated

personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed.

- e. A student may receive a copy of any and all records to which he or she has lawful access, upon payment of the copying fee set by the campus, except when a hold has been placed on his or her record pending the payment of debts owed the University, or when the student requests a copy of a transcript, the original of which is held elsewhere. The campus may not charge a “search and retrieval” fee. Copying fees may not exceed \$.25 per page.

3. Challenge Hearings

If, upon inspection and review of his or her record, a student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement explaining the alleged inaccuracy or misstatement in the file. Any disagreement should be resolved informally, if possible. Campuses should promulgate procedures for making a correction in a record within the education record of a student.

Should a campus deny a student’s request for a change, the campus should notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student’s privacy rights. Campuses should promulgate procedures for the conduct of such hearings, including giving students 30 days to request such hearing and a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. Campus procedures should allow the student to be assisted by one or more individuals, including an attorney, at the student’s expense. The campus shall prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing committee shall be final, except as otherwise provided by the campus.

If the campus decides that the information is inaccurate, misleading or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. The challenge to be considered in such hearing may extend only to the material in the respective campus file. While it may extend to the correct recording of a grade, it does not apply to the appropriateness of the grade. If the campus decides that the challenged information is not accurate, misleading or in violation of the student’s right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

4. Career Development Offices

Campuses shall develop procedures for handling student information contained in files

maintained by offices of career development and for advising students of the disclosure that may be made of such records. Campuses should seek to eliminate any pledges of confidentiality in printed forms sent to those writing letters of evaluation and should advise those writing evaluations of the applicability of FERPA. In cases where an evaluation cannot be obtained absent such a pledge, campuses may consider allowing students to enter into a specific waiver of access to evaluations solicited and/or received under condition of confidentiality.

5. Release of Records

The University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is to one of the following categories of requestors, subject to the condition that the requestor not redisclose personally identifiable information without student consent or otherwise in compliance with FERPA. Campuses must use reasonable methods to authenticate the identity of persons to whom education records are disclosed:

- a. A school official is a:
 - i. person employed by the campus in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
 - ii. member of University's Board of Trustees;
 - iii. a contractor, consultant, volunteer or other outside party providing services or functions to the campus which would otherwise be provided by employees of the campus;
 - iv. person who is employed by the campus's law enforcement unit; or
 - v. student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks;
 - vi. a person employed by the University's System Administration.

A school official has a legitimate educational interest if the official requires the information for the purpose of fulfilling his official duties, including but not limited to:

- i. performing a task that is specified in his or her position description or contract agreement;
 - ii. performing a task related to a student's education;
 - iii. performing a task related to the discipline of a student
 - iv. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid;
 - v. maintaining the safety and security of the campus; or
 - vi. participating in or conducting studies, evaluations, or assessments of educational programs.
- b. To officials of another school, upon request, in which a student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer (the student shall receive notification of the disclosure unless the student initiated the disclosure), including updated or corrected information;
 - c. To authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the attorney general for law enforcement purposes (investigation or enforcement of federal

legal requirements of federally supported education programs), or state and local educational authorities. Campuses should record the names of State and local educational authorities, federal officials and agencies that may make further disclosures of the information provided them without consent and shall obtain a copy of records of further disclosure when requested by the parent or student involved;

- d. To school officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - i. determine eligibility for the aid;
 - ii. determine the amount of the aid;
 - iii. determine the conditions for the aid; or
 - iv. enforce the terms and conditions of the aid;
- e. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to a state statute adopted prior to Nov. 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a State statute adopted after November 19, 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released (nothing in the paragraph shall prevent the State of New York from further limiting the number or type of state or local officials who will continue to have access);
- f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations that have legitimate interests in the information; such information will be destroyed when no longer needed for the purpose for which it is conducted and there is a written agreement between the campus and the organization;
- g. Accrediting organizations in order to carry out their accrediting functions;
- h. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954; (While FERPA permits campuses to release education records to parents of dependent students without student consent, it does not require them to do so. The parent must provide a copy of their most recent federal income tax return establishing the student's dependency or the campus can rely on the student's assertion of dependency for tax purposes on a form provided by the campus. Full rights under the Act shall be given to either parent, unless the University has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights).
- i. to appropriate persons, including parents, in connection with an emergency, if the knowledge of such information is necessary to protect the health, or safety of the student or others, taking into account the totality of the circumstances pertaining to the threat to health or safety. The campus may disclose education records if it determines that there is an articulable and significant threat to the health or safety of a student or

other persons, but only to those persons whose knowledge of the information is necessary to protect the health or safety of the student or other persons. A record must be kept of the threat and the parties to whom the information was disclosed;

- j. To comply with a judicial order or lawfully issued subpoena, provided the University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance; (Notification may be prohibited if the University receives a federal grand jury subpoena or any other subpoena, which states that the student should not be notified. The USA Patriot Act amends FERPA to allow designated federal officials to obtain copies of student records relevant to an investigation of terrorism or other crimes, without notifying the student. The Office of University Counsel shall be consulted prior to release of any education records pursuant to subpoena or the USA Patriot Act.)
- k. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the campus against the alleged perpetrator of that crime or offense with respect to that crime or offense if the University determines as a result of the disciplinary proceeding that the student committed a violation of the University's rules or policies with respect to such crime or offense (The Office of University Counsel shall be consulted prior to release of the record.); The campus shall not require the alleged victim to execute a non-disclosure agreement as a condition for receipt of this information.
(For the purpose of disclosure under this paragraph, the final results of any disciplinary proceeding shall include only the name of the student, the violation committed and any sanction imposed by the campus on that student; and may not include the name of any other student, such as a victim or witness, unless that other student provides written consent permitting such disclosure.)
- l. The University also has the discretion to disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal, state or local law, or any rule or policy of the University governing the use or possession of alcohol or a controlled substance if the campus determines that the student has committed a disciplinary violation with respect to such use or possession;
- m. To Veterans Administration Officials pursuant to 38 USC 3690 (c);
- n. Information a campus has designated as "directory information," unless a hold has been placed upon release of the information by the student;
- o. To the court those records that are necessary to defend the University when a student initiates legal action against the institution;
- p. To the military, directory information as it is presently defined under the Solomon Amendment, even if the institution has not designated such information as directory information in its policy.

Directory Information that must be released to the military:

- i. student's name and address;
- ii. telephone listing;

- iii. date and place of birth;
- iv. class level (Freshman, sophomore, etc.);
- v. academic major;
- vi. degrees received; and
- vii. the educational institution in which the student was most recently enrolled.

Information that Institutions are not required to release to the military:

- i. directory information, but only if the student has requested that the University not release such information to anyone;
 - j. information the institution certifies it does not have; or
 - k. information not defined as directory information.
 - q. To the apparent creator of a record to verify authenticity;
 - r. When the disclosure concerns a registered sex offender, including a student, and is information received under a community notification program under 42 USC § 14071.
6. Recordkeeping Requirements
- Each campus of the University will maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional part to whom it may be disclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:
- a) The student;
 - b) A school official determined to have a legitimate educational interest;
 - c) A party with written consent from the student;
 - d) A party seeking directory information; or
 - e) A federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

Definitions

Attendance - includes, but is not limited to attendance in person or by correspondence, videoconference, satellite, internet or other electronic information and telecommunications technologies for students who are not physically present in the classroom and the period during which a person is working under a work-study program.

Dates of attendance - the period of time during, which a student attends or attended an educational agency or institution, but does not include specific daily records of a student's attendance.

Directory Information - information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed, including, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and

height of members of athletic teams, degrees, honors and awards received, the most recent educational agency or institution attended, and student ID number but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity.

Directory Information at SUNY Broome is defined as follows: the name of the student, full-time or part-time status, dates of attendance, SUNY Broome Community College email address and degree earned and date of graduation will constitute the total amount of information given to any individual making inquiry at SUNY Broome Community College, unless the student or eligible parent refuses to permit the disclosure. The student or eligible parent must notify the Registrar within two weeks of the beginning of semester classes that such personally identifiable information is to be designated as directory information with respect to that student.

Disciplinary action or proceeding - the investigation, adjudication, or imposition of sanctions by an educational agency or institution with respect to an infraction or violation of the internal rules of conduct applicable to students of the agency or institution.

Disclosure - to permit access to or the release, transfer or other communications of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means, except the part identified as the party that provided or created the record.

Educational records - records that are directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. The term does not include:

(1) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

(2) Records of the law enforcement unit of an educational agency or institution, subject to the provisions of Sec. 99.8.

(3)(i) Records relating to an individual who is employed by an education agency or institution, that:

(a) Are made and maintained in the normal course of business;

(b) Relate exclusively to the individual in that individual's capacity as an employee; and

(c) Are not available for use for any other purpose.

(ii) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.

(4) Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are:

(i) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;

- (ii) Made, maintained, or used only in connection with treatment of the student; and
- (iii) Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and
- (5) Records created or received by the University about an individual after he or she is no longer a student in attendance at the campus and that are not directly related to the individual’s attendance as a student.
- (6) Peer-graded papers before collection and recording by the course instructor.

Eligible student - a student who has reached 18 years of age or is attending an institution of postsecondary education.

Parent - includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

Personally identifiable information - includes, but is not limited to the student’s name; the name of the student’s parent or other family member; the address of the student or student’s family; a personal identifier, such as the student’s social security number; student number or biometric record; a list of personal characteristics that would make the student’s identity easily traceable; or other indirect identifiers such as date of birth, place of birth, and mother’s maiden name or other information that, along or in combination, is linked or linkable to a specific student that would allow a reasonable person in the campus community to identify the student with reasonable certainty.

Record - any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film microfilm, and microfiche.

Student - any individual who is or has been in attendance at an educational agency or institution and regarding whom the agency or institution maintains education records.