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# POLICIES

## STUDENT LIFE

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### Student Rights and Responsibilities

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

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

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

### Student Advocacy and Accountability

The Student Code of Conduct is the official document that sets forth behavioral expectations for Dutchess Community College students. The Code shall apply to conduct that occurs on the College's premises, at College-sponsored activities, and to off-campus behavior that adversely affects the College community, the pursuit of its objectives, or neighboring communities. The College will address known behavior both on and off-campus that may affect a student's suitability to continue as a member of the College community.

It is the obligation of every student to notify the Office of Student Advocacy and Accountability of any felony or misdemeanor arrests occurring at any time after the student pays their admissions deposit through graduation or separation from the institution, regardless of geographic location of the arrest or specific crime alleged. Failure to do so may result in conduct charges by the College. The College may review the facts underlying the arrest to determine if there is a related policy violation or safety concern. The College has developed this code of standards and expectations, consistent with its purpose as an educational institution and expects that each student accept responsibility for their own behavior and consequences. Policies and procedures for addressing alleged violations of the Student Code of Conduct are detailed in that document. Once a student is accepted to the College, they are responsible for upholding the standards outlined in the Code. Therefore, students should become familiar with this document. While the Student Code of Conduct is published annually, students should be mindful that the Student Code of Conduct may be modified by the College within the Academic Year as necessitated by changes in law, Board of Trustees Policy or SUNY Policy. The Student Code of Conduct should not be viewed as a comprehensive code of desirable conduct; rather the provisions set forth in the Code describe the minimum standards for acceptable behavior. A copy of the Student Code of Conduct may be viewed at [www.sunydutchess.edu/assets/StudentCodeofConduct.pdf](http://www.sunydutchess.edu/assets/StudentCodeofConduct.pdf).

### Campus Emergencies/Security

Security is available on campus 24 hours a day, seven days a week. Emergency phones are located throughout all buildings and blue emergency phones are in all parking lots.

Students needing any assistance while on campus are encouraged to call Security at (845) 431-8070.

Escort services can be provided to and from parking lots. The campus security office is in the Orcutt Student Services Center, Room 114.

The federal "Crime Awareness and Campus Security Act" requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education. This information can be found on the College's website and is posted outside the Security office.

### Health Services

The college maintains a College Health Office in the Student Services Center room #110, under the direction of a full-time coordinator of health services. The office is open Monday through Friday.

The Health Office provides basic first aid, health counseling and education, and referrals to appropriate agencies and resources. Medical emergencies are referred to Campus Safety and Security (ext. 8070). The Health Office works closely with Campus Safety and Security and the local ambulance for emergency transport. In requesting medical assistance, the College merely acts as an agent for the injured party. All medical costs are the responsibility of the injured party.

If needed, specific locations of first aid and AED kits can be obtained from the Security Office.

In accordance with the Education Rights and Privacy Act of 1974 (Buckley Amendment), medical information will not be released without written consent of the individual party.

For further information, please visit the Health Office webpage at: [https://www.sunydutchess.edu/studentlife/health\\_and\\_counseling\\_services/healthoffice.html](https://www.sunydutchess.edu/studentlife/health_and_counseling_services/healthoffice.html).

## Student Records

An educational record is maintained for each student in the Office of the Registrar. The Family Educational Rights and Privacy Act (FERPA) of 1974 provides former and current students with certain rights regarding the review of their educational record. The act also protects the confidentiality of a student's record and requires that the student's written consent be obtained before information is released unless the information requested is considered directory information. Access to a student's record without the written consent of the student may be provided to professional employees of Dutchess Community College who have legitimate educational interest and certain other authorized personnel. In keeping with the act, the College has on file a policy and procedure statement regarding student records. It is contained in the Professional Staff Handbook, available in the Office of Enrollment and Student Success.

Essential student records are permanently archived. In 2008, DCC converted to a new information system. Some non-essential records were not retained.

Students should be aware that altering a transcript is considered falsifying an academic record and a violation of the Student Code of Conduct.

## Parent Access

Information about the student is released to the parent/guardian by the appropriate office if there is a signed FERPA Waiver form on file at the college. For students who are under 18 years of age; in the absence of a waiver form, the parent may show proof of identity and present documentation proving the student is a legal dependent. A non-dependent student who is interested in giving parents/guardians access to their DCC information must complete a FERPA Waiver form which is available in the Registrar's Office. A parent/guardian listed on the waiver form and presenting a State/ Federal issued picture ID will receive the information the student has agreed to release. For phone calls, parents/guardians listed on the signed FERPA Waiver form will be required to provide student-specific information before information can be released over the phone. These items are the last four digits of the student's SSN, their date of birth, current address and current phone number. Please note that registration status, grades, GPA, schedule and attendance information is never given out over the phone.

In lieu of a waiver form, parents/guardians of financially dependent students must demonstrate such by submitting a copy of their tax return or government-issued financial statement to the Registrar's Office.

## Directory Information

Personally-identifiable information generally is not released without the student's written authorization unless it is directory information. Directory information may consist of name, city or town, dates of attendance, date of graduation, degree and enrollment status. If a student does not wish directory information to be released, he/she must submit a Directory Information Block form which is available in the Registrar's Office and on the college website. Personally-identifiable information is released to federal and state agencies with a legitimate right to know, in response to legal subpoena, for health and safety issues, and to the military in compliance with the Solomon Act.

## Student Activities

The Office of Student Activities is primarily concerned with enhancing students' college experiences through involvement in extracurricular activities and development of leadership and interpersonal skills. The staff seeks to involve students in campus governance and service, and to stimulate interest and interpersonal communication through a variety of educational, cultural, leadership and social programs. These programs are designed to help students achieve their highest level of academic and personal success.

### Activities

The College firmly believes that chartered clubs and cultural, recreational and social activities play an important role in the educational process. Students are encouraged to participate in the extensive and varied activities available to them.

## Speaker Series

Each year, the Student Activities Office, (in cooperation with various academic departments) strives to assemble a stimulating lecture series for our College Community. Comprised of prominent speakers, renowned artists and other dynamic guests, these programs are well worth student's time.

## Trips

Each semester the Student Activities Office sponsors trips at reduced cost to students. Trips include: Broadway shows, sporting events, concerts, amusement parks, cultural events, family-oriented events, local events and more.

## Discount Tickets

The Student Activities Office offers students tickets to local area attractions at a discounted price. These include Regal and Lyceum movie tickets, Six Flags Great Adventure, the New York Renaissance Faire, the Dutchess County Fair and more.

## Campus Activity Board (CAB)

The Campus Activity Board (CAB) is a student run organization that sponsors a wide variety of activities. The C.A.B. host concerts, speakers, and lunchtime cafeteria entertainment, including: comedians, local bands, magicians, novelty acts, and karaoke. Events are held on campus and are free for students. Students are sure to find something that's fun and exciting. All DCC students are encouraged to join.

## Clubs

The learning experience at DCC shouldn't be restricted to the confines of the classroom. In addition to looking great on college and job applications, participating in extracurricular activities at DCC has many advantages.

DCC currently has 30 active clubs on campus. Students who get involved widen their circle of friends and broaden their horizons. It helps students become familiar with the campus and the resources it offers and also improves organizational and time management skills. Becoming a member of a club allows students to take advantage of opportunities they wouldn't be exposed to as an individual, like professional workshops and cultural events. Clubs are always looking for new members. A list of meeting times and locations is posted on the webpage at <https://www.sunydutchess.edu/studentlife/studentactivities/clubs>. Students can stop by the Student Activities Office in Dutchess 201 or call 431-8050 for information.

## Student Government Association

The Student Government Association (SGA) provides students the opportunity to be active in their campus community as well as the local community. Members attend meetings to discuss various events and issues that face the student body. They participate in community service projects, learn more about the governmental process, oversee the use of the student activity fee, make new and lasting friendships and much more! The Student Government atmosphere allows students to excel in leadership, confidence and networking skills that will be helpful if continuing their education as well as in their future careers.

## Student Publications

The Student Literary Magazine, "The Community," is published every spring and features short stories, poetry and artwork produced by DCC students.

"The Falcon's Call" is the student newspaper, published throughout the school year. The newspaper is a student club and invites participation from all students.

## College Colors

The Dutchess Community College colors are buff and blue, and the athletic teams are known as the Falcons. The College colors have a significance in the history of Dutchess County. During the American Revolution, the Continental Army stationed at Fishkill wore buff and blue.

## Intercollegiate Athletics

The Dutchess Community College Athletics Department is a member institution of the National Junior College Athletic Association. Dutchess Community College also is a member school of Region XV and the Mid- Hudson Conference. The Dutchess Athletics Department offers intercollegiate programs for students interested in participating in Women's Volleyball, and Men's and Women's Soccer during the fall; Men's and Women's Basketball during the winter; and Women's Softball and Men's Baseball during the spring. Dutchess Community College is also a member of the NJCAA and offers intercollegiate eSports during the fall and spring semesters.

The Dutchess Community College Athletics Department is committed to assisting student-athletes with maintaining a high grade point average and preparing for future endeavors while providing a meaningful, worthwhile experience participating in intercollegiate athletics. It assists student-athletes to develop a strong work ethic, enhance interpersonal skills and physical capabilities while emphasizing the importance of teamwork and sportsmanship. Student-athletes are expected to display a high degree of integrity, responsibility, and ambition. They must be reliable team players who use proper judgment and conduct themselves in a professional manner that displays sportsmanship while participating on a scholastic athletic team.

Athletics works closely with coaches, students, teachers and administrators and strives to see each and every student-athlete successfully complete their semester goals and work toward the attainment of an associate degree at Dutchess Community College. The department also helps student-athletes transition from Dutchess Community College to an institution where they would be able to continue their scholastic athletic career while simultaneously pursuing a four-year degree in their academic area of interest. For more information, visit the Dutchess Community College Athletics website at [www.dutchessfalcons.com](http://www.dutchessfalcons.com).

## Additional Services

### Bookstore

The bookstore, operated by Follett, is in Dutchess Hall, room 211 and can be reached at (845) 431-8080. In addition to textbook rentals and sales, the bookstore offers a variety of school supplies and merchandise, including DCC logo clothing.

For more information visit [www.sunydutchess.edu/studentlife/bookstore](http://www.sunydutchess.edu/studentlife/bookstore).

### Day Care Center

The Louis Greenspan Day Care Center offers quality, affordable child care to students, staff and faculty of DCC, as well as community members. The Center accepts children from 18 months to 5 years of age. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday, following the College academic calendar. The classrooms are staffed with teachers trained in early childhood education, as well as student teachers from DCC and Marist College. The center also serves as a research, observation and internship facility for a variety of academic departments on campus.

Opened in 1975, the day care center strives to demonstrate standards of excellence in early childhood education and child development practices. Our center provides a safe and nurturing environment while promoting the physical, social, emotional and intellectual development of young children. The center maintains an open-door policy in which parents are encouraged to visit and participate in all aspects of their child's educational experience. The Louis Greenspan Day Care Center is accredited by the National Association for the Education of Young Children.

Enrollment is on a first-come, first-served basis. Early registration is strongly suggested. Registration materials can be obtained from the center director, or by calling (845) 431-8085.

### DCC Help Desk

The DCC Help Desk provides a single point of contact for campus technology support. Please contact the Help Desk for any and all technology related issues. The DCC Help Desk is located in CBI 130. Its web portal and hours of operation can be found in the Student tab of myDCC. Call (845) 431-8000 (say Help Desk at the prompt).

### Laboratory Nursery School

Dutchess operates a registered laboratory nursery school. Children who are three years, two months old through 4 years, 10 months old are admitted each September. The children are selected at random from the applicant pool in order to meet the educational needs of the College and its students. Classrooms are directed by fully certified early childhood teachers and are staffed by DCC students matriculated in the early childhood curriculum. Information about fees (\$2,300 per year) and registration can be secured from the supervisor of the Dutchess Community College Laboratory Nursery School, [Jennifer Santosuosso](mailto:Jennifer.Santosuosso).

#### *Child Care Resources for Student Parents with Young (birth – age 12) Children*

Resources are available based upon financial need and/or parent (guardian) status. These resources may be used to support both on campus and community-based child care.

For more information, please contact:

Sandra Kraich, Director, Louis Greenspan Day Care Center at [dccchildcare@sunydutchess.edu](mailto:dccchildcare@sunydutchess.edu) or 845-431-8085  
Whitney Morris, Student Resource Navigator, DCC CARES at [dcccares@sunydutchess.edu](mailto:dcccares@sunydutchess.edu) or 845-431-8973  
DCC Foundation at [dccf@sunydutchess.edu](mailto:dccf@sunydutchess.edu) or 845-431-8400.

## Academic Housing

On-campus housing is available for full-time students interested in combining the quality, affordability and other benefits of a DCC education with the experience of living away at school. Conklin Hall features fully furnished suites that include two bathrooms, a living room and kitchenette (with sink, microwave and full refrigerator).

The building is designed for comfort, safety and convenience and the academic housing staff, amenities and programs combine to create a welcoming environment that enriches the student experience.

The four-story residence hall features:

- Convenient location near academic buildings, campus activities and student services, and adjacent to parking.
- 476 beds
- Lounge on each floor; multi-purpose atrium
- Wireless Internet and cable television service
- Laundry room and vending area
- Noncombustible construction; sprinklers throughout
- 24-hour security
- Geothermal heating and cooling
- 24/7 access to Conklin Hall Fitness Center

Students from counties other than Dutchess and Putnam must have a high school average of 70 or above in order to be considered for eligibility to live in the residence hall. Those who do not meet the academic requirements may attend DCC but not live on campus until completing at least one full-time semester and demonstrating satisfactory progress. Students transferring from another college must have a 2.0 GPA to be considered for academic housing. For more information visit [www.sunydutchess.edu/reslife](http://www.sunydutchess.edu/reslife), email [academichousing@sunydutchess.edu](mailto:academichousing@sunydutchess.edu) or call (845) 790-3676.

## DCC CARES

Campus – Assessment – Response – Evaluation – Support

DCC CARES encourages student persistence in college by providing holistic, wrap-around support to students whose ability to stay in school is threatened by any number of outside factors, especially their inability to meet basic human needs and financial obligations.

### *Student Resource Navigator (SRN)*

The Student Resource Navigator (SRN) connects students to campus and community resources and assists students with applying for grants and services that are available to help students get over short-term hurdles, such as job loss, medical expenses, car repair, child care issues or other unanticipated expenses.

The SRN also collaborates with campus support staff and community partners to provide students with workshops focusing on topics such as financial literacy, self-management and resiliency. The Student Resource Navigator's office is in room 203 of the Student Services Building and may be reached at (845) 431-8973 or [dcccares@sunydutchess.edu](mailto:dcccares@sunydutchess.edu).

### *The Pantry*

The Pantry, located on the lower level of Dutchess Hall in room 114, offers a three-day supply of nutritious food as well as personal care products. So that everyone may access The Pantry, it is available to students, faculty and staff once per month. Requests and questions may be made through [thepantry@sunydutchess.edu](mailto:thepantry@sunydutchess.edu).

### *The Clothing Closet*

The Clothing Closet is a service provided through the DCC CARES and The Pantry to provide professional attire and basic clothing needs for students and their families at no cost. To book an appointment for The Clothing Closet, please email [thepantry@sunydutchess.edu](mailto:thepantry@sunydutchess.edu) or call The Pantry at (845) 790-3714.

