

POLICIES

STUDENT SERVICES

The faculty and staff at Dutchess regard student services as an integral part of the total college experience. A conscientious effort is made to know students as individuals and to serve them as such. The Office of Enrollment and Student Success includes the following offices: Admissions, Registrar, Student Advocacy and Accountability, The Academic, Career and Transfer (ACT) Center, EOP, TRiO, Veteran Services, Accommodative Services, Counseling Services, Health Services, Student Activities, Academic Housing and Athletics. They are coordinated and directed by the Vice President of Enrollment and Student Success.

Orientation for New Students

To acquaint new full-time and part-time students with the college's educational philosophy and standards, the College expects them to participate in an orientation program prior to their first semester at Dutchess. Orientation each semester consists of a comprehensive program for full- and part-time students. A club fair is held early in the semester to encourage involvement in extracurricular activities.

The goals of orientation are:

- To acquaint new students with the College, its academic programs, facilities, resources, services, activities, policies and organizations.
- To assist them in taking full advantage of the opportunities offered by the College.
- To provide students with important information about issues and problems frequently encountered by college students as well as the resources and approaches for effective decision making.

Academic, Career and Transfer (ACT)

The ACT Center provides holistic advisement for students including academic, career and transfer planning. As students progress in their studies at Dutchess, ACT coaches are available to help students develop their future goals and assist them with a plan of action to meet those goals, whether they are preparation for transferring to a four-year institution or preparation for immediate employment. All students may utilize the services of the ACT Center.

Academic Advisement

ACT coaches meet with new students to assist in choosing a major, scheduling classes, and designing a plan to fulfill their desired program. ACT coaches work with continuing students to help them meet the requirements to advance in their program and achieve their goals. Students are urged to take the initiative in meeting early and regularly with their coach and to take full advantage of the advisement services that are available. While the ACT coach guides students on their path to fulfilling their program, it is ultimately the student's responsibility to make certain that graduation requirements are met.

Career Coaching

The ACT Center provides career coaching to all students at any stage in their academic journey, as well as to community members not currently enrolled at Dutchess Community College. Students and community members are provided an opportunity to explore their career options through self assessments and coaching sessions. It is also encouraged and promoted to apply for internships and volunteer opportunities for further career exploration. The academic coaches provide guidance with choosing a major and ensuring it aligns with a student's career goals. Coaches also provide assistance with job searches, writing cover letters and resumes, and honing job hunting and interviewing skills. Career coaching sessions are tailored to the student's individual needs and questions.

Transfer to Four-Year Colleges and Universities

Dutchess Community College graduates transfer to a variety of colleges and universities across the country, both public and private. It is recommended that students planning to transfer matriculate in an Associate in Arts (A.A) or an Associate in Science (A.S) degree program. These programs are designed as university-parallel programs and offer the student the greatest opportunity to transfer with junior status, with the expectation of completing a baccalaureate degree within an additional two years of full-time study.

The College has a number of articulation or transfer agreements, which facilitate the transfer of graduates to four-year institutions. In addition, an opportunity to continue full-time study at a four-year state university of college is guaranteed to all New York State residents who transfer directly from a SUNY two-year college with an A.A. or A.S degree and who meet the SUNY application requirements. It should be noted, however, that this policy does not guarantee a student admission to the campus or program of their choice. The SUNY application fee is waived for graduates with an A.A. or A.S. degree for up to seven SUNY schools.

Students planning to seek immediate employment upon graduation usually matriculate in an Associate in Applied Science (A.A.S) degree program. Many A.A.S. graduates, however, transfer to senior institutions. Dutchess Community College has transfer agreements with some senior institutions that facilitate the transfer of students from career programs. In general, however, graduates of career programs should anticipate needing more than two full years of full-time study to complete a baccalaureate degree. Students considering transfer are encouraged to attend a Transfer 101 Workshop and consult with a coach in the ACT Center (Student Services Center, Room 301 (845) 431-8600. Students are encouraged to attend transfer fairs and transfer events held throughout the year.

DCC graduates have transferred to all SUNY colleges and universities, as well as to other fine institutions such as Bard College, Columbia University, Cornell University, Fordham University, Marist College, Mercy University, Mount Saint Mary College, New York University, Pace University, Rensselaer Polytechnic Institute, University of North Carolina at Chapel Hill, Vassar College, Yale University, Tulane University, Smith College, Western Connecticut State University and many others.

Educational Opportunity Program

The Educational Opportunity Program (EOP) was established in 1968 by New York state to assist students who show promise of academic success at the college level but may have encountered both academic and financial disadvantages. EOP is designed to provide eligible students with the academic and financial means necessary to ensure success at the college level. To aid its students EOP provides tutoring, academic advisement, career planning, personal counseling, seminars and workshops throughout the year and financial support. Interested and eligible students should inquire as early as possible; program enrollment is limited. For more information contact the Educational Opportunity Program office at (845) 431-8037.

TRiO

TRiO Student Support Services (SSS) is a federally funded Student Support Services program, sponsored by the U.S Department of Education. TRiO provides comprehensive academic and personal guidance to program students. TRiO staff works with students to assist them with overcoming obstacles in higher education, such as: limited income, first generation college status, academic need, and or learning differences. TRiO SSS provides a support network, leadership and mentoring opportunities, career exploration and transfer options. The TRiO staff encourages students to pursue their education regardless of socioeconomic, cultural or ethnic backgrounds. The office number is (845) 431-8509.

Collegiate Science and Technology Entry Program (CSTEP)

The Collegiate Science and Technology Entry Program (CSTEP) at Dutchess Community College is funded by a grant from the New York State Department of Education. Established in 1987, CSTEP's purpose is to assist underrepresented minority and/or economically disadvantaged students in completing education programs leading to STEM, health-related careers, and/or any field leading to professional licensure by New York state. The services provided to CSTEP students include Supplemental Financial Assistance (SFA), Summer-Tuition Remission (STR), a lending library of textbooks, laptop computers, and graphing calculators; undergraduate research experience, summer internships, academic, career and transfer advisement; professional tutoring in the areas of Science, Mathematics, Nursing and other fields; special workshops; field trips to senior colleges as well as educational activities. For further information about the program and its eligibility requirements, contact the CSTEP office at (845) 431-8059 or CSTEP@sunydutchess.edu.

Office of Accommodative Services (OAS)

Located in the Orcutt Student Services Center, Room 103, the Office of Accommodative Services is committed to providing equal access, for all qualified individuals with disabilities, to its programs and educational opportunities. The purpose of laws for post-secondary Disability Services Offices is to eliminate barriers that would deny students with disabilities equal access, so that students with disabilities have the same access to programs and services as students without disabilities.

A person with a disability is any person who has a medical or mental health condition that substantially limits one or more major life activity. Major life activities include, but are not limited to, walking, seeing, hearing, breathing, learning, writing, reading, concentrating or performing manual tasks. This may include Long Covid and pregnancy related complications/ temporary disability.

Academic adjustments are made, on an individual basis, to requirements for students who have disabilities that may affect their ability to fully participate in program or course activities, as well as nonacademic program or activity requirements such as clubs, residence life and athletics.

Academic adjustments may include, but are not limited to, testing or classroom accommodations and use of auxiliary aids or services. Faculty are not expected to alter their standards for evaluation or substantially alter an essential element of a course or program. To receive academic adjustments, students must identify a disability that impacts their ability to access the academic environment, provide documentation of the disability (2 - 4 weeks prior to need for accommodations), and meet with OAS staff to develop and implement an appropriate plan for access. Accommodations are determined through an interactive process between the student OAS staff and DCC personnel according to the specific course or college activity.

Meetings with the staff may be scheduled through video or telephone conferencing if needed.

OAS provides a wide range of technology training, academic support and professional tutoring in select subjects to students registered with the OAS office.

Students requesting housing accommodations for Conklin Hall are asked to confirm acceptance to academic housing, then make accommodation requests as soon as possible. Requests made with less than 60 days notice prior to move-in date might not be possible to accommodate by move in day, depending upon the request and capacity in Conklin Hall.

- There is no deadline for requesting new accommodative services, or review of current plans based upon changes in condition or course requirements, however please provide DCC with sufficient time to respond to the request prior to need.
- Accommodations do not automatically transfer from other institutions.
- Accommodations are not retroactive and are effective only after the student completes an intake with OAS and discloses their access plan to faculty/staff. During this intake meeting, students are assisted to identify their point of impact, understand the course delivery method and potential barriers to participation. Academic support plans such as referrals to tutors, technology training, and success strategies are developed as well.
- All specific information provided concerning a disability is confidential and is released only with the student's consent.
- Students are advised to maintain a copy of their documentation for future use; files will be purged after seven years of inactivity with OAS services.

Additional information is available at <https://www.sunydutchess.edu/academics/accommodative/>.

We are a National Voter Registration Act Site: <https://system.suny.edu/university-life/voter-registration/>.

Students who believe they are experiencing disability-related discrimination on campus may contact the ADA/Section 504 Coordinator in the Office of Human Resources. Students may appeal decisions made by OAS staff by contacting the ADA/Section 504 Coordinator to request review of the request and decision rendered. In addition, faculty may wish to appeal decisions rendered by OAS staff by contacting their Academic Dean or the ADA/Section 504 Coordinator in the Office of Human Resources.

Students who are dissatisfied with the outcome of the DCC appeal process, or wish to pursue an alternative to using these procedures, you may file a complaint against the school with the Office of Civil Rights: <http://www.ed.gov/ocr/docs/howto.html>.

Counseling Services

The Counseling Center, located in the Orcutt Student Services Center, Room 303, offers support, information and services to address the mental health and well-being of students while promoting autonomy and empowerment. Services offered include:

- Short-term individual counseling
- Short-term group counseling
- Wellness workshops
- Referrals to additional programming offered on campus, campus offices and/or services, or within Dutchess County

To set up an appointment, call (845) 431-8040 or email counselingcenter@sunydutchess.edu.

For additional information or for updates on programming, call (845) 431-8040 or visit the website at www.sunydutchess.edu/dutchesscounseling.

Veterans Resource Center

Located in Hudson Hall, Room 212, the Veterans Resource Center is a comprehensive program at Dutchess Community College that provides services to active military service, veterans, spouses and dependent children (students) receiving VA Educational benefits that was established in Fall 2015. The VRC includes an administrative office for the Coordinator and lounge for students to study, meet, socialize and congregate for programming based on the wellness wheel model. For more information, call (845) 431-8339.

