To the Students of FM

Dear Student,

Welcome to Fulton-Montgomery Community College.

In this student handbook, The Source, you will find a variety of programs and services offered at FM that are designed to help you be a successful college student. It also includes a description of the multitude of student clubs and diverse organizations that are on campus to help you enjoy your college experience. Please take time to familiarize yourself with this handbook and all that it has to offer.

Included within this handbook is detailed information about your responsibilities as a college student. As you enter FM, you enter a new phase of your education. College expectations of you are higher than you may have experienced in high school; but I am confident that you can attain them. Here at FM everyone is expected to conduct themselves with honesty and integrity, be open to new ideas, celebrate the diversity of those around you, and conduct yourself in a civil and professional manner. If you follow the student code of conduct and are considerate of everyone on campus, I know that you will do well at our college.

Of course, in addition to your studies, you should have fun! College can be one of the most rewarding times of your life. You will develop new friendships and create memories that you will have for a lifetime. In order to make the most of your college experience, get involved in student clubs, student government, athletics, co-curricular activities, and the events at FM.

If you take advantage of all that FM has to offer, I am sure that you will be successful in your studies and enjoy your college experience.

Best wishes for a great year.

Dustin Swanger, Ed.D.
President
Fulton-Montgomery Community College

Vision
Fulton-Montgomery Community College strives to be recognized as a model community college that offers quality education, excellence in student support, innovative approaches, and programs that reflect our values.

Mission
Fulton-Montgomery Community College is the region’s partner for quality, accessible higher education; responsive programs; economic development; and cultural and intellectual enrichment.

Values
Fulton-Montgomery Community College has identified the following as core values in its approach to serving students and the community.

- Excellence in education and teaching
- Student learning and scholarship
- Innovation
- Civility and integrity
- Caring personalized service
- Diversity
- Accessibility
- Quality environment
- Community engagement

Civility Statement
FM is committed to fostering an environment of civility. All members of the FM community and visitors have the right to experience and the responsibility to create and maintain an environment of mutual respect and support that is civil in all aspects of human relations. Civility facilitates professional growth and achievement and promotes an environment where each person can reach his or her full potential.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page #</th>
<th>Section</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Rights and Responsibilities</td>
<td>3</td>
<td>Adding/Dropping Courses</td>
<td>16</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>3-7</td>
<td>Withdrawal from Course/College</td>
<td>21</td>
</tr>
<tr>
<td>Campus Closings</td>
<td>7</td>
<td>Academic Standards</td>
<td>17-18</td>
</tr>
<tr>
<td>Phone Directory</td>
<td>8</td>
<td>Financial Aid</td>
<td>17</td>
</tr>
<tr>
<td>Bookstore</td>
<td></td>
<td>Satisfactory Academic Progress</td>
<td>17-19</td>
</tr>
<tr>
<td>Employment/Career &amp; Transfer Services</td>
<td>8</td>
<td>Academic Probation</td>
<td>18</td>
</tr>
<tr>
<td>Dining Services</td>
<td>8</td>
<td>Financial Aid Eligibility</td>
<td>19</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>8</td>
<td>Smoking Policy</td>
<td>20</td>
</tr>
<tr>
<td>Mental Health</td>
<td>8</td>
<td>Campus Public Safety</td>
<td>20</td>
</tr>
<tr>
<td>Counseling</td>
<td></td>
<td>Blue Light Safety</td>
<td>20</td>
</tr>
<tr>
<td>Housing</td>
<td>8</td>
<td>Phones</td>
<td></td>
</tr>
<tr>
<td>Transfer</td>
<td>8</td>
<td>Student Accident</td>
<td>20</td>
</tr>
<tr>
<td>ID’s</td>
<td>9</td>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Student Activities Board</td>
<td>9</td>
<td>Immunization Policy</td>
<td>20-21</td>
</tr>
<tr>
<td>Student Government</td>
<td>9</td>
<td>Parking</td>
<td>21-22</td>
</tr>
<tr>
<td>Athletics – Association</td>
<td></td>
<td>Roller Blade/Skateboard Policy</td>
<td>22</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>9-12</td>
<td>Transportation Campus</td>
<td>22</td>
</tr>
<tr>
<td>Athletics – Intramurals</td>
<td>12</td>
<td>Facilities</td>
<td>22-23</td>
</tr>
<tr>
<td>Open Recreation/Fitness Center</td>
<td>13</td>
<td>How to Stay Informed</td>
<td>23</td>
</tr>
<tr>
<td>Learning Commons and Library</td>
<td>13</td>
<td>Glossary</td>
<td>23-24</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>14</td>
<td>Complaint Procedure</td>
<td>24-25</td>
</tr>
<tr>
<td>Evening Advisement</td>
<td>14</td>
<td>Family Rights and Privacy</td>
<td>25-26</td>
</tr>
<tr>
<td>Commencement</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>14</td>
<td>Standards of Conduct</td>
<td>27-28</td>
</tr>
<tr>
<td>Cumulative Grade Point Average</td>
<td>15</td>
<td>Disciplinary Procedures</td>
<td>28-29</td>
</tr>
<tr>
<td>Beginning</td>
<td>15-16</td>
<td>Non-Discrimination/Anti-Harassment Policy</td>
<td>29-31</td>
</tr>
<tr>
<td>Academic Appeal</td>
<td>31-32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Email/On-line Tools</td>
<td></td>
<td>Academic Integrity</td>
<td>32-33</td>
</tr>
<tr>
<td>Grades/Transcripts</td>
<td>16</td>
<td>Policy</td>
<td></td>
</tr>
<tr>
<td>Substances Abuse Policy</td>
<td></td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>
STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RESPONSIBILITY - It is the student’s responsibility to familiarize himself/herself with all the College’s Rules and Regulations as set forth in official College publications. Failure to read this handbook does not excuse students from the requirements and regulations herein.

PAYMENT AND COLLECTIONS - College tuition, fees, and all costs associated with on-campus housing, meal plans, and books are the responsibility of the student. Students who incur a debt to the College will be responsible for all collection and attorney fees associated with the collection of that debt, including collection costs which will be at a minimum of 25 percent of the debt, plus any and all attorney and court costs.

HUMAN RIGHTS - The College expects all students, staff and faculty to practice high regard for the human dignity of other persons. It seeks to prevent all types of discrimination on the basis of race, sex, gender, religion, age, disability, sexual orientation and national origin. Repeated disregard for the rights and dignity of others will result in disciplinary action by the College. Any student who feels that he/she has been the victim of discrimination or harassment should first bring his/her complaint to the Vice President for Student Affairs to discuss such problems and to seek recourse, including lodging an official complaint which requires a formal hearing. If a formal hearing is requested, the procedures established by the College and published in the Faculty Handbook shall be followed. Such a hearing shall be confidential. (See Appendix I)

ATTENDANCE - Students are expected to be present and on time for all scheduled classes and laboratories. In cases where a student is tardy or absent, the student is responsible for materials or assignments presented in his/her absence. The degree to which attendance affects a student’s final grade will be determined by the individual instructor and stated in the course syllabus.

STANDARDS OF STUDENT CONDUCT - FM has the right and the authority to protect its educational purpose through the setting of standards for on campus and off campus conduct for students. Standards of conduct are found in Appendix C.

Academic Calendar

COLLEGE CLOSING INFORMATION

Should it be necessary to close the College for weather or emergency reasons, the following radio and television stations will carry the news. Also, up-to-date information may be found on the FM website at www.fmcc.edu. Sign up for SUNY Alert. Login to My FM and click on SUNY Alert link to enroll.

PHONE DIRECTORY FOR STUDENT SERVICES

The main College telephone number is (518) 736-FMCC (3622). Direct dial numbers are listed for some offices. There is a staff directory located on the FM website.
<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Point</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Absence</td>
<td>Provost &amp; VP for Academic Affairs</td>
<td>A113</td>
<td>8001</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>Student Development Ctr.</td>
<td>N107</td>
<td>8140</td>
</tr>
<tr>
<td>Academic Problems</td>
<td>Instructor</td>
<td>Various</td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>Admission’s Office</td>
<td>A117</td>
<td>8301</td>
</tr>
<tr>
<td>Athletics</td>
<td>Director of Athletics</td>
<td>P109</td>
<td>8113</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>Bookstore</td>
<td>Union</td>
<td>8432 or 762-8022</td>
</tr>
<tr>
<td>Career Programs</td>
<td>Student Development Ctr.</td>
<td>N107</td>
<td>8161</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>Director FM Playmates Day Care</td>
<td></td>
<td>762-5333</td>
</tr>
<tr>
<td>Clubs</td>
<td>SGA Office Manager</td>
<td>Union</td>
<td>8130</td>
</tr>
<tr>
<td>Course Change</td>
<td>Student Development Ctr.</td>
<td>N107</td>
<td>8140</td>
</tr>
<tr>
<td>Curriculum Change</td>
<td>Student Development Ctr.</td>
<td>N107</td>
<td>8140</td>
</tr>
<tr>
<td>Evening Advisement</td>
<td>Student Development Ctr.</td>
<td>N107</td>
<td>8140</td>
</tr>
<tr>
<td>Employment</td>
<td>Career Resource Center</td>
<td>N107</td>
<td>8161</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
<td>A105</td>
<td>8201</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>Student Development Ctr.</td>
<td>N107</td>
<td>8140</td>
</tr>
<tr>
<td>Insurance</td>
<td>Bursar’s Office</td>
<td>A107</td>
<td>8601</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>Dean’s Office</td>
<td>C207</td>
<td>8010 or 8005</td>
</tr>
<tr>
<td>Library Information</td>
<td>Library Front Desk</td>
<td>L102</td>
<td>8058</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Public Safety Office</td>
<td>PE Bldg</td>
<td>8405</td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Public Safety Office</td>
<td>PE Bldg</td>
<td>8405</td>
</tr>
<tr>
<td>Payment of Bills</td>
<td>Bursar’s Office</td>
<td>A107</td>
<td>8601</td>
</tr>
<tr>
<td>Reading/Study Problems</td>
<td>Learning Center</td>
<td>L203</td>
<td>8061</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Student Activities Office</td>
<td>Union</td>
<td>8131</td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>Admission’s Office</td>
<td>A117</td>
<td>8301</td>
</tr>
<tr>
<td>Scholarships/Loans</td>
<td>Financial Aid Office</td>
<td>A105</td>
<td>8201</td>
</tr>
<tr>
<td>Student Government</td>
<td>SGA Office</td>
<td>Union</td>
<td>8152</td>
</tr>
<tr>
<td>Student Records</td>
<td>Registrar’s Office</td>
<td>A109</td>
<td>8701</td>
</tr>
<tr>
<td>Students w/ Disabilities</td>
<td>Coordinator of Accessibility Services</td>
<td>N107</td>
<td>8145</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Learning Center</td>
<td>L203</td>
<td>8061</td>
</tr>
<tr>
<td>Veteran’s Affairs</td>
<td>Registrar’s Office</td>
<td>A109</td>
<td>8701</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>Student Development Center</td>
<td>N107</td>
<td>8140</td>
</tr>
<tr>
<td>Work Study</td>
<td>Financial Aid Office</td>
<td>A101</td>
<td>8201</td>
</tr>
</tbody>
</table>
STUDENT SERVICES

Bookstore – Books and supplies may be purchased at Raider Trader, which is located on the lower level of the College Union Building. Raider Trader offers many items of a non-academic nature including computers and software at an educational discount. Bookstore hours during fall and spring semesters: 8:15 a.m. – 4:00 p.m. Monday – Friday. Extended hours are held during the first week of classes during the fall and spring semesters, and are posted at the bookstore, on our voicemail and on the College website – @ http://www.fmcc.edu.

Employment and Career Services
FM offers a variety of career and employment resources including Career Cruising and Vault, both online resources students have full access to. Career Cruising includes assessments, educational tools, and career information. Vault gives students access to a career library which assists with researching employers, industries, and career subjects. Resume and cover letter critiques are available as well as assistance with interviewing and job searching techniques. More information can be found in the Student Development Center or online.

DINING SERVICES – Dining services are located in the College Union (Union Stations), in Raiders Cove (Mondos) in the Physical Education Building, and outside the Evans Library (Books and Bytes). Breakfast, lunch, and dinner are served Monday-Friday. Dining services are also available for our residential students on the weekends. The hours of operation are posted at the entrance of the main dining room and are posted on the website at www.dineoncampus.com/fmcc.

SERVICES FOR STUDENTS WITH DISABILITIES - Fulton-Montgomery Community College offers reasonable accommodations for students with physical, psychiatric and/or learning disabilities. Students requesting accommodations for the COMPASS Placement test and/or other campus programs and services must first self disclose information regarding their disability to the Coordinator of Accessibility Services located in the Student Development Center. This information is confidential and is kept separate from the academic file. Reasonable accommodations available to students are individualized and may vary each semester. In order to receive services, the student must meet with the Coordinator of Accessibility at least once during the semester to discuss their schedule and needs and then follow procedures to set accommodations in place with the Academic Success Coordinator located in L-203 A. Possible accommodations may include, but are not limited to, use of tape recorders, note takers for class lectures, audio textbooks, sign language interpreters, and alternate test taking.

MENTAL HEALTH COUNSELING – Services are available Monday through Friday by appointment. The services are completely confidential and not associated with the student’s school information. Stop by the Student Development Center (N-107 F) if you are interested in services.

TRANSFER SERVICES – Located in the Student Development Center, the Transfer Counselor provides transfer guidance to any student who is interested in pursuing an education after FM. Students can make an individual appointment or attend a transfer workshop to discuss transfer opportunities, the transfer process, and how to go about finding a school that will be the right fit. Throughout the academic year we have representatives from various colleges on campus to speak with students. There is a Transfer Fair on campus in both the Fall and Spring semesters. The Transfer Fairs are attended by multiple college and university representatives who will be able to assist in helping you through the transfer process.

STUDENT HOUSING – FM offers on-campus housing providing students with a living and learning environment that is focused on student success. Fulton and Montgomery Halls are suite style rooms accommodating 4 students per suite. Raiders Hall, the newest housing facility on campus, also features a four student suite. It provides students with the option of selecting a single room or a double room. Two single rooms and one double room per suite. For more information contact the Office of Residence Life at (518) 762-7136.
STUDENT I.D. CARDS – The College issues photo I.D. cards to all currently registered students. This card is required to use the Evans Library and to access specialized labs, such as the computer labs and dining services if a meal plan is in effect. All students are expected to carry their valid photo I.D. card at all times and produce it upon request. Validation to verify enrollment status is required every semester. Contact the Department of Public Safety, located in the Physical Education Building or call 736-FMCC (3622) Ext. 8405 for more information.

STUDENT GOVERNMENT AND STUDENT ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION - The Student Government Association (SGA) represents you and the rest of the student body in identifying broad social, academic and cultural needs and determining ways to meet those needs. This is done through the Student Senate, a body that consists of the SGA officers and a representative of each SGA-sponsored club and organization. The Student Senate meets monthly, and the meetings are open to all students. The SGA administers the Student Activity fee, using it to sponsor the Student Activities, the Athletics program, and the clubs and organizations listed below.

STUDENT TRUSTEE - Each year students elect a representative from the student body to the College’s Board of Trustees. The Board of Trustees sets the policy and oversees the administration of the college. The Student Trustee is a voting member of the Board of Trustees.

STUDENT ACTIVITIES BOARD - The Student Activities Board (SAB) consists of active student volunteers who choose, plan, and implement college-wide social, cultural, educational and community service events and programs. Students who are interested in being on the SAB should contact the Student Activities Office in the College Union.

STUDENT AMBASSADORS – Student Ambassadors are a select group of FM students who welcome visitors to campus. They serve as campus tour guides, help with functions such as Spring and Fall Open Houses, and provide other services at special events. To learn more about how you can apply to serve as a Student Ambassador, please visit the Student Activities Office in the College Union Building.

STUDENT CLUBS AND ORGANIZATIONS - The following is a list of the clubs and organizations sponsored by the SGA that are currently active at FM. Formation of new clubs is encouraged. Students interested in participating in one of the existing clubs or in forming a new one should contact either the Student Activities Office or the SGA, both in the College Union. Be active! Join or start a club!

AAUW – American Association of University Woman is open to all students, female and male and promotes advancement, equity for all woman and girls through advocacy and research.

ABLE - Abilities Beyond Limitation through Education is the club for students who wish to explore ways to make attending college easier for students with disabilities. Students work together on projects to raise money for club outings and activities to support this mission.

AMERICAN SIGN LANGUAGE – The American Sign Language Club collaborate with the local Deaf community to meet and greet in ASL- a visual, spacial concept language which is not related to English. They advocate for equal rights of Deaf individuals and promote that the only thing the Deaf cannot do is hear.

AWARE - (Awareness, Wellness, Advocacy, Respect, Education) members are committed to educating the college and community about issues in human services. In the past students have sponsored a wellness fair on campus, raised funds to aid local food pantries and visited residents of a local nursing home.

Business Students Association – The Business Club is open to all students and is active in both social and service oriented activities. Typical activities include sponsoring families during the holiday season, organizing a recognition lunch for clerical staff, and trips to such places as Boston, New York, Lake Placid, Burlington, Montreal, Quebec City, and Washington D.C.
Communications Club – The Communications Club produces the campus newspaper, the FM Gateway, and the online edition of the Gateway, giving students career, as well as creative experiences. The Club also serves as a professional development organization for media communication majors.

Community Outreach FM – Community Outreach at Fulton-Montgomery Community College helps Communities in Fulton and Montgomery Counties by raising money and volunteering in soup kitchens, schools, community fundraisers, donating, etc.

Criminal Justice Club – The Criminal Justice Club allows students to meet and interact with various law enforcement professionals from federal, state, county and local agencies in an informal setting. Students hear from speakers, view videotapes and participate in field trips to learn about the diversity of the criminal justice field. This exposure allows club members insight into their interests in the pursuit of these goals. Students also have the ability to work closely with the criminal justice professionals in volunteer programs.

Early Childhood Club Helping Others - ECCHO is a service-oriented group whose focus is addressing the issues of quality childcare and education. In the past, the club has participated in Advocacy Day at the New York State Assembly, hosted on-campus conferences, assisted in the Children’s Fairs for Fulton and Montgomery Counties as well as volunteering a variety of services to the local early childhood settings.

Electrical Technology Club – Students have the opportunity to explore technology related subjects through conferences and field trips to industry sites. Club members help to offset travel expenses through fund-raisers and hands-on projects.

Fencing Club – The Fencing Club acquaints or reacquaints students and community members with the sport of fencing, for fun, for health, and/or for competitive achievement.

Film Club – Students have the opportunity to explore their love of films and the film industry through conferences and field trips to view films, as well as the opportunity to sponsor free film viewings for the student body on campus.

Foggy Mountain Players – The Foggy Mountain Players members work closely with the FM’s Theater Department to produce campus plays and musicals. Club members include students interested in set design, acting, directing, costume design, and other areas of theatrical production. Other club activities include talent shows, tours of local theaters, and trips to Albany, Boston, and New York City to see shows.

Fulton-Montgomery Athletic Association - The purpose of the FMAA is to foster student participation in the governance of athletics at the College and to act as liaison between the athletic department and the Student Government Association. Membership is not limited to athletic team members.

Fulton-Montgomery Scholastic Association/Phi Theta Kappa – Phi Theta Kappa is the international honor society of two-year colleges. Alpha Alpha Upsilon chapter at FM has often earned the coveted 5-star status. In addition, Alpha Alpha Upsilon received the Most Distinguished Chapter award in 2002. PTK designs and implements activities around the hallmarks of Leadership, Fellowship, Scholarship, and Service.

Garden and Trails - The Garden and Trails Club will assist in building and maintaining gardens and trails on the campus to foster a sense of community between students, FMCC employees, Liberty, BOCES, and the local community. The Club will invest students in caring for their physical environment by supporting and raising awareness of their relationship with the world around them providing them with the opportunity for education, recreation and general wellness, and raising awareness about the topic of sustainability.
GLOW (Gay-Straight Alliance) - Club meetings offer the opportunity for students to discuss issues related to sexual orientation, diversity, and sex-based discrimination. The club sponsors on-campus speakers who promote tolerance. Members also attend conferences at other colleges where they can share ideas with their peers.

Graphic Arts Club – This club focuses on providing a link to industry via professional outside organizations. Club members may participate in monthly dinner meetings with a chapter of the International Association of Printing House Craftsmen. Printing plant tours are integrated with the club’s event schedule. Community services include job printing for some non-profit organizations and fund-raiser donations to civic organizations.

Hands for Animals – The Hands for Animals club assists local (Fulton and Montgomery County) animal shelters and rescue groups. They also bring awareness to the campus community about the humane treatment of animals.

Language Club – The Language Club is open to students interested in the languages and cultures of the world.

MISA (Medical Imaging Student Association) – Members are typically first and second year radiologic technology students, but membership is open to anyone. MISA serves the college, the community and its members. MISA participates in fund-raising activities and community/college activities that relate to the medical imaging profession. Examples of these include: Sponsored trip to the ‘Bodies’ exhibit in New York City, sponsorship of families during holidays, on-campus symposiums that provide continuing education credit for area radiologic technologists and community awareness events for relevant health topics like Alzheimer’s disease. MISA typically donates excess treasury proceeds to local organizations such as the YMCA, local animal shelters and the FMCC Foundation.

Musicians Club – Students who, both, are and are not musicians have the opportunity to use and develop their talents and interests in music. Among other possibilities, students can perform, record, receive and give lessons, learn about music-related technology, attend music-related events, and network with other musicians.

Outdoor Adventure Club – The Outdoor Adventure Club is dedicated to enjoying and improving the environment through a wide variety of activities. Members take part in camping, hiking and canoeing trips in the fall and spring semesters. The club also sponsors speakers who share their knowledge of important environmental issues such as wolf reintroduction to the Adirondacks and the effects of acid rain on loons. Club members actively participate in improving the environment by taking part in “adopt-a-highway” and “adopt-a-creek” programs. Anyone interested in enjoying the outdoors and learning more about it is encouraged to join.

Peer Tutor Club – This club is open to any person who is actively working as a tutor. The Peer Tutor Club brings together some of the brightest students on campus. The club has participated in food drives, fundraisers and review sessions for finals. The Peer Tutor Club is also active in the community through the March of Dimes Walk-a-thon. Any student who is interested in becoming a tutor and joining the Peer Tutor Club should inquire at the Learning Center.

Professional Development Club – Professional Development Club strives to give its members the knowledge and tools to grow professionally. They provide opportunities to experience professional meetings, interviews, and workshops. The club also provides community service.

Residence Life Club - Resident Life Club provides an opportunity for residential students to plan programming and events for the campus community. This club is open to all FM students.

SAW – Society of Artists and Writers provides students an opportunity to discuss literary works, to publish a literary magazine and to develop literary talents and interests. Each semester the Guild hosts campus book discussions and in the spring semester a Gala to present the LOGO. Cultural trips are planned, both locally to attend readings and lectures, and in major metropolitan areas to visit cultural sites.
Society for the Study of Modern Visual Culture (Gaming Club) - The Society for the study of Modern Visual Culture is open to all students who enjoy playing video games and learning about how these games are created. This club plans such events as gaming tournaments, trips to gaming conferences, as well as bringing various speakers on campus to speak on this intriguing subject. Our video game room is located in the basement of the Student Union and you are always welcome!

STEM - Science, Technology, Engineering and Mathematics Club (STEM Club) – The STEM Club is open to all students interested in science, technology, engineering and math. Students participate in fundraising activities, field trips, talks with guest speakers and visitations to local elementary and middle schools to explore and share their enjoyment of STEM related topics and activities.

Student Art Guild – The goal of the Student Art Guild is to promote visual fine arts on campus and in the community. Through hosting exhibitions, field trips and creative projects, the Art Guild enhances the students’ as well as the communities’ accessibility to the fine arts. With diverse exposure to fine arts, a greater appreciation of artistic expression can be fostered.

Student Government Association - The Student Government Association meets each month to discuss issues relevant to all facets of student life. Each club has a voting SGA representative. Elections for Student Government Officers for the following academic year are held each spring, with the exception of the election of a Freshman Senator in September.

Student Nurses Association (SNA) – Comprised of 1st and 2nd year nursing students, the SNA serves its students, the College Community, and the general community. The SNA sponsors or participates in a number of health-related activities such as blood pressure clinics, food drives, health fairs, and March of Dimes Walk America, AIDS Walk-a-thon, campus speakers and Coats for Kids. Members volunteer at area Soup Kitchens and Mental Health Association programs. SNA provides mentors for the Career Exploration Program at Centro Civico.

Students of the World Club – Not only for international students, this club promotes cross-cultural awareness by sponsoring service projects, recreational outings, plus on and off campus activities.

Team Raiders – This club is designed as a student dance team for events that take place at the college. The club was created to build self-esteem for women, and to promote unity among our students. They usually dance at home sporting events. Any Fulton-Montgomery student can join. All levels of dance are welcomed. There are tryouts and then the team is selected by the Captain. So come on out and show us your moves!

Think Peace – This Club has four simple goals: Help promote peace through patience, equality, awareness, civility, and empathy; help promote peaceful/nonviolent methods of resolving conflict, help promote peace by respecting the dignity, diversity, and human rights of all people; support the practice of civility individually, in the school community, and in the local community.

Veterans Club - The veteran club at FM offers an opportunity for Military Veterans, spouses, dependents and anyone who supports the military to assist peers with the transition from military to college. The veterans club also provides community service activities, fundraising, and donating to local community veteran organizations.

Wall Street Club – The Wall Street Club is an investment club. The purpose of the club is for students and faculty to have fun and learn about investing together.

Word of Grace – Aurora Christian Fellowship is a Christian oriented group that is open to all students and promotes the discussion of God and the Bible. The club contributes to the social, educational and cultural climate at Fulton-Montgomery Community College through the meetings, social activities and volunteer experiences.

ATHLETICS

FM is a member of the National Junior College Athletic Association (NJCAA) and the Mountain Valley Collegiate Conference and has been represented in both regional and national competition by
successful teams and individual team members. The College has a women’s soccer, softball, basketball and volleyball team and a men’s baseball, basketball and soccer team. For details, contact the Director of Athletics in the Physical Education Building.

**FITNESS CENTER**

The FM Fitness Center offers a state-of-the-art facility that allows students, faculty and staff to work out while on campus. Fitness center hours are posted on the website and at the Center.
OPEN RECREATION

Students are able to use the Physical Education building throughout the entire week for open recreation activities (Hours are available through the Athletic Office). The gymnasium is open on designated week nights and weekends. Family, friends and the general public must pay a $1.00 fee each time they attend open recreation activities in the FM gymnasium.

THE EVANS LIBRARY & LEARNING COMMONS

The Evans Library & Learning Commons (which includes Library & Learning Center services) offers an atmosphere that supports academic success by offering pro-active reference service, academic skills support, and just-in-time technology assistance. Library & Learning Center services are located throughout the Evans Library and include research assistance, tutoring, testing and technical/computer help. Access to a number of electronic resources including a materials catalogs, full-text journal articles, Microsoft Office programs, various academic software packages, and the Internet are available on the over 70 computers located throughout the building.

HOURS:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 am – 9:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am – 4:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>11:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>4:00 pm – 9:00 pm</td>
</tr>
</tbody>
</table>

*Holiday and intersession schedules are posted as required*

The Evans Library - The Library includes a collection of more than 30,000 books and print periodicals, a media collection consisting of DVDs, videotapes, and music CDs as well as a wide range of online educational resources. Traditional library services such as circulation, course reserves, and equipment loans (including laptops, iPads, & Kindle e-readers) are offered as well. Collaborative and independent spaces for academic study are also available. The Evans Library offers a wide-range of Information Literacy services to support class syllabi and instruct students on the exploration and use of information. Please see a Librarian for more details.

The Evans Library is proud of its specialized resources, which include The Kenneth R. Dorn Regional History Collection, the Information Literacy Classroom, and an Academic Computing lab, all located on the second floor. Through affiliations with other SUNY libraries and membership in the Capital District Library Council, the Library facilitates access to a variety of additional resources at no cost to its students. Photocopiers are available for patron use at minimal cost while scanning is free of charge.

Important: A valid FM College photo ID is required when using most Library resources and must be presented upon request.

The Learning Center – Students can gain assistance with their academic course work by working with peer and professional tutors. The campus tutoring labs are located on the first and second floor of the Evans Library. In the Writing Center, located on the first floor, students can develop their college writing skills as well as work with course-specific tutors or develop general study-skills. The Mathematics Lab, located on the second floor, assistance is available to students who are taking math or physical science (Physics/Chemistry) courses. Student can also access online tutorial support in Writing, Math, Statistics, Accounting, Chemistry, Biology and APA through [www.etutoring.org](http://www.etutoring.org).
ACADEMIC ADVISEMENT/REGISTRATION

Academic advisors are available throughout each day to provide individual academic advising for new and continuing students. This personalized approach to advisement has proven to be an effective method for helping students adjust to the College environment by providing an academic and career assessment to set academic goals, discuss program and course requirements, and address identified academic support needs.

Academic advisors have been cross-trained in all academic disciplines which eliminates the need for designated advisors. Each semester, students schedule an appointment with an advisor of their choice to develop and/or update an academic plan, discuss their academic progress, review degree requirements, review transfer and/or career plans, make course selections, and make any necessary referrals for additional services. The registration process is completed in the advisor's office.

Drop-in academic advisement services are also available prior to the designated advisement and registration period for new and continuing students. An academic advisor is on duty throughout each day of the semester to provide academic counseling, answer questions, discuss academic concerns, and provide additional advisement services related to career planning and transfer.

EVENING ADVISEMENT

An advisor is available from 4:00 p.m. – 6:00 p.m., Monday through Thursday in the Student Development Center (N-107) throughout the fall and spring semesters, and at designated times during the summer terms and winter session. Contact the Student Development Center for specific dates and times. The evening advisor provides full advising and registration services, as well as transfer and career planning assistance. Students are able to meet with the evening advisor by appointment or on a drop-in basis.

SCHEDULING

Registration for summer and fall begins in March of each academic year. Winter and spring registration begins in October. Refer to the college catalogue or the college website for specific dates. Each semester, the course schedules are posted on the college website. Students are encouraged to review the course schedule prior to their advisement appointment to begin the course selection process.

COMMENCEMENT

Commencement, the College’s annual graduation ceremony, is held once per year at the end of the spring semester in May. Students are responsible for purchasing a cap and a gown from the Bookstore. Students who completed all requirements in December receive their diplomas after completion and may attend Commencement in May. May applicants for graduation participate in Commencement as unverified candidates for graduation as long as they were registered for all requirements; final verification of graduation and issuing of diplomas occurs after commencement is held. August graduates participate in the Commencement that follows degree completion unless they meet all conditions for Early Participation in Commencement by April 1. Students seeking approval for Early Participation in Commencement must be registered for all remaining graduation requirements, scheduled to be completed by August, and shall not exceed six credits in any combination or two courses up to eight credits. Students must file an application for August graduation, submit a form requesting approval for Early Participation in Commencement, and provide written verification of summer enrollment.
**GRADE DEFINITIONS**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Achievement</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Above Average Achievement</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Average Achievement</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Minimal Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below Minimal Passing</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>*</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>*</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>*</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>*</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>*</td>
</tr>
<tr>
<td>N</td>
<td>Non-Attendance (mid-semester grade only)</td>
<td>*</td>
</tr>
<tr>
<td>NE</td>
<td>No evaluation has been made at this time (mid-semester grade only)</td>
<td>*</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>*</td>
</tr>
</tbody>
</table>

* = Special grades. No grade points assigned; is not used to compute grade point average

**HOW TO COMPUTE YOUR GRADE POINT AVERAGE**

The following illustrates how a semester grade point average may be computed:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th>TOTAL QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 103</td>
<td>3</td>
<td>C+</td>
<td>2.3</td>
<td>6.9</td>
</tr>
<tr>
<td>BUS 101</td>
<td>3</td>
<td>B</td>
<td>3.0</td>
<td>9.0</td>
</tr>
<tr>
<td>BUS 103</td>
<td>3</td>
<td>A-</td>
<td>3.7</td>
<td>11.1</td>
</tr>
<tr>
<td>MAT 120</td>
<td>4</td>
<td>A</td>
<td>4.0</td>
<td>16.0</td>
</tr>
<tr>
<td>PSY 101</td>
<td>3</td>
<td>C</td>
<td>2.0</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td></td>
<td></td>
<td>49.0</td>
</tr>
</tbody>
</table>

49 QUALITY POINTS \( \div 16 \) = 3.06 GRADE POINT AVERAGE

*Total quality points for each course is the product of the credits for the course and the quality points represented by the grade earned.

**CUMULATIVE GRADE POINT AVERAGE**

The cumulative grade point average is computed at the conclusion of each semester by dividing the total quality points by the total number of credits attempted (total credits, both passed and failed) during all of the semesters at FM. If a student feels that the final grade does not reflect their performance as a function of the instructor’s criteria for grading, they may appeal for a review of grades (see Appendix F).

**STUDENT EMAIL AND ONLINE TOOLS**

**FM email (Gmail)** is the official email account you will use to communicate with faculty and administrative offices and to receive official notifications from FM. You must regularly check this account for messages.
MyFM gives you access to your unofficial transcripts, billing and financial aid information. It allows you to update information like your address and your password.

The ANGEL Learning Management Learning System is used by FM faculty to deliver online course content, whether it is a fully-online course, a blended course, or a traditional course.

After you register for classes, you will receive a letter that contains your student identification number (you may hear this referred to as your PowerCAMPUS ID) and your user name that you will use to access My FM, FM email and ANGEL. A second letter will provide your initial password. If you misplace or do not receive your letters, you may request this information in person at the Registrar’s Office with a photo ID.

MyFM, MyAid and ANGEL can be accessed from the FM homepage (www.fmcc.edu).

Your User Name is composed of your first initial of your first name and the first initial of your last name plus the last 5 digits of your PowerCAMPUS student identification number (e.g. Suzy Student with a PowerCAMPUS id number of P000000001 would be ss00001). The User Name is constructed from the official information that exists on the FM registration system.

MyAid is an on-line information system allowing students to check the status of their financial aid application, view a list of documents needed or received, review financial aid awarded, accept/decline any pending financial aid awards, view your student loan history and check the status of your student loans for the current year. Your student ID for this tool is your social security number.

GRADUES AND TRANSCRIPTS

Final grades are issued for all credit courses and are recorded on the student’s official transcript. Midterm grades give students feedback on their academic progress but are not noted on the transcript. Midterm grades are only issued for semester-length courses. Students can view and print midterm and final grades with their login and password. Grades are not mailed out. Students may request a printed grade report in person at the Registrar’s Office with a photo ID. Grades and transcripts reports are withheld when there is an outstanding obligation to the College (e.g. unpaid tuition, parking fine, etc.)

Students who need a transcript for an official purpose (transfer, employment) must request an official transcript in writing from the Registrar’s Office and pay a fee. Transcript requests will be accepted in person at the Registrar’s Office service window with a photo ID, or by mail or by fax. A Transcript & Immunization Request Form is available on the FM website.

ACADEMIC STANDING - Students who have completed a semester with 6 credits or more and with a grade point average of 3.20 or above for that semester, will be placed on the Dean’s List in recognition of superior academic achievement. This distinction will be noted on the official transcript. Students who have a cumulative average of 3.5 or higher after completing a minimum of 15 semester hours will be invited to join the College’s academic honor society, Phi Theta Kappa.

ADDING/DROPPING OR WITHDRAWING FROM COURSES

Students who want to make schedule changes by adding courses should see an advisor and the instructor. Both instructor and advisor must authorize the add-drop form. Students who wish to drop courses must see an advisor who will authorize the drop on an add-drop form. Add-drop forms are available in the Student Development Center and the Registrar’s Office. (Students who are receiving any type of financial aid should check with the Financial Aid Office before adding or dropping any course, as this action may change a financial aid award.)

Courses may be both added and dropped during the first days of each semester (consult the College Calendar for deadlines) with no grade assigned to those courses dropped. After this period, a course MAY NOT BE ADDED OR DROPPED. NOTE: The Add/Drop form MUST BE SUBMITTED to the Registrar’s Office to complete this process. A fee for the process may be charged.
WITHDRAWAL FROM A COURSE - Students may choose to withdraw from an individual course anytime following the add/drop period, and up to the date which is two-thirds (2/3) of the class sessions. A “W” grade is assigned. The Course Withdrawal Form may be obtained in the Student Development Center (N-107). This form must be signed by an advisor and the instructor and returned to the Registrar. If this is not done, a grade of “F” could result. (Students who are receiving any type of financial aid should check with the Financial Aid Office before withdrawing from any course, as this action may change a financial aid award.)

WITHDRAWAL FROM THE COLLEGE

Enrolled students who decide to leave the College must complete the student withdrawal procedure. They must report to the Student Development Center to complete the withdrawal form and then follow the procedures outlined on the form to be sure their obligations to the College have been met. Students who have officially terminated enrollment at the College as of the start of classes but prior to the end of the semester will be assigned a grade of “W” for each course in which they are registered.

Students who do not complete the withdrawal procedure may be assigned grades of “F” in each course in which they are registered. Students who are receiving financial aid and are contemplating leaving the College should consult with the Financial Aid Office. As per federal financial aid regulations, financial aid recipients who stop attending classes, regardless of whether they follow the college withdrawal procedures, will have their financial aid awards recalculated according to the last date of attendance reported by the faculty.

FINANCIAL AID

The College participates in a variety of loan, grant, scholarship, and part-time employment programs. A number of these programs are available to part-time students as well as full-time students. Any student receiving financial assistance must maintain satisfactory academic progress standards. FM, together with organizations associated with the College, sponsor additional financial aid and scholarship programs.

Informational brochures, application forms, and counseling are available from the Financial Aid Office located in the Administration Building. All students are urged to contact this office for up-to-date and accurate information.

Office Hours: 8:00 a.m. – 5:00 p.m. Monday – Thursday
8:00 a.m. – 4:00 p.m. Friday
Summer Hours: 8:00 a.m. – 4:00 p.m. Monday – Thursday
8:00 a.m. – 3:00 p.m. Friday

ACADEMIC STANDARDS

<table>
<thead>
<tr>
<th>After attempting this many credits</th>
<th>6-11</th>
<th>12-23</th>
<th>24-35</th>
<th>36-47</th>
<th>48-59</th>
<th>60-71</th>
<th>72-83</th>
<th>84</th>
<th>92+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn at least this many credits</td>
<td>3</td>
<td>6</td>
<td>12</td>
<td>21</td>
<td>30</td>
<td>42</td>
<td>54</td>
<td>62</td>
<td>62</td>
</tr>
<tr>
<td>With a cumulative GPA of at least:</td>
<td>0.50</td>
<td>0.50</td>
<td>1.00</td>
<td>1.50</td>
<td>1.75</td>
<td>1.90</td>
<td>2.00</td>
<td>2.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

COMPLETION RATE: 100%

In order to maintain matriculated status in a college degree or certificate program and receive all the benefits associated with it including eligibility for financial aid such as grants, loans, scholarships,
VA educational benefits, and academic standing in one’s chosen major, students must earn a minimum GPA (grade point average) and earn a minimum number of credits as outlined in the preceding chart. Academic progress is evaluated at the end of the Summer term, Fall and Spring semesters.

_Evaluation is based on credits attempted, credits earned, and the student’s grade point average. Earned credit includes credit earned at FM, transfer credit, advanced placement credit, experiential credit, and credit awarded through college level examination programs (CLEP)._"}

_Students not meeting the preceding chart requirements (based on cumulative data) will further be evaluated for current academic progress from a second evaluation as follows:_

- A full-time student (12+ hours) will be considered in good academic standing if the most recent semester average is at least 2.0 and at least 12 hours are passed.
- A part-time student will be considered in good academic standing if the most recent semester average is at least 2.0 and all courses for which the student is registered are passed.

**If Academic Standards are not met:**

1. Students not meeting academic standards for the first time will be placed on academic warning for the following semester. Students will then have one semester to meet the academic standards. Students will be limited to 12 credits; exceptions will be considered by the Coordinator of Retention in consultation with the Provost and Vice President for Academic Affairs. Students on warning who do not meet the academic standards at the conclusion of their warning semester will be academically dismissed for two semesters (fall/spring, spring/fall). Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation.

2. Students who were granted academic probation previously and failed to regain good academic standing will be dismissed for two consecutive semesters (fall/spring, spring/fall). Students interested in returning to the college after two semesters must apply for re-admission and if accepted, will be placed on academic probation.

3. Academic probation is reserved for students with extraordinary and extenuating circumstances and or have stepped out for two semesters (fall/spring, spring/fall). Students who have received a warning or probation semester and who failed to meet standards again will be academically dismissed for two semesters (fall/spring, spring/fall). Students interested in returning to the College after two semesters must apply for admission and submit a request for academic probation.

**Academic Probation Procedures**

Probation status is awarded to enable students to demonstrate that they can make academic progress toward their degree requirements. Students placed on academic probation will receive a letter notifying them that they are required to meet with the Coordinator of Retention to create an Academic Success Plan. Students will be limited to 12 credits; exceptions will be considered by the Coordinator of Retention in consultation with the Provost and Vice President for Academic Affairs.

Students who are academically dismissed with the ability to document extenuating and extraordinary circumstances that impact their academic performance may file an appeal with the Coordinator of Retention. The academic appeal will then be reviewed by the Satisfactory Academic Progress Committee, whose members are appointed by the Provost and Vice President for Academic Affairs. The committee will make a recommendation to the Provost and Vice President for Academic Affairs, who will make the final determination. Students reinstated through this process will have matriculation restored and be placed on academic probation. Students on academic probation may have accompanying conditions placed on their enrollment.
Probation Application Deadlines

**Summer Term:** academic probation application and required supporting documentation due prior to the start of classes.

**Fall Semester:** academic probation application and required supporting documentation due August 1.

**Spring Semester:** academic probation application and required supporting documentation due five working days prior to the first day of classes.

Treatment of W, F, I, IP and Repeat Grades

Any course(s) dropped during the Add-Drop period during the first week of classes are not evaluated and do not appear on the academic transcript. Students who withdraw from courses after the Add-Drop period or totally withdraw from college after the start of classes receive “W” grades at the end of the semester. A student who does not attend and fails to officially withdraw from one or more courses is still enrolled in those courses and may be assigned grades of “F” unless the proper withdrawal procedure is followed. All courses with grades of “W” or “F” are evaluated for satisfactory academic progress regardless of withdrawal status. Incomplete grades (“I”) and In-Progress grades (“IP”) are also evaluated for satisfactory academic progress. Once the grade is completed, it will be used to determine satisfactory academic progress for future semesters. Repeat grades count in attempted hours based on multiple attempts; however, only one earned grade will count in the earned credit/GPA calculation. Please refer to the college catalog for more information on the grading system.

Financial Aid Eligibility

Students who have been academically dismissed are not eligible for financial aid including grants, loans, scholarships, VA educational benefits, etc. Financial aid eligibility requires that students meet the college’s satisfactory academic progress standards and any additional academic standards based on the type of aid they are receiving (State and/or Federal). Please refer to the college catalog for details.
GENERAL INFORMATION

CAMPUS SMOKING POLICY

Effective September 1, 1997 the following campus smoking policy is in effect:

In compliance with New York’s Clean Indoor Air Act in Educational Institutions, Fulton-Montgomery Community College will provide a safe and healthy environment, which is as smoke free as possible for all students, employees, and visitors. Smoking is prohibited in all College buildings including buildings and/or space leased, rented or utilized under other arrangements by the College. Smoking is permitted outside of College buildings only in designated areas.

Smoking is permitted only in the following designated areas:
1. Southwest corner walkway – Evans Library
2. Evans Library/Theater – northwest parking lot area
3. Lower Classroom Building – northwest corner
4. Physical Education Building – lower northwest side

Smoking shelters have been installed at each of the designated smoking areas. Cigarette receptacles have been placed around the campus for your use. Please do not litter by tossing cigarette butts and matches on the gravel.

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is located in the Physical Education (PE) Building (P-144 and P-144A). This office is responsible for patrolling the campus, insuring the safety and security of students, faculty, and staff. Parking permits and College ID’s are also issued by the Department of Public Safety. Although public safety is present on campus and at Campus View Student Housing 24/7, the Office of Public Safety is open from 7:30 a.m. – 3:30 p.m., Monday – Friday. To reach this office, call (518) 736-FMCC (3622), Ext. 8405 or 8406.

BLUE LIGHT SAFETY PHONES. The Campus and Campus View Student Housing is equipped with blue light safety phones in the event that a person on campus needs assistance during an emergency. Simply pick up the receiver of one of the phones and press the RED button. You will immediately be connected to the 911 Emergency Dispatcher. When connected, please communicate the following:

a. Type of emergency (medical, fire, police) to the Dispatcher
b. If reporting an injury, the injured person’s name (if known) and nature of the injury
c. The exact location of the emergency

Once this information is provided, the dispatcher will immediately send the necessary emergency response.

STUDENT ACCIDENT INSURANCE PROGRAM

Each student who takes 7 or more credits automatically participates in the FM Student Accident Insurance Program. Students are billed $25.00 per semester for this mandatory coverage. Detailed information about the Student Accident Insurance policy as well as claim forms will be available on the FM website under Admissions.

IMMUNIZATION AGAINST MEASLES, MUMPS AND RUBELLA

N.Y.S. law 2165 REQUIRES all students attending college in New York State to provide documentation by a health practitioner of immunity against measles, mumps and rubella. ALL STUDENTS REGISTERED FOR 6 OR MORE CREDITS must comply.
The only exemptions from this requirement are for:

a. Those with documentation that they were born BEFORE January 1, 1957 - OR -
b. Those with physician’s documentation that specific immunizations would pose a serious and specific health hazard. Immunization must be completed for those that do not pose a health hazard - OR -
c. Those with specific documentation that such immunization is in contradiction with the sincere and genuine beliefs of their religion.

All students registering for six or more credits at Fulton-Montgomery Community College must submit at the time of their registration or within 30 days of the beginning of classes the required immunization documentation from a health practitioner OR documentation of an exemption. Those NOT providing an exemption must document the following:

For MEASLES: two doses of measles vaccine given after 1967: the first dose on or after the first birthday and the second on or after 15 months of age, OR physician documented history of disease, OR serologic evidence of immunity – AND –

For RUBELLA: one dose of rubella vaccine on or after the first birthday, OR serologic evidence of immunity – AND –

For MUMPS: one dose of mumps vaccine on or after the first birthday, OR physician documented history of disease, OR serologic evidence of immunity. Students not complying with this law can be withdrawn from all courses. Refunds will NOT be issued for withdrawals after the College’s normal refund period. Immunization records will be stored as part of each student’s file in the Registrar’s Office. The same fee charged for an academic transcript will be charged for an immunization transfer record.

MENINGITIS INFORMATION - Public Health Law 2167 requires notification to all students registered for six or more hours about the risks of meningococcal meningitis, its systems and vaccination options. Although a vaccine is not mandatory, all students who are enrolled for six or more credit hours must sign a Meningitis Information Response Form acknowledging that they have either obtained a shot or have chosen not to get a shot. Students under age 18 must have a parent or a guardian sign the response form. Forms are available at the Registrar’s office in the Administration building.

Information on suspected and/or confirmed cases must be immediately reported to the Vice President for Student Affairs who will report them to the Public Health Offices in Fulton and Montgomery counties. In case of an outbreak of these diseases students not immunized for any reason may be excluded from the campus.

PARKING REGULATIONS

Student Parking Permits shall be obtained by filing a vehicle parking application for each vehicle. Such registration(s) shall be effective for the semester of which it is issued. Student Parking Permits are issued as follows:

- Fall & Winter – September 1st - January 31st
- Spring & Summer – February 1st – August 31st

Such application may be filed Monday thru Friday, from 7:30 am – 3:30 pm at the Department of Public Safety Office. The Parking Permit fee will be placed on the student’s tuition and fees bill and may be paid at the Bursar’s Office only.

All persons must present a valid registration card for the vehicle they are registering as well as a FM College ID and Drivers License. Registration(s) shall be renewable during the month of expiration by reapplication in aforementioned locations.

Students that have an evening schedule may obtain a parking permit with the Evening Advisor located in the Student Development Center.
Students that will not be operating a motor vehicle are required to complete a waiver form to be submitted to the Bursar’s Office to have the fee removed from their tuition and fee invoice. The parking fee waiver form is available at the Bursar’s Office.

Non-credit students will receive the approved and authorized parking permit from their department heads. These parking permits will be prepared by the Department of Public Safety and distributed to the department heads upon request with an expiration date and no fee.

HANDICAPPED PARKING PERMITS - Disabled members of the campus community with mobility impairment should contact the Academic Support-Disability Counselor in the Student Development Center. A handicapped hangtag issued by city, town, or village and a student parking permit sticker will allow the student to park in any handicapped space on campus.

FEES - The fee of $5.00 per semester, per registered student vehicle will apply.

PARKING FINE APPEAL PROCEDURE - Students who want to appeal a parking violation must first contact the Director of Public Safety. They will be given a Parking Ticket Appeals Form and instruction on how to fill it out and who to submit it to. After it has been filled out it should be directed to the Chair of the Student Life Committee or the Parking Appeals subcommittee of said Committee.

TRANSPORTATION

A semester bus pass is available for students, faculty and staff to purchase. See Bursar’s Office for fees and details.

CAMPUS FACILITIES

The ADMINISTRATION BUILDING houses the offices of the President, Provost and Vice President for Academic Affairs, Vice President for Student Affairs, and the Offices of Admissions, Financial Aid, Bursar, and Registrar. An “A” designator precedes offices and rooms.

The COLLEGE UNION houses the office of the Coordinator of Student Activities/Director of the College Union, the Bookstore, the Cafeteria, offices of the Student Government Association, game room and lounge, and areas for small conferences, displays and exhibits. A “U” designator precedes offices and rooms.

The EVANS LIBRARY houses The Evans Library, the Learning Commons, the Learning Center, the Kenneth R. Dorn Regional History Studies Room and the Information Literacy Classroom. The basement is occupied by the Graphic Arts Department, early childhood education, additional classrooms, as well as the Campus MIS department. An “L” designator precedes offices and rooms.

The CLASSROOM BUILDING contains most of the College’s classrooms, laboratories and several large lecture halls. The Academic Deans and many faculty offices are also located in this building. A “C” designator precedes offices and rooms.

The COMMUNICATIONS AND VISUAL ARTS BUILDING contains the Theatre, The Perella Art Gallery, art studios, sculpture/theatre workshop, media studios, and the Student Development Center offices. Rooms are preceded by an “N” designation.
The PHYSICAL EDUCATION BUILDING contains 3 gymnasiums, Raiders Cove, a smart classroom and the Fitness Center. The College’s Maintenance Department and Public Safety Office is headquartered in the PE Building. A “P” designator precedes offices and rooms.

A CHILD CARE CENTER is housed in its own building at the rear of the Classroom Building; next to the Tennis courts. The College and the Fulton County YMCA operate the center jointly to meet the childcare needs of students, staff and community members.

FM at the RIVERFRONT CENTER is located in downtown Amsterdam. There are 2 classrooms, a science lab and a computer lab located here.

HOW TO STAY INFORMED

1. Check your FM email daily via MyFM link on the College website at www.fmcc.edu
2. Sign up for SUNY Alert. Login to My FM and click on SUNY Alert link to enroll.
3. Check out the FM website for announcements.
4. Read the campus bulletin boards.
5. Attend Student Senate and FCA Corporation meetings. The Student Senate meets monthly in the College Union Lounge. The schedule of meetings is available from the Student Government Office Manager in the lower level of the College Union. The FCA Corporation meets 3 times a year - in early Fall, there is an organizational meeting, in early Spring, a “Welcome Back” meeting and a closing meeting in May. A board of directors meet monthly and needs student participants.
6. Visit the Student Government Office or the Student Activities Office, both in the College Union (Activities: 1st floor; SGA: Lower Level)
7. Check the video monitors, which are located at various places on campus.

GLOSSARY

College life has its own traditions and unique procedures, and it has its own language as well. Following is a brief list of terms that are commonly used:

**Academic record** - provided by the college, this document lists all courses attempted and completed, as well as other academic information.

**Academic year** - usually refers to the fall and spring semesters combined (September - May).

**Associate degree** - degree earned after completing 60-70 credits, or 15-20 college level courses in a specific subject area.

- **A.A.** – Associates in Arts
- **A.S.** – Associates in Science
- **A.A.S.** – Associates in Applied Science

**Audit** - to take a course for no credit/no grade.

**Common Hours** – times during the week when no classes are held. These hours are used for student activities, and for SGA, faculty, committee and club meetings. At FM, common hours are Monday noon – 1 p.m., Wednesday noon – 1 p.m. and Friday noon to 1 p.m. and 3:00 – 4:30 pm; there is also a common hour on Thursday from 12:30 – 2:00 p.m.

**Course Load** – the number of courses or credit hours taken during a given semester.

**Credit (vs. non-credit)** - credits are assigned to a course based on how many hours a week it meets. (i.e. a 3 credit course meets for 3 hour a week). A specific amount of credits are required to graduate. Non-credit courses do not count toward a degree but offer training in a specific subject area.

**Credit Hours** – the number of credits associated with a course: sometimes, but not always equal to weekly clock hours spent in class. These are also called semester hours.

**Curriculum** - the subject and content area that is taught in a specific course or major.

**Developmental/remedial** - pre-college level course that may be required as indicated by the placement test. These courses do not apply toward a degree.

**Elective** – a course of the student’s choice; not a required course.

**FAFSA** - stands for "Free Application for Federal Student Aid". This form is a financial "needs assessment" and is required to be completed by the student to determine eligibility for grants and loans from the state or federal government. This can be completed at http://www.fafsa.gov.
**Faculty Office Hours** - Faculty members maintain office hours so that they can be available to confer with students. Instructors welcome the opportunity to discuss aspects of a course or individual problems with students outside the classroom. These contacts add richness to a student’s intellectual life, and help the student and faculty member come to know each other better.

**Financial Aid** – money available to students to assist them with paying the costs of attending college; may be awarded on the basis of financial need or scholarship.

**General Education Requirements** – In order to receive an AA or AS degree, students are required to fulfill at least 21 credits hours or seven of the ten categories of the SUNY General Education requirements. Please see the FMCC catalog or stop in to the Student Development Center for a list.

**Laboratory** – a classroom opportunity to work with theories, concepts, etc. learned in lecture; generally smaller in size than a lecture.

**Lecture** – classes of varying size devoted almost exclusively to the instructor addressing the class.

**Matriculation** - A set of services provided to all students as a means of ensuring their academic success, including Admission, Assessment, Orientation, and Counseling. It is legally defined as an agreement between the college and its students.

**Prerequisite** - a course that must be completed prior to taking another course, i.e. General Psychology is a prerequisite for Developmental Psychology.

**Registration** - the process through which a student enrolls in a course.

**Section** – a unique set of days and time of the day when a course is offered (as opposed to other days and times of the day when the same course may be offered during the same semester); the same instructor may teach several sections of the same course.

**Semester** - the scheduled time period in which a course is completed.

**Syllabus** - an outline of expectations, assignments, and academic goals of a course.

**Transfer program** - a course of study that prepares a student to transfer to a 4-year school after completing associates degree.

**Transcript** - an official list of coursework completed and final grades earned at a high school or college.

**APPENDIX A**

**PROCEDURE TO FILE A COMPLAINT**

The following three-step procedure seeks to provide for an orderly review of complaints within the administrative structure of the College. It seeks to correct unsatisfactory situations perceived by any member of the College Community caused by inaccuracies in records, unfair practices, illegal discrimination, errors, omissions or oversights. It does not change the remedies available to parties by law nor does it substitute for grievance procedures contained in employment agreements.

**IF YOU HAVE A COMPLAINT**-

1. Go directly to the office, department or staff member of the College that appears to be the source of the problem and state your complaint. It is expected that the majority of complaints will be settled at this informal level by the immediate correction of errors or by the sharing of additional explanatory information.

**IF YOUR COMPLAINT IS NOT RESOLVED**-

2. Go to the Provost and Vice President for Academic Affairs office located in the Administration Building. The Provost and Vice President for Academic Affairs will record the complaint in writing, investigate it, and return your complaint with the findings or any action taken. Normally, you should receive the Provost’s reply within (10) ten days of lodging your complaint.

**SHOULD THIS NOT SETTLE YOUR COMPLAINT SATISFACTORILY**-

3. Make an appointment to speak with the President and make your complaint. The President will appoint a committee, chaired by an Administrator who did not investigate in Step 2, composed of at least three (3) members from various constituencies empowered to investigate your complaint with you, hear statements, view documents, visit sites, etc., to prepare a report of findings and recommendations to the President in the particular matter of your complaint. You will be expected to meet with the committee throughout its
investigation. You may question statements made to the committee and make statements of your own concerning them or the documents or sites or other matters contemplated by the committee. You will be informed of the general nature of the report of findings and recommendations submitted by the committee to the President and will receive a written summary of the decision by the President in the matter.

4. Normally, the committee will meet within ten days of your meeting with the President. You will be informed of the findings of the committee and the President’s decision within three days of the time the findings are submitted.

APPENDIX B

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

This is a summary of the Policy on Access to Educational Records – Compliance with the Family Educational Rights and Privacy Act. The College’s full statement is available from the Registrar’s Office. Fulton-Montgomery Community College complies with the requirements of the Capital Federal Family Educational Rights and Privacy Act (FERPA) of 1974 concerning access to and confidentiality of students’ educational and related records.

The College affords all the rights under this law to all students regardless of age. Exceptions to this application in specific cases are those students who it can be documented are considered dependents according to Federal Internal Revenue Service regulations. In general, no one shall have access to nor will the institution disclose any information from current or past students’ educational records without written consent of the students except to personnel within the College, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency when a College official determines it is necessary to do so to protect the health or safety of students or other persons.

Disclosure to personnel within the College is limited to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including alumni department staff and law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his or her professional responsibility to the College.

The College, at its discretion, may provide Directory Information in accordance with provisions of the Act, to include: name, local and permanent address, electronic mail address, telephone numbers, dates of attendance, enrollment status (full-time/part-time), previous institutions attended, major field of study, academic level (year in school), participation in officially recognized activities/sports, physical factors of student athletes (height and weight), date and place of birth. Students currently enrolled can object to release of certain categories of information by notifying in writing the Registrar’s Office at the College within fourteen (14) days following the first day of classes. The failure of any student to specifically object to the release of certain information or categories of information within the time indicated will be interpreted as approval. The College will honor requests for non-disclosure for only one academic year. Authorization to withhold Directory Information must be filed annually with the Registrar’s Office.

The College is permitted under FERPA to disclose to a parent of a student the student’s violation of any Federal, State, or local law, or of any rule or policy of the institution, governing use of or possession of alcohol or a controlled substance, if the institution determines that the student has committed a disciplinary violation with respect to that use or possession AND the student is under 21 at the time of the disclosure to the parent.

The Act provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the
outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing is unacceptable. The initial request to review records should be directed to the office or department where the record is housed. Official records are considered those held in the Registrar’s Office. Records are maintained and kept in accordance with the provisions of New York State’s document “Records Retention and Disposition – Schedule MI-1, Section 185.14, 8NYCRR (Appendix K)”.

The College may require written requests at its discretion to review certain records, in which case the college will respond in writing to such requests within thirty (30) days. Students may have copies made of their records with the exception of official academic records for which there has been placed a “hold” for financial or disciplinary reasons. These copies will be made at the student’s expense at the prevailing rate listed in the annual fee schedule.

Students may NOT inspect and review financial information supplied by their parents/legal guardian, confidential letters of recommendation associated with admission to a program, transfer or employment and when they have waived their right of inspection and review; records containing information about more than one student. In the last situation the College will provide only that information pertinent to the inquiring student with the following exception: The disclosure of the final results of a student disciplinary proceeding against the alleged perpetrator of a crime of violence or a non-forcible sex offense may be disclosed to the victim.

Students who believe their educational records contain information that is recorded inaccurately or in a way that misleads or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar, in the case of official academic records, or the appropriate Dean in the case of other offices’ files. If the decision is in agreement with the student request, the appropriate records will be amended. If not, the student will be notified within thirty (30) days that the records will not be amended. The student will also be informed of his/her right to a formal hearing.

A full description of procedures on hearings is available from the Registrar.
APPENDIX C

STANDARDS OF STUDENT CONDUCT

A. STANDARDS OF CONDUCT EXPECTED OF STUDENTS

The College has the authority to protect its educational purpose through the setting of standards of conduct for students within the College Community. The College Community is identified as any and all persons and activities contained within the College premises and any college residential facilities including, but not limited to Campus View Student Housing, the Riverfront Center, and any location in which a student is present to carry out their educational experience, including, but not limited to internships, work study programs, or health care facilities. FM has established rules and regulations related to standards of expected conduct on and off campus and also procedures that insure fairness to all segments of the Campus Community.

In order to insure the orderly functioning of the academic life of students, the following general code is established. Serious disciplinary action may result from, but is not limited to, the following:

1. Academic dishonesty including, but not limited to, cheating or plagiarism.
2. Furnishing false information to the College relative to any area of inquiry with the intent to deceive.
3. Forgery, alteration or misuse of College documents, records or identification cards.
4. Abuse of another person in the College Community or on the College Campus regardless if another person is a member of the College Community.
5. Willful disruption of official activities at the College.
6. Willful defamation of a member of the academic community.
7. Disorderly conduct, either in the College Community or on campus property or at a College sponsored event.
8. Malicious destruction, damage or misuse of College property or of private property on or off the campus.
9. Any violation of criminal statutes or laws that occur on or off campus.
10. In addition, disruption of the orderly operation of the College may be interpreted to include refusal to comply with the directions duly issued by a College official or faculty member.
11. Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instruments on the College campus or other College property used for educational purposes in contravention of law or institutional regulation.
12. Disciplinary action may also be taken due to violations of established College policies and procedures, including those as identified as Student Rights and Responsibilities as set forth in this Handbook.
13. Any conduct that is deemed to be conduct unbecoming of a student of the College, demonstrating a lack of moral character or conduct that would bring discredit to the College.
14. The illegal possession of, or use of, dangerous drugs, as defined in the New York State Penal Law, or hallucinating chemicals.
15. The consumption of alcohol in the College Community. Refer to the Student Drug and Alcohol Policy (Appendix H).
16. Smoking inside any College or Campus Housing Building is strictly prohibited and will result in dismissal from the College.

College Community is defined as any and all activities contained within the College premises and any College residential facility sponsored, identified or referenced pursuant to a College Campus Agreement, including, but not limited to, Campus View Student Housing, the Riverfront Center, and any location in which a student is present to carry out their educational experience, including but not limited to internships, work study programs or health facility.
B. INVESTIGATION OF STUDENT CONDUCT

1. In an effort to enhance the safety and security of our students, the College reserves the right to search the personal possessions of students where appropriate cause is suspected. In residence halls, a daily walk-through may be conducted. These walk-throughs will be conducted by the Residence Life Director and/or Public Safety Coordinator on duty, along with the Resident Assistants when appropriate. In the event that unauthorized activities are taking place, appropriate disciplinary and/or legal action will follow. In the event that suspicious illegal activity is occurring in any suite located in the residence halls, campus safety reserves the right to enter at any time. The student need not be present during the search.

2. Students detected or apprehended in the course of a serious violation of institutional regulations, or infractions of ordinary law, will be informed of their rights.

C. STATUS OF STUDENT PENDING FINAL ACTION

Pending action on the charges, the status of a student will not be altered nor will rights to be present on campus and to attend classes be suspended, except for reasons relating to the student’s own safety and well being or for reasons relating to the safety and well-being of other students, faculty, staff or College property.

D. DISCIPLINARY APPEAL PROCEDURE

The Vice President for Student Affairs will judge cases of misconduct committed against the College Community and prescribe the disciplinary action. The Vice President will initiate action independently or upon request of any member of the student body, the faculty or an appropriate committee.

If a student wishes to appeal a disciplinary action, he/she may be heard before a regularly constituted appeals committee.

1. The appeals committee will include four faculty and three student members. The members of this committee are to be nominated annually by the Student Life Committee and confirmed by the Senate. Members may be replaced by the same procedures. In the event that a member of the committee has a personal relationship with the student and/or disciplinary case, that member will be excused from the appeal committee hearing.

2. If the student wishes to appeal the decision rendered by the Vice President for Student Affairs he/she must initiate the request to appeal in writing (letter or email), addressed to the Vice President for Student Affairs.

3. Upon receipt of this request, the Vice President for Student Affairs will initiate a hearing date and inform the Appeals Committee and the student of the date of the hearing.

4. The appeals committee will hold the power of review over any disciplinary action. When the appeals committee initiates review, its penalty cannot be more severe than the responsible Vice President’s penalty.

5. The Vice President may ask permission of the Appeals Committee to be relieved of jurisdiction in any case, but this request must be approved by a majority of the committee.

6. The following hearing committee procedures satisfy the requirement of procedural due process in situations requiring a high degree of formality.

   a. The student will be informed in writing of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time to insure opportunity to prepare for a hearing.

   b. When appearing before the Vice President or the Appeals Committee, the student will have the right to be assisted in his/her defense by an advisor of his/her choice from the academic community.

   c. The burden of proof will rest upon the individuals bringing the charge.

   d. The student will be given an opportunity to testify and to present evidence and witnesses, not to exceed three. In no case will statements be considered against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been
given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

e. Minutes of the hearing will be recorded and kept on file.
f. The Vice President shall also make available to the committee all evidence and information used in arriving at judgment and penalty.
g. The decision of the appeals committee will be final.
h. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the Vice President or Appeals Committee. The decision will be based solely upon such matters. Improperly acquired evidence will not be submitted.

APPENDIX D

TITLE IX NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

Fulton-Montgomery Community College, a Community College of Upstate New York is committed to working and learning environment in which all individuals are treated with respect and dignity. Every member of our campus community is entitled to work and learn in an environment free from the damaging effects of illegal discrimination, in accordance with this policy and federal and state laws.

According to Title IX Legislation: “No person in the United States shall, on the basis of sex, be excluded from participating in, being denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Illegal discrimination includes any type of action or behavior based on a person’s sex, sexual orientation, predisposing genetic characteristics, race, color, national origin, age, religion, creed, marital status, military status or disability, including pregnancy, or is otherwise a violation of any provisions of the Civil Rights Act of 1964, including Title VII and Title IX of the Educational Amendments of 1972; the Age Discrimination Act of 1975; the American with Disabilities Act of 1990, and the New York State Division of Human Rights Laws.

Procedures

All incidents and allegations of violent or threatening conduct by a Fulton-Montgomery Community College student (whether on- or off-campus) must be reported to the FM Department of Public Safety, utilizing the Incident Report system. The Title IX Coordinator is responsible for assuring institutional compliance with this policy and with any applicable federal and state laws with respect to claims of illegal discrimination and harassment.

If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed.

The College will actively work to prevent and eliminate discrimination and harassment on campus and will respond promptly, positively and aggressively to deal with any incidents. This response may include, but is not limited to training, referral to counseling, and/or disciplinary action in accordance with the FM student discipline process. Law enforcement agencies will be notified when necessary.

Sexual Harassment

Sexual harassment is conduct that is sexual in nature, is unwelcome and denies or limits a student’s ability to participate in or benefit from a school’s education program. Two general types of sexual conduct can deny or limit a student’s ability to participate or benefit from a school’s education program:

1. “Quid pro quo” harassment, where submission to harassment is used as a basis for academic advancement. Whereas grades, special accommodations, etc., are linked to compliance with sexual advances.
2. Hostile learning environment, where the harassment creates an offensive and unpleasant learning environment, inclusive of anyone affected by the offensive conduct. Examples of Sexual Harassment are:

- Vulgar or lewd comments or jokes
- Unwanted and unwelcome touching or fondling
- Unwelcome, repeated demands or requests for dates
- Physical contacts such as patting, pinching, or repeated brushing against another’s body
- Subtle or overt pressure for sexual activity
- Promise or provision of better grades, or special accommodations based on compliance with sexual advances or harassment

Reporting an Incident of Harassment, Discrimination or Retaliation

Filing a Complaint
Complaints made by a student should be directed to the Title IX Coordinator within 90 days of the incident. The Title IX Coordinator will assist the complainant in defining the charge and provide information about both internal and external mechanisms through which the complaint may be filed.

Informal Resolution
The Title IX Coordinator first seeks to resolve complaints through an informal process. The informal process varies depending on the circumstances and the severity of the situation. In most cases, when pursuing an informal resolution, the Title IX Coordinator meets with the complainant and the accused, either together or separately, and seeks to reach an agreement that is satisfactory to both parties. Title IX Coordinator has 24 days within which to assign and complete an investigation and reach a resolution. If a resolution is reached through this informal process, the case is closed. The resolution includes a written communication to the complainant and the respondent.

Formal Resolution
If the Title IX Coordinator is unable to resolve the complaint to the mutual satisfaction of the complainant and the respondent within 24 days, the complainant may choose to proceed through the next step which is to request a tri-partite committee hearing. The tri-partite committee membership is comprised of equal representation from the student body, faculty and administrative staff whom have been pre-selected and trained in the grievance investigation process.

The findings of the tri-partite committee are forwarded to the campus President who will determine appropriate action.

Right to File with External Agencies
Persons who choose to file a complaint with the College will not lose their right to file with an external enforcement agency, such as the State Division of Human Rights or the U.S. Department of Education’s Office for Civil Rights (OCR). Internal processes may terminate without conclusion once an external agency is requested. The Title IX Coordinator will provide information to complainants about the internal processes and the external agencies. Any questions concerning this policy or allegations of non-compliance should be directed to:

Jean A. Karutis (Office C-115 A)
Title IX Coordinator
FMCC, 2805 State Highway 67, Johnstown, NY 12095
(518) 736-3622 X 8904

Insufficient Evidence: In some cases, the evidence may be inconclusive because it consists of statements by only the complainant and the alleged harasser. This decision does not conclude that the harassment never occurred, but only that, before taking any serious action more evidence is needed. The investigation ends unless additional evidence comes to light. The accused is neither exonerated nor found guilty. Any further complaints will be investigated fully.

Confidentiality: All inquiries, complaints, and investigations are treated with sensitivity, seriousness and maximum confidentiality. Only when required by law, or when personal safety is at
risk, will confidential information be shared with appropriate individuals, or be acted upon or disclosed to others without the complainant’s knowledge.

**Retaliation:** No student may be subject to reprisal or retaliation of any kind. Any student who feels he or she has been subjected to such adverse actions should report this to the Title IX Coordinator. However, allegations proven to be made falsely and with malicious intent are violations of this policy and will be treated as a serious matter.

**APPENDIX E**

**APPEAL OF ACADEMIC REGULATIONS**

A. When special circumstances warrant, students have the option of appealing any academic regulation. The first step in appealing is to write a letter to the Provost and Vice President for Academic Affairs stating the case. Receipt of the letter of appeal will be acknowledged within a week. (Exception: When a student wants to substitute a required course with an equivalent of a higher-level course, he or she should see the appropriate Academic Dean).

B. Appeal at the earliest possible date is recommended. For the purpose of graduation, the letter of appeal should reach the Provost and Vice President for Academic Affairs as early as possible, and no later than the Tuesday before commencement.

C. The Provost and Vice President for Academic Affairs shall collect all the pertinent information on the case and submit it, along with the letter of appeal, to the Academic Standards Committee.

D. In addition to submitting the letter of appeal, the student has the option of:
   a. Appearing in person before the Committee, alone or accompanied by Fulton-Montgomery students or members of the Professional Staff, aside from the members of the Committee or
   b. Appointing, in the student’s absence, one or more representatives from the College Community to appeal the case. The student is responsible for notifying the representatives of the time the Committee meets.

E. The student submitting an appeal shall be extended the privilege of two pre-emptory challenges toward any member of the Academic Standards Committee, if the student feels that any member of the Committee may have unreasonable bias.

*The full text of this policy is available in the Student Handbook of College Policies and Regulations, copies of which are available in the Library and the Counseling Center.

**APPENDIX F**

**APPEAL FOR REVIEW OF GRADES**

In any course, assignment of grades is the fundamental right of the instructor who teaches the course. The instructor also has the responsibility to inform the students, in writing, at the beginning of each course of the criteria they will use for grading. A student who, at the end of the course, feels that the instructor did not apply the grading criteria fairly and thus received an unfair final grade should, before the end of the next semester, take the following steps, in the sequence presented here, if interested in a review of his/her grades.

A. Speak with the instructor.
B. If still dissatisfied, speak with the appropriate Academic Dean. The Academic Dean will attempt to clarify the situation and bring it to closure to the mutual satisfaction of the student and the instructor.
C. If still dissatisfied, the student may request the Provost and Vice President for Academic Affairs to review the case with qualified members of the faculty. The Provost and Vice President for Academic Affairs will attempt to bring the case to closure to the mutual satisfaction of the student and the instructor.
D. If still dissatisfied, appeal to the Academic Standards Committee through the procedures stated under “Appeal of the Academic Standards.” The Committee will consider only those cases in
which the student appears to have met the criteria set by the instructor for a given grade. The Committee will conduct appropriate meetings with persons concerned and issue an advisory statement regarding the grade in question.

APPENDIX G

ACADEMIC INTEGRITY POLICY

A. Introduction
Academic integrity refers to a code of values that support and direct the education process. This code is based on legal, ethical, and educational concerns. Education in large part consists of the acquisition and demonstration of knowledge according to acceptable standards. Students must be familiar with these standards and will be held accountable for their use. Not being familiar with these standards is not an excuse for their breach. The following are examples of plagiarism and other unethical academic behaviors:

B. Violation
1. Plagiarism: “the appropriation (the use) of another’s intellectual property as your own; using the words or ideas of another without giving credit to that person,” according to Judith Arnold, Carol Poston, Katie Witek.
   a. Failure to Acknowledge the Source(s) with Citations
      Examples include, but are not limited to the following:
      • Key words, unique expressions, phrases, sentences, or paragraphs without the use of quotations
      • Significant ideas
      • Quoted, paraphrased, or summarized material
      • Another person’s data, evidence, or critical method
      • Misrepresenting or fabricating academic work
      • Using false or misleading citations or sources
      • Submission of internet material or purchased papers as one’s own
   b. Unauthorized use
      Examples include, but are not limited to the following:
      • The unauthorized use of copyright material (e.g. software)

2. Cheating
   Examples include, but are not limited to the following:
   • Giving or receiving unauthorized information before, during or after an examination
   • The unauthorized use of notes, books, or other aids during an examination
   • Looking at another student’s exam before, during or after the exam.

3. Multiple Submission
   Examples include, but are not limited to the following:
   • Submitting material for credit more than once, without permission from the instructor(s)

4. Sabotage and Theft
   Examples include, but are not limited to the following:
   • Damaging academic equipment or materials
   • Theft or sabotage of another person’s academic work or material

5. Unauthorized Collaboration
   Examples include, but are not limited to the following:
   • Working with others on a project intended to be completed individually

6. Falsification of Course-Related Assessment Documents
   Examples include, but are not limited to the following:
   • Falsifying or altering any academic evaluation form or record
   • Falsifying experimental or computer data
C. Penalties for Violation of Academic Integrity

A faculty member who has evidence (or reason to believe) that a student has violated the academic integrity policy must notify the student of the infraction and penalty. A faculty member, at his or her discretion, may impose any one or a combination of the following penalties for plagiarism or cheating:

- Warning without further penalty
- Requiring reworking of the paper/assignment
- Lowering the grade of the paper/assignment
- Giving a failing grade for the paper/assignment
- Giving a failing grade on the examination
- Lowering the course grade by one full grade or more
- Giving a failing grade in the course

Other violations identified in the policy are subject to similar penalties.

The faculty member is responsible for keeping documentation on academic integrity violations in his/her courses. A permanent college record is made of a violation whose penalty is giving a failing grade in the course. Notification of course failure due to academic dishonesty will be forwarded to the Office of the Provost and Vice President for Academic Affairs. A third violation reported to the Office of the Provost and Vice President for Academic Affairs will result in suspension from the College for one calendar year. If another violation occurs after the student has returned to college, the student will be permanently suspended from the College.

D. Student Appeal Process for Academic Integrity

The student may initiate the following appeals process that must be completed by the end of the next semester:

1. The student will meet with the faculty member to discuss the decision within ten school days of the notification of the infraction.
2. If a resolution to the issue cannot be found, the student may request a meeting with the faculty member and the appropriate Dean.
3. If necessary the matter will be forwarded in writing by the student, within ten school days of meeting with the faculty member and dean, to the Grievance Committee through the Office of the Provost and Vice President for Academic Affairs for a hearing of all parties concerned. The Grievance Committee will make a decision/recommendation in writing within ten days of the hearing that will be forwarded to the Provost and Vice President for Academic Affairs.
4. The Provost and Vice President for Academic Affairs will make a final decision and notify all parties in writing of that decision within three school days.

All persons involved will maintain confidentiality at all times. The College shall maintain the records of the Grievance Committee. (Adapted from Community 4-5-12-13)

- The Grievance Committee will consist of three faculty members and two students. The student members will be appointed by the SGA. Two of the faculty members will be elected by the faculty and one appointed by the Provost and Vice President for Academic Affairs. The chair of the Committee will be a faculty member. Terms for faculty members will be three years, but initial appointments will be one each for 1, 2, and 3 years. In the event that a faculty member is personally involved with a case being appealed, the Provost and Vice President for Academic Affairs shall appoint an alternate faculty member to participate in hearing that appeal. In the event that a student member is personally involved in a case being heard, the SGA shall appoint an alternate student member for that particular case.

Policy amended by The Professional Staff 5/8/01

- Fulton-Montgomery Community College is an equal opportunity, affirmative action employer. Programs and services at the College are open to all without regard to religion, race, color, national origin, age, sex, height, weight, marital status, disability, sexual
orientation or any category protected by law. The College reserves the right to make changes to the content of this handbook when deemed advisable or necessary.

APPENDIX H

STUDENT DRUG AND ALCOHOL POLICY

This policy on the use of alcohol and drugs applies to all students, commuter or residential, and their visitors and guests.

The service, distribution, sale, possession and/or consumption of alcoholic beverages on the Fulton-Montgomery Community College (FM) Campus, at Campus View Student Housing (operated by the Fulmont College Association), or at any student-related event on or off campus is strictly prohibited. College sponsored events may not include the purchase or sale of alcohol as part of the official program.

Unlawful behavior involving alcohol including, but not limited to, underage drinking, public intoxication, drinking and driving and manufacturing and/or distribution of alcohol on the campus of Fulton-Montgomery Community College, at Campus View Student Housing, or any student-related on or off campus event, is strictly prohibited.

The manufacture, distribution, sale, purchase, possession and/or use of any illegal drugs or controlled substances on the FM campus and at Campus View Student Housing (operated by the Fulmont College Association), or at any student-related on or off campus event are strictly prohibited.

A violation of this policy shall be considered a breach of the FMCC Student Code of Conduct and the student housing contract. College leveled sanctions imposed under this policy do not diminish or replace the penalties available under applicable federal, state or local laws.

Specific exceptions of this policy may be approved by the President or his/her designee.

Works Cited