

STATEMENTS OF GENERAL POLICIES AND PROCEDURES



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CULTURAL DIVERSITY

Finger Lakes Community College is committed to cultural diversity in its student body and staff. It also seeks to have an environment that promotes and supports differences of opinions and views. To this end, the curriculum and co-curricular activities are encouraged to reflect a variety of perspectives that foster cultural diversity.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Finger Lakes Community College does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, sexual orientation, disabilities, marital or veteran status in its educational programs, admissions, activities, or employment policies.

The College, in its continuing effort to seek equity in education and employment, and in support of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and federal and state anti-discrimination legislation, provides a grievance procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, age, sex, disability, marital status, or sexual orientation. Information and a copy of the *Equal Opportunity/Affirmative Action Grievance Procedures* may be obtained from the Human Resources Officer at the College.

Inquiries regarding compliance with Title IX, Section 504, and the ADA may be directed to:

Title IX/Affirmative Action

Human Resources Officer, ext. 7451
Finger Lakes Community College
4355 Lakeshore Drive
Canandaigua, NY 14424
(585) 394-3500

Section 504 Coordinator

Dir., Planning & Facilities Mgmt., ext. 7285
Dean of Student Services and
Enrollment Management, ext. 7211
Finger Lakes Community College
4355 Lakeshore Drive
Canandaigua, NY 14424
(585) 394-3500

ADA Coordinators

Human Resources Officer, ext. 7451
Dir., Planning & Facilities Mgmt., ext. 7285
Dean of Student Services and
Enrollment Management, ext. 7211
Finger Lakes Community College
4355 Lakeshore Drive
Canandaigua, NY 14424
(585) 394-3500

or any may be directed to:

Director, Office of Civil Rights
Department of Education
Washington, DC 20201

RELIGIOUS BELIEFS

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he or she is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to make up any examination, study, or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study, or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student, because of availing himself or herself of the provisions of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administration officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.
- 6a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listings of available courses.
7. As used in this section, the term "institution of higher education" shall mean schools under the control of the Board of Trustees of the State University of New York or the Board of Higher Education of the City of New York or any community college.

SEXUAL HARASSMENT POLICY

The Federal Equal Employment Opportunity Commission has defined sexual harassment as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when

1. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment" (the College interprets this statement to include a student's participation in academic courses, programs, or activities);
2. "submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual" (the College interprets this statement to include educational decisions affecting a student); "and
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment" (the College interprets this statement to include a student's educational experience or learning environment).

Finger Lakes Community College's policies are consistent with Federal, State, and SUNY's policies that ensure fair treatment to all individuals, and protection from sexual harassment is afforded to students as well as employees.

Sexual harassment is a violation of both the federal law under Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972 and the state law under the New York State Human Rights Act. Inquiries regarding compliance with Title IX may be directed to:

Human Resources Officer or
Dean of Student Services and
Enrollment Management
Finger Lakes Community College
4355 Lakeshore Drive
Canandaigua, NY 14424
(585) 394-3500, ext. 7451 or 7211

OR

Director of Office of Civil Rights
Department of Education
Washington, DC 20201

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the requirements of the Family Education Rights and Privacy Act (FERPA) of 1974, Finger Lakes Community College has adopted a policy which ensures that students will have the right to inspect and review certain education records maintained under their names and to obtain copies of those records. Further, Finger Lakes will not disclose personally identifiable information from the education records of a student without the prior written consent of the student except as permitted by the Act and specified in the College's statement of policy.

The College reserves the right to release Directory Information without prior written consent, unless the College has been informed in writing by the student during the annual notification period that all or part of the student's Directory Information may not be released. Directory Information includes: name, address, and telephone number; photograph or likeness; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance at Finger Lakes Community College; enrollment status; degrees, certificates, and awards received; and the most recent previous educational agency or institution attended by the student. The annual notification period is defined as from the start of the Fall semester through October 15. New students entering after the Fall semester must notify the Registrar's Office within three weeks of the start of the semester that they do not want their Directory Information released. While students are attending Finger Lakes Community College they must file the notification to withhold Directory Information annually during the Fall semester. Forms for this purpose are available from the Registrar's Office.

Students have the right to file complaints concerning alleged failure on the part of Finger Lakes Community College to comply with the requirements of the Act by writing to:

Family Educational Rights and Privacy Office
Department of Education
330 Independence Avenue, S.W.
Washington, DC 20201

DRUG FREE WORKPLACE-DRUG FREE CAMPUS POLICY

Finger Lakes Community College is committed to the maintenance of a drug free work environment. As an educational institution, the College endeavors to promote healthy lifestyles for its staff and students and has established policies concerning alcohol and tobacco use on its premises. In keeping with this goal, a Campus Community Coalition was established to address issues of substance use through a strategic wellness plan. The College clearly does not condone the unlawful use, possession, distribution, or manufacture of controlled substances or the abuse of alcohol on its premises.

This policy, as outlined in the Student Handbook, describes the philosophy of Finger Lakes Community College and the program elements the College will use to meet our commitment.

Students may obtain a copy of the Student Handbook from a variety of sources, including the Student Life Office, Center for Advisement and Personal Development, and at the FLCC Geneva Campus Center and Wayne County Campus Center.

SMOKING POLICY

Finger Lakes Community College maintains a smoke-free environment. No person shall carry a lighted cigar, cigarette, pipe, or any other form of smoking object or device in any indoor area of the College, including College vehicles and all off-campus facilities. In addition, the College has established four exterior entrances as “Smoke Free Zones.” The zones are marked with signs and blue striping across the sidewalks.

CHILDREN ON CAMPUS

The College is an educational enterprise that is focused on adults and generally does not have an environment that is conducive to the presence of children. Students or prospective students should make appropriate child care arrangements for their children when conducting business at a Finger Lakes Community College site. Bringing children to registrations or classes is strongly discouraged.

The following guidelines apply when it is necessary for children to accompany their parents to the College premises:

1. Children on campus are to remain in the direct supervision of a parent/guardian. Any unsupervised children may be detained by a College representative. In that event, the child’s parent/guardian will be contacted immediately, and the Office of Campus Safety shall be notified.
2. Children shall not be allowed to disrupt the learning environment. The parent/guardian and child may be asked to leave the classroom or service office at the discretion of the faculty or staff member.
3. The College may interpret a child’s disruptive behavior as the parent/guardian student’s violation of the Student Code of Conduct.

The College recognizes that many of our students do have child care needs. In order to assist students in providing appropriate care for their children while coming to the College, a Child Care Center has been established at the main campus. For those students who are unable to utilize the Center, and for students at the Geneva Campus Center or the Wayne County Campus Center, the College provides referral information on other child care centers.

STUDENT CODE OF CONDUCT POLICY AND GRIEVANCE PROCEDURES

As explained in its Mission Statement, Finger Lakes Community College—a public, open-access institution—provides quality education within a student-centered, college environment devoted to promoting long-term student success.

The Student Code of Conduct Policy at FLCC is intended to foster and protect the free and open exchange of ideas. This Code applies to students and student organizations of Finger Lakes Community College. Students are subject to this Code of Conduct during academic terms for which they are enrolled, during breaks between terms, during College holidays and vacations, and during periods of suspension. The Code of Conduct outlines the rights and responsibilities of students, behaviors prohibited on or off campus, possible sanctions, and the procedural rights of students and student organizations.

The Code embraces several important values: the rights of free speech and peaceable assembly; the freedom of inquiry and the right to make constructive criticism; the central importance

of honesty to this community; and the desire that all students participate on campus in an environment that respects differences of culture, gender, religion, race, or ability. Students who have questions about the Student Code of Conduct Policy or who wish to obtain a copy of the policy should contact the Dean of Student Services Office at (585) 394-3500, ext. 7211. The Student Code of Conduct Policy may also be viewed at www.flcc.edu/studentsservices.

Grievance Procedures

Finger Lakes Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of academic complaints, discrimination complaints, and/or sexual harassment complaints. All other complaints and disputes, other than those previously specified, should be presented to the Dean of Student Services Office within ten (10) College working days following the occurrence. Students who have questions about the Grievance Procedures or who wish to obtain a copy of the procedures should contact the Dean of Student Services Office at (585) 394-3500, ext. 7211. The Grievance Procedures may also be viewed at www.flcc.edu/studentsservices.

COLLEGE CLOSING/CANCELLATION OF CLASSES

In the event of severe and hazardous weather and/or road conditions, or an emergency situation, Finger Lakes Community College may close entirely or cancel classes for a given period of time. The cancellation of day classes does not automatically impact evening classes and/or campus centers and sites. Area television and radio stations will announce these cancellations.

CAMPUS CRIME REPORTING AND STATISTICS

The Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. Copies of the report may be obtained by contacting the College's Director of Campus Safety at (585) 394-3500, ext. 7437 or by viewing the College's Web site at www.flcc.edu/offices/other/safety. Students may also wish to view the United States Department of Education's Web site at www.ope.ed.gov/security/search.asp.

PARKING AND TRAFFIC REGULATIONS

A Parking and Traffic Policy enacted by the Board of Trustees is in effect. Students are expected to be familiar with this policy and to abide by its rules. A policy brochure is available in the Campus Safety Office and it may also be viewed on the Web at www.flcc.edu/offices/other/safety. Failure to comply with the parking policy may result in a parking ticket, wheel-locking and appropriate fines, towing at the owner's expense, the withholding of grades and transcripts, and/or the loss of privilege to park or drive on campus grounds.

Handicap parking is available in Parking Lots A, B, and E. Handicap permits are required to park in these areas. Students may obtain a 30-day handicap permit from the College or a New York State handicap permit, issued by any municipality, which is valid for handicap parking areas on campus.

Visitor parking is available in clearly marked areas. Visitors must register at the information desk located in the main entrance lobby. Students and employees may not park in visitor parking areas at any time.

There are specific areas reserved in each lot for employee parking. These areas are clearly marked with signs indicating that parking is by permit only, and violators will be towed without warning at the owner's expense. Parking permits are available in the Campus Safety Office.