

Policy: **Immunization Requirements for College Students** Policy Number: ___H3_____

Responsible for Policy: Student Health Services

Approval Date: _8/4/2021_____

Policy Statement

New York State Public Health Law 2165 requires students born on or after January 1, 1957, attending college within New York State to show proof of immunity* against measles, mumps and rubella. Finger Lakes Community College policy requires proof of immunity for all students attending the institution. Persons born before January 1, 1957 are exempt. Proof of immunity must be provided in order to register at Finger Lakes. Law, and College policy, will not permit continued attendance by individuals failing to present the required proof by the 30th day of the semester, unless the student presents: (i) a certificate from a licensed physician or nurse practitioner certifying that such immunization may be detrimental to the Student's health or is otherwise medically contraindicated (in which case the requirements may be waived until such immunization is determined no longer to be detrimental to the Student's health or otherwise medically contraindicated); (ii) proof of honorable discharge from the armed services within ten years from the date of application to Finger Lakes Community College (which shall qualify the student to attend the College pending the actual receipt of immunization records from the armed forces); or (iii) a written and signed statement from the student, or parent or guardian, if applicable, that s/he holds genuine and sincere religious beliefs that prohibit immunization of the student.

SUNY has directed that all state-operated, affiliated Colleges to mandate Covid 19 vaccinations for all students beginning with the Fall 2021 term*. Finger Lakes Community College policy requires proof of vaccination, for all students regardless of modality, against Covid 19 disease caused by SARS-CoV-2 virus for all students with a physical presence at the institution (e.g., in person coursework, use of facilities, participation on athletic teams, etc.). Proof of vaccination for Covid 19 must be provided in order to register at Finger Lakes. Students may apply for an exemption to the Covid 19 vaccination for medical or religious belief, or who affirm they have no on-campus presence, as outlined in the procedures.

Students who have not submitted proof of immunity by the 30th day will be administratively withdrawn from classes. Students administratively withdrawn from classes, due to their failure to comply with the law, will not be granted refunds of tuition or fees.

In the event that an outbreak of one of the illnesses noted above occurs, access to College facilities will be restricted only to those having proof of immunity.

Records will be maintained by the College such that the status of any and all students' immunization status can be ascertained on short notice and in a manner consistent with regulations of the NYS Commissioner of Health. Such records will be held to be strictly confidential with access limited to those College or State personnel whose duties require information from these records.

All students (except Gemini) enrolled in six or more credit courses must receive information on meningococcal meningitis disease and vaccine availability. The student or parent of a minor child must sign and return to Student Health Services a form indicating that they have received the meningitis information, and have either (1) had the vaccine, or (2) decline to receive the vaccine.

Students Subject to Surveillance

In the event of an outbreak of measles, mumps or rubella in an institution, the commissioner may order the appropriate officials of the institution to exclude from attendance all students without documentation of immunity and those who have been excused from immunization. The College maintains this susceptible student list in the PyraMED medical record system, shared with Colleague. This list is used for removal from classes of non-compliant students by the Associated Vice President of Student Affairs. The exclusion shall continue until the commissioner determines that the danger of transmission has passed or until the documentation has been submitted.

Definitions:

Proof of Immunity*

MEASLES: Two doses of live measles vaccine (given 1968 or after). The first dose must have been given on or after 12 months of age. The second dose must have been given on or after 15 months of age.

MUMPS: One dose of live mumps vaccine received on or after the first birthday.

RUBELLA: One dose of live rubella vaccine received on or after the first birthday.

The student may submit a physician's note and signature verifying a documented history of measles and mumps or serologic evidence of immunity to measles, mumps and rubella (a notation signed by a physician or certified medical laboratory that "antibodies are positive or demonstrate a level of immunity").

Students must check with their physician or high school to obtain immunization records (baby records from parents which do not contain a physician or health care provider signature are unacceptable as proof of immunization).

Reason for Policy

This policy is intended to ensure compliance with SUNY regulations and the New York Public Health Law Sections 2165 and 2167, and the corresponding Department of Health Regulations.

Applicability of the Policy

This policy applies to all students who are registered to attend or currently attend classes at Finger Lakes Community College, whether full or part time. All students and Student Health Services employees should be familiar with this policy.

Definitions

Student - Any person who is registered to attend or attends face to face classes at Finger Lakes Community College.

a) Measles, Mumps and Rubella Requirements

Student means any person born on or after January 1, 1957, who is registered to attend or attends classes at Finger Lakes Community College.

b) Meningococcal Disease Requirements

Student means a person who is registered to attend or attends face to face classes at Finger Lakes Community College, and There is no age differentiation regarding meningococcal disease.

c) Covid 19 Vaccination Requirements

Student means a person who is registered to attend or attends face to face classes, or has an in person presence at Finger Lakes Community College. There is no age differentiation regarding Covid 19 disease caused by SARS-CoV-2 virus.

Health Practitioner- Any person authorized by law to administer an immunization.

Immunization- An adequate dose or doses of an immunizing agent against measles, mumps, rubella, meningococcal meningitis, and Covid 19 disease caused by SARS-CoV-2 virus, which meets the standards approved by the United States Public Health Service for such biological products, and which is approved by the New York State Department of Health under such conditions as may be specified by the Public Health Council.

Related Documents

- NYS Public Health Law Section 2165 and 2167
- NYS Commissioner of Health Regulations, 10 NYCRR Part 66-2
- SUNY Policy

** This portion of the policy will not go into effect until the FDA grants a permanent approval to one of the Covid-19 vaccines recognized in the United States.

Procedure: **Immunization Requirements for College Students**

Procedure Number: _____

Responsible for Procedure: Student Health Services

Approval Date: _____

Procedures

Responsibilities of College Officers and Administrators

The President and the Officers of the College and Director of Student Health Services are deemed responsible for the implementation and enforcement of this policy. The President will ensure that adequate resources are directed to overall compliance and will review the annual "Post-Secondary Institution Immunization Survey Summary" prior to its transmittal to the New York State Department of Health. The College administration will, according to their areas of institutional control, ensure that staff and students are fully informed of the substance and intent of this policy and will provide inter/intradepartmental cooperation requisite to full compliance.

The Associate Vice President of Student Affairs will ensure enforcement of all requirements, including reporting and referral of noncompliant students, reporting of any and all extant cases of measles, mumps, rubella or Covid 19 to the proper NYS Health Department authorities, and the exclusion from attendance at the College of any and all noncompliant students. The Director of Student Health Services will implement procedures outlined herein in a manner consistent with maximal compliance and ensure that the records are maintained in an accurate and timely manner. The Director of Student Health Services will directly supervise such professional and clerical personnel that the College deems necessary with regard to the review of documents, the surveillance of noncompliance, the maintenance of records and the reporting of noncompliance to the Associate Vice President of Student Affairs. The Director will compile and complete the annual Post-Secondary Institution Immunization Survey Summary, which will be forwarded to the New York State Health Department each year after review by the President.

Certificate of Immunization Requirements

1. For Measles, a certificate of immunization that shows the student has either:
 - a) Received two doses of live measles virus vaccine, the first dose administered after the age of 12 months and the second dose administered more than 28 days after the first dose but after 15 months of age; or
 - b) Been diagnosed by a physician as having had measles disease; or
 - c) Demonstrated serological evidence of measles antibodies; or
 - d) If the student is unable to provide a certificate of immunization that satisfies the above requirements, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles virus vaccine. If this option is used, the second dose of measles vaccine must have been administered within one year of attendance at a post-secondary institution.
2. For Mumps, a certificate of immunization that shows the student has either:
 - a) Received a single dose of live mumps virus vaccine administered after the age of 12 months; or
 - b) Been diagnosed by a physician as having had mumps disease; or
 - c) Demonstrated serological evidence of mumps antibodies.
3. For Rubella, a certificate of immunization that shows the student has either:
 - a) Received a single dose of live rubella virus vaccine administered after the age of 12 months; or
 - b) Demonstrated serological evidence of rubella antibodies.

Immunization Against Meningococcal Meningitis

With regard to meningococcal meningitis, and pursuant to Section 2167 of the New York Public Health Law and accompanying regulations of the Commissioner of Health, each Student of the College must receive a response form approved by the Commissioner of Health, to be completed by the Student or, where the Student is under the age of 18 years, such Student's parent or guardian, which shall include the following:

- (i) Certificate of Immunization for meningococcal meningitis disease or (ii) a response to receipt of meningococcal meningitis disease and vaccine information signed by the student or the student's parent or guardian; and, either (iii) self-reported or parent recall of meningococcal meningitis immunization within the past 10 years or an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or the student's parent or guardian.

Immunization against Covid 19 disease caused by SARS-CoV-2 virus

COVID 19: Two weeks after administration of one dose of Johnson & Johnson Vaccine
or
Two weeks after Administration of the second Pfizer/BioNTech, and Moderna vaccines.
The Pfizer/BioNTech and Moderna vaccines require two doses administered at least 28 days apart.

Record Keeping and Reporting

The College's master file will include the "immunization status" of all students in accordance with the requirements of this policy. At the direction of the Director of Student Health Services, such additional information as is deemed necessary will be recorded for all students whose status would include them in the "Total Number Enrolled" for reporting in the "Post-Secondary Institution Immunization Survey Summary."

The Director or his/her designee will review all immunization information submitted to determine compliance with the Commissioner's regulations. Immunization data will be entered on the College's master Colleague file. The retention schedule for immunization records is six (6) years, or three (3) years after the individual attains age 18, whichever is longer. A hard copy of all electronically stored information will be maintained in Student Health Services for three years. After three years, immunization records will be stored in the Ontario County Record Archives and Information Management Services.

Administrative Withdrawal

Students who have been administratively withdrawn for lack of compliance with the N.Y.S. Immunization Law and are seeking to be reinstated must contact Student Health Services. Noncompliance can jeopardize course completion, future registrations, and financial aid eligibility. (Please refer to the section on Tuition and Fees for further information concerning your financial obligations).

Confidentiality of Immunization Information

Immunization information may be released to a student without a written consent form if the student provides a student identification number or social security number and information is provided directly to the student or mailed directly to the student's address. If a request for release of information is provided to Student Health Services by someone other than the student, the request must be signed by the student and contain a student identification number or social security number.

Students Subject to Surveillance

In the event of an outbreak of measles, mumps or rubella in an institution, the commissioner may order the appropriate officials of the institution to exclude from attendance all students without documentation of immunity and those who have been excused from immunization. The College maintains this susceptible student list in the Colleague system. This list is used for removal from classes of non-compliant students by the Associated Vice President of Student Affairs. The exclusion shall continue until the commissioner determines that the danger of transmission has passed or until the documentation has been submitted.

An Immunization Survey Summary form will be prepared annually by the Director of Student Health Services in the format specified by the New York State Department of Health from the records specified above. This

summary will be reviewed by the President and his/her designee, and then will be forwarded to the Immunization Program at the NYS Department of Health by October 31 of each year.

Student Assistance

The College will provide reasonable assistance to students in their efforts to comply with this policy in a timely manner. Such assistance will include, but is not limited to: (i) early notification of the requirements for immunization or exemption as an integral part of the application and admission process; (ii) timely and consistent follow-up notices to non-compliant students at appropriate intervals; and (iii) referrals to practitioners authorized to administer immunizations including those health officers of the County mandated to do so for those unable to pay.

In Process

A student is considered in process and allowed to attend classes if he/she has presented a Certificate of Immunization that shows the student is in the process of completing the immunization requirements of PHL Section 2165. To be "in process" the student must have received at least one dose of live measles virus vaccine, has complied with the requirements for mumps and rubella, and has an appointment to return to a health practitioner for the second dose of measles, if this appointment is scheduled no more than 90 days since administration of the first dose of measles virus vaccine.

A student can be considered in process of complying with PHL Section 2167 regarding meningococcal disease until the maximum 30 day grace period has elapsed. The 30 day grace period may be extended to 60 days if a student can show good faith effort to comply with PHL Section 2167. If a student is granted the extended grace period, then exclusion begins immediately after the 60 days elapses.

Requests for Religious Exemption to Immunization for Non-Covid-19

1. Upon request, the Director of Student Health Services (DSHS) or designee will issue to the student or parent of a minor child seeking a religious exemption to immunization the Request for Religious Exemption to Immunization Form (see Exhibit A below). The DSHS will also supply the student or parent of a minor child with Centers for Disease Control/NYS Department of Health informational immunization materials, and guidance, if requested, to complete the form.

2. The student or parent of a minor child will return the signed form to the DSHS or designee. The DSHS will review the request for religious exemption to immunization. If, after review of the request, questions remain about the existence of a sincerely held religious belief, Department of Health regulations (10 NYCRR, Section 66-2.2 (e) permit the DSHS to request supporting documents.

Some examples include:

- A letter from an authorized representative of the church, temple, religious institution, etc. attended by the student, literature from the church, temple, religious institution, etc. explaining doctrine/beliefs that prohibit immunization (Note: students need not necessarily be a member of an organized religion or religious institution to obtain a religious exemption);
- Other writings or sources upon which the student or parent of a minor child relied in formulating religious beliefs that prohibit immunization;
- A copy of any student or parent of a minor child statements to healthcare providers or school district officials in a district of prior residence explaining the religious basis for refusing immunization;
- Any documents or other information the student or parent of a minor child may be willing to provide that reflect a sincerely held religious objection to immunization.

3. The student or parent of a minor child may request a meeting with the DSHS in order to provide further information about his or her sincerely held religious beliefs.

4. The student or parent of a minor child will be informed in writing by the DSHS regarding the approval or denial of the exemption request. If the request is denied, the student notification letter will include the specific reason(s) for denial.

5. If a request for a religious exemption is denied, a student or parent of a minor child may appeal the denial to the Commissioner of Education within thirty (30) days of the decision, pursuant to Education Law, Section 310.

Requests for Religious Exemption to Immunization for Covid-19

1. Upon request, the Director of Student Health Services (DSHS) or designee will issue to the student or parent of a minor child seeking a religious exemption to immunization the Request for Religious Exemption to Covid-19 Immunization Form (see Exhibit B below). The DSHS will also supply the student or parent of a minor child with Centers for Disease Control/NYS Department of Health informational immunization materials, and guidance, if requested, to complete the form.

3. The student or parent of a minor child will return the signed form to the DSHS or designee. The DSHS along with the Association Vice President of Student Affairs and/or the Association Housing representative will review the request for religious exemption to immunization. If, after review of the request, questions remain about the existence of a sincerely held religious belief, Department of Health regulations (10 NYCRR, Section 66-2.2 (e) permit the DSHS to request supporting documents.

Some examples include:

- A letter from an authorized representative of the church, temple, religious institution, etc. attended by the student, literature from the church, temple, religious institution, etc. explaining doctrine/beliefs that prohibit immunization (Note: students need not necessarily be a member of an organized religion or religious institution to obtain a religious exemption);
 - Other writings or sources upon which the student or parent of a minor child relied in formulating religious beliefs that prohibit immunization;
 - A copy of any student or parent of a minor child statements to healthcare providers or school district officials in a district of prior residence explaining the religious basis for refusing immunization;
 - Any documents or other information the student or parent of a minor child may be willing to provide that reflect a sincerely held religious objection to immunization.
3. The student or parent of a minor child may request a meeting with the DSHS in order to provide further information about his or her sincerely held religious beliefs.
 4. The student or parent of a minor child will be informed in writing by the DSHS regarding the approval or denial of the exemption request. If the request is denied, the student notification letter will include the specific reason(s) for denial.
 5. If a request for a religious exemption is denied, a student or parent of a minor child may appeal the denial to the Commissioner of Education within thirty (30) days of the decision, pursuant to Education Law, Section 310.

Requests for Exemption to Immunization for Covid-19 For Students without a Physical Presence

All enrolled students will be expected to complete an Affirmation of Understanding For Fall 2021. This affirmation outlines the COVID-19 expectations for those who are vaccinated or unvaccinated. Students who select that they are completely online and will have no physical presence on the FLCC campus for Fall 2021, will be provided an automatic exemption for proof of vaccination status.

Related Documents

- NYS Public Health Law 2165
- Exhibit A (below)

**EXHIBIT A
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT**

**REQUEST FOR RELIGIOUS EXEMPTION TO IMMUNIZATION FORM
STUDENT (or parent of a minor child) STATEMENT**

Name of Student _____

Identification Number _____

This form is for your use in applying for a religious exemption to Public Health Law immunization requirements. Its purpose is to establish the religious basis for your request since the State permits exemptions on the basis of a sincere religious belief. Philosophical, political, scientific, or sociological objections to immunization do not justify an exemption under Department of Health regulation 10 NYCRR, Section 66-1.3 (d), which requires the submission of a written and signed statement from the student or parent of a minor child, stating that the student or parent of a minor child objects to immunization due to sincere and genuine religious beliefs which prohibit immunization, in which case the Director of Student Health Services or designee in charge may require supporting documents.

In the area provided below, please write your statement. The statement must address all of the following:

- Explain in your own words why you are requesting this religious exemption.
- Describe the religious principles that guide your objection to immunization.
- Indicate whether you are opposed to all immunization, and if not, the religious basis that prohibits particular immunizations.

You may attach to this form additional written pages or other supporting materials if you so choose.

I hereby affirm the truthfulness of the forgoing statement and have received and reviewed the informational immunization materials provided to me by Finger Lakes Community College

Signature of Student (or parent of a minor child)

Date

You will be notified in writing of the outcome of this request. Please note that if your request for an exemption is denied, you may appeal the denial to the Commissioner of Education within thirty (30) days of the decision, pursuant to Education Law, Section 310.

EXHIBIT B
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT

REQUEST FOR RELIGIOUS EXEMPTION TO Covid-19 IMMUNIZATION FORM
STUDENT (or parent of a minor child) STATEMENT

Name of Student _____

Identification Number _____

This form is for your use in applying for a religious exemption to the Covid-19 Immunization requirement. Its purpose is to establish the religious basis for your request since the State permits (or will permit) exemptions on the basis of a sincere religious belief. **Philosophical, political, scientific, or sociological objections to immunization do not justify an exemption.**

Under this new guidance, a religious exemption for Covid-19 will require the submission of a written and signed statement from the student or parent of a minor child, stating that the student or parent of a minor child objects to immunization due to sincere and genuine religious beliefs which prohibit immunization, in which case the Director of Student Health Services, AVP of Student Affairs or designee in charge may require supporting documents.

In the area provided below, please write your statement. The statement must address all of the following:

- Explain in your own words why you are requesting this religious exemption.
- Describe the religious principles that guide your objection to immunization.
- Indicate whether you are opposed to all immunization, and if not, the religious basis that prohibits particular immunizations.

You may attach to this form additional written pages or other supporting materials if you so choose.

I hereby affirm the truthfulness of the forgoing statement and have received and reviewed the informational immunization materials provided to me by Finger Lakes Community College

Signature of Student (or parent of a minor child)

Date

I hereby affirm the truthfulness of the forgoing statement and have received and reviewed the informational immunization materials provided to me by Finger Lakes Community College

You will be notified in writing of the outcome of this request. Please note that if your request for an exemption is denied, you may appeal the denial to the Commissioner of Education within thirty (30) days of the decision, pursuant to Education Law, Section 310.

Requests for Medical Exemption to Immunization, including Covid-19

If a licensed physician, physician assistant, nurse practitioner or licensed midwife caring for a pregnant student certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption may be granted. The health provider's written statement must be submitted to Student Health Services, and must specify those immunizations which may be detrimental and the length of time they may be detrimental. In the event of an outbreak, medically exempt individuals will be protected from exposure; this may include exclusion from classes, dorms or campus. The Director of Student Health Services or designee will review records of temporarily exempted persons periodically to determine if contraindications still exist. If no contraindications are identified when the exemption expires, the student will be required to submit proof of immunizations. In cases of request for Covid-19 vaccination, the DSHS will consult with the AVP of Student Affairs and/or the Association Housing representative.

Procedures for Students not in Compliance

In the event that a student registers and has not provided the documentation listed above, the director of Student Health Services or designee shall:

- (a) notify the student in writing of the necessity to be immunized, and that such immunizations may be administered by a health practitioner or public health officer in the county where the student resides or in which the institution is located; and
- (b) notify the student that immunization is required for attendance at the institution unless the student provides valid reason for lack of immunization due to medical or religious exemption according to section 66-2.2 (d) or (e) of the NYS Immunization Law.

Procedures for Notifying Students not in Compliance

- 1) The One Stop Center will provide the director of Student Health Services (SHS) and designee with a list of names of students who will be meeting with their advisors prior to the beginning of the semester.
 - a. SHS office assistant will identify students from this list who are required by law to provide immunization information to SHS. This process requires looking up the student in the Colleague system to determine if they are born on or after January 1, 1957.
 - b. SHS office assistant will attempt to contact students from this list to request that they bring their immunization information to SHS on the day they meet with their advisor. The office assistant will emphasize that the immunization information must have a physician or health provider signature.
- 2) The SHS office assistant will check the SHS drop box, fax, mail and phone messages to identify immunization information received. The office assistant will determine the accuracy of the immunization information, to include:
 - Two doses of live measles vaccine (given 1968 or after; first dose on or after 12 months of age; second dose on or after 15 months of age).
 - One dose of live mumps vaccine received on or after the first birthday.
 - One dose of live rubella vaccine on or after first birthday.
 - Or physician diagnosis of measles or mumps disease or serologic evidence of immunity.
 - Or medical, religious or military exemption
- 3) The SHS office assistant will encode the immunization information in the Colleague system as follows:
 - a. Enter student ID number or first initial and last name
 - b. If the correct ID# is not identified, the social security number may be used to enter this information.
 - c. If 99 99 99 shows as date of birth, call Admissions for correct date of birth, or call Student Accounts if student is not a new admit.
 - d. When finished encoding, stamp immunization information with date received and initial.
 - e. File finished hard copy forms.
- 4) Incomplete immunization information follow-up:
 - a. Encode immunization information received into Colleague.

- b. Stamp immunization record with date stamp and initial.
- c. Fill out "Incomplete Immunization" letter, giving student two weeks to provide additional information to SHS. Enter date given student in Colleague.

Procedures for Withdrawing Students not in Compliance

- 1) A deadline for administrative withdrawal of students will be selected each semester by the Director of Student Health Services (DSHS). This deadline will be entered on the SHS office assistant Outlook Calendar.
- 2) The Student Health Services (SHS) office assistant will retrieve a list from Colleague of students not in compliance with the Immunization Law/Immunization Policy, two weeks prior to the deadline. (Enter this date on Outlook Calendar).
- 3) The SHS office assistant will send out the SHS letter informing students of the date and time they must submit immunization information to avoid being administratively withdrawn from classes. The office assistant will retain copies of the letter. (See copy of this letter, APPENDIX A). Detailed notes will be kept in Colleague of student questions and information that is given to students during any phone conversations about immunizations. These notes will appear in the Colleague print-out of students who are non-compliant with immunizations.
- 4) The DSHS or designee will contact students' faculty requesting students to submit immunization information by the specified deadline. The DSHS will request faculty to inform students of this deadline, and to have students call or visit Student Health Services to provide the immunization information or make an appointment for an immunization clinic.
- 5) The SHS office assistant will retrieve a list from the Colleague system, of students not in compliance with the Immunization Law/Immunization Policy, one week prior to the deadline for submitting immunization information. He will send out a "Letter of Incomplete Immunization Information" to any student who requires a second measles vaccination or proof of immunity.
- 6) Any student who contacts the SHS staff before the deadline, with an appointment for a second measles vaccination or proof of immunity will not be administratively withdrawn. First class letters will be sent to students who contact the SHS staff before the deadline with an appointment. A deadline of no more than 60 days after the start of the semester will be given to submit the required immunization information (See Appendix B).
- 7) The DSHS may contact the Academic Advising Career and Transfer Services to enlist their help in locating students who remain non-compliant.
- 8) At the exact hour of the deadline, the SHS office assistant will retrieve a final list from the Colleague system of students not in compliance with the Immunization Law/Immunization Policy. The SHS office assistant will also retrieve mailing labels for these students from Institutional Computing Services for the final letter sent out by the Associate Vice President of Student Affairs (See copy of this letter, Appendix C).
- 9) A copy of the final list of students to be administered will be submitted to the Associate Vice President of Student Affairs.
- 10) On the next business day, the SHS office assistant will submit a list of students to be administratively withdrawn to the Director of the One Stop.
- 11) SHS will handle all phone calls and inquiries from students who are administratively withdrawn due to non-compliance with the NYS Immunization Laws/Immunization Policy.

- a. If a student seeks reinstatement beyond the deadline (for an immunization appointment or other reason), the SHS office assistant will refer the student to the Director of Student Health Services for written approval.
 - b. The DSHS will inform the SHS office assistant of any extended deadlines given to students.
 - c. The SHS office assistant will note all extended deadlines in the student's Colleague file.
 - d. If a student wishes to appeal the administrative withdrawal or reinstatement process, the SHS office assistant will refer the student to the Associate Vice President of Student Affairs.
- 12) The DSHS or designee will attempt to contact students who have been withdrawn, using the student's phone number listed in Colleague. Questions regarding reinstatement will be answered, and detailed notes will be recorded in Colleague regarding the student's comments and information given.

Students Unable to Pay for Immunizations

If any student is unable to pay for the services of a private health practitioner, such student will be given the location and phone number of the county public health department in which the student resides. The county public health department will administer the immunization without charge to the student.

APPENDIX A

Date:

Dear Student,

According to our records, you are not in compliance with the New York State Public Health Law Section 2165 (Immunization Law), FLCC Immunization Policy or section 2167 (Meningitis Law).* You must submit complete immunization records before 4:30 p.m. on _____. You may also need to complete and submit the meningitis response form. If the above information has not been received by Student Health Services, YOU WILL BE ADMINISTRATIVELY WITHDRAWN FROM ALL YOUR CLASSES ON _____. You will not be allowed to attend classes after this date. If you are administratively withdrawn, your tuition cannot be refunded. Financial aid you may have been depending upon could be affected for both current and future semesters. This means students who had deferred their tuition may have open accounts and will be billed for tuition fees.

*New York State Public Health Law, Section 2165, requires that students attending post secondary institutions who were born on or after January 1, 1957

Proof of the following immunizations:

MEASLES: Two doses of live measles vaccine (given 1968 or after). The first dose must have been given on or after 12 months of age. The second dose must have been given on or after 15 months of age.

MUMPS: One dose of live mumps vaccine received on or after the first birthday.

RUBELLA: One dose of live rubella vaccine received on or after the first birthday.

The student may submit a physician's note and signature verifying a documented history of measles and mumps or serologic evidence of immunity from measles, mumps and rubella (a notation signed by a physician or certified medical laboratory that "antibodies are positive or demonstrate a level of immunity.")

Students must check with their physician or high school to obtain immunizations records (baby records from parents which do not contain a physician or health care provider signature are unacceptable as proof of immunization).

Proof of full immunization to COVID 19 disease caused by SARS-CoV-2 virus:

One dose of Johnson & Johnson Vaccine – fully vaccinated two weeks after administration

or

Pfizer/BioNTech, and Moderna vaccines.

The Pfizer/BioNTech and Moderna vaccines require two doses administered at least 28 days apart - fully vaccinated two weeks after administration of second dose.

The student or parent (if student is under age 18) must also sign and return the meningitis response form (indicate date of meningitis vaccine or refusal to obtain vaccine).

Please submit completed immunization records through one of the options listed below:

i) Upload to the secure FLCC Student Health Portal

ii) Mail to Finger Lakes Community College Attn: Student Health Services
3325 Marvin Sands Drive, Canandaigua, NY 14424

iii) Fax: (585) 785- 1613 Attn: Student Health

Sincerely,

Janette Aruck, MS, RN
Director of Student Health Services

APPENDIX B

Dear Student,

According to our records, you have an appointment with a health care provider to complete your immunization requirements at Finger Lakes Community College. You must submit complete immunization records before _____.

If this information has not been received by Student Health Services YOU WILL BE ADMINISTRATIVELY WITHDRAWN FROM ALL YOUR CLASSES, and will not be allowed to attend classes after this date.

If you are administratively withdrawn, your tuition cannot be refunded. Financial aid you may have been depending upon could be affected for both current and future semesters. This means students who had deferred their tuition may have open accounts and will be billed for tuition fees. In addition to these consequences, any classes you are planning or have registered for will be withdrawn.

Please submit completed immunization records through one of the options listed below:

i) Upload to the secure FLCC Student Health Portal

ii) Mail to Finger Lakes Community College Attn: Student Health Services
3325 Marvin Sands Drive, Canandaigua, NY 14424

iii) Fax: (585) 785- 1613 Attn: Student Health

WARNING: Documents that are not readable or are incomplete cannot be used as proper documentation. It is each student's responsibility to determine if immunization information was received in Student Health Services.

Sincerely,

Janette Aruck, MS. RN
Director of Student Health Services

APPENDIX C

Date:

RE: WITHDRAWAL FROM FINGER LAKES COMMUNITY COLLEGE

Dear Student:

As you know, the New York State Immunization Law/Immunization Policy requires Finger Lakes Community College to receive proof of immunity to measles, mumps, and rubella from students who were born on or after January 1, 1957.

The law also requires that all students provide the College with a signed written response indicating that they have received information on meningitis and have either:

- 1) had the vaccine or 2) decline to receive the vaccine.

Proof of full immunization to COVID 19 disease caused by SARS-CoV-2 virus is also required by New York State and FLCC College Policy.

You have failed to provide the required proof of immunity to measles, mumps, and rubella and/or you have failed to submit proof of full immunization to COVID 19 disease caused by SARS-CoV-2 virus and/or the meningitis signed written response. You have received notices which stated that, if you fail to provide the College with this documentation, you will be in violation of the law and may no longer attend classes.

You have not provided the necessary documentation by the deadline of _____. Therefore, as the law dictates, we had no alternative but to complete an administrative withdrawal on your behalf, and you will not be allowed to attend classes at Finger Lakes Community College, effective immediately.

Please follow the steps below to be reinstated in your classes:

1. Contact Student Health Services to provide the required documentation and complete the process to be reinstated in your classes by _____.
2. If you have an appointment for immunization, you will not be reinstated until you have submitted proof of receiving the immunization.
3. You need to check with Student Account to determine the status of your student account.
4. In the future, you will not be permitted to register for classes until the required immunization and/or meningitis response is provided and any financial obligations to the College have been resolved.

Questions may be directed to Student Health Services, located in Room D-312 or call (585) 785-1297.

Sincerely,

Sarah Whiffen
Associate Vice President of Student Affairs