

MORRISVILLE STATE COLLEGE

College Catalog

2009-2010

MORRISVILLE STATE COLLEGE
State University of New York
College of Agriculture and Technology

P.O. Box 901
Morrisville, New York 13408

www.morrisville.edu
800.258.0111

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COLLEGE DIRECTORY

Office	Phone #	Fax #
Academic Vice President	315-684-6054	315-684-6109
Academic Enrichment Center	315-684-6075	315-684-6530
Admissions	315-684-6046 800-258-0111	315-684-6427
Alumni/Institutional Advancement	315-684-6030 800-462-4723	315-684-6379
Athletic Department	315-684-6072	315-684-6252
Bills and College Accounts	315-684-6069	315-684-6261
Disability Specialist	315-684-6349	315-684-6350
Educational Opportunity Program (EOP)	315-684-6075	315-684-6359
Financial Aid	315-684-6289 800-626-5844	315-684-6628
Individual Studies Program	315-684-6067	315-684-6580
Institutional Diversity	315-684-6203	315-684-6530
International Students	315-684-6270	315-684-6503
Library	315-684-6055	315-684-6115
Norwich Campus (Roger W. Follett Hall)	607-334-5144	607-336-2512
Open Recreation/Intramurals	315-684-6251	
Placement & Transfer	315-684-6275	315-684-6045
President	315-684-6044	315-684-6109
Registration/Student Records	315-684-6066	315-684-6421
Residence Life (Housing)	315-684-6043	315-684-6596
School of Agriculture and Natural Resources	315-684-6083	315-684-6125
School of Business	315-684-6056	315-684-6225
School of Liberal Arts	315-684-6081	315-684-6322
School of Science and Technology	315-684-6079	315-684-6024
Student Activities	315-684-6238	315-684-6707
Student Affairs (Dean of Students)	315-684-6070	315-684-6596
Student Health Services	315-684-6078	315-684-6493
University Police Department	315-684-6410	315-684-6121
Veterans Affairs	315-684-6066	315-684-6421
Main Switchboard/Information	315-684-6000	315-684-6116
Morrisville Auxiliary Corporation	315-684-6047	315-684-6168

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2009-10 ACADEMIC CALENDARS

Fall Events	2009
Classes begin	August 24
Interim grades due	October 2
October break	October 12-13
Thanksgiving recess	November 25-27
Classes end	December 11
Final exams	December 14-18

Spring Events	2010
Classes begin	January 19
Interim grades due	February 26
Spring break	March 22-26
Courses end	May 7
Final exams	May 10-14
Commencement	May 15

College Mission

Morrisville State College is a public undergraduate institution which exists to offer a high quality educational experience for students leading to associate and baccalaureate degrees by utilizing cutting-edge technology, innovative methods of instruction and an entrepreneurial focus. The college is committed to providing students the knowledge and opportunity to grow intellectually and socially as citizens of the world community.

Morrisville State College Civility Statement

The students, administration, faculty and staff of this college publicly declare that all members of the college community will strive to develop and demonstrate respect for one another. Civility reflects our consideration for others and our appreciation of the diversity exemplified both by Morrisville State College and our greater society.

November 9, 2004

GENERAL INFORMATION

The College of Agriculture and Technology at Morrisville is a unit of the State University of New York. Morrisville State College is a residential college with approximately 3,300 students. The main campus is located in Morrisville and a second campus is located in Norwich. The college offers bachelor and associate degrees as well as certificate programs. The associate degrees lead to A.A., A.S., A.A.S., and A.O.S. The bachelor degrees are B.Tech., B.S. and B.B.A.

Morrisville State College was founded in 1908 as an agricultural school. In 1948 the New York State Agricultural and Technical Institute at Morrisville became part of the State University of New York, and in 1964 it was renamed the State University of New York Agricultural and Technical College at Morrisville. In 1987 it was named the State University of New York College of Agriculture and Technology at Morrisville.

The Morrisville State College Campus

The Morrisville campus is situated on 150 acres of land in the village of Morrisville. More than 48 buildings, athletic fields, service roads, parking facilities and more than 1,000 acres of farm and woodland are used for instructional purposes.

In recent years the college has grown rapidly in the number of students, academic programs and residential facilities. Eleven on campus living options can house approximately 2,000 students. Special residence options include quiet study, apartment and suite-style living, singles, and split doubles. Students who are in need of special housing accommodations should contact the Residence Life Office. The John W. Stewart Center for Student Activities houses a gymnasium, 350-seat theatre, laptop lounge, food court, coffee shop, student lounge, and fitness center.

A recreation building with indoor tennis, basketball, volleyball, and track facilities is available. The college also has a fully-functional student-run travel agency, student restaurant, and two indoor ice arenas. In addition to the library and academic buildings for labs and classrooms, specialized facilities are provided for technical curricula.

The college is located in Morrisville, New York on Route 20, 30 miles southeast of Syracuse, 30 miles southwest of Utica and one half-hour drive from Thruway exit 34 at Canastota. Travel connections by air are made at Hancock International Airport in Syracuse, or at Oneida County Airport (Utica-Rome) in Oriskany. Train connections are made in Syracuse or Utica. Morrisville is serviced directly on a daily basis by Chenango Valley Bus Lines with connecting service from Utica or Binghamton via Shortline Bus Lines.

The Norwich Campus

The Norwich Campus offers quality, personalized education and training to residents and employers of Chenango County and south central New York. The Campus is located 35 miles south of Morrisville in downtown Norwich, New York, in the newly constructed, state-of-the-art Roger W. Follett Hall, adjacent to the Eaton Center. The Campus currently serves approximately 600 commuter students enrolled in high demand career and technical programs, business, nursing, and liberal arts transfer programs. The Campus features wireless technology, "smart" classrooms, computer and science laboratories, a Library, the College store, and other Campus services. (See Section III for more information.)

ThinkPad University

Morrisville State College has undertaken an academic initiative which integrates computers into the teaching and learning environment in a way which allows students access to technology from any place at any time. In partnership with IBM/Lenovo, Morrisville State College is the first of the State University's 64 campuses to become a ThinkPad Campus, supplying students with mobile laptop computers, and one of the first in the nation with a wireless program.

Every student beginning a ThinkPad University curriculum will receive an IBM/Lenovo ThinkPad laptop, carrying case, and software. As a result of the college's partnership with IBM/Lenovo, the college's Auxiliary Corporation (MAC) is able to provide the laptop at a price well below market value. The cost will be included on the college bill and spread over four semesters. Financial aid and scholarships may be available to those who qualify.

The entire campus, including all residence halls, all classrooms, labs, common areas, lounges, the dining hall and Mustang Alley, has wired or wireless access and the laptop computer is becoming the focal point for teaching, learning, student research and communications. A Help Desk is staffed to assist students with laptop hardware or software problems. Questions may be called, walked, or e-mailed to the Help Desk for a response. An on-campus warranty repair center, operated by MAC, employs certified technicians who handle warranty repairs conveniently and quickly. The warranty repair center is located at The Technology Center in Hamilton Hall. Currently, more than half of the college's degree programs are participating in the laptop program.

Curricula* participating at this time in the ThinkPad University program are designated as such in the descriptions for each major listed under "School Information & Programs of Study".

**Additional majors may be added at any time.*

For students who are not enrolled in participating ThinkPad curricula, but who are interested in purchasing a laptop, The Technology Center also offers several ThinkPad options. For additional information on Morrisville's ThinkPad University go to www.morrisville.edu and select ThinkPad University program under the technology drop down menu.

Wireless

In partnership with Meru Networks, Morrisville State College installed the first-ever enterprise-wide 802.11n wireless network, creating the fastest wireless network in the world. This mobile access to the Internet and campus network blankets the entire Morrisville and Norwich campus and is available in each residence hall, every academic building, all classrooms and labs, the dining hall, library, equine center, dairy, Iceplex, the Copper Turret, and at a variety of outdoor areas including the football field. Morrisville State College's wireless technology facilitates teamwork, collaborative learning, and mobility and prepares students for today's mobile workforce. Using Meru's 802.11n wireless and ThinkPad laptops, Morrisville State College has created a nomadic learning environment where students can learn and study in the location that is best for them.

Cell phones

Each Morrisville State College resident student is issued a Sprint/Nextel cell phone for their use while living on campus. The Sprint/Nextel cell phone includes free local and incoming calls, caller ID, voice mail, Direct Connect (walkie-talkie in Upstate New York) and call waiting. The cost of the cell phone, local phone plan and cell phone services is incorporated in the residence hall fees. The Morrisville Auxiliary Corporation (MAC) established a full-service sprint/Nextel Authorized Service Center, located on campus in The Technology Center, where cell phones are distributed and assistance is provided for service and technical issues. Long distance phone plans can be purchased in the Technology Center in Hamilton Hall. Cell phone accessories and parts can be purchased in the Campus Store. Long distance phone plans are a separate service and are billed directly through Sprint/Nextel Partners. The Sprint/Nextel Authorized Service Center and Sprint/Nextel Dealership offer a blend of valuable services that are conveniently located on campus. For more information, contact The Technology Center at 315-684-6048.

Registration and Accreditation

All bachelor and associate degree curricula are registered with the State Education Department. The college is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

Programs in Electrical Engineering Technology and Mechanical Engineering Technology are accredited by the Technology Accreditation Commission of the Accrediting Board for Engineering and Technology. The Automotive program is accredited by the National Institute for Automotive Service Excellence. The associate degree Nursing program is accredited by the National League for Nursing Accrediting Commission, and the Dietetic Technician program is accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. The Accounting, Business Administration, Computer and Information Technology, and Office Technology programs are accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Faculty

Morrisville State College has more than 120 full-time faculty members. Their full-time commitment is to undergraduate teaching. A low student-faculty ratio assures open and effective communication between faculty and students and most classes and laboratory sections are small. The college places primary emphasis on the quality of education and individual student guidance.

Libraries

The Donald G. Butcher Library is located on the main Morrisville State College campus near residence halls and academic buildings. Its collections include more than 95,000 books, 300 magazine and newspaper subscriptions, 2,000 audio and videocassettes, and a growing number of electronic books and databases with full text articles from more than 10,000 periodicals. Audiovisual facilities are available, as well as meeting rooms, study carrels for 400 students and a laptop lounge. The first floor of the library also houses the academic enrichment center.

The Donald G. Butcher Library is open 88 hours each week when classes are in session, providing a full range of traditional services including reference, interlibrary loan, and information literacy instruction. Computer stations in the library lobby provide access to all the library's physical collections, electronic databases, and to the Internet. The Library building is fully adapted for wireless computer use. Remote computer access to all the information resources listed on the library's Web page is available 24 hours a day, seven days a week.

The Everett Gilmour Memorial Library is located at the Norwich Campus on the first floor of Roger W. Follett Hall. The library is a satellite of the Butcher Library and houses a reference collection as well as a small circulating collection. Norwich students also have full access to Butcher Library resources. The Gilmore Library supports wireless computer access and offers online computer workstations equipped with commonly used software applications. The Library is open Monday through Thursday, from 8 a.m. to 9 p.m. and Friday, from 8 a.m.-5 p.m.

Offering both traditional and state-of-the-art electronic services, the libraries seek to enrich and enhance the academic experience of Morrisville State College students, supporting the mission of the college to provide a quality post-secondary education to all who can benefit. The libraries are committed to preparing all Morrisville State College graduates to be information-literate, lifelong learners.

Technology Services

The college maintains one large state-of-the-art computing lab for general student use. This CyberLab is open more than 85 hours per week and provides Morrisville students with access to a variety of software including e-mail, word processing, presentation graphics, the Internet and all the global resources available on the World Wide Web. More than 50 networked PCs with CDs, DVDs, CD burners, DVD burners, flat-screen monitors, several high-speed laser printers, a color laser printer and a scanner are available for student use in the CyberLab, which is staffed by proctors who are available to answer student questions. The college also has a number of specialized computer laboratories supporting specific academic programs, including Office Technology, Computer and Information Technology, Accounting, Travel and Tourism, Landscape Architecture, Journalism, Math, Agriculture and Natural Resources, Nursing, Social Sciences, Computer Science and a CAD lab.

Every Morrisville State College student receives a user code and password for access to e-mail and the campus network and has the option of creating his/her own home page on the Web. A student has access to his/her Morrisville e-mail from anywhere in the world where they have access to the Web. Students can also select their housing preferences; find out their roommate, select their meal plan, access their class schedule, grades, and financial aid information – all from the Web.

To learn more, visit Morrisville State College on the Web at www.morrisville.edu.

Distance Learning

Morrisville State College's on-line campus is directed at students who have an interest in college courses or a degree and have access to the Internet. All of the on-line courses are fully accredited and taught by professional faculty.

On-line courses can be taken for personal enrichment, college preparation, professional advancement, college credit, or toward a degree, and they can be taken at home or in the workplace. Students participating in the classes are able to work on course material at their convenience during the college's regular semesters. Morrisville State College's on-line courses are interactive and students communicate with their professor via e-mail, discussion list and telephone. A Help Desk is provided to students participating in on-line courses. For more information, contact the Registrar's Office at 877-684-6059, or by e-mail, online@morrisville.edu.

Center for Lifelong Learning

The Center for Lifelong Learning coordinates the Morrisville State College campus continuing education programs for students of all ages. Services include College registration for part-time students and credit-bearing courses at off-site locations. For additional information contact the Registrar's Office at 315-684-6066.

Bridge Program

Through the Bridge program, Morrisville State College assists unemployed or underemployed individuals throughout Madison, Chenango, Oneida, Otsego and Delaware counties with finding local jobs which pay above minimum wage. The program provides services to anyone who meets income guidelines and other requirements and participation is free. Participants receive on-the-job training with an employer in the community and/or are placed in a short-term, certificate program.

Workforce Development and Community Education Relations

The purpose of the Workforce Development and Community Education Office is to enhance the regional economy by assisting business and industry in maintaining their competitive edge in today's global market. The office provides high-quality training and technical skill upgrading for executives, supervisors, and their employees. The office also provides research and technical assistance as requested by business and government. Through Workforce Development and Community Education, total resources of the SUNY system are available to meet training, counseling, and research needs. Comprehensive corporate training programs are provided as well as workshops for small businesses. Grants are available through the office to subsidize program costs.

International Education

The Office for International Education fosters a better understanding of the world among the campus community through a wide variety of activities. This office assists international students in their acculturation and academics through advising, workshops, orientations, cross-cultural activities, and coordination of services. Students are further assisted in managing their immigration documents and scholarship/internship requirements. Additional office activities include exploring opportunities for and encouraging student/faculty participation in travel and study abroad programs, and exploring opportunities for overseas exchange programs.

Advisory Committees

Advisory committees composed of representatives of business, industry and the professions provide continuing communications with the technologies. See advisory committee section of this catalog.

Institutional Advancement (Alumni/Development)

The Morrisville College Foundation, Inc. is the tax-exempt, fund-raising and gift-receiving branch of the institution. The Foundation aids individuals and corporations that consider making gifts to the school by assisting in their philanthropic inclination. The Foundation has a variety of professionals available to help potential donors decide on the proper vehicle for their gift to meet their wishes and financial needs. These include financial planners, lawyers and tax accountants. Complimentary planned giving illustrations are available to anyone who asks.

The Morrisville College Foundation was founded in 1976 and is directed by an executive director who meets with the Foundation Board, comprised of 24 volunteers, quarterly to discuss current board issues and college needs. Currently, the Foundation organizes the school's annual campaign, a variety of capital campaigns, a planned-giving campaign, Foundation Scholarships, president friend-and-fund raising trips, and numerous other efforts.

The Morrisville College Foundation is a proactive organization that fills the gap between what the state of New York provides and what is actually needed to adequately operate the college. State funding once covered 100% of expenses for college but now only covers approximately 23 percent of these expenses. The rest must be filled by private dollars and alumni support. The Foundation works at setting up endowed scholarships that will continue into the future and supply money to students who may not otherwise be able to afford an education. They also supply scholarships for students on a merit basis and in so doing allow the college to compete with other colleges who can offer exceptional students substantial financial aid packages. Money supplied by the Foundation also provides faculty grants for innovative projects to improve the quality of instruction and to facilitate academic excellence driven by technology.

The Morrisville State College Institutional Advancement Office is supported by voluntary undergraduate and alumni contributions. This support allows MSC to offer a variety of services to alumni including publication of the *Alumni News*, discounts on insurance offered by Liberty Mutual, an affinity Bank of America credit card, and others.

Each issue of the MSC *Alumni News* contains information about graduates and Morrisville State College. Details about Mustang Weekend, a homecoming for alumni, family and friends of Morrisville State College, are included in the editions. The Institutional Advancement Office coordinates a variety of alumni programs across the country. The office also manages a database of approximately 36,000 alumni.

With regards to philanthropy, the Institutional Advancement Office is responsible for enabling a variety of scholarships and awards to be given each year, including Legacy Awards, Distinguished Alumni, Emeriti and Staff Awards and Faculty Research Grants. Every year, the alumni program sponsors two awards in each academic school and one for a men's team and one for a women's team. For more information about the Morrisville College Foundation or any of the 300 plus scholarships it offers, please contact the Morrisville State College Institutional Advancement Office at 315-684-6030.

The Campus Store

The Campus Store, operated by the Morrisville Auxiliary Corp. (MAC), provides the college community with textbooks and supplies necessary to complete courses. The store carries a variety of clothing, posters, cards, gifts, general reading books, computer hardware and software, electronics, and miscellaneous items to enhance life at Morrisville State College.

Additional services include Shortline/Coach USA daily bus service, postage stamps, Western Union Services, and more. Visit us online at www.morrisville.edu. Then select the Campus Store link, under "Student Life"

Student Confidentiality – General Policy

The privacy of student records is protected by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and subsequent amendments. No part of this academic procedure is intended to contradict or will be allowed to contradict this law. The full text of the Morrisville State College Procedure for Privacy of Student Records, can be found in the student handbook (available on the college intranet) and in the office of the vice president for administrative services. The vice president for administrative services is the officer of record in that document.

Institutional Diversity

The Institutional Diversity Office plays a crucial role in the advancement of diversity and pluralism. The college's mission of acceptance and promotion of diversity will:

- Enrich the educational experience. We learn from those whose experiences, beliefs and perspectives are different from our own and these lessons can be taught best in a richly diverse intellectual and social environment.
- Promote personal growth and a healthy society. Diversity challenges stereotyped preconceptions, encourages critical thinking and helps students learn to communicate effectively with people of varied backgrounds.
- Strengthen communities and the workplace. Education within a diverse setting prepares students to become good citizens in an increasingly complex, pluralistic society.
- Foster mutual respect and teamwork and help build communities whose members are judged by the quality of their character and their contributions.
- Enhance America's economic competitiveness. Sustaining the nation's prosperity in the 21st century will require us to make effective use of the talents and abilities of all of our citizens, in work settings that gather individuals from diverse backgrounds and cultures.

Sheila C. Johnson Institute

The Sheila C. Johnson Institute was established in 2002 by Honorary Doctor Sheila Johnson to promote diversity, leadership and scholarship on the Morrisville State College campus. The institute, which will embark on different initiatives to accomplish these goals, presently consists of four separate initiatives that, throughout the year, assist the campus and students in reaching these goals. The initiatives are: 1) Student Fellows program; 2) Scholarship initiative; 3) Faculty recruitment initiative; 4) Faculty/diversity initiative. To participate in the institute or for more information, contact Tim Penix, director at 315-684-6203.

Affirmative Action

The college is committed to the principles of nondiscrimination and equality of opportunity in all places of its personnel procedures and practices. The college recruits, selects, hires, trains and promotes staff without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status or physical ability, except where sex, age, or disability have been construed by Executive Order 11246, as amended, to be bona fide occupational qualifications. Further, in accordance with the Vietnam Veterans Readjustment Assistance Acts and the Rehabilitation Act of 1973, the handicapped and Vietnam-Era Veterans are ensured of nondiscriminatory treatment.

Sexual Harassment

Morrisville State College, in its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, has adopted a complaint 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, sexual orientation, disability, veteran status or marital status. Harassment is one form of unlawful discrimination on the basis of the above protected categories.

Definitions of conduct that may constitute harassment

Sexual harassment in the educational setting is defined as:

Unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the educational institution's program.

Harassment on the basis of protected characteristic(s) other than sex/gender

Harassment based on race, color, age, religion, national origin, disability, sexual orientation or other protected characteristics is oral, written, graphic or physical conduct relating to an individual's protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the educational institution's programs or activities.

The affirmative action officer shall receive any complaint of alleged discrimination, shall assist the complainant in the use of the complaint form and shall provide the complainant with information about various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

Complaint procedure for the review of allegations of unlawful discriminations

This SUNY complaint procedure for the review of allegations of unlawful discrimination provides a mechanism through which the University may identify, respond to and prevent incidents of illegal discrimination. The University recognizes and accepts its responsibility in this regard and believes that the establishment of this internal, non-adversarial grievance process will benefit student, faculty, staff and administration, permitting investigation and resolution of problems without resorting to the frequently expensive and time-consuming procedures of state and federal enforcement agencies or courts.

The complaint procedure for review of allegations of unlawful discrimination/harassment and/or civil rights violation may be used by any State University of New York student or employee. Employee grievance procedures established through negotiated contracts, academic grievance review committees, student disciplinary grievance boards and any other procedures defined by contract will continue to operate as before. Neither does this procedure in any way deprive a complainant of the right to file with outside enforcement agencies, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights of the United States Department of Education and the Office of Federal Contract Compliance of the United States Department of Labor. However, after filing with one of these outside enforcement agencies, or upon the initiation of litigation, the complaint will be referred to the Office of University Counsel for review and supervision. More detailed information may be obtained from the campus affirmative action officer.

Any complaints of discrimination or sexual harassment should be directed to: *the Affirmative Action Office located in the Academic Enrichment Office in the Library, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6203*

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act is a federal law which prohibits discrimination against individuals with disabilities in their access to the facilities, goods and services of most public places, including educational institutions. Morrisville State College has made a college-wide effort to assure that equal educational and employment opportunity is offered to people with physical and/or learning disabilities. ADA compliance activities are the responsibility of the disability specialist, 315-684-6349.

Employee Assistance Program

The New York State Employee Assistance Program (EAP) is a confidential information, assessment and referral program that provides services as

requested by employees and their families. The program recognizes that employees are people first and are subject to stress and pressures that impact their ability to be effective at work.

The EAP is jointly sponsored by labor and management. It provides referrals, tailored for individual employee needs, to community resources. The program tries to offer a choice of resources which are low cost, or no cost. Each state agency's EAP is comprised of an EAP labor/management committee and at least one EAP coordinator trained to provide employee assistance services. For further information, or to speak with Morrisville State College's EAP coordinator, call 315-684-6207 (confidential line).

Morrisville State College Institute for Advanced and Applied Technology

The Environmental Training Center (ETC) offers a broad spectrum of courses and consulting services addressing various aspects of environmental technology. The ETC provides the highest quality training and curriculum possible with an emphasis on individual need. Programs are offered on-campus and at work sites.

The Wood Products Technology Training Center at Morrisville State College is one of the few colleges in the U.S. offering training and education in the field of wood products technology. The college is well respected for its expertise in this area, offering training programs to companies and agencies throughout the world. The knowledgeable faculty and extensive on-campus laboratory facilities provide students with quality, hands-on training. In addition to numerous course offerings, the center will custom-design programs to address the individual needs of clients.

Consumer Complaint Process

The Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint. In New York state, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that the conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994 may file a written complaint with the Department of Education within three years of the alleged incident.

To file a complaint the individual must first try to resolve the complaint directly with the institution. This shall be done by going directly to the person(s) against whom the complaint is filed.

If the individual does not get satisfaction from this, the complaint must be forwarded in writing to the academic vice president at Morrisville State College. The academic vice president will convene the grievance board to review and hear the complaint and render the decision.

The decision of the grievance board is final and there is no further local appeal. If, however, the person is unable to resolve the complaint to his/her satisfaction, he/she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form to be sent to the State Education Department. Telephone: 212-951-6493 or write to: New York State Education Department, Postsecondary Complaint Registry, One Park Avenue, 6th Floor, New York, NY 10016.

If the complaint is an academic grievance, the student is referred to the Academic Grievance Procedure in the Morrisville State College *Student Handbook*.

Immunization Requirements

All full- and part-time college students must be properly immunized for measles, mumps and rubella or they may not register for classes. The immunization record must be properly completed and returned to the Student Health Center. This requirement is dictated by New York State Public Health Law which states that any person born on or after January 1, 1957 who is

registered to attend or attends classes at an institution, whether a full-time or part-time student (taking at least six semester hours), must show proof of two doses of live measles vaccine, one dose of live mumps vaccine and one dose of rubella vaccine, with the first dose of each administered on or after the first birthday. A blood test showing immunity to all three is also acceptable. Students will not be permitted to register without proof of proper immunization.

Many health care organizations require students practicing in their agencies to receive the Hepatitis B vaccination or sign a declination statement as a condition of practicing in the facility. The Hepatitis B vaccination is a safe and effective method of preventing Hepatitis B infection. Questions about this vaccination requirement should be directed to: Matthias Student Health Center, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6078.

By law, students are required to provide the Student Health Center with proof of Meningitis immunization or sign a waiver stating their intention to receive or decline the vaccine. Students must contact the Student Health Center to meet this requirement.

Physical Examinations

In order to utilize the services of the Student Health Center, students must submit proof of having had a physical examination not more than one year prior to the start of their first semester. Those who fail to submit such proof will be allowed one courtesy visit. Students who participate in any one of the NJCAA-certified sports must have passed a physical examination prior to the first practice of each collegiate year in which they compete. Certain courses require students to submit a physical to the Student Health Center prior to participation. Contact your school office to determine if any of your courses have such a requirement.

Security Information Available

Morrisville State College is committed to assisting all members of our community in providing for their own safety and security. By October 1 of each year, Morrisville State College is required to publish and distribute an annual campus security report to all current and prospective students and employees. The annual security compliance document at Morrisville State College is called the Annual Security Report. The report contains information on campus security and personal safety, including crime prevention, NYS University Police law-enforcement authority, crime reporting policies, disciplinary procedures and other important matters about security on campus. It also contains statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Morrisville State College and on public property within or immediately adjacent to and accessible from the campus. If you wish to receive a hard copy of the Annual Security Report, please contact the NYS University Police Department at Morrisville State College, located in Bailey Hall, Morrisville, NY 13408. If you would like to request that a copy be mailed to you, please call (315) 684-6410. You may review the statistics contained in the Annual Security Report by accessing the U.S. Department of Education statistics at <http://ope.ed.gov/security>. This information is required by law and is provided by the NYS University Police Department at Morrisville State College. College Mission