

M O R R I S V I L L E   S T A T E   C O L L E G E

# College Catalog

2011-2012

M O R R I S V I L L E   S T A T E   C O L L E G E  
State University of New York  
College of Agriculture and Technology

P.O. Box 901  
Morrisville, New York 13408

[www.morrisville.edu](http://www.morrisville.edu)  
315.684.6000

© 2011

# College Directory

Office	Phone #	Fax #
Academic Vice President	315-684-6054	315-684-6109
Academic Enrichment Center	315-684-6075	315-684-6503
Admissions	315-684-6046	315-684-6427
Affirmative Action/Title IX	315-684-6038	315-684-6859
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	315-684-6503
Educational Opportunity Program (EOP)	315-684-6075	315-684-6503
Financial Aid	315-684-6289 800-626-5844	315-684-6628
Institutional Diversity	315-684-6067	315-684-6503
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	315-684-6252
Career Services	315-684-6275	315-684-6614
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 General Studies	315-684-6067 315-684-6075	315-684-6503
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
Workforce Development Office	315-684-6615	315-684-6614
Main Switchboard/Information	315-684-6000	315-684-6116
Morrisville Auxiliary Corporation	315-684-6047	315-684-6168

# Table Of Contents

Sect.	Subject	Page
I	General Information .....	5
II	Admission .....	10
III	Norwich Campus .....	14
IV	College Planning	
	Costs.....	17
	Financial Aid .....	20
	Federal Aid .....	23
	High School Preparation .....	26
V	Scholarships and Awards .....	30
VI	Academic Information.....	40
	Career Services.....	45
VII	The College Community .....	53
VIII	School Information and Curriculum Outlines .....	62
	Bachelor Degrees .....	66
	Associate Degrees .....	92
	Certificate Programs .....	158
IX	Directory of Courses .....	160
X	Community Directories	
	SUNY Board of Trustees .....	239
	Morrisville State College Council .....	239
	Faculty/Staff Directory .....	240
	Faculty and Professional Emeriti .....	252
	Morrisville College Foundation, Inc. ....	253
	Academic Advisory Committees .....	253
	Statement of Students, Faculty, and Staff Responsibility.....	256

# 2011-12 Academic Calendars

## Fall 2011

---

Fall Semester Begins	Monday	August 22
Interim Grades Due	Friday	September 30
October Break	Monday-Tuesday	October 10-11
Thanksgiving Break	Wednesday-Friday	November 23-25
Fall Courses End	Friday	December 9
Reading Days	Saturday-Sunday	December 10-11
Fall Final Exams	Monday-Friday	December 12-16
Grades Due	Monday	December 19

## Spring 2012

---

Spring Semester Begins	Tuesday	January 17
Break 1	Monday-Friday	February 20-24
Interim Grades Due	Friday	March 2
Break 2	Monday-Friday	April 2-6
Spring Courses End	Friday	May 11
Reading Days	Saturday-Sunday	May 12-13
Spring Final Exams	Monday-Friday	May 14-18
Commencement	Saturday	May 19
Grades Due	Monday	May 21

### 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.

# 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. 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 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.)

## Statement of Student, Faculty and Staff Responsibility for Morrisville State College

The opportunity to gain a college education and a skill for lifelong advancement is a significant junction in one's life. Approximately 30 percent of the adult population of this nation has taken and capitalized on this opportunity. Your college experience offers you a chance to succeed. Yet, with this opportunity comes responsibility.

Responsibility is a common thread that crosses all on the Morrisville campus. Each individual is responsible for his or her actions as they relate to every other person and to the campus community. In this regard; Morrisville State College has created a **Statement of Responsibility** for students, faculty and staff of the campus. Each person must take responsibility for his or her actions as they contribute to or hinder the success of the overall campus community.

It is anticipated that in placing these responsibilities in writing and sharing them widely each person on the Morrisville campus will have a fuller understanding of their meaning. Students should expect their campus to be a "home away from home," whether in the classroom or in the residence halls. The following are general statements of responsibility.

### Morrisville State College

Faculty members are responsible to the college community, central administration and the citizens of the State of New York in their roles as teachers. In this light, they will provide a classroom demeanor that encourages students to learn and personally set an example of how to conduct oneself on the job.

Characteristics such as the following are important aspects of this demeanor:

- Prompt attendance at stated times/holding classes for their stated lengths
- Preparation for the day's activities
- Motivating students to reach their full potentials
- Maintaining a positive classroom decorum where non- topic related discussions are held to a minimum, student attendance is required, class preparation and evaluation are required, and where on-topic dialogue is expected
- Office hours are held when stated
- Willingness to assist students when/where they need help
- Acting as mentors as well as teachers, recognizing that faculty members are a major reason students remain on college
- Promoting out-of-class study
- Maintaining civility in the classroom
- Being professionally objective in the conduct of their classes

Morrisville State College students are expected to be responsible for their actions as they relate to in-class and out-of-class activities.

- It is expected and it is the student responsibility on classes to:
- Arrive to the class/laboratory on time and enter with respect for others.
- Remain attentive in class.
- Prepare for each class. This means preparation of assignments as well as preparation for participation.
- Attend all classes (legitimate excuses are understood). (Letting the faculty member know of the absence prior to class is good business on the part of the student.)
- Refrain from non-topic, side conversation.
- Be prompt on meeting scheduled times (class time, due date of reports, etc.)
- Work with others as assigned to complete an assignment carrying out his or her portion of the assignment to its fullest.
- Be respectful if the faculty member(s) and the other students in one's acts and deeds.
- Assist faculty by indicating to them understanding or lack of understanding of a concept, assignment, etc.

It is expected and it is the responsibility of students outside classes to be:

- Respectful of others
- Maintain the procedures and policies as expressed in the *Student Handbook* (for example: maintenance of quiet hours, respect and value others' time and space, work positively to enhance living conditions, etc.)
- Maintain academic honesty (i.e.: citing work of others when it is used, use computers as academic tools, not as entitlements, etc.)
- Observe the code of conduct as expressed in the *Student Handbook*

Morrisville State College administrators are responsible for their actions as they relate to supporting the learning process, maintaining facilities and administering the college. It is expected and it is the responsibility of administrators to:

- Create a class schedule that meets student needs
- Support faculty in their role as educators

- Maintain a “home” atmosphere for students in the residence halls
- Provide quiet, appropriate study space
- Beautify the campus
- Be prompt in addressing issues
- Be creative in setting plans and goals
- Share important information as it becomes available
- Work collaboratively to build a strong, positive campus community

## 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. 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 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 in, walked in, 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](http://www.morrisville.edu) and search “ThinkPad University Laptops.”

## 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, all dining locations, 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 Technology Center, located in Hamilton

Hall, manages cell phone distribution and provides assistance for service and technical issues. Long distance phone plans can also be purchased at the Technology Center. 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. For more information, contact The Technology Center at 315-684-6422.

## Registration and Accreditation

All bachelor and associate degree curricula are registered with the State Education Department. Morrisville State College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 267-284-5000. 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 baccalaureate Nursing program has been granted Candidacy status for accreditation by the same organization. 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, located on the Morrisville State College campus near residence halls and academic buildings, is the college gateway to a wide array of information resources. The library is open 87 hours a week when classes are in session and offers comfortable study areas, computer work stations, and Quick Print computer stations as well as reference consultations, interlibrary loan, and information literacy instruction. The librarians are available to assist all members of the campus community. In using a collection of over 90,000 books, 220 magazines and newspapers, 2,400 DVDs and videocassettes, more than 50 online databases with full text articles from more than 36,000 periodicals, and a growing number of electronic books. The library building is fully adapted for wireless computer use. The library’s online catalog, information resources course and subject guides, and electronic resources can be accessed from anywhere on or off campus, 24 hours a day, seven days a week, via the library’s web page. The first floor of the library also houses the School of General Studies.

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 growing circulating collection. Norwich students 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 weekdays.

The Morrisville State College Library is an innovative learning environment dedicated to empowering all members of the college community to become confident and independent thinkers guided by the effective use of information resources.

## Technology Services

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.

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 35 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 maintains a student business center, where students can work, prepare presentations and handouts, and scan, print, or fax from a multi-function printer for free. 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, and a CAD lab.

To learn more, visit Morrisville State College on the web at [www.morrisville.edu](http://www.morrisville.edu).

## Distance Education

Morrisville State College's on-line campus is directed at students who have an interest in college courses and have access to the Internet.

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. For more information, contact the Registrar's Office at 877-684-6059, or by e-mail, [online@morrisville.edu](mailto: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.

## Career Services & Workforce Development

The Office of Career and Workforce Development offers many opportunities for students, alumni and the community.

The Career Services Office provides career planning to current students and graduates and assists them with future goals. These services include assistance with career development, job searching, resume writing and continuing education at Morrisville State College or other academic institutions.

A wide range of non-credit classes (and other classes eligible for continuing education credit) are offered each year on a variety of topics. The office also provides customized training programs for business and industry that meet the specific skills and knowledge needed in the competitive work environment. Several grant programs and grant opportunities are also run through Workforce Development. The Office of Career & Workforce Development is located on the first floor of Brooks Hall.

## 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

The Office of Institutional Advancement oversees the areas of development and alumni relations. The primary function of the office is to advance the college's mission through fundraising, advocacy, and building upon the college's reputation.

Institutional Advancement serves as the liaison between the college and the Morrisville College Foundation, Inc. The Foundation is a separate non-profit, 501(c) (3) organization founded in 1976 to receive gifts on behalf of the College, as is mandated by state education law. The Foundation is led by a 24-member volunteer board of directors, including an Executive Director employed by the college.

Through its fundraising efforts, the Foundation seeks to fill the growing gap between public funding and the actual costs of college operations. Advancement staff work closely with the Foundation board to identify fundraising priorities and administers an annual giving program to help fund the college's immediate, ongoing needs including scholarships, faculty development, innovation grants and research projects, academic enrichment opportunities, athletics and other student life programs. The office also supports major and planned giving programs and capital campaigns that address the college's long-term needs such as endowments, capital projects, equipment needs and other important initiatives.

Private support from alumni, faculty and staff, emeriti and other individuals, as well as corporate and foundation support, allows the Morrisville College Foundation to provide vitally needed funding to the college through direct student aid, improving the quality of instruction, and facilitating academic excellence fueled by technology.

Institutional Advancement also coordinates a host of alumni programs and services, including special events like Mustang Weekend and reunions held in various locations around the country, publications featuring alumni and college news, career services, and mentoring and other volunteer opportunities, as well as affinity programs for insurance and credit card services. The office maintains a database and connections with well over 50,000 alumni, friends, and supporters.

For more information on Institutional Advancement, the Morrisville College Foundation, or for information on how to make a gift, call 315-684-6030.

## 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. People learn from those whose experiences, beliefs and perspectives are different from their 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 supports four separate initiatives that, throughout the year, assist the campus and students in reaching these goals. The initiatives are: 1) Student development programs; 2) Scholarship support; 3) Diversity related faculty recruitment initiatives; 4) Diversity/community service grants. To participate in the institute or for more information, contact Jeannette Evans, Dean of the School of General Studies at 315-684-6067.

## 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

In its continuing effort to seek equity in education and employment and in support of federal and state anti-discrimination legislation, including but not limited to Title IX of the Educational Amendments of 1972, Morrisville State College 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

The 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.

The complaint procedure can be found on the college website at <http://www.morrisville.edu/documents/humanresources/internaldiscriminationcomplaint.pdf> or may be obtained from the campus Affirmative Action Officer/Title IX Coordinator located in the Human Resources Office on the 4th floor of the Whipple Administration Building, 315-684-6038.

Any complaints of discrimination or sexual harassment should be directed to: Armanda King, Director of Human Resources and Affirmative Action/Title IX Coordinator, located in the Human Resources Office, 4th floor of the Whipple Administration Building, Morrisville State College, Morrisville, N.Y. 13408, 315-684-6038. Additional Title IX contacts include: Geoffrey Isabelle, Dean of Students, 1st floor of the Whipple Administration Building, Morrisville State College, Morrisville, N.Y., 315-684-6070; Marsha Cornelius, Dean of the Norwich Campus, Room 203 of Roger W. Follett Hall, 20 Conkey Avenue, Norwich, N.Y. 13815, 607-334-5144; and Timothy Penix, Vice President of the Syracuse Educational Opportunity Center, 100 New Street, Syracuse, NY 13202, 315-472-0130.

## 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 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, N.Y. 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 NCAA-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 its 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 Brooks Hall, Morrisville, N.Y. 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.