Foreword

This handbook has been prepared for all newly appointed faculty and professional staff. It is to be used as a source of general information rather than as a legal or technical statement of contractual relationships. More complete statements may be found in the Policies of the Board of Trustees and the UUP Agreement.

FOOD FOR THOUGHT: THE STUDENT

Students are the most important persons in education. Students are not only dependent upon us, we are dependent upon them.

Students are not interpretations of our work, rather the purpose of it.

Students do us a favor when they come in. We do them a favor by helping them achieve their educational goals.

Students are part of our business -- not outsiders.

Students are not just numbers in our classrooms. They are human beings with feelings like our own.

Students are people who come to us with their needs and wants. It is our job to fill them.

Students deserve the most courteous attention we can give them. They are the life blood of this business. They create the need for you. Without them, we would have to close our doors. Don't ever forget it.

REVISED MAY 2010
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COLLEGE MISSION, ACCREDITATION, HISTORY

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.

Our Core Values

These values reflect what we hope the Morrisville State College learning and working environment is and what it will continue to be:

STUDENTS: First and foremost, our commitment is to our students, who are the central focus of our mission.

LEARNING AND DEVELOPMENT: We will be dedicated to the lifelong task of discovering, disseminating, preserving and applying knowledge for the development of an educated citizenry. Additionally, we will strive to foster the opportunity for intellectual, physical, social, moral and cultural development of the whole person.

INNOVATION AND CREATIVITY: We will encourage creativity, entrepreneurialism and innovation in our employees, our students, and our partners.

EQUITY/DIVERSITY: We will strive to create an open and accepting environment free of bias or favoritism respecting the dignity and value of all individuals.

QUALITY: We will strive to measure ourselves by external standards whenever possible and to expect all individuals associated with the college to continually strive for excellence.

COMMUNITY AND FAMILY: We will strive to create an environment where the interests of the workplace are not in conflict, but in concert with community and family interests. We will strive to involve faculty and staff through open, honest communications.

HUMOR AND FUN: We will strive to create a “fun” working and learning environment.

INTEGRITY: We will strive to hold ourselves to the highest standards of honesty, fairness and professional and scholarly ethics.

ACCESS AND AFFORDABILITY: We will strive to promote access by working to eliminate financial barriers, distance barriers and readiness limitations.

DEBATE: We will strive to create an environment open to debate in our classrooms, our laboratories and our governance systems.

GRACIOUS AND FRIENDLY: We will strive to display a friendly, courteous and helpful attitude. We will strive to give students, faculty and our staff our individual attention.

CIVILITY: We are an organization which values differences and debate. Civil behavior, good manners and respect provide the lubrication necessary for productive discussion and harmonious interaction.
**Goals**

1. Educate individuals for immediate employment. Provide programs responsive to critical state manpower needs for current and emerging technologies.

2. Provide education in applied scientific theory and liberal arts compatible with baccalaureate education where “transfer” to an upper division program is a viable option.

3. Provide opportunities for individuals to update current skills and to continue their preparation for more advanced levels of employment.

4. Provide outreach programs for continuing education, upgrading training, and retraining in our various technological fields. Provide on and off campus instructional opportunities for continuing education.

5. Provide preparatory courses to develop the basic skills in communication, computation, problem solving and studying which are needed to perform satisfactorily in entry level courses in all curriculums.

6. Provide placement and career counseling services to advise students and alumni as they devise their educational career strategies.

7. Maintain a well-equipped library, instructional communication services, and computing services to provide access to the information necessary for the teaching and research activities of the students, faculty, and staff of Morrisville State College.

8. Provide programming to meet the educational, occupational, and personal self-developemental needs of citizens of all ages. Provide cultural, athletic, recreational, and residential life activities to promote student development in social integration and social interaction skills.

**Registration and Accreditation**

All two-year curriculums 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. Curriculums in electrical engineering technology and mechanical engineering technology are accredited by the Accreditation Board for Engineering and Technology, the associate degree nursing program is accredited by the National League for Nursing, and the dietetics program is accredited by the American Dietetics Association.

**History**

The history of Morrisville State College began when the county seat of Madison County moved from the village of Morrisville to Wampsville, New York in 1908. That move meant the county records building, the county court house, the county jail, and the county jailer’s home were now available for some other use.

At the same time in the history of New York State, there was a movement underway to establish state-supported Schools of Agriculture and Home Economics. The citizens of Morrisville seized the opportunity to promote such a school in Central New York, using the former county buildings. On May 11, 1908, Governor Charles E. Hughes signed into law a bill establishing a School of Agriculture at Morrisville.
The first students were accepted in 1910 and the first class graduated 12 students in 1912. During the early years, the school at Morrisville offered programs in Agriculture and Home Economics and accepted students who had completed eight grades or more of education. Students were accepted for one, two, or three years of study, depending on their educational background.

The courses were practical in nature, designed to prepare young men for successful participation in agricultural vocations and to prepare young women to be successful homemakers. Through the years, programs such as teacher training, practical nursing, aircraft instruments curriculum, food processing technology, jewelry technology, laboratory technology, and others were added and deleted as the economic climate demanded specific skill-training programs and the economy shifted from an agricultural to an industrial base.

In 1937, the School became a Technical Institute and required high school graduation for matriculation. On April 1, 1948, the Institute, formally called the New York State Agricultural and Technical Institute, became part of the newly established State University of New York. In 1974, the College was renamed the State University of New York Agricultural and Technical College at Morrisville; and in 1987, the name was changed to the State University of New York College of Agriculture and Technology at Morrisville.

Morrisville State College was first authorized to grant an Associate Degree in Applied Science in 1951. As an integral part of the State University, Morrisville has been accredited by the Middle States Association of Colleges and Secondary Schools since 1952 and has been a member of the American Association of Junior Colleges since 1942.

**COLLEGE COUNCIL**

Section 356 of Article 8 of the Education Law defines the duties and powers of the College Council as follows:

1. Subject to the general management, supervision and control of, and in accordance with, rules established by the State University Trustees, the operations and affairs of each State-operated institution of the State University shall be supervised locally by a Council consisting of nine members appointed by the Governor and one member elected by and from the members of the student body. Within this framework, the College Council possesses the following powers:

   a. Recommends to State University Trustees candidates for head of the College.
   b. Reviews plans of the administrative head and makes recommendations as it deems appropriate.
   c. Makes regulations covering care, custody and improvement of lands, grounds, buildings and equipment.
   d. Reviews proposed budgets as prepared by administrative head.
   e. Develops and appoints Advisory Committees.
   f. Names buildings and grounds.
   g. Makes regulations covering conduct of students.
   h. Supervises student housing and safety.
   i. Makes an annual report to the State University Trustees and any other necessary reports.
   j. Performs such other duties as may be authorized by State University Trustees.
   k. Makes regulations for the College consistent with the policy of State University...
Trustees to carry out the foregoing powers and duties.

Morrisville College Council

<table>
<thead>
<tr>
<th>Term Expires</th>
<th>Name / Address</th>
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<tr>
<td>2016</td>
<td>Mr. Steven R. Jones</td>
<td>2012</td>
<td>Mr. Hugh Riehlman</td>
</tr>
<tr>
<td></td>
<td>5496 Hart Rd</td>
<td></td>
<td>5668 US Route 11</td>
</tr>
<tr>
<td></td>
<td>Morrisville, NY  13408</td>
<td></td>
<td>Homer, NY  13077</td>
</tr>
<tr>
<td>2011</td>
<td>Mr. James I. Dunne</td>
<td>2013</td>
<td>Ms. Susan M. Dietrich</td>
</tr>
<tr>
<td></td>
<td>7 Coomes Street</td>
<td></td>
<td>122 Serenity Dr</td>
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<tr>
<td></td>
<td>Norwich,  NY  13815</td>
<td></td>
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<tr>
<td>2011</td>
<td>Mr. Arnold Fisher</td>
<td>2014</td>
<td>Mr. Lawrence Baker</td>
</tr>
<tr>
<td></td>
<td>PO Box 57</td>
<td></td>
<td>33 Eaton St</td>
</tr>
<tr>
<td></td>
<td>Hamilton, NY  13346</td>
<td></td>
<td>Hamilton, NY  13346</td>
</tr>
<tr>
<td>2012</td>
<td>Mr. Matthew Morgan (Chair)</td>
<td>2015</td>
<td>Ms. Judith G. Noyes</td>
</tr>
<tr>
<td></td>
<td>12 N Main St</td>
<td></td>
<td>4230 Route 46</td>
</tr>
<tr>
<td></td>
<td>Homer, NY  13077</td>
<td></td>
<td>Munnsville, NY  13409</td>
</tr>
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Spring 2010 - 2011 Student Member: Athena Lazo

(1 Vacancy)
MORRISVILLE STATE COLLEGE ADMINISTRATIVE OFFICERS

1. President – Raymond Cross  
2. Executive Director for Advancement and College Relations - Melissa Reider  
3. Director of Public Relations / Government Relations – Amy Roberts  
4. Vice President for Administration and Information Technology - Jean Boland  
5. Chief of University Police – Enrico D’Alessandro  
6. Director of Business Affairs – Mary Ellen Burdick  
7. Director of Human Resources – Armanda King  
8. Director of Libraries – Christine Rudecoff  
9. Director of Physical Plant – F. Michael Nataluk  
10. Vice President for Academic Affairs – Vacant  
11. Dean School of Agriculture and Natural Resources – Christopher Nyberg  
12. Dean School of Business – David Rogers  
13. Dean School of General Studies – Jeannette Evans  
14. Dean School of Liberal Arts and Associate Provost – Paul Griffin  
15. Dean School of Science and Technology – Christine Cring  
16. Associate Dean of Nursing – Margaret Golden  
17. Dean Norwich Campus – Marsha Cornelius  
18. Senior Assistant to the President / Registrar / Institutional Research- Marian Whitney  
19. Dean of Students – Geoffrey Isabelle  
20. Vice President for Syracuse Educational Opportunity Center – Timothy Penix

See the Morrisville State College Organization Chart for additional clarification of the campus administrative reporting structure.

ADMINISTRATIVE OFFICERS RESPONSIBILITIES

The following administrative positions have been designated at Morrisville by the State University Board of Trustees and the College Council. Each officer will be responsible for equipment control and maintenance of equipment. The titles and duties of each of these administrative officers are as follows:

1. The President of the College shall:
   a. be responsible to the Chancellor of the State University of New York and the Board of Trustees for the administration of the college which he/she serves and shall promote its development and effectiveness;
   b. supervise the members of the academic and non-academic staff of the college;
   c. report to the Chancellor and the Board of Trustees of the State University individuals appointed as members of the academic staff of the college;
   d. prepare and recommend the annual budget request of the college;
   e. report and make recommendations to the Chancellor and the Board of Trustees and the College Council concerning the operation, plans and development of the college;
   f. make all appointments of employees to positions at this college in the classified service of the Civil Service of the State;
g. transmit communications and recommendations to the Chancellor of the State University through the appropriate officer, although this provision should not be construed to preclude direct communication;

h. be responsible for the preparation and publication of a college handbook subject to the approval of the Chancellor of the State University. Such a handbook should include an administrative organization chart, a statement of administrative responsibilities, faculty by-laws, local policies and such other information concerning the college as he/she may deem advisable and shall be made available to all members of the academic staff of the college;

i. on or before September 1 of each year, make an annual report to the Board of Trustees and the Chancellor of State University and the College Council for the previous year concerning the affairs of the college and recommendations with respect thereto.

2. Executive Director for Advancement and College Relations shall:

a. function as the chief development officer for the College and as Executive Director of the Morrisville College Foundation, Inc.; this includes planning and directing the institution’s development program to raise private unrestricted and restricted funds from a variety of sources through the Morrisville Annual Giving Fund, planned/deferred giving, and capital campaign contributions;

b. handle general administrative duties for the college advancement activities;

c. provide general direction to the alumni affairs area;

d. serve on the President’s Cabinet and assist in the development and implementation of College policy and procedures.

3. Director of Public Relations / Government Affairs shall:

a. direct marketing efforts on behalf of the College, including Public Relations advertising and promotion.

b. administer Public Relations Office, including making work assignments for stories, coverage of events, photography, publication schedules, etc.;

c. prepare news articles and features for area newspapers and magazines, as well as specialized journals;

d. maintain contact with the public (including alumni) via the press, publications, meetings, events, and personal contacts;

e. cooperate in the preparation of recruiting materials;

f. develop new initiatives for promoting the College through the media, internet, specialized events, etc;
g. assist the President in the development of speeches, scripts, and presentations as necessary;

h. assist the president in building and maintaining good relationships with government officials and staff members;

i. advise the College administration on matters dealing with public perception and handling positive and negative feedback on issues;

j. review all material sent by the College to outside groups;

k. promote faculty and staff through news releases, features on specialized programs, etc.

4. Vice President for Administrative Services and Information Technology has primary responsibility for all administrative, managerial and business areas of the college. Coordinates the activities of: Business Affairs; Computer Center; Physical Plant; University Police; Human Resources/Payroll; Morrisville Auxiliary Corporation to ensure that adequate resources and services are available in support of campus programs. Serves as the Treasurer of the Morrisville College Foundation and as the Research Foundation Operations Manager.

5. Chief of University Police shall:

   a. be responsible for planning, directing, coordinating, controlling, and staffing all activities of the University Police Department;

   b. be responsible for the protection of persons, state property, and personal possessions of the campus population; and for the enforcement of all legal statutes and regulations coming within the jurisdiction of the department.

6. Director of Business Affairs is responsible for the day to day operation of the campus Business Office, including budget, purchasing, student accounts, Research Foundation grants, accounts payable, print shop, mail and telephones; works closely with the Vice President for Administrative Services and various campus constituencies to ensure that adequate fiscal resources and services are provided in support of campus programs. Establishing and maintaining effective controls and procedures for the administration of campus funds.

7. Director of Human Resources is responsible for coordination of human resources activities involving all employees. Specific responsibilities include: administering and interpreting labor agreements covering faculty, professional staff and civil service employees; supervision of payroll function; human resources data base management; recruitment activities; classification actions; salary and wage determination; fringe benefit counseling; facilitating the labor/management meeting process; interpretation of Civil Service Law.

8. Director of the Library shall:

   a. be responsible for library administration, including policy development and implementation, budget preparation and allocation, supervision of professional and clerical staff;
b. be responsible for planning for and implementation of new technologies and library services;

c. oversee collection and electronic resources development;

d. prepare library reports and statistical information;

e. maintain a close relationship between the library and the academic schools;

f. manage the physical facility.

9. **Director of Physical Plant shall:**

   a. be responsible for the condition, operation and maintenance of the campus buildings and grounds;

   b. be responsible for supporting the educational and related campus programs through department resources; including retrofitting and rehabilitation of facilities;

   c. be responsible for the management of fuels and energy consumed on campus; the heating, water, and sewage treatment plants; and motor transportation.

   d. coordinate and manage all Campus Capital Projects.

10. **Vice President for Academic Affairs shall:**

   a. supervise the academic program working with School Deans, Associate Deans, Dean of the Norwich Branch Campus and supervise the Director of Institutional Research/Registrar, Director of Enrichment Center, and Dean of Students.

   b. be responsible for the coordination of the academic program on a campus-wide basis;

   c. recruit and hire faculty and faculty support personnel in cooperation with Deans;

   d. be responsible for the promotion and recommendation for continuing appointment of faculty members, and will work with Deans in supervising faculty members;

   e. set academic standards for all schools of the college in cooperation with Deans and the Faculty;

   f. promote the improvement of instruction to strengthen programs, and individual courses

   g. study and implement, where appropriate, new methods of instruction;

   h. develop new courses of study in cooperation with Deans and Faculty;

   i. act as the chief administrator of the college in the absence of the President.
11, 12, 13, 14, 15, 17. **Academic Deans shall:**

a. assist in formulating College policies and procedures through participation in regular meetings of the Deans with the Vice President for Academic Affairs;

b. accept accountability for implementing College policies and procedures within the School;

c. promote and direct activities designed to develop, evaluate and improve the educational value of instruction and the professional qualifications of instructors;

d. make recommendations to the Vice President for Academic Affairs for all faculty appointments, continuing appointments, promotions, merit determinations and terminations within the School;

e. prepare and submit to the Vice President for Academic Affairs all requests for budgetary support and other funding;

f. authorize all purchases of equipment, supplies and services for School use and initiate all necessary work requests, except emergency cases;

g. coordinate curricular planning and development, advisory program for the students, and scheduling for Faculty;

h. maintain appropriate records for students currently enrolled in the School;

i. establish and preserve good relationships with the College community, with related business and industrial constituencies, and with the general public;

j. perform all such other duties as may be required.

14. **Dean School of Liberal Arts and Associate Provost:**

a. assists in formulation of College policies and procedures; implements College policies and procedures within the School of Liberal Arts

b. promotes and directs activities that develop, evaluate and improve the educational value of instruction and the professional qualifications of faculty;

c. recommends appointment, promotion, continuing appointment, merit determinations and terminations within the School of Liberal Arts;

d. Coordinates the hiring, supervision, and evaluation of adjunct faculty who teach in the School of Liberal Arts;

e. prepares and submits requests for budgetary support and other funding for the School of Liberal Arts;

f. authorize all purchases of equipment, supplies, and services for the School of Liberal Arts as well as initiate all necessary work requests (except emergency cases);
g. coordinates curricular planning and course development, advisory program for students, and is responsible for the course scheduling of faculty within the School and for academic course offerings in the physical education, wellness and coaching areas;

h. maintains student records within the School of Liberal Arts;

i. establishes and maintains good relations with the College community, business and industry, and with the general public;

j. coordinates College-wide efforts in the area of assessment;

k. perform all such duties as may be required.

16. Associate Dean of Nursing shall:

a. responsible for implementing College policies and procedures within the Division of Nursing and Massage Therapy;

b. promote and direct activities designed to develop, evaluate and improve the educational value of instruction and the professional qualifications of instructors;

c. authorize all purchases of equipment, supplies and services for division use and initiate all necessary work requests, except emergency cases;

d. maintain appropriate records for students currently enrolled in the Division of Nursing and Massage Therapy;

e. establish and preserve good relationships with the College community and external constituencies;

f. participate in the deliberations of the Academic Council and Academic Appeals meetings and other administrative meetings as requested;

g. make recommendations to the Dean of the School of Science and Technology for all faculty appointments, continuing appointments, promotions, merit determinations and terminations within the Division of Nursing and Massage Therapy;

h. prepare and submit to the Dean all requests for budgetary support and other funding;

i. coordinate curricular planning and development ensuring that regulatory statutes and accreditation standards are achieved, maintained and implemented;

j. serve as the advisor to students pursuing the academic prerequisites for Nursing and Massage Therapy programs;

k. other duties as directed.

17. Dean Norwich Campus

a. provide overall direction to the Norwich Campus;

b. assist in formulating College policies and procedures through participation in regular
c. meetings of the Deans with the Provost and Vice President for Academic Affairs;

d. accept accountability for implementing College and School policies and procedures and ensuring curricular integrity through dialog with School Deans and participation in the evaluation and assessment of courses, programs, and services;

d. coordinate curricular (credit) planning and development, an advisory program for the students, and scheduling for Faculty;

e. coordinate non-credit training, community events, and conference services with Corporate and Community Relations, MAC, and other College offices;

f. promote and direct activities designed to develop, evaluate and improve the educational value of instruction and the professional qualifications of instructors;

g. make recommendations to the Provost and Vice President for Academic Affairs for all faculty appointments, continuing appointments, promotions, merit determinations, and terminations of Campus personnel;

h. prepare and submit to the Provost and Vice President for Academic Affairs all requests for budgetary support and other funding;

i. authorize all purchases of equipment, supplies and services for Campus use and initiate all necessary work requests, except emergency cases;

j. provide local leadership/coordination with the President and the College’s Alumni and Development Office for fundraising efforts in the Chenango County area;

k. plan and implement Norwich Campus marketing and recruitment activities in coordination with the College’s Offices of Admissions and Public Relations;

l. represent the College at community, school district, business/industry, agency, and economic development functions, serve on community committees, and participate in community events to advance the interests of Morrisville State College and the Norwich Campus;

m. coordinate building and grounds service (maintenance, cleaning, security, etc.) with Physical Plant, MAC, contracted vendors, and University Police.

n. coordinate College / Campus responses to Student Conduct Code violations with the Dean of Students, University Police, and Norwich City Police as necessary;

o. coordinate the awarding of MCF / Norwich Campus scholarship awards with the College Foundation consistent with donor requirements and College objectives;

p. supervise specific grant-funded programs and services in coordination with appropriate College offices (Liberty Partnership, VATEA, etc.);

q. maintain appropriate records for students currently enrolled at the Campus;

r. perform all such other duties as may be required.
18. Senior Assistant to the President /Registrar/ Institutional Research shall:

a. serve on President’s cabinet and assist in the development and implementation of policies;

b. administer the following areas: Registrar’s Office, Institutional Research Office,

c. be responsible for Veteran’s Affairs and supervise the Veteran’s Certifying Official

d. be responsible for TAP certification;

e. be responsible for Student and Exchange Visitor Information System (SEVIS) reporting;

f. administer registrar’s office budget;

g. prepare and forward to SUNY System Administration, IPEDS, Middle States, NYSED, and NCAA any and all reports and/or statistics required;

h. prepare and forward information to the college administration and/or staff as requested;

i. responsible for all permanent student academic records, in cooperation with school offices and computer services;

j. maintain permanent file of student transcripts and send transcripts upon student request;

k. responsible for Web for Student and Web for Faculty in cooperation with computer services. This includes: maintenance of both web for student and web for faculty web pages. Notification to both students and faculty regarding the web based products;

l. responsible for creating the master schedule of courses. This includes working with dean’s and department chairs to create a master schedule of courses and room assignments for each semester, working with computer services to allow students to schedule classes online;

m. responsible for interim and final grade collection. In cooperation with computer services and school offices insure that all faculty have correctly recorded interim and final grades on line by the specified deadlines;

n. assist with student registration (bill payment) at the beginning of each semester;

o. maintain and update the Curriculum and Program Planning (CAPP) module of Banner;

p. maintain and update the college catalog on an annual basis;

q. maintain and update all course and program data on Banner.

r. responsible for generating diplomas for all graduates for the May, August and December
graduation periods as well as all special and supplemental diploma orders;

s. coordinate schools offices with preparation of commencement list for distribution to Public Relations for printing;

19. **Dean of Students shall:**

   a. plan and administer the following areas of Student Services: Health Center, Residence Life, Student Activities, Financial Aid, College Judicial Affairs;

   b. be responsible for the observance of regulations relative to student conduct and welfare;

   c. support staff development activities;

   d. serve as a resource person for students and college community on issues and functions related to student development;

   e. carry on such other student related duties as may be assigned by the Vice President for Academic Affairs.

20. **Vice President for Syracuse Educational Opportunity Center shall:**

   a. report to President of Morrisville State College all educational issues affecting the Syracuse Educational Opportunity Center;

   b. plan and prepare, with the advice of the President of Morrisville and Syracuse Educational Opportunity Center coordinators, the budget for consideration by the State University of New York;

   c. serve as representative of the Syracuse Educational Opportunity Center to outside agencies, and particularly to promote the interests and welfare of the Center with city and state officers;

   d. develop good public relations with the community, public agencies, educational institutions, and other Syracuse and state agencies;

   e. attend meetings of the Office of Special Programs;

   f. assist in recruitment of minority faculty and staff at Morrisville;

   g. provide administrative leadership as Executive Officer for the Educational Opportunity Center and its personnel.

All of the above mentioned individuals have the added responsibility for equipment control as reflected on the college inventory.

**FACULTY**

**Organization**

The Morrisville State College faculty is organized by school. Each school is composed
of departments and each department has a chair.

The dean of each school is ultimately responsible for the affairs of the school and is assisted by department chairpersons as necessary. Faculty members work closely with department chairpersons and deans in all matters involving the school. Faculty members should work with the dean on matters needing consultation, but may consult the Provost and Vice President for Academic Affairs or the President at anytime without first consulting anyone else. It is suggested that the normal chain of command be followed whenever possible.

Faculty duties and responsibilities

The faculty of the college have the obligation to participate significantly in the initiation, development and implementation of the educational program.
Specific responsibilities include:

a. Teaching and adequate preparation for assigned classes.

b. Student advisement.

c. Maintaining regularly scheduled office hours.

d. Professional growth.

e. Promoting the college with various external contacts.

f. Additional duties as may be assigned or undertaken on a voluntary basis.

DEPARTMENT CHAIRS

School of Agriculture and Natural Resources
Christopher Nyberg, Dean

Agricultural Engineering Technology
Robert Cross
Agricultural Science, Dairy Science, Agricultural Business
Sheila Marshman
Equine Science
Bonalyn Miller
Plant Sciences
Kelly Hennigan
Environmental Science
William Snyder

School of Business
David Rogers, Dean

Hospitality
Kerry Beadle
Accounting, Bus. Admin., Office Tech
Christopher Scalzo
Computer and Information Technologies
Gregory Tyler

School of Liberal Arts
Paul Griffin, Dean

Humanities
Mark Whitney
Journalism Technology
Brian McDowell
Social Science
Robert Dushay
Teacher Education Transfer (Program Coordinator)
School of Science and Technology
Christine Cring, Dean

Nursing
Massage Therapy
Mechanical Technology
Engineering Technologies
Automotive Technology
Mathematics and Computer Science
Biology / Chemistry
Nutrition and Dietetics
Wood Products Technology
Kim Smith
Laurie Zbock
Mike Reeve
Anne Englot
Ronald Alexander & Raymond Grabowski
Karen Kimber
Diane Tice
Joan Nicholson
Nick Warner

Norwich Campus, School of Liberal Arts
Marsha Cornelius, Dean – Norwich Campus
Paul Griffin, Dean – School of Liberal Arts
Program Coordinator, Early Childhood Development
Program Coordinator, Criminal Justice
Program Coordinator, Human Services
Margaret Hoose
Clare Armstrong-Seward
C. Fred Weaver

APPOINTMENT PROCEDURE FOR DEPARTMENT CHAIRS

1. The Provost and Vice President for Academic Affairs and the School Dean together will meet with all faculty members in the Department. The purpose of the meeting will be to consult with the faculty members regarding the Department Chair position.

2. Faculty members interested in being considered for the position will be asked to submit to the Dean a letter expressing his/her interest.

3. Candidates may also be solicited by the Dean.

4. Faculty members in the Department will have an opportunity to express their support in written form for the candidates. (This is understood not to be an election.)

5. Each candidate will be interviewed by the Dean and the Provost and Vice President for Academic Affairs.

6. After the interview and consultation process is completed, the Provost and Vice President for Academic Affairs and the Dean will review the materials on each candidate and the Dean will make his/her recommendation to the Provost and Vice President for Academic Affairs.

7. The Provost and Vice President for Academic Affairs will make his/her recommendation to the President for appointment. An annual performance evaluation of the Department Chair will be made by the Dean with input from the department faculty. Just prior to the completion of each term appointment, the incumbent will be contacted to determine his/her interest in continuing as Department Chair. If the Dean has been satisfied with the performance and the incumbent wishes to continue, the faculty in the department will have an opportunity for input regarding the performance and reappointment of an individual. If the incumbent chooses not to seek reappointment, procedures 1-7 will be followed.

The appointments (one, two or three years) will run from July 1 to June 30.
Department Chair – Responsibilities

1. In consultation with the faculty, prepares and recommends departmental goals to the Dean.

2. Assists the Dean in recruiting, interviewing and recommending personnel for appointment.

3. Conducts regularly scheduled department meetings and insures that minutes are taken and maintained.

4. In consultation with the Department faculty, prepares the annual budget request for submission to the Dean.

5. Supervises the use, care and control of equipment assigned to the department as well as suggests enhancements.

6. Coordinates advisory committee activities (if applicable).

7. Coordinates with the Dean teaching schedules and work loads for faculty and staff members, including recommendations for continuing education courses.

8. Responsible for monitoring and maintaining class and laboratory size (i.e., student numbers).

9. Coordinates and monitors the department budget.

10. Provides input to the Dean for promotion, reappointment and continuing appointment.

11. Identifies professional achievement of faculty and brings to the attention of the Dean.

12. Provides input to the Dean on the evaluation of departmental personnel.

13. Assists the Dean in establishing student recruitment procedures and plans for and participates in visitation and orientation days.

14. Coordinates the development and evaluation of instructional programs, courses and curricular matters.

15. Coordinates academic advisement within the department.

16. Establishes and maintains a good working relationship with the College community, the general public and business and industry.

17. Other duties as assigned by the Dean.

The Department Chair will be reviewed annually.

MORRISVILLE ALUMNI BOARD

In 1912, an Alumni Board of Directors was founded to engage alumni, friends and the university in mutual service and communication to help ensure continued excellence in the life of Morrisville State College. Any graduate, present or retired faculty member of the college is considered a member of the Morrisville State College alumni family. As of 2008, Morrisville State College is represented by approximately 45,000 alumni - from towns and cities throughout
the United States and in a number of countries throughout the world.

The Alumni Board of Directors is a 16-member advisory organization that works with the Alumni/Development office to fulfill the following objectives:

♦ Communication – Providing consistent communications between Morrisville State College and Alumni
♦ Fundraising – The Alumni Board helps to identify sources of private funding for their Alma Mater as well as contribute themselves
♦ Heritage - Maintaining the legacy of Morrisville State College and Alumni
♦ Relationship Building - Enhancing the involvement of Alumni with Morrisville State College, encouraging financial contributions to support the college’s mission
♦ Service to the Campus Community - Demonstrating and enhancing Alumni service to the campus community
♦ Visibility - Promoting awareness of Morrisville State College and other Alumni

Alumni/Development accomplishes its objectives through the following programs:

♦ Alumni Communications – the bi-annual “Alumni News” and online community inform and involve alumni both in print and electronic form
♦ Alumni Programming – Mustang Weekend and regional events provide opportunities for alumni to meet in person
♦ Revenue Development – the annual Phonathon helps generate funds for the Morrisville College Foundation; involvement with a variety of affinity programs provides benefits to alumni and generates revenue for alumni programs
♦ Career and Mentoring Network – this informal network provides alumni the opportunity to engage themselves with the campus and academic curriculum

MORRISVILLE AUXILIARY CORPORATION (MAC)

The Morrisville Auxiliary of the State University of New York College of Agriculture and Technology at Morrisville, Inc. (MAC) is a not-for-profit corporation which operates a wide range of services for the benefit of the college community.

At Morrisville State College, MAC operates the following facilities:
Dining Services
- Seneca Dining Hall
- Mustang Alley
- Smooth Jazzy Joz
- Stix – IcePlex Snack Bar
- The Pit Stop
- Conference and Catering Services
- Campus Store
- Norwich Campus Store
- Nelson Farms & Nelson Farms Training Institute
- Nelson Farms Country Store
- Morrisville State College IcePlex
- IcePlex Pro Shop
- Cable Television
- Vending
- Trash and Cleaning
- Laundry
- Technology Center
- Dairy Plant
- ID Cards
- Copper Turret Restaurant
- Morrisville Commons
- Morrisville Commons II

MAC is one of the largest employers in the Morrisville-Eaton community. MAC provides gainful employment, excellent benefits, and support to the community by employing a high number of local community members. MAC also equips and maintains all its facilities on the campus.

The auxiliary service corporation operates under the control of a board of directors. The trustees’ guidelines indicate that this board shall consist of college faculty, students and administration members. No single constituency shall have more than 50% of the board membership nor shall the student constituency have less than one-third membership of the board. The Morrisville State College MAC by-laws call for a nine member board consisting of three administrators appointed by the President, three faculty members elected by the faculty congress, and three students elected by the student body.

The board of directors employs a General Manager, who is Chief Operating Officer of the corporation. This individual acts as the specific designee in all operational activities. This structure has been successful over the years in maintaining the goals of providing the highest level of service for the lowest cost to the student and college community. The Corporation is fiscally sound and has received unqualified annual audits from a private CPA firm. The corporation is subject to a periodic audit by the State Division of Audit and Control.

MORRISVILLE COLLEGE FOUNDATION, INC.

The Morrisville College Foundation, Inc. is the recognized United States Internal Revenue Service 501-C-3 tax exempt, gift-receiving entity of the institution. This educational, not-for-profit corporation is registered with the New York State Secretary of State, with consent of the New York State Supreme Court, and the Commissioner of Education. It is subject to the SUNY Chancellor’s guidelines. Incorporated in 1976, the autonomous Foundation encourages donations for use in meeting Morrisville State College’s important campus needs, where state assistance is either inadequate or non-existent. The basic support for the College comes from public funds; support for enrichment must come from private sources of funding in order to build and maintain a greater institution than the state alone will sustain.

The functions, powers and purposes of the Morrisville College Foundation, Inc. include the allocation of funds, acting under the recommendations of the College administration to:
1. provide endowment dollars for scholarships to promising students;
2. serve the faculty via grants for innovative projects to improve teaching and learning;
3. enhance the quality of campus life by supporting co-curricular activities, library acquisitions, cultural events, classroom /laboratory enrichment, purchase of supplies, assisting campus publications, and helping with other features that enhance a college experience;
4. beautify surroundings and help preserve the historic quality of the campus; and
5. maintain true quality in programs and facilities—through the purchase of equipment and supplies for which other funding is unavailable.

In order to maintain the margin that provides excellence in our educational pursuits, and true quality of campus life, private dollars are vital to offset the shrinking percentage of college revenues supplied by the State of New York. In the future that margin of excellence at Morrisville State College will be sustained only by voluntary gifts through the Morrisville College Foundation, Inc. from the following constituencies: alumni, faculty/staff, parents, students, corporate good neighbors, and foundations.

The Morrisville College Foundation’s Board of Directors operates under Bylaws that provide for six to twenty-five members including the current Speaker of the Faculty Congress, the Student Government President, President of the Alumni Board, and Sr. Business Officer of the College. Organization includes: the Executive Standing Committee composed of the four officers; the Investment Committee; the Development/Planning Committee; and the Constitution/Bylaws Committee.
APPOINTMENT OF EMPLOYEES (See Article XI Policies of the Board of Trustees)

Faculty and professional staff are appointed in a variety of ways. The President, after seeking consultation, may appoint, reappoint, or recommend to the Chancellor for reappointment or promotion as appropriate, those persons who in his/her opinion are best qualified. Consultation is defined as consideration of recommendations of academic or professional employees, search committees, or other appropriate sources.

Types of Appointment

Continuing

Continuing appointments are made to positions of academic rank which are unaffected by changes in rank and continue until resignation, retirement or termination. Continuing appointments are made by the Chancellor upon consideration of the recommendations of the President. Continuing appointment as a Professor, Associate Professor, Librarian or Associate Librarian may be made at any time or after initial appointment provided that after three consecutive years of service any further employment must be on a continuing basis. The Master’s degree is the minimum credential for continuing appointment to the teaching ranks at the College. Continuing appointments as Assistant Professor, Instructor, Senior Assistant Librarian or Assistant Librarian may be made by the Chancellor following seven years of service provided, however, that further employment following seven years of service in a position of academic rank must be in a continuing appointment basis. Service credit, up to three years, for any satisfactory full time experience in academic rank at any accredited academic institution of higher education, may be granted by the President or designee, after written request by the employee not later than six months after the initial appointment.

Permanent

Permanent appointments are made to professional titles, except those titles that are listed in Appendix A of Article XI of the Policies of the Board of Trustees, and continue until a change in title, resignation, retirement or termination.

Permanent appointments are made by the Chancellor upon consideration of recommendations by the President. Professional employees are eligible for permanent appointment, except as indicated below, after completion of seven consecutive years of service, the last two of which have been in the professional title to which permanent appointment may be granted. Up to three years of service credit for service in a professional title at another SUNY unit may be granted at the discretion of the President, after written request by the employee no later than six months after the date of initial appointment.

a) Upon completion of three consecutive years of full-time services as a professional employee at that College, the last year of which has been in that professional title, a professional employee in either a SL-1 or SL-2 ranked position may request early consideration for permanent appointment. Such request must be in writing and submitted to the President of the College no later than nine months prior to the date upon which such employee would otherwise receive written notice that a term appointment is not to be renewed upon expiration. In the event the President of the College grants the employee’s request for such early consideration, any further employment of that employee after completion of five consecutive years of full-time services as a professional employee at the College, the last two years of which have been in that professional title, must be on the basis of permanent appointment; provided,
however, that such appointment shall not be effective until made so by the Chancellor.

Types of Appointment continued

b) Upon completion of four consecutive years of full-time service as a professional employee at the College, the last year of which has been in that professional title, a professional employee in either a SL-1 or SL-2 ranked position may request early consideration for permanent appointment. Such request must be in writing and submitted to the President of the College no later than nine months prior to the date upon which such employee would otherwise receive written notice that a term appointment is not to be renewed upon expiration. In the event the President of the College grants the employee’s request for such early consideration, any further employment of that employee after completion of six consecutive years of full-time service as a professional employee at the College, the last two years of which have been in that professional title, must be on the basis of permanent appointment; provided, however, that such appointment shall not be effective until made so by the Chancellor.

Term

Term appointments may be granted to any person serving in a position in the Professional Services Bargaining Unit and are for a specified period of time up to three years. In the event a term appointment is not to be renewed upon expiration, the appointee will be notified not less than:

(a) Three months prior to the end of a term expiring at the end of the employees first year of uninterrupted service, but not later than March 31 for terms ending June, July or August:

(b) Six months prior to the end of a term expiring after the completion of one but not more than two years of uninterrupted service, but not later than December 15 for terms ending in June, July or August:

(c) Twelve months prior to the expiration of a term after two or more years of uninterrupted service.

Five Year Term Appointments

Five year term appointments may be granted to persons serving in titles listed in Appendix A Title XI of the Policies of the Board of Trustees and are subject to the same appointment and renewal procedures as term appointments:

Part-Time Service Term Appointments

A term appointment may be given to any person appointed to or serving in a position designated as being in the Professional Services Negotiating Unit. In the event a part-time term appointment is not to be renewed upon expiration, the employee will be notified not less than 45 calendar days prior to the end of a part-time service appointment.

Further employment at any college of an individual who has been employed at that College on a part-time basis for six consecutive semesters in a position designated as being in the Professional Services Negotiating Unit shall be on the basis of a term appointment. In computing consecutive semesters of part-time service for the purposes of appointment or reappointment under this subdivision, periods of leave of absence at partial salary or without
salary shall not be included, but shall not be deemed an interruption of otherwise consecutive service. An individual who has been granted term appointment but for whom classroom enrollment is inadequate shall have no entitlement to salary, benefits, or any other rights or privileges.

In the event the service of such an individual is interrupted for a period of four consecutive semesters or more, the Chief Administrative Officer of the College may grant the employee any type of appointment as in his judgment is appropriate.

Temporary

Temporary appointments may be given to any person serving in a position in the Professional Services Bargaining Unit and are made by the President. Temporary appointments may be terminated at any time and are normally given when service is part-time, voluntary, anticipated to be for a period of one year or less and in situations where appointment is made to a position vacated by a professional employee serving a probationary appointment.

CONTINUING APPOINTMENT PROCEDURE

A National Commission on Academic Tenure has determined that tenure’s value in protecting academic freedom is too important to higher education to allow tenure to be abolished, as some critics have urged. Thus, the panel has advised against such alternatives as renewable contracts. At the same time, it has proposed steps to make faculty members more accountable for their teaching effectiveness and conduct, and to help institutions improve their policies on staff planning.

I. Background Policies

The appropriate Policies of the SUNY Board of Trustees specify the guidelines that must be followed in awarding continuing appointments to faculty at each unit of SUNY. Article XI, Title B of the Policies of the Board of Trustees may be used as a reference.

II. Morrisville State College Procedure for Designating Continuing Appointments for Academic Faculty

A. Since service credit may be awarded for satisfactory prior service at other accredited academic institutions of higher education, the precise terms and conditions of each faculty appointment should be stated in writing and on record with both the college and the faculty member before the new appointment is finalized. Statement should cover the requirements expected for the achievement of a continuing appointment and be agreed to by both parties.

B. Eligibility and timing for continuing appointments. See Article XI, B, 3, (a), (b), (c) of the Policies of the Board of Trustees.

C. Annual evaluation. In order to monitor the eligibility of non-tenured faculty for consideration of a continuing appointment, each non-tenured faculty member must receive an annual written review from his/her Dean (twice during the first year). A copy of the review will be given to the individual faculty member and a copy retained in his/her personnel file in the Office of the Vice President for Academic Affairs.
The annual reviews shall be based on the criteria for academic promotion as contained in the Policies of the Board of Trustees, Article XII, Title A, and the Morrisville State College Promotion and/or Tenure Committee Procedures. Supporting documentation should be used where possible and the evaluation might usefully include student and faculty evaluations, completion of advanced degrees, creative or scholarly production, and such information as the faculty member concerned believes relevant to the continuing appointment decision. It is expected that Forms A and B of the Promotion and/or Tenure Committee might be revised to serve the tenure review process as well. If the academic school has specialized areas of competence that should be emphasized in the professional development of non-tenured faculty, these should be clearly stated.

The annual review should be concluded with a statement indicating whether current performance would normally lead to a recommendation for a continuing appointment.

The notice of non-reappointment or of not intending to recommend reappointment shall be given as called for in Title D, Term Appointment, Article XI of the Policies of the Board of Trustees.

III. Review Procedure for Faculty Eligible for Continuing Appointment

A. Each academic department shall deliberate and formulate its own policies and decisions in accordance with basic democratic procedures of open discussion concerning continuing appointment.

B. Each academic department shall place on file with Faculty Governance, the Union, and the Provost and Vice President for Academic Affairs, their policies and procedures. Policies and procedures shall be filed no later than October 1.

C. Operation of the continuing appointment committees. The committee shall be called together for its organization meeting by the dean not later than October. The committee shall elect its own chairperson at this meeting and determine a timetable for operation.

D. Faculty shall provide the continuing appointment committee with Forms A & B and supporting documentation for their review. Faculty may submit copies and maintain original documents for their records.

E. The recommendations and supporting documentation (tenure file) of the continuing appointment committee shall be forwarded to the Provost and Vice President for Academic Affairs through the School Dean for review and transmittal to the President for final action. The recommendation must be based upon and address the criteria in Article XII, Title A in the Policies of the Board of Trustees. Recommendations shall be filed with the Provost and Vice President for Academic Affairs no later than May 1.

F. All documents in the tenure folder will be permanently maintained by the Provost’s Office. The faculty may come to the office and make copies of any of the materials retained by the Provost office.

G. In cases where a continuing appointment is denied, the President shall inform the faculty member of the reasons in writing. Appeal procedures are available to faculty members who wish to challenge the denial through established SUNY Policies.
PROFESSIONAL EMPLOYEE EVALUATIONS

It is the policy of the State University of New York to evaluate the performance of all professional employees in the Professional Services Negotiating Unit. The guidelines for the system of evaluation are outlined in the 1981 Memorandum of Understanding between SUNY and UUP. The following outlines the evaluation process at this campus:

MORRISVILLE STATE COLLEGE PROFESSIONAL STAFF PERFORMANCE REVIEW

Purposes

1. Provide the college president with consultation in making a decision to renew or non-renew a professional employee’s appointment.

2. Provide a basis for performance improvement.


4. Provide the college president with consultation in a decision as to promotions and discretionary salary increases.

5. Provide a basis for career growth.

Performance Program

Prior to the preparation of a performance program, the immediate supervisor should meet with the employee for the purpose of discussing:

1. The nature of the professional employee’s duties and responsibilities;

2. Supervisory relationships;

3. Functional relationships;

4. Immediate and long-term objectives;

5. Criteria for evaluating achievement of objectives;

6. Secondary sources to be consulted.

The consultation between the employee and the supervisor provides the basis for the performance program.

The program shall identify each of the major areas of assigned responsibility, performance objectives for the evaluation period, and criteria for evaluating the employee’s performance. The criteria may include, but are not limited to the following:

1. Effectiveness performance;

2. Mastery of specialization;

3. Professional ability;
4. Effective in University services;
5. Continuing growth.

Once the completed performance program has been reviewed, the form should be signed by the employee and distributed as indicated. If the employee and supervisor do not concur on the performance program, the employee may attach a rebuttal.

**FACULTY EVALUATION (See Article XII Policies of the Board of Trustees)**

Authority to conduct faculty evaluations is granted to the President in the Policies of the Board of Trustees. The actual evaluation methodology utilized is left to the discretion of each college. The faculty evaluation procedure for this college is as follows:

**EVALUATION OF NON TENURED ACADEMIC FACULTY**

It shall be the policy of the College to periodically evaluate the academic faculty. The results of such evaluation may be used to aid the faculty member in developing a planned program of professional development, aid in the planning of faculty development activities campus wide, aid the faculty members in efforts to improve instruction and to aid administration in personnel decisions.

At the time of the initial evaluation, the supervising Administrator* shall prepare an evaluation folder. The contents of the folder shall be dated and placed in chronological order. Except when being used as part of the evaluation process or in making recommendations, the evaluation folder shall be placed in the official personnel file. Included will be evaluation reports completed by the initiating officer and other components of the evaluation system selected by the faculty.

The faculty member may include in his/her folder any supporting documentation compiled from evaluative tools mutually agreed upon by the faculty member and the supervising administrator. It is not intended that any single evaluation report be used as the sole basis of judgment. The faculty member may place a response to any evaluation report in the folder.

Evaluations shall be completed by December 1 and March 1 for first year faculty and then annually for non-tenured faculty. A faculty member can request more frequent evaluations at any time.

* Management / Confidential Employee

**Evaluation Components**

All of the evaluations shall be included in the folder. Of the following components, a faculty member must select number one and two and a minimum of one of the remaining items to be included in the evaluation. These will be identified by the faculty member at the beginning of the academic year he/she is being evaluated.

1. Evaluation by the Dean or Associate Dean (Nursing Division) or Head Librarian.
2. Student evaluations.
3. Peer evaluations.
5. Evaluation by Alumni and/or professionals in the field.
6. Other as agreed upon by the faculty member and the Dean.
The evaluations (with the exception of numbers two and five) shall include, but may not be limited to mastery of subject matter, effectiveness in teaching, scholarly ability, effectiveness of University service, and continuing growth. The form(s) to be used will be mutually agreed upon by the faculty member and his/her supervisor.

The evaluation folder shall be available to the faculty member, Associate Dean, School Dean, Provost and Vice President for Academic Affairs and the President. The supervising administrator shall be responsible for removing materials more than eight years old and returning them to the faculty member. Any further access to the folder will be only by written permission of the faculty member involved.

**Supervisor’s Evaluation** (Dean, Associate Dean, or Head Librarian)

The evaluation by the supervising administrator will be completed on a form to be mutually agreed upon by the supervising administrator and the faculty member. The supervising administrator will meet with the faculty member before the evaluation is written to discuss the individual’s strengths and those areas needing improvement. After this meeting, the evaluation will be written and a signed copy given to the faculty member and the original placed in the personnel file.

**Peer Evaluations**

If the faculty member chooses to use Peer Evaluation, the supervising administrator will request written comments from faculty members in the valuee’s department. The valuee may also identify other faculty from whom the administrator will request written comments.

**Student Reactions**

If the faculty member chooses to use student reactions, they shall be the responsibility of the supervising administrator and should be conducted by prearrangement with the valuee. The valuee shall not conduct the survey. All students currently enrolled in the valuee’s classes shall have the opportunity to participate in the survey. The student reaction survey shall be conducted prior to exam week.

An analysis of the student reaction survey, written by the faculty member, shall be placed in the faculty member’s folder after the faculty member has studied the results, in consultation with the supervising administrator.

**Self-Evaluation**

If a faculty member chooses to use self-evaluations, he/she will prepare a self-assessment of his/her professional strengths and areas needing improvement. The faculty member may also indicate plans for professional growth and identify possible resources that the college might provide.

**Evaluation by Alumni and/or Professionals in the Field**

If the faculty member chooses to use alumni and/or professionals in the field, he/she should select a minimum of twenty alumni representing more than one graduating class or five professionals in the field. A faculty member may also select a combination of alumni and professionals in the field to fulfill the requirements for this component.
**Review Board for Faculty Evaluations**

If a faculty member wishes to appeal an evaluation or any disagreement with a supervisor about the process and forms, he/she may do so to the Review Board. The Review Board shall be comprised of a faculty member selected by the individual who is appealing the evaluation, a faculty member appointed by the President or his designee, and a faculty member appointed by the Speaker of Faculty Congress. The faculty member appointed by the Speaker will serve as Chairman of the Review Board. The Review Board will have a maximum of thirty days to report their findings and make their recommendation to the President.

**FACULTY PROMOTION PROCEDURES**

Eligible faculty members who wish to be considered for promotion by the College Promotion Committee will submit the Forms A & B and all supporting information to the Office of the Provost and Vice President for Academic Affairs by the scheduled deadline. The promotion materials shall be submitted by the candidate in a folder or binder organized according to the five categories contained in Form A. An explanation of the five categories can be found in the appendix of the Faculty/Staff Handbook.

Form A (Faculty Information Sheet) and Form B (Summary of Preparation and Experience) may be obtained from the Office of the Provost and Vice President for Academic Affairs. Additional information and letters of recommendation may be added by the candidate as desired to document his/her bid for promotion by the scheduled deadline.

**Time Schedule**

All Deadlines – Friday at 5 P.M. (unless otherwise noted)

**WEEK (Fall Semester) ACTIVITY**

3 Office of the Provost and Vice President for Academic Affairs will publish the list of eligible candidates by rank. Persons who consider themselves eligible and who do not appear on the eligibility list should contact the Office of the Provost and Vice President for Academic Affairs.

5 Letter of Intent for consideration of promotion by interested candidates submitted to the Office of the Provost and Vice President for Academic Affairs.

6 School/Division Promotion Committee is formed.

7 School/Division Promotion Committee begins review of candidate’s promotion materials and makes recommendations to candidate. Review may begin at the beginning of week 7.

10 School/Division Promotion Committee submits promotion materials to the Office of the Provost and Vice President for Academic Affairs. No changes can be made to the materials after this date.

11 College Promotion Committee begins review and deliberations.

February 1 Deadline for College Promotion Committee’s submission of recommendations to the President.
Interpretation Regarding Qualifications for Academic Rank

Instructor:

1. Bachelor’s Degree – no area specified

Assistant Professor (after at least three years of successful experience as an Instructor at Morrisville State College):

1. Master’s Degree – no area specified

OR

2. Bachelor’s Degree and a minimum of 150 hours of college credit. No requirement as to area, but it is recommended that the 150 hours should include substantial progress toward a Master’s Degree in an appropriate field of specialization. Four years of professional experience (teaching or other professional work experience).

Associate Professor (after five years of successful experience as an Assistant Professor at Morrisville State College, and continuing appointment status):

1. Master’s Degree in the field of specialization and a minimum of 180 hours of college credit.

OR

2. Bachelor’s Degree and a minimum of 180 hours of college credit with at least 30 semester hours of graduate credit in the field of specialization.

OR

3. Professional diploma. Six years of professional experience, some of which must be successful teaching at the college level. Full-time employment in work related to the field of specialization after acquiring the Bachelor’s Degree is regarded as professional work experience (each situation should be individually evaluated).

Professor (after seven years of successful experience as an Associate Professor at Morrisville State College, and continuing appointment status):

1. Doctor’s Degree with at least 30 semester hours will be in the field of specialization at the graduate level.

OR

2. Master’s Degree and a minimum of 200 hours of college credit with
   
a. 60 hours must be at the graduate level.
   
b. 30 semester hours must be graduate credit in the field of specialization.
   
c. Eight years of professional experience, some of which must be success f
teaching at the college level.

I. School/Division Promotion Committee

Functions
Serves in an advisory capacity to the candidate, the College Promotion Committee and the School Dean.

1. Assists the candidate in preparing promotion materials.
2. Reviews candidates from this school/division.

Organization

Each School/Division will organize its committee(s) as it deems appropriate to best serve the interests of its candidates. All promotion materials shall be sent to the Office of the Provost and Vice President for Academic Affairs. Review of the materials will take place in that office by the College Promotion Committee.

Procedures

1. Form a committee.
2. Assist the candidate by
   a. Reading the promotion materials and suggesting ways to improve clarity or highlight strengths.
   b. Looking for omissions in the promotion materials and suggesting additions.
3. Each School/Division Promotion Committee will function as a reviewing committee, assisting the candidate in preparing their material. This committee does not rank the candidates.

II. College Promotion Committee Functions

Serves in an advisory capacity to the President to:

1. Review promotional materials submitted by the candidate.
2. Make annual promotion recommendations.
3. Assure equitable consideration of all candidates for promotion.
4. Develop a time schedule for College Promotion Committee operations.
5. Advise candidates who are not “Recommended” for promotion.

Organization

The committee shall consist of seven (7) faculty members, one from each of the four schools, a representative from the Library, and two at-large members. No school shall have more than two members on this committee. The Provost and Vice President for Academic Affairs shall serve as a non-voting member and permanent secretary of the committee. The voting members of the committee shall elect the chairperson of the committee.

Faculty Eligibility

A faculty member is eligible to serve on the College Promotion Committee if that
individual is on a full-time appointment and has completed one academic year of employment at Morrisville State College.

A faculty member is deemed ineligible to serve on the College Promotion Committee when:

1. That individual is being considered for promotion.
2. Another individual from his or her School/Division is presently on the College Promotion Committee, with the exception of at-large members.
3. That individual is on a School/Division Promotion Committee.

Terms of Office

All elected College Promotion Committee members will serve a three-year term, unless they are completing an unexpired term. A faculty member may succeed her/himself.

Election

Each of the four schools shall elect one voting member. In addition, the Speaker of Faculty Congress shall supervise the election, by secret ballot, of the at-large member(s).

Functions of the Chairperson

(Elected by the College Promotion Committee members for a one-year term)

1. Organizes an evaluation schedule.
2. Makes certain that the established time schedule and procedures are followed.
3. Coordinates activities of the College Promotion Committee.
4. Transmits all promotion recommendations to the President.
5. Informs each candidate of the College Promotion Committee’s recommendation with copies to the candidate’s Dean and to the Provost.

Functions of the Secretary (permanent)

1. Custodian of all confidential records assembled for the use of the College Promotion Committee. Such records will not be removed from his/her jurisdiction by committee members.
2. Handles confidential correspondence necessary for the proper functioning of the College Promotion Committee.
3. Holds promotion materials for evaluation by the College Promotion Committee.
4. Keeps a permanent record of College Promotion Committee actions.
5. Publishes the list of candidates who have been promoted by the President after the candidates have been notified.
Procedures to Carry Out Committee Functions

1. The College Promotion Committee will develop a time schedule for its operations.

2. The Provost and Vice President for Academic Affairs will determine and publish a list of faculty members eligible for promotion according to the time schedule.

Any faculty member whose name does not appear on the list who feels he or she is eligible should contact the Office of the Provost and Vice President for Academic Affairs.

Eligibility for rank is based on the section of these guidelines entitled: Interpretation Regarding Qualifications for Academic Rank.

3. The College Promotion Committee begins reviewing promotion materials after the candidate’s deadline for submitting his or her promotion materials to the Office of the Provost and Vice President for Academic Affairs.

4. The candidate's personnel file is excluded from review by the College Promotion Committee. The candidate may include copies of items from their personnel file with their promotion materials.

5. The College Promotion Committee will ensure equitable consideration of all candidates for promotion by:

   a. Reading the promotion materials submitted by the candidates.

   b. Providing time for an introduction with both the candidate and the Dean followed by a private interview with the candidate.

   c. Individually assessing the performance of each candidate under each of the 5 categories contained in Form A: Mastery of Subject Matter, Effectiveness in Teaching, Scholarly Ability, Effectiveness in University Service, and Continuing Growth. Given that teaching is central to most of the faculty, the Effectiveness in Teaching category will usually carry double the weight of the remaining areas.

   To aid in this assessment, each member shall categorize the candidate as excellent, good, fair, or poor for each category. Those who receive an overall rating of “excellent” are considered to be “Recommended”. This means that in the quality and quantity of his/her contributions, the candidate meets the high standards set forth in the SUNY Policies of the Board of Trustees. The candidate should therefore be promoted with all deliberate speed. Those who receive an overall rating of “good” are considered to be “Eligible with Suggestions”. The candidate shows consistent effort and progress toward excellence in a number of areas. He/she may be promoted. Those who receive a rating of “fair” or less are “Not Recommended” for promotion.

   d. After reading and reviewing all promotion materials, each College Promotion Committee member shall reassess and finalize in his/her own mind the categorization of each candidate in the five categories.

   e. After the compilation is complete, the College Promotion Committee will meet to discuss and reconsider among themselves any glaring differences in
categorization of candidates. In light of committee discussions, individual members may choose to reevaluate their initial judgments.

f. The categorization will be used by the members of the College Promotion Committee to help them:

1. Prepare their lists of candidates. College Promotion Committee members will be guided solely by the qualifications of the candidates and by no other factors.

2. Suggest areas of improvement for candidates who are not “Recommended”.

6. The College Promotion Committee will make annual promotion recommendations:

a. The College Promotion Committee chairperson shall forward in written form the final recommendations for promotion to the President and copies to the candidates, College Promotion Committee members, School Deans, Division Chairpersons, and the Speaker of Faculty Congress. The College Promotion Committee Secretary shall publish the list of candidates who have been promoted by the President after the candidates have been notified.

b. The College Promotion Committee may be convened at the request of the President during his or her decision-making process.

c. The College Promotion Committee suggests that all candidates who were not “Recommended” for promotion meet with the Provost and Vice President for Academic Affairs as soon as possible after receiving notification of the recommendations of the College Promotion Committee. The College Promotion Committee will provide the Provost and Vice President for Academic Affairs with constructive suggestions about promotion materials, activities, or qualifications which may help the candidates who were not “Recommended”, to improve their qualifications for future consideration. The Provost and Vice President for Academic Affairs will guarantee the confidentiality of these suggestions and will destroy any written record if such action is requested by the candidate. Similarly, the committee suggests that “Recommended” candidates, who were not promoted, meet with the President soon after the promotion list is published.

d. Candidates who have been placed on the “Recommended” list shall remain on that list three additional years after being recommended. Such candidates would only have to update their promotion materials yearly with any new material to receive administrative consideration.

e. The candidate’s promotion materials will be returned to the candidate. Copies of Form A and Form B will be retained by the Provost and Vice President for Academic Affairs to be placed in the candidate’s personnel file.

f. The College Promotion Committee will recommend procedural changes by holding a final meeting(s) to review procedures and then will submit written proposals to Faculty Congress.
Field of Specialization

The field of specialization is interpreted, by the Provost and Vice President for Academic Affairs, to be a cluster of courses closely related to the subject matter being taught. In considering the 200 hours of college credit required for Professor, 140 hours can be undergraduate; 60 hours are required to be graduate, with one-half of these hours in the field of specialization. The purpose of this 30-hour block is to provide for a strong preparation in the subject matter field. It is in this area that non-credit courses and work experience credits can be applied. Credits earned from an undergraduate course needed for preparation can also be applied in this area by obtaining prior approval from the In-Lieu-of-Credit Committee.

Education Courses

It is possible that education courses may not be considered to be in the field of specialization. However, such courses should be submitted to the In-Lieu-of-Credit Committee for probable credit.

Non-Credit Courses—Equivalent Credit

Non-credit courses may be substituted for not more than 15 semester hours of college credit at the level of assistant professor, 20 at the level of associate professor, and 30 at the level of professor. A full-time, week-long course would be equivalent to one hour of credit. Non-credit courses can be allowed as graduate credit in the field of specialization. It is assumed that acceptable non-credit courses could be sponsored by other than accredited educational institutions.

All non-credit courses must be certified by the In-Lieu-of-Credit Committee to determine that each course will make a significant contribution to the professional competence of the person involved.

Request for non-credit courses should be made in advance of the course work, and must have the prior approval of the School Dean, or the Department or Division Chairperson before consideration for credit will be given.

Work Experience Equivalent Credit

Under certain conditions, work experience may be allowed as equivalent credit. All experiences of this type must be examined very closely to be certain that it makes a definite contribution to the competence of the instructor. Such competence must be related to a specific course or courses. The probable value to the person concerned must be comparable to time spent in taking formal courses.

Request for approval of work experience must be made in advance and must have the prior approval of the School Dean, or the Division or Department Chairperson and the In-Lieu-of-Credit Committee before the consideration for credit is given.

Changes in Minimum Requirements for Promotion

If a faculty member has completed existing requirements and is waiting for promotion, s/he should not have to requalify under future changes in minimum requirements for academic rank.
Qualifications and Periods of Appointment

Policies of the Board of Trustees, Article XI, Titles A-H, may be found in this handbook under “Appointment of Employees.”

PROCEDURE TO BY-PASS PROMOTION COMMITTEE

A candidate who wishes to bypass the promotion process should appeal directly to the President.

IN-LIEU-OF-CREDIT COMMITTEE

A. Purpose: To provide a timely, impartial, and consistent evaluation of noncredit courses, seminars, work experience and other in-lieu-of-credit endeavors for tenure and promotion consideration.

B. Composition and terms of office: The composition and terms of office shall be the same as the Promotion Committee but no person will serve simultaneously on both committees. The Provost and Vice President for Academic Affairs will serve as a non-voting member. The voting members shall elect the chairperson of the In-Lieu-of-Credit Committee.

C. Quorum: A quorum shall consist of five members.

Meetings: Meetings are held periodically throughout the academic year. Scheduled meeting dates are communicated to all faculty to provide opportunity for them to submit items for review.

In-Lieu-of-Credit Committee Guidelines and Procedures

Faculty members requesting in-lieu credit should submit the request to their school dean for approval prior to attending the event. The dean will forward an approved request to the Provost and Vice President of Academic Affairs who will forward to the In-Lieu-of-Credit committee for review and approval.

Once the activity is completed, it is the requestor's responsibility to submit documentation supporting the approved request to initiate the awarding of in-lieu credit. Appropriate documentation includes diplomas, certificates, transcripts, or written verification from the sponsoring organization summarizing contact hours completed. Faculty are allowed one year from the date of the initial request in which the documentation may be submitted for final approval. All supporting documentation should be sent directly to the In-Lieu-of-Credit committee chairperson.

The number of credits to be granted will be recommended by the Committee and will be forwarded to the Vice President for Academic Affairs for final approval.

One in-lieu credit is equivalent to forty contact hours. Contact hours are banked until forty hours are obtained.

Undergraduate Courses – Equivalent Credit

Credits earned from an undergraduate course needed for advanced degrees or to improve or maintain competency in your field can also be applied to the 30-hour block for promotion by obtaining prior approval from the Committee.
Non-credit Courses – Equivalent Credit

Non-credit courses can be allowed as graduate credit in the field of specialization, but they all must be certified by the Committee to determine that each course will make a significant contribution to the professional competence of the person involved. A full-time, week-long course (forty contact hours) would be equivalent to one hour of credit. A fifty minute classroom session is equivalent to one contact hour. One Continuing Education Unit (CEU) is equivalent to ten contact hours. It is assumed that acceptable non-credit courses could be sponsored by other than accredited educational institutions. Credit may only be obtained for activities in which the individual is a participant, not an instructor.

Work Experience – Equivalent Credit

Under certain conditions, work experience may be allowed as equivalent credit. All experience of this type must be certain that it makes a definite contribution to the competence of the instructor. The probable value to the person concerned must be comparable to time spent in taking formal courses for comparable credit.

Work hours are banked at 50%, therefore, 80 actual hours are equivalent to 1 In-Lieu credit. After completing the work experience, the candidate for credit will submit to the Committee the proper supporting documentation to support his or her claim for credit and letters from employers to verify work accomplished. Areas which should be addressed are time involved, job descriptions, employer evaluation, and specific relationship to teaching.

APPROVAL PROCESS FOR FULL-TIME EMPLOYEES ENROLLING IN COLLEGE CREDIT COURSES

Following is the policy to be followed when employees wish to enroll in college credit courses.

Any employee enrolling in college credit courses requesting tuition reimbursement must have the approval of their immediate supervisor, and/or the Provost and Vice President for Academic Affairs.

Any employee requesting more than a total of six hours of college credit per semester must have the approval of their immediate supervisor, the Provost and Vice President for Academic Affairs, and the President.

Employees will not be permitted to take more than one three-credit course during regular work hours each semester, and they will only be approved for this release time after careful review of their work station.

Request for release time is not covered by any union agreement, and approval should not be automatic. Employees should be approved only at the convenience of the College.

Any questions relating to this policy should be referred to the Director of Human Resources.

ATTENDANCE AND LEAVE

(see Article XIII SUNY Policies of Board of Trustees)

For institutional accountability and protection of the employee, any absence from campus, on college business, requires the completion of an application for absence form. This
form should be submitted to and approved by the immediate supervisor no later than three (3) days prior to absence and may be required for all absences in certain instances. In addition, all employees must complete a monthly record of attendance form which must be returned to the Human Resources Office no later than two (2) weeks following the end of the month.

**Sick Leave**

All members of the Professional Services Negotiating Unit accrue sick leave on a monthly basis for any month in which they are in full pay status for more than half of the month. Full time employees hired prior to July 1, 1982 accrue sick leave at the rate of 1.75 days for each month of their professional obligation. Full time employees hired on or after July 1, 1982 accrue sick leave at the following rate:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly accrual rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>1.25 days</td>
</tr>
<tr>
<td>2</td>
<td>1.33 days</td>
</tr>
<tr>
<td>3, 4, 5</td>
<td>1.50 days</td>
</tr>
<tr>
<td>6</td>
<td>1.67 days</td>
</tr>
<tr>
<td>7</td>
<td>1.75 days</td>
</tr>
</tbody>
</table>

Sick leave may be accumulated up to a maximum of 200 days.

Part-time employees accrue sick leave as follows:

- **Academic employees who teach:**
  - 1 course: \( \frac{1}{4} \) day per month
  - 2 courses: \( \frac{1}{2} \) day per month
  - 3 courses: 1 day per month

- **Professional employees who earn:**
  - up to $12,983: \( \frac{1}{4} \) day per month
  - $12,984 to $19,589: \( \frac{1}{2} \) day per month
  - $19,590 to $26,194: 1 day per month
  - $26,195 or higher: \( \frac{1}{4} \) day per month

Sick leave may be used for any temporary mental or physical impairment of health which disables an employee from the full performance of duty. The President may require an employee to provide suitable medical evidence from the employee’s physician to substantiate a claimed temporary disability.

Sick leave, up to a maximum of thirty days and subject to the approval of the President, may be utilized for absences necessitated by a death or illness in the employee’s family.

Additional sick leave may be granted at the discretion of the President following the exhaustion of available sick leave accruals.

**Sick Leave Monitoring Program**

The College routinely monitors the amounts of sick leave utilized, as well as the way it is
utilized, as a part of a sick leave monitoring program for all employees. One purpose of the program is to reduce excessive absenteeism and to help identify patterns of potential abuse. Another purpose is to assist employees in understanding the significant benefit of sick leave towards the cost of retiree health insurance and in the benefits of paid time off during a time of extended illness.

**Maternity Leave**

Disabilities arising from pregnancy or childbirth are treated the same as other disabilities in terms of eligibility for sick leave with and/or without pay. Employees may charge any absence during the period of medical disability prior to and after birth to accumulated sick leave. Other leave credits may be utilized after the period of disability, subject to the approval of the President.

**Vacation Leave**

Professional staff accrue vacation leave on a monthly basis for any month in which they are in full pay status for more than half the month. Full time employees hired prior to July 1, 1982 accrue vacation leave at the rate of 1.75 days for each month of their professional obligation. One additional day of annual leave is accrued on January 2. Full time employees hired on or after July 1, 1982 accrue vacation leave at the following rate:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Monthly accrual rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
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<td>1.67 days</td>
</tr>
<tr>
<td>7</td>
<td>1.75 days</td>
</tr>
</tbody>
</table>

Vacation leave may be accumulated up to a maximum of 40 days. Part time employees accrue vacation leave as follows:

<table>
<thead>
<tr>
<th>Professional employees who earn:</th>
<th>receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to $12,983</td>
<td>¼ day per month</td>
</tr>
<tr>
<td>$12,984 to $19,589</td>
<td>½ day per month</td>
</tr>
<tr>
<td>$19,590 to $26,194</td>
<td>1 day per month</td>
</tr>
<tr>
<td>$26,195 or higher</td>
<td>1 ¼ day per month</td>
</tr>
</tbody>
</table>

The use of vacation leave requires the prior approval of the immediate supervisor.

**Holiday Leave**

Professional staff are eligible to observe the following state holidays:

- New Years Day
- Martin Luther King Day
- Lincoln’s Birthday
- Washington’s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

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In the event one of the listed holidays falls on a Saturday or an employee is required to work on a holiday, compensatory time is granted. Compensatory days off must be scheduled at times mutually convenient to the employee and the College within three months from the day they are granted.

**Sabbatical Leave**

Academic employees having continuing appointment may be granted a sabbatical leave, for professional development, which shall have an objective of increasing an employee's value to the College and thereby improving or enriching its programs. Sabbatical leave must be approved by the President. Sabbatical leaves may be granted for periods of one year at a salary rate that does not exceed one half of the employees basic annual salary or one half year at a salary rate which does not exceed full annual salary. Employees must file a statement indicating that they will continue as a member of the professional staff at the College for a minimum of one year following a sabbatical leave. Vacation and sick leave credits are not accrued or used during a sabbatical leave.

**Disability Leave**

An employee discontinued from service as a result of a disability which prevents performance of his/her duties, will be granted a leave without pay until the disability ceases, the employee reaches age sixty-five or death, whichever occurs first.

**Family and Medical Leave**

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 weeks of unpaid job protected leave, in a designated year, for certain family and medical reasons. During a period of FMLA leave employees may continue health coverage at the normal group rate.

An FMLA leave may require advance notice by the employee. Questions may be referred to the Human Resources Office.

**Other Leaves**

The President may recommend to the Chancellor other leaves of absence at full or reduced salary or without pay, for academic or professional staff for the purpose of professional development, acceptance of assignments of limited duration with other universities or colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, expert, consultant or for any other purposes consistent with the needs and interests of the College.
FRINGE BENEFITS

Health Insurance

Because circumstances and situations differ, employees are offered a choice between two health insurance options, either the Empire Plan or participation in a variety of Health Maintenance Organizations (HMO’s). The cost of coverage is dependent upon the plan chosen and whether individual or family coverage is selected.

The Empire Plan is a comprehensive health benefit package which features:

- Blue Cross hospitalization which provides 365 days of paid-in-full inpatient hospital coverage plus a wide range of other paid-in-full hospital benefits.

- A two-part Medical Expense Benefit Plan, underwritten by United Health Care

1. A Participating Provider Program which offers paid-in-full benefits when covered medical services are rendered by a Participating Provider (employee co-payment required).

2. A Major Medical Program which reimburses for the reasonable and customary charges for covered services rendered by non-participating providers subject to deductible and coinsurance.

- A mental health and substance abuse program,
- Prescription drug coverage with an employee co-payment
- Home care services, skilled nursing services, and durable medical equipment and supplies
- Chiropractic treatment and physical therapy

HMO’s are a form of prepaid medical care which place an emphasis on preventative care while providing a wide range of health services from routine office care to medical treatment and hospitalization as well as prescription drug coverage.

Both health insurance options require a 42-day waiting period.

Retirement Plans

There are three retirement programs available to faculty and professional staff.

1. New York State and Local Employees’ Retirement System (ERS)
2. New York State Teachers’ Retirement System (TRS)
3. Optional Retirement Program (Aetna, Met Life, TIAA/CREF, and Valic)

All three retirement systems require a 3% contribution by the employee. Retirement option election is permanent and must be made within 30 days of the effective date of appointment. If timely election is not made, the employee is automatically enrolled in TRS.

ERS and TRS are called “defined benefit” plans. Both ERS and TRS provide a specific or defined retirement pension based on a formula which includes years of service and final average salary in the pension calculation. Employees are vested (guaranteed rights to a
pension or annuity) after they have accrued 5 years of service credit.

The ORP is called a defined contribution plan. Under this program the University makes a specific or defined contribution to employee ORP contracts. Retirement benefits are based upon the value of the contracts at the start of retirement. Employees are vested in ORP as soon as they own the ORP contracts. New employees, who do not already own contracts, are required to serve thirteen months before contracts are issued.

**Disability Insurance**

The SUNY Group Disability Insurance Program is designed to protect the income and retirement benefits of employees who incur total disabilities which are expected to last six months or more. The program supplements several other programs and benefits which often provide other means of compensation or income during periods of disability. Group disability insurance benefits together with benefits from other university, state and federal programs, if applicable, insure a replacement of a substantial part of income during normal working years and during subsequent retirement. Employees are covered on the first day of the month coinciding with or next following completion of one year of service. The entire cost of the program is assumed by SUNY.

**Financial Services**

Employees may join the Mohawk Valley Federal Credit Union or the United States Savings Bond payroll deduction program and have a fixed amount of money deducted from each bi-weekly pay check. Employees may also participate in tax deferred annuity programs, and in the New York State Deferred Compensation Program.

**Direct Deposit**

Your check can be automatically deposited into your checking and / or savings account at virtually any bank or credit union in the United States.

**Long Term Care**

New York State offers two long-term care insurance plans thru MedAmerica Insurance Company. Medical underwriting is not required in the first 60 days of employment.

**Tuition Assistance**

Members of the Professional Services negotiating unit may enroll in one course per semester at any SUNY unit on a space available basis. When space is available, employees may enroll in a course on a tuition free basis. (See Article 49 UUP Agreement)

Additional tuition funding is available for use primarily at SUNY Units. Tuition funding granted is subject to the availability of funds in a particular year.

Further information and required forms are available in the Human Resources Office, 4th Floor, Administration Building.

**Faculty / Applied Research Program**

The purpose of the Faculty/Staff Applied Research Program is twofold: provide faculty
members with funding sources to conduct applied research directly related to classroom instruction, and improve the quality of education to Morrisville State College students. Abstracts for this program are collected during the Spring semester, and selected projects are announced during the end-of-year faculty meeting.

**Morrisville State College Alumni Board for Instructional Improvement**

Grants are provided to members of the College community to develop and implement projects which lead to the direct improvement of instruction on campus.

**NYS/UUP Joint Labor / Management Committee**

The committee is established in the current agreement between the State and UUP. The committee administers staff development funds through a number of award programs.

**Individual Development Awards Program**

Sponsored by the joint NYS/UUP Labor Management Committees, the Individual Development Awards Program is designed to support a variety of professional development activities by employees in the Professional Services Bargaining Unit. Awards of up to $1,000 are made to support a variety of activities such as, but not limited to, the following:

- Research
- Curriculum or Instructional Material Development
- Workshops, Seminars, Conferences
- Tuition
- Grant Proposal
- Preparation of material for publication

**DISCRETIONARY SALARY INCREASES**

The terms of the negotiated agreement between the State and the bargaining agent for faculty and professional staff have traditionally provided for a pool of funds over and above across the board percentage salary increases for eligible employees. This pool of funds is distributed to eligible employees at the discretion of the Board of Trustees of the State University of New York.

**Procedures**

1. A faculty member who desires to be considered for discretionary pay is free to submit written support as to his/her meeting of the established criteria: mastery of subject matter, effectiveness in teaching, scholarly ability, effectiveness of university service, and continuing growth. This written document would be given to the department chairperson for his/her perusal. This person would then discuss the document with the School Dean and leave it with the School Dean for his/her review. The department chairperson would be encouraged to submit his/her own written support for discretionary pay to his/her school dean. The written supports would be retained by the School Dean and not forwarded with his/her recommended list unless requested.

Faculty members and department chairpersons could also request an interview with the School Dean to orally support their bids for discretionary pay, with or without the written support document. In addition, School Deans would be encouraged to consider personnel for discretionary pay who submitted no support, either written or oral, on their own behalf.
2. Professional employees would follow similar procedures so that their written and/or oral bids for discretionary pay would reach their supervising personnel.

3. School Dean and other supervising personnel may make available to their personnel the names of their recommended candidates after their selection.

   The School Deans and other supervising personnel should be available to discuss with individuals who were not recommended by them for discretionary pay the areas where improvement could lead to future discretionary increases.

4. Appeals of the supervisor’s recommendation by a faculty or staff member should begin with the Provost and Vice President for Academic Affairs, Dean of Students, and Vice President for Administrative Services. If the faculty or staff member is not satisfied and wishes to seek further redress, then he/she should appeal the decisions to the President.

**DISTINGUISHED FACULTY AWARD**

The Distinguished Faculty Award recognizes librarians and tenured faculty who have made a long-term positive contribution to the overall excellence of Morrisville State College. The award may be given to one faculty member or one librarian each year. The name of the winner will be kept confidential until Academic Excellence Week. The winner will function as the Grand Marshall of the graduation procession. A citation and $1000 check will be presented to the winner during or near Academic Excellence Week.

**The Faculty Awards Committee**

The committee shall consist of seven voting faculty and/or staff members and four voting student members. There shall be one faculty member elected by the members of each school. The remaining faculty/staff members shall be at-large members with a total of no more than two members from any school. The member-at-large elections shall be supervised by the Speaker by secret ballot. The student members shall be elected by the members of each school they represent. The voting members of the committee shall elect a chairperson.

**Initial Nominations**

Nominations for the Distinguished Faculty Award may be offered by a colleague, by a student, or by a group of colleagues and/or students. Self-nominations are also encouraged. The nominee does not have to give his/her permission to be nominated at this stage.

The following individuals are ineligible for the award:

- members of the Awards Committee,
- the Speaker of Faculty Congress, and
- anyone who has already won the award.

The deadline for initial nominations is the 3rd Tuesday in November of the Fall Semester. Nominations consist of a 1-page letter to the awards committee. This letter should address in brief the four areas of evaluation (see below). The awards committee will review these letters and select finalists who will be asked to submit supporting materials by a specific deadline determined by the committee.

Nominated individuals have the right to accept, decline, or defer their nomination.
Individuals who accept the nomination but do not receive the award maintain eligible nominated status for the two successive years.

Individuals who decline the nomination one year are eligible for nomination in any following year.

Individuals who defer their nomination do not submit a support file for that current year, but maintain eligible nominated status for the two successive years.

The Evaluation of Finalists

Finalists will be evaluated according to the following criteria; the finalist with the highest overall score will be that year’s recipient. A maximum of five supporting letters may accompany the file. These letters may address any number of the areas of evaluation and criteria. The areas to be considered, the applicable criteria, and the maximum number of points to be given are as follows:

(Note: The criteria listed under these areas should not be taken to exclude any evidence of meritorious accomplishment not specifically mentioned.)

1. A written summary of growth as a teacher (overall 20 points)

   (10 points) Teaching Skills—as evidenced by quantitative summaries of student evaluations, letters from colleagues and supervisors, etc.
   (5 points) Curriculum Development and Innovation
   (5 points) Advisement and Counseling

   or

   A written summary of growth as a librarian (overall 20 points).
   (15 points) Librarian Skills—as demonstrated in letters from colleagues, students, or supervisors describing contributions made to library service through collection development, bibliographic work, public relations, exhibits, or surveys.
   (5 points) Innovation in library service.

2. A written summary of cumulative progress in institutionally relevant professional development (10 points).

   Criteria: research, artistic achievements, consultative work, travel/study relevant to teaching or library assignment, presentations of papers and research reports, publications, editorial service for scholarly journals, reviews of manuscripts and books in discipline, grant awards and fellowships, participation in proceedings of learned societies, and service to professional and learned societies.

3. A written summary of cumulative growth in providing service to the College (10 points).

   Criteria: work with student organizations, institutional research and innovation, special projects or assignments, administrative work, and faculty governance.

4. A written summary of other relevant work and/or achievements that do not fall under any of the previous three categories (5 points).

   Criteria: community service, charity work, volunteer service, awards, etc.
Note: Nominees who have been through the promotion process are allowed to submit Form A and Form B for their nomination file.

It is preferred that support files are organized as per the four criteria as listed above, with no more than one page of descriptive text devoted to each of the categories. A separate cover letter from the candidate may be included and is appreciated.

Completed support files are to be submitted to the Awards committee chair by the candidate prior to a deadline occurring early in the Spring Semester, as determined and posted by the Awards Committee.

All deadlines established are absolute, regardless of circumstance.

The support file for each nominee will be read and scored by each member of the committee. These scores will be tabulated and added to determine the nominee’s final score. A spread of 5 or more points in the scoring of any one support file must be resolved by those committee members involved before total scores are determined.

In the event of a tie for first place, the appropriate support files will be rescored by all committee members.

All deliberations of the Awards Committee are totally confidential.
Academic Freedom (See Article XI Policies of the Board of Trustees)

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. In the exercise of this freedom the faculty member may, without limitation, discuss his/her own subject in the classroom; he/she may not however, claim as a right the privilege of discussing in the classroom controversial matter which has no relation to the subject. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility. In their roles as citizens, employees have the same freedoms as other citizens. However, in their extramural utterances employees have an obligation to indicate that they are not institutional spoke persons.

ACADEMIC HONESTY

Academic honesty promotes continued academic and occupational success. Maintenance of academic honesty and quality education is the responsibility of both faculty and students. The code of academic honesty is designed to protect the rights of students and to provide uniform corrective measures to the faculty should violation occur.

I. Faculty Responsibility

A faculty member’s responsibility regarding academic honesty falls primarily in the areas of test development, administration, and evaluation; and in the evaluation of student essays, reports, and other similar written assignments. Faculty are encouraged to guard test materials carefully, and to consult with a librarian if plagiarism is suspected in written work submitted.

II. Student Responsibility

Student responsibilities for the maintenance of academic honesty are:

1. To follow all testing procedures as put forth by the faculty member in charge.

2. To make every effort to insure the originality of all submitted work.

3. To initiate appropriate action (such as change of seating or reporting suspected cases of violations of the code to the faculty member in charge) at any time which will protect their academic integrity.

THE CODE OF ACADEMIC HONESTY

Academic honesty promotes continued academic and occupational success. Maintenance of academic honesty and quality education is the responsibility of both faculty and students. Any written assignment (including all electronic media) submitted by a student must be original authorship. Representation of another’s work as his/her own shall constitute plagiarism. Any charge of plagiarism must be substantiated by a direct correlation in wording and organization between the original and plagiarized copy.

All examinations must be taken according to prescribed procedure, as determined by the faculty member in charge. Any form of unauthorized written material used by a student or evident on his/her person during or directly following an examination shall be deemed a violation of academic honesty. Unauthorized correspondence between students during any examination or preparation of submitted work, which cannot be substantiated by physical proof or eye-witness
verification, shall be considered an infraction of the code and shall subject involved parties to corrective procedures.

I. Corrective Procedures for Infractions of the Code

1. Corrective procedures for infractions of the code shall be administered by the faculty member in charge at his/her discretion. Cases in which infractions of the code occur, but in which the specific violator(s) cannot be determined, may subject all involved students to either retesting, or submittal of a comparable assignment with proof of its originality.

II. Corrective Procedures for First Offenses of the Code

1. The penalty for plagiarism or violations of testing procedure is total loss of credit for the assignment or examination. The faculty member in charge will forward the names and any evidence to the student’s School Dean. The student’s School Dean will notify the student that a first offense has occurred and that its penalty will be enacted.

2. A first offense of the code shall not have occurred unless the above penalty is invoked. This penalty must be used when violations of testing procedure involving use or possession of unauthorized written material occur.

3. Appeal procedure – a student protesting a faculty member’s charge or decision shall be entitled to make appeal to the appropriate Dean within 10 school days.

III. Corrective Procedures for Second Offenses of the Code

1. A second offense of plagiarism or testing procedures shall require the student to voluntarily withdraw from the course in which the second violation occurred, regardless of the semester, or receive an automatic final grade of ‘F.’ The faculty member in charge will forward the names and evidence to the students’ Dean who will notify both the faculty member and the student that a second offense has occurred and that its penalty will be enacted.

2. Appeal Procedure – a student protesting the faculty member’s charge or decision shall be entitled to make an appeal to the appropriate Dean within 10 school days.

IV. Student Rights

1. A student shall have the right to appeal all charges or decisions made by the faculty member or Dean to the Provost and Vice President for Academic Affairs.

FACULTY, THE STUDENT AND THE LAW

In order to avoid difficulties (legal or otherwise) in dealing with students, instructors should distribute a copy of their syllabus in each class during the first week of the semester.

Below are some items you should include in your handout:

Attendance

Do you expect regular attendance and promptness?
Do you require that students report to you before or after absences?
How can absentees make up work missed?
Do you notify school deans of excessive absences?

Tests and Quizzes

Are these announced, unannounced or a combination? How many?
Will you give a final? How long? What type – objective, essay, or both?
What will each examination cover?
How do you handle dishonesty? (See college “Code of Academic Honesty”)

Grading

How do you calculate final grades?
What percentage or weight is given to written work, speeches, reports, term paper, tests and/or final examination?
Do you provide for effective class participation? How?

Writing Standards

Is written work evaluated on content alone? Combination?
If mechanics are important, what constitutes an acceptable paper mechanically?
If a term paper is required, do you provide a style sheet or refer students to a specific style manual?

Make-Up Work

What provision do you make for class work or tests missed?
Do you schedule make-up sessions for groups? Individuals?

Penalties

For late work? For other deficiencies? What will they be?
(Note that college regulations state that a grade cannot be lowered solely on the basis of absences)
For plagiarism? (This must be very clear and conform to college “Code of Academic Honesty”)

Instructor Absences or Tardiness

What should students do if you do not appear for a class?
Do you request that they wait if you are late? How long?
Where can students learn of your absence? (You should notify the school office, which will then initiate announcements on campus radio, on TV monitors and on classroom blackboards.)

In all your requirements, be fair, be reasonable, be specific and be consistent with general college regulations.

DEFINITION AND IMPORTANCE OF ACADEMIC ADVISING*

“Academic advising assists students to realize the maximum educational benefits available to them by helping them to better understand themselves and to learn to use the resources of an educational institution to meet their special educational needs and aspirations.”
Academic advising is a multifaceted activity. Academic advising should assist individual students to realize the maximum educational benefits available to them. It accomplishes this by:

1. Helping students to clarify their values, goals, and better understand themselves as persons
2. Helping students to understand the nature and purpose of higher education.
3. Providing accurate information about educational options, requirements, policies, and procedures.
4. Planning an educational program consistent with a student's interests and abilities.
5. Assisting students in a continual monitoring and evaluation of their educational progress.
6. Integrating the many resources of the institution to meet the student's special educational needs and aspirations.

Some specific activities and responsibilities which will help the faculty advisor realize the above goals are these:

1. Acquaint advisees with the general and departmental educational requirements, college regulations, services, and opportunities.
2. Help advisees understand their past educational achievements and how they are related to their present educational goals.
3. Increase advisees awareness of abilities and talents through the use of placement test results and other data (advisors may prefer to refer advisees to the Academic Support Center for test interpretation).
4. Help advisees plan each semester’s program of courses and, as soon as possible, a degree program. It is suggested that each advisee complete a Graduation Requirement Worksheet and that both advisee and advisor keep a copy.
5. Assist advisees when they are not achieving in accordance with their abilities, helping them plan activities to correct their difficulties.
6. Refer advisees as needed to other persons and services.
7. Be aware of each advisee’s progress in his/her various pursuits by sufficient contact and the keeping of accurate records.

Good academic advising involves the ability of the advisor to help a student define and develop realistic goals, accurately perceive the needs of a student, and then successfully match these needs with available institutional resources in a meaningful manner. This process is carried out in an atmosphere of a caring and trusting relationship.

In brief, the academic advisor serves as a coordinator of the student’s educational experience. Some of the benefits students derive from an effective advising program include:

1. Successful attainment of their educational/career objectives.
2. Achievement of GPA’s consistent with their ability.

3. Higher retention rates.

4. Satisfaction with the process and development of a positive attitude toward the institution.

5. Development of a meaningful relationship with their advisor.

*Reprinted from materials provided by The American College Testing Program.

**ADVISOR ROLE AND RESPONSIBILITY**

**Develop a Personal Relationship**

One of the factors frequently mentioned by students as being important to them in the advising process is whether or not an advisor shows concern for them as individuals. Students who feel that their advisor cares for them as a person are more likely to value their advisor’s advice, and are more likely to return to their advisor when they are experiencing difficulties. Advisors can develop the relationship with their advisees by:

1. Becoming familiar with the student’s personal, educational and career goals.

2. Having some knowledge of the student’s academic ability and background (Use of advisement folder material, transcripts, grade reports, etc.)

3. Asking about the student’s progress and determining whether or not they need assistance.

**Be Available**

Being available is the key to developing a positive relationship with advisees, and in being able to help them. It is a faculty member’s responsibility to post a reasonable number of office hours and to be available during the semester to meet their advisee’s needs. Questions regarding office hours should be addressed to your school dean. During the course selection / registration period when academic advisors must be available, an appointment sheet is sometimes helpful to both the student and the advisor.

**Provide Accurate Information**

Students expect authoritative information about their programs and requirements from their advisor. It is important that the advisor be:

1. Totally familiar with their own program requirements.

2. Knowledgeable about general education requirements, academic policies, and campus-wide academic procedures.

3. Aware of other courses and academic programs offered at the college.

4. Aware of campus programs and services available to students (counseling, career planning and placement, college skills, etc.) and be able to refer students to these
services when it seems appropriate.

Provide Program Planning

The advisor should confer with each advisee at least once each semester to accomplish the following tasks:
1. To assist advisees in identifying their interests, and educational or career goals.
2. To assist advisees in planning their academic programs. This process can be facilitated if the advisor is properly prepared by having and reviewing:
   a. the registration procedure, locations and schedule.
   b. access to the Master Schedule of Courses on the College website.
   c. the current College Catalog and Faculty Handbook (both available on the web).
   d. a sample curriculum outline for each major offered by the department.
   e. the student’s advisement folder.
3. Give advice regarding the student’s academic program and graduation requirements. Advisors should:
   a. be careful to explain which courses are required and which are recommended.
   b. be sure that the student has had adequate preparation for courses which are recommended. (If necessary, the advisor should consult grade reports, or the student’s transcript.)
   c. be alert to specific course sequences which are required in the student’s major program, particularly those taught by other departments.
   d. help students to understand their total program, and how they should plan their course.
   e. assist students in deciding how to utilize their elective courses to best meet their goals. The advisor should not mandate how a student must use electives but rather, should make recommendations as to the most desirable courses, given the student’s interests and abilities. The advisor can only require those courses specified by the department as being required. Advisors should keep in mind that the choices belong to the student and that the advisor’s only responsibility is to give accurate information and advice. If the advice is not taken, the advisor is not responsible.

Advisor Role in Scheduling Courses

The student should be advised and helped in the selection of courses. A copy of the courses selected should be filed in the advisee’s folder. The advisor should then supply the student with the label containing the student’s Web and Advising PIN’s (personal identification numbers), which allow the student to access Web for Students and schedule their classes.

Record Advisee Information

The advisor should record information in the advisee file which may be helpful in future advisement sessions with the student, and for possible use by other advisors in case of referral or change of major. The advisor should also keep a record of those courses which the student was advised to take, and a record of the student’s final selections.

Make Appropriate Referrals

Advisors are not expected to know everything and should not lead students to believe
that they do. When faced with a situation which requires additional information or other campus resources, the advisor should be knowledgeable enough of the support services on campus to call, or refer the student to another office.

It is of course desirable that the advisor not refer too quickly, but rather take the time to fully understand the student’s concern, and to determine the best course of action. Often the additional information can be obtained by using the telephone or e-mail. When it is determined that a referral is in order the advisor should:

1. Help the student to understand why the referral is being made.
2. Explain what kind of service is offered and what the student should expect from the referral service.
3. Help the student to make the appointment. Whenever possible the referral should be made to a specific person rather than to a “service.” A phone call or e-mail to set up the first appointment is the most effective way of ensuring that the student will make the all-important first contact with the referral service.

If confidentiality permits, it is a good idea to follow-up on referrals with both the student and the referral source. This allows the advisor to evaluate how useful the referral service has been, to determine what progress the student is making, and to determine whether or not to use that service again in the future.

**SCHOOL ROLE AND RESPONSIBILITY**

**Assignment of Academic Advisors**

1. Upon entering the college, or upon changing majors, each student should promptly be assigned a permanent academic advisor

2. Requests for a change of advisor should be honored if students feel it is in their best interest to work with a different faculty member.

3. If a student’s advisor leaves the campus, the student should promptly be assigned a new advisor. Every effort should be made to inform the student of this change.

**Maintaining Academic Information**

The school should maintain the following academic information for distribution to students and faculty.

1. An up-to-date listing of curriculum requirements.

2. A course description for each course offered by the department.

**Advisee Folder System**

The school should have a system for:

1. Starting an advisee file for each new student. (Advisee files for students who change majors should be forwarded from the student’s old school.)
2. Seeing that the following academic information is properly on file for each student.
   - Curriculum worksheet  Student Contracts
   - High school/transfer transcript  Course waivers
   - Midterm and semester grades  Attendance notification
   - Course placement materials  TOEFL scores
   - Notes on advisement sessions  ACT/SAT scores
   - Student Goals  GED
   - Dual major forms  Student Permanent Record Change Form A

3. Forwarding the student’s advisee file to a new advisor if that student should change major or advisor.

**Evaluation of Credit**

The school should be able to provide a new student, or a student changing majors, with an evaluation of previous credit, a check against graduation requirements, and a formal list of courses remaining for graduation.

**STUDENT ROLE AND RESPONSIBILITY**

Students have an important responsibility in the advising system and should take the initiative of seeking advisement and for developing close relationships with their advisors. In order to do this effectively, students should:

1. Learn the name and location of their academic advisor early in the semester.
2. Schedule early appointments during the course selection/registration period, and be prepared for advisement (students should review a copy of the master schedule on the college website, and have an idea of the courses they plan to take).
3. Attempt to clarify their interests, personal values and goals with their advisor.
4. Become familiar with general education requirements, graduation requirements, and program requirements.
5. Consult with their advisor concerning changes in their approved schedule (i.e., after being closed out of course, during add/drop, etc.).
6. Consult with their advisor when they are in academic difficulty.
7. Inform their advisor before changing majors, transferring to another college, or withdrawing from college.
8. Accept responsibility for making their own decisions.

**STUDENT RETENTION**

The ultimate goal of campus-wide retention efforts is to increase the academic achievement, satisfaction and persistence rate of students.

The responsibility of faculty and staff members in general is to:

1. **Be sensitive** to the legitimate needs and interests of students.
2. **Involve students**, expect much of them, and **provide** them with frequent, specific and appropriate feedback about their activity.
3. **Identify** students whose legitimate needs and interests we seem not to be meeting.
4. **Become knowledgeable** about campus resources for meeting a variety of students
needs and interests, and cooperate with other members of the faculty and staff to use such resources on behalf of dissatisfied or uninvolved students.

5. If Morrisville really is academically the wrong place, or, if now is really the wrong time for attending college, wish students well and assist them in exploring alternatives.

CLASSES AND RECORDS

1. Classes and Records

   a. If the faculty member and all of a class agree, the hour of meeting for that class may be changed for one session. This practice is to be discouraged, however, especially before vacations, and should not be repeated unless absolutely necessary.

   b. Students should not be left alone in a laboratory unless there is adequate faculty supervision in the building. If there is a dangerous situation in the laboratory, the faculty member must be in the room.

   c. Admissions data and test scores are available to any faculty member in the office of the school in which the student is enrolled.

   d. A blank copy of all tests should be kept. Any examination or test paper not returned to the student should be kept for one year. See that all tests are shredded rather than just discarded.

   e. All course grade books shall be kept by the faculty member until such time as he/she shall leave the college, when they should be turned over to the Dean along with any other materials containing information the Dean might need in the future. Course grade books may be discarded after keeping them for ten years.


The intent of the law is essentially that each student has a right to examine his/her records, and no records may be given out except upon consent of the student, with certain limited exceptions. The new version of the law makes it clear that all students, past and present, are covered so long as their records are kept.

Records

The definition of the documents covered by the law has been radically changed. Records over which students may exercise their rights now include all “records, files, documents, and other materials which 1) contain information directly related to the student; and 2) are maintained by an educational agency or institution.” A student may inspect, challenge, and refuse to release to third parties all those records which fall within this broad category.

The amendment excludes certain records from the student’s right of access and challenge, while generally preserving privacy.

1. Institutional records which are in the sole possession of the maker, and which are not accessible to any other person except a substitute;

2. certain security force records which are segregated from other student records, to which only law enforcement personnel have access, and provided the custodian law enforcement personnel do not have access to other educational records of a student;
3. employee records of non-student employees;

4. medical or para-medical records used only for treatment purposes and not available to third parties.

Teaching outside of regular school

When faculty members are teaching a course outside of their assigned School, they should consult the Dean of the School for which the course is taught; an understanding on procedures for conducting the class should be reached between the individual faculty member and the Dean.

ACADEMIC HONORS

Presidents and Dean’s List

Students who earn a grade point average of 4.0 and complete a minimum of 12 semester hours of course work will be placed on the Presidents List. Students who earn a minimum grade point average of 3.0 and complete a minimum of 12 semester hours of course work will be placed on the Dean’s list.

• The 12 semester hours of course work must be graded A-F and not include imputed credit courses or courses graded P/NP or S/F.

• Grades of “I” (incomplete), “NR” (not recorded), or “F” (failing) in courses graded A-F, and A-F imputed and P/NP of S/F, will disqualify a student from the list.

• A grade of “A” in all courses graded A-F, and A-F imputed is necessary to qualify a student for the President’s List.

• Part time students are eligible after each 12 credit hours accumulated.

An “I” or “NR” grade which is subsequently changed may qualify the student for Dean’s list status. At this time, a retroactive Dean’s list letter will be issued by the Dean’s office upon receipt of a new transcript for the affected student from the Registrar’s office.

An “I” or “NR” grade which is subsequently changed may qualify the student for President’s list status. A retroactive President’s list letter will be issued by the President’s office upon receipt of a new transcript for the affected student. The transcript is to be forwarded to the President’s office by the Dean’s office upon receipt from the Registrar.

Honors’ List

Only graduating seniors are eligible and they must have a cumulative average at Morrisville of 3.0 or greater.

Phi Theta Kappa List

This list is produced by a signal that is entered by the Registrar at the directive of the Phi Theta Kappa advisor.
GRADING SYSTEM

Letter grades are used to evaluate student success in achieving the specific purposes of a course.

The grading system designates: A, superior; B, above average; C, average; D, passing but unsatisfactory; F, failure; I, incomplete; W, withdrawal from college; WP, withdrawal from college passing; WF, withdrawal from college failing; P, passing; X, withdrawal from course; S, satisfactory; NP, not passing; NR, grade not reported by faculty.

GRADE POINT AVERAGE

The grade point average (g.p.a.) is a measure of academic performance, based on the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The grade point average is determined by dividing the number of quality points earned by the number of credit hours completed, as indicated by the following example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade/Quality Points</th>
<th>Quality Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio</td>
<td>4</td>
<td>X A (4) =</td>
<td>16</td>
</tr>
<tr>
<td>Eng</td>
<td>3</td>
<td>X B (3) =</td>
<td>9</td>
</tr>
<tr>
<td>Art</td>
<td>3</td>
<td>X C (2) =</td>
<td>6</td>
</tr>
<tr>
<td>Psych</td>
<td>3</td>
<td>X D (1) =</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>X F (0) =</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>16</td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

Quality Points Earned (34) = 2.13 Grade Point Average
Credit Hours Completed (16)

Courses graded I, X, S, P, F, W, NP, and NR do not yield quality points. Credits for these courses should not be added into the divisor in the GPA calculation.

The grade point average is computed each semester to determine g.p.a. After the first semester, the cumulative g.p.a. is computed by dividing the total number of quality points earned to date by the total number of credit hours completed to date. The g.p.a. is computed only on credits earned at Morrisville. Transfer credit from other colleges is not included in the computation.
GRADE REPORTS

Grade reports are produced at the six (6) week interim period and at the end of each semester and record the student's performance. Copies of the grade report are available to academic advisors on “Web for Faculty” at the Interim (6 week) point in the semester and at the end of the semester. Academic advisors should review interim grades with their advisees during the course selection period.

CHANGE OF GRADE

Note: Four week and interim grades do not appear on student permanent record; therefore, grade changes are unnecessary.

I. Incomplete grades that Computer Services Center has automatically changed to F. See RULES FOR I, W, X, S-F Grades.
   A. Computer Services changes I grade to F for all courses which have not been completed from the end of the preceding term to the end of the 14th week of classes in the current term.
   B. Registrar notifies school offices when computer services posts the I to F paperwork on datareports.
   C. Dean/school office distributes notices to appropriate faculty members.
   D. Faculty reviews status of each student’s course work and verifies F grade or changes F to some other grade. The faculty member may request and justify an extension of the I grade. Faculty signs the notice and returns it to the Dean.
   E. Dean reviews the notice, signs it and returns to Registrar.
   F. Registrar forwards petitions for extensions of I grade to the Provost and Vice President for Academic Affairs for approval.
   G. Registrar enters other changes from F to A, B, C, D, P, NP to student permanent record.

II. Other Grade Changes
   A. Student or Faculty member notifies Dean of incorrect grade.
   B. Dean acquires “Student Permanent Record Change” Form and fills in student name, major, student ID #. Dean or faculty member fills in the “Grade Change” line by listing course alpha prefix and course number, course reference number (CRN), course title, semester and year that course was taken, old grade and new grade. DO NOT ISSUE A “STUDENT PERMANENT RECORD CHANGE” FORM WITH A GRADE CHANGE TO A STUDENT!
   C. Instructor and Dean of Instructor’s school sign form and send it to the Registrar.
   D. Registrar signs and enters all grade changes for current or preceding term. Registrar sends grade change requests for courses taken prior to the preceding term (for courses taken at least two terms previously) to the Provost and Vice President for
Academic Affairs for approval.

E. Provost and Vice President for Academic Affairs acts on request and returns to Registrar.

F. Registrar enters change and/or returns form to Dean of instructor’s school. If grade is changed, Registrar sends copy of change form to Dean of student’s school.

WITHDRAWAL FROM COLLEGE

1. Policy

Students may withdraw from college through the last day of classes.

A. Students are not allowed to withdraw from the current semester after the final day of classes.

B. Students withdrawing prior to the drop deadline for courses will receive a grade of “W” for all courses.

C. Students withdrawing after the drop deadline for a course will receive grades of “WP” (withdraw passing) or “WF” (withdraw failing) as assigned by the faculty.

D. Any student withdrawing after the 10th week of the semester will be unable to attend Morrisville State College the following semester unless the Provost and Vice President for Academic Affairs approves the re-admittance.

II. Procedure

A. A student withdrawal may be initiated in one of the following ways:

   1. Student expresses desire to depart by reporting to Dean’s Office.
   2. Student departs without notice and later requests an official withdrawal.
   3. Student is dismissed for disciplinary reasons.
   4. Student is dismissed for non-compliance with immunization requirements.

B. The Dean assists the student to fill out “Student Departure Form” when departure for remainder of term is deemed unavoidable. The actual departure date should be recorded on the date line at the upper right corner of the form.

C. The student hand carries the “Student Departure Form,” if possible, and secures signatures as indicated on the form. A properly withdrawn student will have a W grade on all courses for the semester. If the student has financial obligations to the college, the concerned office will place a “Hold” on the student’s transcript using the SOAHOLD screen and remove the hold when appropriate.

D. The last office listed on form is responsible for sending the form to Registrar’s Office.

E. The Registrar enters withdrawn status and reason on student permanent record. Registrar sends copy of “Student Departure Form” to School Office. Registrar submits list of departed students for campus-wide communication.
ADD/DELETE COURSE

I. Terminology – A course is deleted by completely removing it from the student permanent record. Adding a course is simply the process of entering it on the student schedule.

II. Notes

A. During the first four class days of the semester, the student may add and/or delete courses using their Web for Students account.

B. A course may be added on and after the fifth class day when the student’s academic advisor considers it appropriate. See course drop/add below.

C. A course may be deleted on and after the fifth class day when the student’s academic advisor or dean certifies that the delete is required by administrative adjustment or error. See III below.

D. The student should be advised that deleting a course may:

   1. not allow him/her to meet graduation requirements.

   2. seriously jeopardize veteran’s benefits and financial aid. In some cases, repayment of benefits or aid is required by the federal government.

III. Procedure for Course Delete After the 5th Class Day

A. Student, academic advisor or dean identifies error or administrative need to delete a course.

B. Student must complete a Student Permanent Record Change Form (available in the Registrar's Office and all school offices). Student is responsible for securing all signatures required on the form.

C. A delete/add fee will be charged per form, unless waived by the student’s academic dean.

D. If the fee is not waived, the student takes the completed form to the Student Accounts Office to pay the drop/add fee.

E. The student delivers the Student Permanent Record Change Form and a copy of their receipt (if necessary) to the Registrar’s Office.

F. The Registrar processes the add / delete as indicated and distributes copies of the form to the appropriate offices.

COURSE DROP/ADD

I. Terminology – A course drop results in an X grade being recorded on the student permanent record for the course. Adding a course is simply the process of entering it on the student schedule.

II. Notes
A. During the first four class days of the semester, the student may add and drop (or delete) courses using their Web for Students account.

B. After the fourth class day and until noon of the last instructional day of the 10th week of the semester, the student may request a course drop. See III below.

C. A course which is graded X to signify that the student dropped the course is not included in total credits or GRADE POINT AVERAGE.

D. The student should be advised that dropping a course may:
   1. not allow him/her to meet graduation requirements.
   2. seriously jeopardize veteran’s benefits and financial aid. In some cases, repayment of benefits or aid is required by the federal government.

III. Procedure for Course Drop/Add

A. Student initiates course drop/add with his/her academic advisor.

B. The student completes the Student Drop/Add Course Form (available in the registrar’s office and all school offices) securing all the required signatures.

C. A drop/add fee will be charged per form, unless waived by the student's academic dean.

D. If the fee is not waived, the student takes the completed form to the Student Accounts Office to pay the drop/add fee.

E. The student delivers the Student Drop/Add Course form and a copy of their receipt (if necessary) to the Registrar’s office.

F. The Registrar processes the add/drops as indicated and distributes copies of the form to the appropriate offices.

**ATTENDANCE**

Class Attendance

a. Students are expected to attend all scheduled classes and laboratories. However, special circumstances such as illness, religious holidays, travel difficulties, family emergencies and active participation in college-sponsored events may make certain absences unavoidable. In such instances, students should notify instructors of these special circumstances.

b. Each instructor will distribute an attendance policy statement, defining excessive absences, the first week of classes each semester. These will be approved by the appropriate Dean to assure no conflict between individual attendance policies and college policy; copies will be on file in the instructor’s school office. Students are responsible for understanding the attendance policy (including procedures for making up missed work) of each of their instructors.

c. When, in the opinion of the instructor, absences have placed a student in potential academic jeopardy, the instructor will notify the student’s Dean, who will issue a warning to the student. An instructor may initiate discussion to determine the advisability of the
student’s dropping or continuing the course in which excessive absences have occurred.

a. A faculty member can suspend a student from class or laboratory for disruptive behavior, that is, for actions which interfere with the orderly conduct of the session or which threaten bodily harm to others. All such cases must be referred immediately to the student’s Dean, with a full report. If the student cannot be reinstated in the class or laboratory within one week of the day of suspension, the case must be referred to the Vice President for Academic Affairs for resolution.

e. Extended, unavoidable absences will usually result in student withdrawal from college. However, in unusual situations where the student indicates a desire and an ability to complete course work even though away from campus, he/she may petition his/her Dean for permission to continue academic work. The Dean will then consult with the student’s instructors and, on the basis of these consultations, advise the student to withdraw from college, to drop courses, or to finish courses under the supervision of consenting instructors.

f. Although regular class attendance will not guarantee passing grades, irregular attendance will usually have an adverse effect upon them. Because final student evaluation is based upon measurable academic achievement, however, instructors will not lower final grades solely on the basis of absences.

Class Cancellations

The college has developed a web based class cancellation system which will provide faculty the ability to communicate a cancellation to their students by directly posting a class cancellation notices on the Morrisville website. The system does not diminish or replace the need for faculty to communicate a planned or otherwise unavoidable absence to their School Dean even if alternative arrangements have been made. This system is intended for class cancellations only and should not be used for other purposes.

1.) You are now able to log in to the cancellation system (located at http://cancellations.morrisville.edu) and post your own class cancellations. Your campus username and password (used for networking and email) should be used to log in.

2.) Once you log in, a web form will request some basic information about your cancellation (your school, the date of the cancellation, and which classes are being cancelled). If you wish, you may also post a public note to your students which will appear on the website and a private note which will be emailed to your school office, your dean, and the ICS department.

3.) When your cancellation is ready, press the “submit” button and it will be entered in to the system to be posted on the website.

4.) Classes posted through this system will be automatically displayed on the college website (http://www.morrisville.edu/cancellations) on the date for which they are scheduled. Cancellations posted on the same day for which they are scheduled will appear on the website immediately.

5.) When you submit a cancellation, an email will be generated to your school office, your dean, and the ICS department. This email will serve as a notification to the school office
that you have submitted a cancellation, and will serve as a notice to the ICS office that your cancellation should be added to the Information Channel (Channel 2).

6.) Please note that this system is not intended to be a substitute for any additional required paperwork or notifications that your school office may require.

7.) If you do not have access to an internet connection or are otherwise unable to use this system yourself, you should call your school office, and they will be able to post the cancellation for you.

A link to the cancellation system has been placed in the “Web for Faculty” area. This link serves as a secondary means of reaching the cancellation system in case you are unable to recall the direct address.

**DEGREE REQUIREMENTS**

**Academic Information**

All degree candidates must satisfy entrance requirements as specified and conform to the following general regulations:

**Number of Hours for Graduation**

For the Associate in Applied Science (A.A.S.), Associate in Science (A.S.) and Associate in Arts (A.A.) degrees, a minimum of sixty-four (64) semester hours of approved courses must be completed satisfactorily. For the Bachelor of Technology (B.T.) degree, the Bachelor of Business Administration (B.B.A.) degree, and the Bachelor of Science (B.S.) degree a minimum of one hundred twenty (120) semester hours of approved courses must be completed satisfactorily (unless otherwise stated in the College Catalog).

For these degrees, certain minimum requirements must be met in the liberal arts and science areas, typically, humanities, social science, mathematics, and/or science. The A.A.S. minimum is twenty (20), the A.S. thirty (30), the A.A. is forty-five (45), the B.T. and B.B.A. is thirty (30), and the B.S. sixty (60) as follows:

a. **A.A.S.** (20 semester hours)
   1. Minimum of 5-7 semester hours of Humanities (List A)
   2. Minimum of 5-7 semester hours of Math and/or Science (List B)
   3. Minimum of 5-7 semester hours of Social Science (List C)

b. **A.S.** (30 semester hours)
   * 1. Minimum of 6-9 semester hours of Humanities (List A)
   * 2. Minimum of 6-9 semester hours of Social Science (List C)
   * 3. Minimum of 12 semester hours of Math and/or Science (List B)

   * Minimum of 15 total.

c. **A.A.** (45 semester hours)
   1. Minimum of 12-18 semester hours of Humanities (List A)
   * 2. Minimum of 12-18 semester hours of Social Science (List C)
   3. Minimum of 9 semester hours of Math and/or Science (List B)

   * Minimum of 30 total for Humanities or Social Science; minimum of 24 total for Individual Studies.
d. **B.T. and B.B.A.** (30 semester hours)

1. 8-12 semester hours of Humanities (List A)
2. 8-12 semester hours of Math and/or Science (List B)
3. 8-12 semester hours of Social Science (List C)

**e. B.S.** (60 semester hours)

Distribution of courses in List A, B, and C are determined by the departmental faculty where the degree is housed and reviewed and approved by Academic Affairs and Academic Council subject to the regulations for the minimum amount of liberal arts content put forth in *Chapter I of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 3.47, Requirements for Earned Degrees and Section 3.50, Registered Degrees.*

For the Associate in Occupational Studies, sixty (60) semester hours of approved technical courses must be completed satisfactorily. The A.O.S. degree has no liberal arts and science requirement.

A maximum of four (4) hours of physical education credits can be applied towards degree requirements. The maximum number of credits in Special Projects is three (3) hours.

Students graduating from a curriculum must be enrolled in that curriculum by the end of the administrative drop/add period in the semester they plan to graduate. (e.g. If a student plans to graduate in May of 1999, he/she must be in the program from which he/she will graduate by the administrative drop/add period in January).

**Off-Campus Courses**

Courses taken at Morrisville State College off-campus center(s) are to be treated the same as courses on campus.

**CLASSIFICATION OF COURSES**

**List A – Humanities**

A course is considered a Humanities course at Morrisville State College if it fulfills each of the following criteria (*adopted by the Humanities Department, November 2001*):

- It is listed on List-A under “Academic Regulations” in the Faculty-Staff Handbook.
- It carries one of the following prefixes (or other prefixes, as approved by the Humanities Department):
  - AMSL
  - ENGL
  - HUMN
  - PHIL
  - MUSI
  - ART
  - SPAN
  - ARCH
  - THEA
- It has been approved as a Humanities course by faculty in the Humanities Department.
- It addresses skills, knowledge, and understandings gained through human experience and interactions with oral, written, or visual communication; literature, art; music; philosophy; theatre; architecture; or foreign language.
Some Special Projects Courses *may* qualify for List A, provided that there is prior approval given from the Dean of the school in which the course is offered.

**List B – Math/Science**

**MATH:** A course is considered a Math course at Morrisville State College if it fulfills the following definition (*adopted by the Math Department, November 2001*).

Any course with a MATH prefix, taught by a member of the Math Department at a content level of intermediate algebra or above. The Math Department will work in conjunction with other departments on campus to develop appropriate MATH courses (as need arises), to be taught by the Math Department, as new programs are developed.

**SCIENCE:** A course is considered a Science course at Morrisville State College if it fulfills the following definition (*proposed by the Course Classification Committee science representatives, December 2001; input received from science related department members was taken into consideration*).

Science is the observation, identification, description, experimental investigation, and theoretical explanation of natural phenomena in the physical world. Scientific methodology, guided by natural law, formulates tentative or falsifiable conclusions. Pure and applied science credit-bearing courses must be based upon and utilize scientific methods and principles. A Laboratory component is desirable but is not a requirement. Science credit-bearing courses must be taught by faculty from the School of Science & Technology and/or the School of Agriculture & Natural Resources.

Some Special Projects Courses *may* qualify for List B, provided that there is prior approval given from the Dean of the school in which the course is offered.

**List C – Social Science**

A course is considered a Social Science course at Morrisville State College if it fulfills the following definition (*adopted by the Social Science Department, December 2008*):

It has a Social Science prefix (ANTH, ECON, GEOG, HIST, POLI, PSYC, SOCI) and is taught by a member of the Social Sciences Department with the emphasis of the content being in the behavioral disciplines of Anthropology, Psychology, and Sociology, and the non-behavioral fields of Economics, History, and Political Science/Government. Exceptions are dealt with on a case by case basis by the Social Science Department.

Using these criteria, a course will be considered a Social Science course if it includes knowledge gained through investigation of the social world, its history, institutions, economy, society and culture. It should contain research based on sound and accepted Social Science methodology.

Other courses may be designated as a Social Science course with the approval of the Social Science Department.

Some Special Projects Courses *may* qualify for List C, provided that there is prior approval given from the Dean of the school in which the course is offered.
approval given from the Dean of the school in which the course is offered.

List D – Technical Courses

All other courses except PHED and those listed above. See MORRISVILLE STATE COLLEGE CATALOG for a listing of Technical courses required for each major.

List E Imputed Credit Courses

List E includes any course that does not count as credit towards graduation (Imputed credit courses).

NOTE: An elective may be any course which is not needed to meet minimum requirements in one of the above areas. See DEGREE REQUIREMENTS and the MORRISVILLE STATE COLLEGE CATALOG for minimum requirements.

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**LIST B – MATHEMATICS AND SCIENCE**

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<td>AGEN 161</td>
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<td>AGRO 105</td>
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<td>AGRO 215</td>
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<td>BIOL 102/ENSC 102</td>
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<td>BIOL 103/ENSC 103</td>
<td>Botany, Plant Diversity w/Lab</td>
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<tr>
<td>BIOL 105</td>
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<td>BIOL 107</td>
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<td>MECH 211</td>
<td>Analytical mechanics (Statics)</td>
<td>3</td>
</tr>
<tr>
<td>MECH 213</td>
<td>Strength of Materials w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>NATR 101</td>
<td>General Ecology</td>
<td>3</td>
</tr>
<tr>
<td>NATR 115</td>
<td>Forest Ecology w/Lab</td>
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</tr>
<tr>
<td>NATR 132</td>
<td>Ornithology w/Lab</td>
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</tr>
<tr>
<td>NATR 140</td>
<td>Geology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>NATR 152</td>
<td>Fish Reproduction w/Lab</td>
<td>2</td>
</tr>
<tr>
<td>NATR 158</td>
<td>Fish Nutrition w/Lab</td>
<td>2</td>
</tr>
<tr>
<td>NATR 160</td>
<td>Principles of Arboriculture and Urban Forestry w/Lab</td>
<td>2</td>
</tr>
<tr>
<td>NATR 210</td>
<td>Dendrology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>NATR 232</td>
<td>Wildlife Ecology and Management w/Lab</td>
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<tr>
<td>NATR 250</td>
<td>Aquatic Ecology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>NATR 252</td>
<td>Ichthyology w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>NATR 254</td>
<td>Fish Health Management w/Lab</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 101</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 107</td>
<td>Introductory Physics I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 108</td>
<td>Introductory Physics II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 127</td>
<td>General Physics I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 128</td>
<td>General Physics II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 157</td>
<td>University Physics I (Mechanics) w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 158</td>
<td>University Physics II (Sound and Thermodynamics) w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 267</td>
<td>University Physics III (Electricity and Magnetism) w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 268</td>
<td>University Physics IV (Optics and Modern Physics) w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PLAS 121</td>
<td>Introduction of Plastics w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>RENG 102</td>
<td>Renewable Energy Resources</td>
<td>3</td>
</tr>
</tbody>
</table>

**LIST C – SOCIAL SCIENCE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 100</td>
<td>Introduction to Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 140</td>
<td>Introduction to Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 300</td>
<td>Money, Banking and Financial Markets</td>
<td>3</td>
</tr>
<tr>
<td>ECON 370</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>An Introduction to World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>United States History to 1800</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>United States History from 1800 to 1900</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>United States History from 1900 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>HIST 151</td>
<td>World History to 1600</td>
<td>3</td>
</tr>
<tr>
<td>HIST 152</td>
<td>World History from 1500</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HIST 161</td>
<td>European History to 1648</td>
<td>3</td>
</tr>
<tr>
<td>HIST 162</td>
<td>European History from 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 171</td>
<td>Environmental History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 172</td>
<td>Latin American/Caribbean History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 220</td>
<td>African American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 221</td>
<td>History of the Vietnam War</td>
<td>3</td>
</tr>
<tr>
<td>HIST 225</td>
<td>Women in the United States</td>
<td>3</td>
</tr>
<tr>
<td>HIST 251</td>
<td>Topics in 20th Century World History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 320</td>
<td>History of New York State</td>
<td>3</td>
</tr>
<tr>
<td>HUMS 101</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>POLI 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POLI 111</td>
<td>State and Local Governments</td>
<td>3</td>
</tr>
<tr>
<td>POLI 113</td>
<td>American Judiciary System</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 241</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 242</td>
<td>Adolescent Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 243</td>
<td>Adult Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 250</td>
<td>Social Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 251</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 255</td>
<td>Psychology of Personal Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 284</td>
<td>Psychology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 304</td>
<td>Industrial &amp; Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 384</td>
<td>Group Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 386</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 201</td>
<td>Social Problems in the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 220</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 221</td>
<td>Death &amp; Dying</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 231</td>
<td>Drugs, Society and Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 390</td>
<td>Urban Sociology</td>
<td>3</td>
</tr>
<tr>
<td>STS 101</td>
<td>Value of Science &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>STS 316</td>
<td>Investigating Cyberculture</td>
<td>3</td>
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The following courses were discontinued beginning in the fall 2009 semester.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SOCS 101</td>
<td>American History to the Civil War</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 102</td>
<td>American History since the Civil War</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 103</td>
<td>Western/World Civilization to 1500</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 104</td>
<td>Western/World Civilization since 1500</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 105</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 106</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 108</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 110</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 111</td>
<td>State and Local Governments</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 120</td>
<td>Introduction to Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 121</td>
<td>Introduction to Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 122</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 126</td>
<td>Environmental History</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 138</td>
<td>Introduction to Criminal Justice Systems</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 146</td>
<td>Latin American and Caribbean History</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 205</td>
<td>Psychology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 208</td>
<td>Child Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 209</td>
<td>Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 215</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 220</td>
<td>African American History</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 221</td>
<td>History of America in Vietnam 1945 – Present</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 225</td>
<td>Women in the United States</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 231</td>
<td>Drugs, Society &amp; Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 232</td>
<td>Topics in 20th Century World History</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 234</td>
<td>Social Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 235</td>
<td>Juvenile Delinquency</td>
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<tr>
<td>SOCS 236</td>
<td>Social Problems in 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 237</td>
<td>Death and Dying</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 239</td>
<td>Adult Development</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 241</td>
<td>Psychology of Personal Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 250</td>
<td>History of New York State</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 251</td>
<td>Abnormal Psychology</td>
<td>3</td>
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<tr>
<td>SOCS 310</td>
<td>Group Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 311</td>
<td>Industrial/Organizational Psychology</td>
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<tr>
<td>SOCS 312</td>
<td>Urban Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 316</td>
<td>Investigating Cyberculture</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 320</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 330</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>SOCS 340</td>
<td>Money, Banking and Financial Markets</td>
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LIST E - IMPUTED CREDIT COURSES

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Title:</th>
<th>Credit Hours</th>
<th>Fulfills SUNY General Education Content Area</th>
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<tbody>
<tr>
<td>SKLS 087</td>
<td>Reading Essentials</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKLS 088</td>
<td>Writing Essentials</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKLS 089</td>
<td>English as a Second Language</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SKLS 091</td>
<td>Pre-Algebra</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

ATHLETIC AND MUSIC CREDIT

I. ATHLETIC TEAMS

A student may earn Physical Education credit by participating in the intercollegiate athletic program at Morrisville State College. Students are scheduled into these course sections by the registrar's office from lists submitted by the director of athletics at the beginning of each term. All physical education courses will be graded S (satisfactory) or F (failing) and will not be calculated in the cumulative grade point average. A maximum of four (4) hours of physical education credits can be applied towards degree requirements.

II. MUSIC ENSEMBLE

A student may also receive credit for participating in music ensemble. The Ensemble Director shall provide a list of ensemble participants to the Registrar at the beginning of each term. The Registrar enters the students into a one (1) credit ensemble course as shown below. A student must be entered into a different ensemble course each term. A student cannot receive credit more than one time for the same course.

First Ensemble       MUSI 150
Second Ensemble      MUSI 155
Third Ensemble       MUSI 160
Fourth Ensemble      MUSI 165

COURSES REQUIRING A GRADE OF S OR F

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD</td>
<td>291 Student Intern Program in Business</td>
</tr>
<tr>
<td>FSAD</td>
<td>201 Cooperative Summer Work</td>
</tr>
<tr>
<td>GNED</td>
<td>101 Developmental Reading – Speed</td>
</tr>
<tr>
<td>GNED</td>
<td>102 Practical Study Skills</td>
</tr>
<tr>
<td>GNED</td>
<td>103 Developmental Reading – Comprehension</td>
</tr>
<tr>
<td>GNED</td>
<td>105 Skills for Adult Returning Students</td>
</tr>
<tr>
<td>GNED</td>
<td>110 College and Career Planning Skills</td>
</tr>
<tr>
<td>GNED</td>
<td>112 Communication Skills for Leadership Development</td>
</tr>
<tr>
<td>MCAT</td>
<td>100 Student Success</td>
</tr>
<tr>
<td>MCAT</td>
<td>101 Introduction to the Technologies</td>
</tr>
<tr>
<td>MUSI</td>
<td>150 Ensemble</td>
</tr>
<tr>
<td>MUSI</td>
<td>155 Ensemble</td>
</tr>
<tr>
<td>MUSI</td>
<td>160 Ensemble</td>
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</table>
AWARDING OF DUAL MAJOR/DUAL DEGREE POLICY

Morrisville State College will award dual degrees if two degrees of the same type are sought, i.e., two A.S. degrees, then one diploma with two majors will be granted. If two degrees of different types are sought, i.e., an A.A. degree and an A.S. degree, then two separate diplomas will be granted, assuming in both cases that all program requirements are met in both areas. Conferral of a second degree “should be reserved as a means of recognizing competency in two essentially different areas” (NYS Education Dept. September 10, 1971).

1. This policy applies to the associate level only.
2. More than four semesters of work must be presented.
3. The cumulative number of semester credit hours must be 80 or greater.
4. All program requirements, whether for a dual degree or a dual major, must be satisfactorily met, as approved by the department chair or program coordinator in each program area.
5. Students must meet Morrisville State College residency requirements. In addition, certain programs may require students to take certain courses in residence at Morrisville to satisfy program requirements.
6. Dual degree/major agreements must be submitted no later than the beginning of the student’s fourth semester. (Or equivalently, the completion of 48 credits).
7. Dual degrees/majors will require approval of the relevant faculty, Deans and the Provost and Vice President for Academic Affairs. Requests for approval should be made on the appropriate Dual Degree/Major Agreement form.
8. Individual Studies may not be used as a dual degree or a dual major.

EXAMINATIONS, MARKING PERIODS

The interim marking period normally comes at the end of the sixth week of classes each semester. Whether or not a special interim examination is to be given is left to the discretion of each instructor; regular class time is to be utilized for this purpose.

FINAL EXAM POLICY

The last exam in a course must be given during finals week. A last unit/hour exam may be given during the last week of class provided a comprehensive final is given in finals week. Courses without a comprehensive final will schedule the last unit/hour exam during finals week. This policy would not apply to exams where special facilities are required, i.e. Lab practicals, horse riding evaluations, etc. These unique cases should continue to be scheduled as facilities permit, adhering to the above whenever possible.

Each Faculty will submit final exam requests to the Registrar’s Office. This will take place early each semester so the final exam schedule is available prior to mid-term.

ACADEMIC STANDARDS

1. Grades

a. Grades are recorded on the following scale:

May 2010 - 81 -
A Signifies superior knowledge of a body of material, its function and interpretation.
B Signifies above-average knowledge of a body of material and its function.
C Signifies average knowledge of a body of material.
D Signifies minimum knowledge of a body of material.
S Satisfactory – not computed in grade point average.
F Signifies failure to attain minimum knowledge of a body of material.
I Incomplete – indicates student has not completed all required coursework. An incomplete grade must be completed by the end of the 13th week of the following semester.
W Withdrew from College.
WP Withdrawed from College passing course.
WF Withdrawed from College failing course.
P Passed; satisfactory; not computed in GPA.
NP Not passed; unsatisfactory; not computed in GPA.
NR Not reported.
X Withdrew from course.

b. Credit Points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 for each credit hour</td>
</tr>
<tr>
<td>A-</td>
<td>3.67 for each credit hour</td>
</tr>
<tr>
<td>B+</td>
<td>3.33 for each credit hour</td>
</tr>
<tr>
<td>B</td>
<td>3.0 for each credit hour</td>
</tr>
<tr>
<td>B-</td>
<td>2.67 for each credit hour</td>
</tr>
<tr>
<td>C+</td>
<td>2.33 for each credit hour</td>
</tr>
<tr>
<td>C</td>
<td>2.0 for each credit hour</td>
</tr>
<tr>
<td>C-</td>
<td>1.67 for each credit hour</td>
</tr>
<tr>
<td>D+</td>
<td>1.33 for each credit hour</td>
</tr>
<tr>
<td>D</td>
<td>1.0 for each credit hour</td>
</tr>
</tbody>
</table>


2. Pass-Not Pass Option Course

   a. The rules for the selection of the Pass-Not Pass option are as follows:

      1. it is the responsibility of the student to make sure s/he selects P-NP courses within the rules of this college.

      2. no more than one course per semester of four hours or less may be selected. (Some courses are offered only on a Pass-Not Pass basis; such courses would not prevent students from selecting this additional course on a Pass-Not Pass option.)

      3. grade for P-NP courses will be “P” for pass, “NP” for not pass.

      4. a grade of “P” will earn regular credit toward graduation but will not be included in calculation of the cumulative average.

      5. a grade of “NP” will be recorded on transcript but will not be included in calculation of cumulative the average.
6. the course must be selected by the student before the end of the 20th day of instruction, each semester; the P-NP option form must be submitted to the Registrar’s office before the end of the 25th day of instruction each semester.

7. once the P-NP option form is filed in the Registrar’s office, the student may not change back to a conventional grade (A,B,C,D,F) for that course, nor may s/he change from a conventional grade to a P-F option.

8. the P-NP option is not available for imputed credit courses or courses which are designated to be graded S/F. This is effective beginning the spring semester 1994.

b. Procedure:

3-part forms necessary to implement the system are available in the School offices. This form must be:

1. filled out and signed by the student.

2. signed by the Advisor. (This signature indicates only that the Advisor is aware of his advisee’s action.)

3. the space provided under “Advisor Comment” is to be used by Advisors to indicate their views concerning the P-NP selection.

4. advisors will retain in their offices the form marked Advisor.

5. the rest of the form should be sent to the proper School office for filing in the student’s folder and for forwarding to the Registrar’s office.

c. Notification

1. It is the responsibility of the Registrar to announce in the bulletins to faculty and students, as well as other college media, the availability of the P-NP option. These announcements are to be done both the 1st and 2nd weeks of class each semester.

2. Faculty will be notified as to which students are taking their course under the P-NP option not later than one week before Mid-semester.

3. Dropping Courses

A student may delete or add a course during the first 4 class days of a semester without an “X” grade appearing on the transcript. Upon securing the counsel of his advisor, course instructor, and his/her School Dean, a student may drop a course at any time following the delete-add period providing he/she initiates the procedure by noon of the last instructional day of the tenth week of the semester. These individuals shall then indicate that the student has discussed with each his/her intent to drop the course by designating in writing their approval or disapproval. The student’s transcript will then show a grade of “X.” The “X” grade identified only as withdrew from course. Courses receiving the grade of “X” would not be included in the grade point average calculations.

After the first two weeks of classes, a student will be charged $20 per form for a student initiated course drop, add, or delete.
2. Transfer Credit

Transfer credit will be granted on a course-for-course evaluation basis. “D” grades are generally not transferred and no transfer grades are computed in the Morrisville grade point average. Students transferring from one school to another within the college carry grades and grade points for courses transferred to the new school. These are computed in the overall average.

5. Credit by Examination

LOCAL EXAMINATION

The School Dean approves the minimum grade required on a local proficiency examination to support course credit or exemption.

EXTERNAL EXAMINATIONS

The School Dean approves the minimum grade required on the following examinations to support course credit.

A. New York State Education Department Examinations
   1. Regents External Degree Examination (REDE)
   2. College Proficiency Examinations (CPE) – This test may be taken outside of New York State under the title of American College Testing Proficiency Examination Program (ACT PEP) and (CPEP).

B. College Entrance Examination Board (CEEB) Examinations
   1. College Level Examination Program (CLEP)
   2. Advanced Placement Examination (AP)

C. Defense Activity for Non-traditional Education Support (DANTES) Program DANTES
   Subject Standardized Test (DSST)

D. Others
   1. American Chemical Society Examinations
   2. California State University and Colleges (CSUC)
   3. Foreign Service Institute (FSI) Oral Proficiency Language

6. WAIVERS

I. OTHER REQUIRED COURSES

A student may challenge the need to take a required course by contacting his/her Dean. The Dean may waive a required course based on transfer courses, credit by examination or waiver by examination. See CREDIT BY EXAMINATION. See CREDIT FOR NON COLLEGIATE TRAINING. Waiver by examination means that a student displays sufficient skills as measured by a local examination to exempt a lower level course but in the judgment of the Dean, does not deserve college credit.

7. COURSES REPEATED AND IN LIEU

May 2010
A. A student may repeat most courses to attempt a higher grade. This should be done with consent of the student’s advisor. Exception, a grade of P or S cannot be raised.

B. A student must repeat a required course which was failed or dropped in his/her major. This may be done by repeating the course on campus or transfer of another course from another college “in lieu” of the campus course.

C. A student may replace a non major course which is required for graduation by placing another course “in lieu” of it. The course which is to be entered “in lieu” of a previously taken course may be taken on campus or from another college.

8. RULES FOR I, W, X, S-F GRADES

I. RULES FOR I GRADE

A. An incomplete may be given only when circumstances leading to a student’s failure to complete course requirements are known to be beyond the student’s control. “I” may be given for extended illness, incapacity due to accident or situations producing unavoidable periods of absence from class or final exams. The form to be completed for an I grade is available in each Dean’s office.

B. Student must meet requirements for the I graded course by the end of the 14\textsuperscript{th} week of the following semester. If not made up it becomes an “F.” Extensions may be granted with agreement of Faculty member and approval of the Provost and Vice President for Academic Affairs.

C. “I” grade is not computed in the Grade Point Average.

D. Students with “I” in courses graded A-F are ineligible for honors, Dean’s List, President’s List.

E. “I” will be assigned automatically by the computer center if no grade is reported by the faculty.

An “I” grade which does not reflect the student’s actual achievement may be changed at a later date, thus qualifying the student for Dean’s List status. At this time, a retroactive Dean’s List letter should be issued.

II. RULES FOR W GRADES

A. Registrar’s Office assigns W, WP, WF grade to all courses when student is properly withdrawn from college.

B. Students withdrawing prior to the drop deadline for courses will receive a grade of “W” for all courses. Students withdrawing after the drop deadline for a course will receive grades of “WP” (withdraw passing) or “WF” (withdraw failing) as assigned by the faculty.

C. If a grade input document is received for a student who has not attended class for an extended period of time, any other legitimate grade may be given. Registrar’s Office will automatically change that grade to W once the student
has properly withdrawn.

D. If a student withdraws after completing a course of less than 15 weeks, the student’s Dean shall send a CHANGE OF GRADE to the Registrar after the end of the semester, in order to change the W grade back to the earned letter grade for the completed course.

III. RULES FOR X GRADES

A. The student may request a course drop after the fourth instructional day and before noon of the last instructional day of the 10th week of the semester.

B. A course drop will result in an X grade on the student permanent record.

C. A dropped course is not counted in total credits or in the calculation of grade point average.

IV. RULES FOR S-F GRADES

A. Courses which may be graded either S (Satisfactory) or F (Failure) are designated as such when the course is proposed and approved.

B. S-F courses are not calculated in the GRADE POINT AVERAGE.

C. S-F courses with a grade of S are added into total credits earned for a degree.

D. A grade of F in a S-F course does not disqualify the student from Dean’s or President’s List.

9. Academic Warning

A full-time student will receive academic warning when one or more of the following conditions occur:

a. The student attains less than a 2.0 cumulative grade point average.

b. The student attains less than a 2.0 semester average.

c. The student fails or drops a required course that in the judgment of the School Dean or faculty advisor will significantly affect the student’s target graduation date.

1. A student who received an “F” in a required course must repeat the course when it is next offered. If due to schedule limitations this is not possible, an equivalent course may be substituted with the permission of the School Dean.

Implementation:

1. The student will be given the specific reason for academic warning by letter, signed by the School Dean, along with a copy of the student’s academic record. A copy of the letter will be forwarded to the student’s advisor.

2. The letter will instruct the student to contact his/her advisor or School Dean as soon as possible. The advisor or School Dean will take appropriate action to assist the student.
10. **Satisfactory Academic Progress**

**Grade Point Average (GPA)**

The Academic Review Committee and Dean of each School will evaluate students experiencing academic difficulty at the end of each semester. A student whose Grade Point Average falls below the level stated below will be subject to dismissal or warning.

- **1st semester** – less than 1.0 GPA – dismissal
  - 1.0 – 1.69 GPA – committee decision: academic warning or dismissal
  - 1.7 – 1.99 GPA – academic warning

- **2nd. Semester** – cumulative GPA of less than 1.5 – dismissal
  - cumulative GPA of 1.50 – 1.99 – committee decision: academic warning or dismissal

- **3rd. semester and beyond** – cumulative GPA of less than 2.0 – committee decision: academic warning or dismissal

**Implementation of Student Dismissal**

1. The student will be given specific reason for dismissal along with a copy of the student’s academic record.

2. Alternate choices for Readmission to Morrisville, if any, specifying the prerequisites and recommended date of readmission will accompany the academic dismissal letter.

b. **Credit Hours Earned**

Suitable academic progress toward graduation also requires completion of at least (12) credit hours each semester within the framework of current warning and dismissal policies. A full-time student completing fewer than 12 credit hours in any semester will be considered for retention or dismissal by the appropriate academic review committee, regardless of cumulative grade point average. A part-time student will be subject to the same review as each 12 hours is completed.

11. **Guidelines for Conditional Semester**

1. The purpose of a conditional semester is to retain students we consider truly “marginal” and to enmesh them in a program that will improve academic success and retention.

2. Students falling into the category would have a maximum of three semesters to demonstrate academic progress.

   A) Students would be eligible for a conditional semester when their first semester GPA is between a 1.0 and 1.7

   B) In their second semester, students would be subject to these conditions: Enroll for no more than 13 credits
Attain a 2.0 in a minimum of 12 credit hours of academic work
No adding/dropping courses after the start of the semester
Attend all lectures, labs, and class activities and
Complete all assignments as specified by instructors
Attend mandatory “lab” meetings for conditional semester students (see below, no.5)
Utilize appropriate resources such as the Academic Enrichment Center to improve grades

C) Failure to meet these conditions will make the student eligible for dismissal when they violate their contract any time during the semester.

D) Students who demonstrate satisfactory academic progress (a 2.0 semester average during their conditional semester) will be permitted to enroll for a third semester, retaking those courses that initially placed them in the conditional category (if they remain in their initial program of study and the courses in question are currently applicable).

E) Those students who attain a 2.0 or better in the third semester will be permitted to continue.

3. Students initially placed in a conditional semester would not be eligible to change majors or schools, although in cases where students are felt to be inappropriately placed their course schedules will be altered to reflect interests/needs.

4. Part of the conditional semester contains a requirement to maintain a clean disciplinary record on and off campus. In addition, these students should be placed in “quiet study” residence halls but not otherwise segregated.

5. An important part of the conditional semester will be a regular weekly meeting in which these students will be reminded of class obligations and assisted to develop strategies for dealing with assignments, etc. Suggested point people for this “Conditional Lab” include RD’s, Counseling Center personnel, instructors, and Deans.

Procedures for Conditional Semester

1. Review of the academic performance of students falling into the category appropriate for conditional status by faculty and Dean of individual schools. Input should be solicited regarding contributing factors to poor performance, such as:
   - illness
   - attendance
   - academic skills
   - disciplinary problems
   - possible problems arising from Learning Disabilities or English as a Second Language
   - inappropriate course/program placement

2. Depending on the information obtained, students who seem to be candidates for conditional status should have their schedules designed to reflect the conditions of this status. In addition, placement and/or assessment testing could be administered to assure appropriate remediation.
3. Students granted conditional semester status should be contacted, the features of the program explained, and arrangements made (if necessary) for testing, etc.

4. Students must review and sign a contract outlining the features of the program and their responsibilities within it. A copy of this contract would also be sent to the parents of dependent students.

5. As part of the contractual process, students will also sign, but not date, a withdrawal form to be used in the event that they violate their contract.

12. **Interim Grades**

   Interim grades are date assigned at the six week point of a semester. Interim grades will be given, but there will be no academic warning or Dean’s list. Students with low grades at interim are encouraged to meet with their academic advisor.

13. **Restrictions**

   Students on academic warning may participate in extra-curricular activities. Those whose semester averages are below 1.49 will not be excused from classes. Those whose semester averages are between 1.5 and 1.79 may have approved absences only with permission of the School Dean.

   Student organizations will continue to place their own restrictions upon members who are on academic warning. They may impose standards higher, but not lower than those indicated above.

**PROCEDURES FOR COURSE APPROVALS AND DELETIONS**

Procedures for Course Approvals and Deletions

1. The initiator of a new course will complete the course proposal form and submit a course outline, which will include the course description as it will appear in the college catalog, a topical outline, and measurable course outcomes, suitable to the level of the course. In this process the School Dean will act as a resource and an editor, and serve as the first step in the approval process. In addition, the dean will prepare a justification for the course. These materials are to be forwarded to the Provost and Vice President for Academic Affairs who will schedule a discussion of the course at a subsequent Academic Council meeting and Academic Affairs committee meeting.

2. In the case of a course granting credit in more than one school the recommendations of all affected schools/departments must be obtained and the appropriate School Dean’s signature affixed to the Course Approval Form. One School Dean (usually of the initiating school) will be designated as having prime responsibility for the course and modifications of it.

3. For courses in specific academic areas which will normally enroll students from other schools, the initiating School Dean must show evidence of consultation with the affected school faculty / Deans.

4. Copies of the above materials will be sent to the Academic Affairs Committee. Committee reaction will be reported to the Provost and Vice President for Academic Affairs.
5. A favorable recommendation for a course will be signified by a plurality vote of the present Academic Council.

6. Final approval will rest with the Provost and Vice President for Academic Affairs.
Draft Proposal

Proposal to Chair/Department

Proposal to Dean

Proposal to Provost

Proposal to Academic Affairs Committee & Academic Council

Final Approval by Provost

Consult with affected departments, courses, faculty, facilities

Consult with Library
ITEMS TO BE INCLUDED ON A SYLLABUS

Because a syllabus is understood to be a contract with a student, at the start of each semester during the first week, faculty will submit to their school office and distribute in each of their classes copies of syllabi for each course they have been assigned to teach.

Each syllabus will include or account for the following:

- Semester the syllabus applies
- Course Description, matching what is in the current college catalog with course prefix and number, course name, and including the number of credits and pre- or co-requisite(s), if applicable
- Instructor contact information: office location and office hours; email address; phone number; faculty mailbox location
- Required textbook(s) and other materials
- Instructor’s attendance/lateness policy
- How the final grade is calculated (e.g. 30% quizzes, 50% exams, 20% class participation) and what grade ranges are (A=93+, A-=90-92, B+=88-89, etc.)
- Statement on Students with Disabilities

If you are a student with a documented disability who wishes to use academic accommodations, you should do the following:

1. Speak with your instructor during the first two weeks of class;
2. Talk with David Symonds, Coordinator of Services for Students with Disabilities, to arrange your test accommodations. You may reach David at 684-6349 or E-mail symondda@morrisville.edu

If you wish to use test accommodations for an exam, please speak with the instructor the class before each exam. Doing this will help to accommodate you. All tests must be completed the same day the test if scheduled. Any other arrangements must be made by agreement between the student and the instructor.

The two week time frame is to encourage students to arrange accommodations early in the semester. Students with disabilities may use accommodations at any point during the semester.

Statement on Academic Assistance

The Academic Enrichment Center (AEC) is a resource available to all students who need assistance with their coursework. The AEC offers peer tutoring in most subjects as well as professional tutoring in math, reading, and english / writing. Supplemental instruction is also available in a number of courses. The tutors and professional staff at AEC can also assist students with general study skills such as note-taking, test-taking, time management, and critical thinking. The AEC is located in the Library and can be reached at 684-6075 or e-mail lawhorsl@morrisville.edu.

- Academic Honesty Policy
- Topical outline of activities, assignments
- Measurable Course Outcomes

Faculty may include the following items, but these are at the discretion of the instructor:

- Alternate instructor contact information (home email/phone, et al.)
- Instructor's expectations (cell phone use, civility, preparedness, etc.)
- Policy regarding papers, exams, quizzes, etc.
- Policy regarding late work, make-up work, extra credit, etc.
ACADEMIC GRIEVANCE SYSTEM

The student academic grievance system provides responsible institutional alternatives for the student who has a legitimate complaint to make against a member of the faculty. The grievance system is intended primarily to safeguard the rights of students, but also to protect the faculty from complaints that are unsupported or insubstantial. The grievance system is not intended either to change existing academic or college policy or to persecute, penalize or in any way diminish the academic freedom of individual faculty members.

Section I – Scope

A. For the purposes of this proposal, a grievance shall be a complaint of the following:

1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the college, school, or curriculum.

AND/OR

2. Unfair or inequitable treatment by reason of any act or condition which is contrary to established policy or practice governing or affecting a student of this college.

AND/OR

3. Prejudiced, capricious, or manifestly unjust academic evaluation.

B. To facilitate this procedure the following general guidelines are provided:

1. A grievance complaint must be initially presented within 21 calendar days of the alleged grievance excluding any intersession and/or vacation.

2. A grievance complaint must be initiated by the individual affected.

3. Any student may present a grievance complaint, subject to these guidelines.

4. If any grievance complaint originates at the department level or higher, an informal settlement should be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.

Section II – The Grievance Structure

A. Step 1 – The Department Level (It is recognized that many grievances are merely faculty-student misunderstandings and can be settled at this level. Therefore, in the interest of informal settlement, this step has not been significantly altered from the present system.)

1. In the case of grievance a student has with a faculty member, the student should attempt an informal settlement with the faculty member. There may be instances when the student feels that s/he needs to involve his advisor or department chairperson in a specific case.

2. If no mutually satisfactory informal settlement can be reached with the faculty
member, then the student may file a written statement of his grievance with the
chairperson of the
department in which the grievance occurred. The chairperson shall hold an informal
meeting with the student and the faculty member, and make a decision within one
week after the meeting.

3. If either party is dissatisfied with the decision made by the chairperson, it is the
responsibility of the chairperson to inform both parties of the next possible recourse,
namely, to appeal the decision to the Dean of the school in which the curriculum is
located. Intent to appeal should be filed, in writing, in the office of the School Dean
within 10 days after receipt of the department chairperson’s decision.

4. If the grievance is initially with a department chairperson, then the student should
attempt an informal settlement with that individual. If no mutually satisfactory decision
can be reached, then the grievance should be filed with the School Dean as outlined
above.

B. Step 2 – The School Level

1. Should either party be dissatisfied with a decision at the department level, the
grievance may be brought, in writing, to the office of the School Dean in which
grievance occurred, within 10 days after receipt of the department chairperson’s
decision. The chairperson should make available all information relating to the case,
his/her decision regarding the case and reasons for the decision, and forward
statements, arguments, etc., from both parties involved in the case.

2. The School Dean should convene a special hearing for the case with all involved
parties present, within 10 days of the written presentation of the grievance subject to
the availability of the parties involved. There may be cases when it is mutually agree-
able to both parties involved to have a less formalized settlement than a hearing such
as this. If this is the case, the grievance should be handled in some other mutually
acceptable manner. It shall be the responsibility of the School Dean to make these
alternatives known to all parties involved in the case.

3. Either party involved in a grievance case may have someone (such as a student’s
advisor or a faculty member’s colleague) present to provide them with assistance.
Choice of assistance of this type would be left to the individual parties involved, but
s/he or she must be a member of the Morrisville State College Community.

4. After hearing all facts and opinions relevant to the case, the School Dean shall make a
decision regarding the specific grievance. S/he shall notify, in writing, all parties
involved within one week.

5. A copy of the decision and all pertinent materials shall be kept in the student’s file in
his/her School Dean’s office at least one year after the student has graduated or left
school.

6. Should either party be dissatisfied with the decision, it is the responsibility of the
School Dean to inform all involved parties of the next step, which is to appeal the
decision to the Academic Grievance Tribunal.

C. Step 3 – The Academic Grievance Tribunal
1. Should either party be dissatisfied with the decision at the school level, the grievance shall next come before the Academic Grievance Tribunal.

2. Notice of intent to appeal should be filed in the office of the Provost and Vice President for Academic Affairs, within one calendar week after receipt of the decision of the School Dean.

3. Composition
   a. Faculty – There shall be three faculty members chosen by the faculty member involved in the dispute from a list of 20 faculty members supplied by the Provost and Vice President for Academic Affairs of the College.
   b. Students – There shall be three student members chosen by the student involved in the dispute from a list of 20 students supplied by the Provost and Vice President for Academic Affairs of the College.
   c. Administrator – The Provost and Vice President for Academic Affairs shall be the administrative representative on the Tribunal. The administrative representative shall also serve as chairperson of the Tribunal. The chairperson will have a tie-making or breaking vote.

4. Procedures
   a. In all cases arising from an appeal, the appellant shall submit written arguments within ten days of the filing of his notice to appeal.
   b. A copy of said arguments shall be filed with the Provost and Vice President for Academic Affairs and a copy sent to the respondent.
   c. The respondent then may file written arguments within ten days of receipt of the appellant’s arguments, one copy to be submitted to the Provost and Vice President for Academic Affairs, and one copy to the appellant.
   d. Upon being notified by the Provost and Vice President for Academic Affairs of a pending appeal, the School Dean shall forward all records of his findings and recommendations, and the reasons for the decisions, to the Vice President for Academic Affairs.
   e. The Provost and Vice President for Academic Affairs shall invite both the appellant and the respondent to choose the faculty and student membership for the Academic Grievance Tribunal. Both the appellant and the respondent shall have the opportunity to challenge any member of the Tribunal and to have that individual removed from the Tribunal if cause can be established. The Provost and Vice President for Academic Affairs or the President of the College shall determine whether or not cause has been established in each case.
   f. Once the appellant and the respondent agree upon a seven member Tribunal, the Provost and Vice President for Academic Affairs shall schedule the hearing within two weeks.
   g. At said hearing, both the appellant and the respondent shall be given the
opportunity to make any oral arguments. Either party may again have someone present to provide them with assistance, as described above in Section II, B-3. Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining of witnesses, etc., and other provisions as found necessary by this Tribunal in its operations.

h. In cases involving charges of discrimination on the basis of race, color, national origin, religion, age, disability or marital status, the Campus Affirmative Action Officer shall sit with the Tribunal in an advisory capacity during the review and deliberations.

a. The Tribunal shall then render its decision which shall be final. In the event of a tie the grievance shall be submitted to the President of the College whose decision shall be final. Copies of the decision shall be sent to the appellant, the respondent, and the Provost and Vice President for Academic Affairs within one week of the decision. The Provost and Vice President for Academic Affairs will be responsible for this decision being carried out.

b. Copies of the decision and all pertinent materials shall be kept in the student’s file located in his/her School Dean’s office for at least one year after the student has graduated or left school.

**COURSE AUDIT**

Course auditing consists of class attendance and participation at a cost of $50.00 per course with no academic credit to the auditing student. A $50.00 fee will be charged for each course audited. Auditing of courses is allowed by permission of the School Dean and course instructor. Auditing privileges shall not deny enrollment to regularly enrolled students. Per SUNY policy, senior citizens (age 60 or above) may audit courses on a space available basis.

Neither adherence to normal academic requirements nor grades are required for course auditors. Restrictions on admission to courses with educationally necessary prerequisites and with extensive laboratory or individualized studio activities are subject to the discretion of the School Dean and the course instructor.

**SPECIAL PROJECT GUIDELINES**

Students taking “Special Project” courses may earn up to three credit hours for courses designated as Special Projects in their associate degree and an additional three hours credit for Special Projects in their baccalaureate program.

A total of six Special project credits may be awarded in a baccalaureate program with three credits coming at the lower division level and three from the upper division level. Students at the associate’s level will not be given credit for upper division level Special Projects.

Students registering for three one credit Special Projects must do so by the end of the first week of the semester; students registering for two one credit Special Projects must do so by the end of the fifth week of the semester; and students registering for a single one credit Special Project must do so by the end of the tenth week of the semester.

First semester students are not restricted from registering for a Special Project. However,
this course offering assumes that the student possesses a certain degree of academic maturity. For some students, it may not be in their best interest to register for a Special Project during their first semester of study.

Students who are not in their first semester of study must have maintained an overall GPA of 2.0 or better in order to register for a Special Projects course. Students are required to work at least 45 hours per credit hour. This will include any formal meetings with the instructor, any lab related work and any outside work. This should be clearly stated in the description of the Special Project course offering in the course catalog.

No non-faculty may offer a Special Project without the direct advisement and approval of faculty members from the school in which the course is being offered.

Any faculty offering a Special Projects course must submit written documentation at the conclusion of the project that describes the goal, activities, and outcome of the project. This documentation must be included in the student’s permanent file.

A similar form will be used for all schools. The form will require five signatures: the student, advisor, faculty supervisor, Dean of the student’s school, and the Dean of the crediting school.

There is no restriction on the number of special projects students a faculty member may have during a particular semester.

CONTINUING EDUCATION

The College offers continuing education courses during the fall, winter, spring, and summer semesters at both the main and Norwich campuses. For information on continuing education or summer courses, contact either the Registrar’s office or the Norwich campus.

Campus faculty interested in teaching a continuing education or summer or winter school course should notify their Dean. They will be given first consideration to teach through the Norwich Campus, or summer school. The appropriate academic deans will review all requests for employment in continuing education or summer school and recommend those to be employees to the Provost and Vice President for Academic Affairs.

ADMISSIONS

While the primary task of the Admissions Office staff is the recruitment of qualified applicants to Morrisville, the faculty of the College have long played an active and supportive role in this effort. Each year the Admissions staff visits many of the high schools and Vocational/Technical Centers in New York (BOCES), Pennsylvania, New Jersey, and New England states in order to make contact with the guidance community and prospective students. College Fairs are also attended by the Admissions staff in order to speak to prospective students, their parents, and guidance counselors. Faculty members occasionally offer to accompany Admissions Counselors on these visits to help promote their area of specialization. Faculty also visit New York State High Schools and BOCES centers on their own in order to raise awareness of their particular programs. Faculty and other staff members regularly attend public relations events and programs (State Fair, Chamber of Commerce Shows, etc.)

Appointments with prospective students, scheduled in conjunction with our campus visitation programs Monday through Friday and on selected Saturdays (usually two in the Fall and two in the Spring), are one of the most important ways by which faculty support and enhance the recruitment of well qualified applicants. Many faculty members, either as
individuals or groups, participate in other activities that assist the recruitment efforts of the Admissions Office, in many instances hosting specific academic program recruitment events.

It is very important that faculty members keep the Director of Admissions informed of their participation in any recruitment related activities. This will help us in evaluating the success of all Admissions activities. It will also prevent the duplication of our recruitment efforts. Application to Morrisville State College is made via the SUNY Common Application Form contained in the SUNY Application Guidebook, or electronically via the web site, or Morrisville’s own campus based application, which is available in the Admissions Office. Students can obtain the SUNY Application Guidebook from their high school guidance counselor or by contacting the Admissions Office. The completed application is mailed to the Application Servicing Center (ASC) in Albany. The application is processed at ASC, and approximately one to two weeks later is sent to Morrisville’s Admissions Office. Complete applications are reviewed by the Morrisville Admissions Staff on a rolling (processed as they are received) admissions basis. Acceptance is to a specific curriculum with appropriate admission criteria established by each program. If a student is not qualified for their original curriculum choice, they may be offered acceptance to an alternative program for which they do meet the prerequisite requirements. Students may also be accepted as at risk or additional time admits depending on their programs, if they meet college entrance requirements, but lack specific curriculum requirements. Notification of an admissions decision will be made to the applicant within two to four weeks after it is received from ASC.

Specific information concerning application procedures and requirements may be found in the Morrisville State College Catalog. Faculty may refer general questions or inquiries from prospective students, guidance counselors or the general public to the Admissions Office Staff.

ATHLETIC BOARD OF CONTROL

I. Introduction

In recognition of the need for institutional control of policies governing the operation of the intercollegiate athletics program for women and men at Morrisville State College, it is advisable for the President of the College to have access to a group of students, faculty, and staff who will recommend broad policies and provide for operational guidance and decision making within established policy. In order to carry out responsibilities consistent with State University of New York board of Trustees policies, it is important for organizations funding athletic programs, to have direct input in establishing policies and plans affecting those programs.

II. Duties and responsibilities

The Athletic Board of Control will have the following duties and responsibilities:

A. to develop and recommend to the College President a long-range plan for the continuing development of the campus intercollegiate athletic program for men and women.

B. to develop and recommend to the College President a long-range financial plan to support athletic programs (including program development and making coaching and assignment recommendations).
C. to review existing programs and to respond to proposals which call for the establishment of new sports programs for women and men, including the monitoring of Title IX review and compliance.

D. to develop, recommend, and implement policies and principles for the conduct of athletic events, including spectator conduct.

E. to publicize the approved policies and principles state in D.

F. to advise the College President with respect to institutional relations(s) with outside athletic agencies and associations, specifically: NCAA rules and conference, regional and state rules and regulations.

G. to work on an operational level as an advisory group to Director of Athletics, and the Associate Provost

H. to monitor and approve all athletic expenditures and to make recommendations to the President covering proposed changes in the policies of the intercollegiate athletic program.

III. Membership

A. Voting membership on the Athletic Board of Control shall total 9 and shall consist of the following:
   3 students, 3 administrators, 3 faculty

B. The student members shall be appointed by the President for 2 year staggered terms.

C. The faculty and administrators shall be appointed by the President of the College. Appointment shall normally be for three-year terms which may be adjusted in order to foster rotation and continuity. Faculty and administrative members are subject to recall by the President of the College.

D. The Director of Athletics, who will be a nonvoting member of the board.

IV. Officers

A. Chairperson:

1. The chairperson shall be appointed annually by the College President or by his/her designee.

2. It is the responsibility of the chairperson to report the activities of the Board to the President, on a regular basis. The President shall review and sign all official minutes of the Board.

B. Vice-Chairperson

1. The vice-chairperson shall act in the absence of the chairperson.
2. The vice-chairperson shall be elected by the Board members.
3. In the event of the chairperson’s resignation or removal, the vice-chairperson shall serve as the chairperson until the College President appoints a new chair-person.

V. Quorum

A. A quorum; shall consist of fifty percent plus one member (6) of the voting membership of the Board. Roberts’ Rules of Order shall be following by the Board to conduct meetings.

**CLUB ATHLETICS**

All intercollegiate athletics of a team must come under the guidelines of the Athletic Board of Control. There can be no “club” at Morrisville because of liability issues that are raised.

No group of students involved in athletic activities without the approval of the Athletic Board of Control may use the college name, the college facilities or money collected by the college business office for the purpose of engaging in intercollegiate activities.
TECHNOLOGY SERVICES

Support Services Provided

Technology Services provides computer and technology support for college faculty, staff, and students. Our offices are located on the ground floor of Charlton Hall. Assistance is provided for campus standard laptop and PC software, including Microsoft Office (Word, Excel, Powerpoint, Access), Microsoft Outlook electronic mail, Internet Explorer web browser, and Norton antivirus; laptop and PC hardware and peripheral installation and support, problem-solving, and repair; purchase consultation on laptops, PCs, printers, software, and peripherals; and installation and support of wired and wireless network services. In addition, Technology Services supports the campus use of BANNER, a student records and registration system that includes modules for admissions, registration, financial aid, billing, accounts receivable, alumni, web for students, and web for faculty. Specialized programming and software support services are also provided. Technical support is provided for WebCT, the campus course management system used for both online and hybrid courses.

WEB

The Morrisville web site (www.morrisville.edu) is maintained by a web developer in Instructional Communication Services (ICS). State regulations prohibit the use of state owned computer equipment, including the web, for personal business. Every faculty and staff member can set up a personal web page for academic or college purposes. The Morrisville web site is maintained in accordance with the following advisory and approval processes:

Approval Process for WEB Production

ADVISORY

WAG – Web Advisory Group, assembled by the President with the purpose of establishing overall priorities for the college Web site, developing strategy and direction, and creating standards for design and navigation

WAD- Web Advisory/Deans, a subgroup of WAG, focuses on academic sites

Either or both groups will be consulted at various times in the approval process, in an advisory capacity.

APPROVAL

The head of the functional area or dean designates a local contact; a list of contacts is maintained and updated annually by the web developer.

New pages and changes to existing pages should be coordinated by the local contact.

During local review, the local contact person will contact the web developer. Should substantial changes be required, the web developer will review changes with the Web Advisory Group (WAG) and /or Web Advisory/Deans (WAD) subcommittee.

The web developer and local contact will submit page/changes to functional
head/dean for changes and approval, with a copy to the corresponding vice president.

After functional head/dean approval in writing, page/changes will be submitted to the director of public relations and web developer for final changes/approval.

The web developer will put the changes live on the Web only after all approvals have been received.

**Student Computing and Labs**

Morrisville State College was called “A campus at the forefront of a technological revolution” by The New York Times and was named America’s #1 Most Wired Two-Year College for the two consecutive years by *Yahoo! Internet Life* magazine.

The college maintains a state-of-the-art computing lab for general student use called the Cyber.Lab. This lab, located on the ground floor of Charlton Hall, is open approximately 75 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 Web. More than 50 networked PC’s equipped with CD’s, DVD’s, 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 Cyber.Lab. The Cyber.Lab is staffed by student proctors who are available to answer student questions. In addition, the college has a number of specialized computer laboratories supporting specific academic programs including Office Technology, Computer and Information Technology, Accounting, Nursing, Agriculture and Natural Resources; Travel and Tourism; Journalism; Math; Landscape Architecture; Social Sciences and a CAD Lab.

**Access**

Every Morrisville faculty, student, and staff member receives a username and password for wired and wireless access to e-mail, the campus servers, networked storage, and laser printers located all over campus. Every faculty, student and staff member can create their own home page on the Web. Faculty, students and staff can access their own Morrisville e-mail from anywhere in the world where they have access to the Web. Faculty can also access their class rosters, class schedule, and selected information on the students in their classes from the Web using Banner Web for Faculty. Students can access their class schedule, grades, and financial aid information and register for classes on the Web using Banner Web for Students.

**ThinkPad University**

Morrisville State College has undertaken an academic initiative which integrates computers into the teaching and learning environment in a way that allows students access to technology from any place at any time. In partnership with 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 freshman enrolled in a ThinkPad University curriculum will receive a Lenovo ThinkPad laptop, wireless, carrying case, and software. As a result of the college’s partnership
with Lenovo, the college 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.

Currently, more than two-thirds of the college’s degree programs are participating in the laptop program. (For the current list of Think Pad curriculums, see www.Morrisville.edu or the college catalog.)

Online access is available throughout the campus and the laptop computer is becoming the focal point for teaching, learning, student research and communications. A Help Desk is staffed to assist faculty, staff, and students with laptop hardware or software problems. Questions may be called, walked, or e-mailed to the Help Desk for a response.

In partnership with Meru Networks, Morrisville State College installed the first-ever enterprise-wide 802.11n network creating the fastest wireless network in the world. This mobile access to the Internet and campus network blankets the Morrisville and Norwich campus and is available in each residence hall, every academic building, all classrooms and labs, the dining hall, the Library, the Equine center, the Dairy, the IcePlex, a variety of outdoor areas including the football field and at the Cooper Turret. Our wireless technology facilitates teamwork, collaborative learning and mobility. Students can even study outdoors on a nice day and have access to the Internet. With laptops and wireless, Morrisville State College has created a nomadic learning environment where students can learn and study at the location best for them.

For computer or networking assistance please call 315-684-6053.

**INSTITUTIONAL RESEARCH**

The Institutional Research function is performed in the office of the Registrar. Institutional Research is primarily a compliance reporting service to SUNY System Administration and reports produced by SUNY System Administration are available to Morrisville State College administration and staff, at this office. The Institutional Research Office can provide special studies as requested by administration and staff. The office prepares and forward to SUNY System Administration, IPEDS, Middle States, NYSED, and NCAA any and all reports and/or statistics required including but not limited to:

**NYSED/SUNY**
NYSED Coordinators Survey
Library Expenditures
NYSED Directory of Off-Campus Instructional Locations
   Basic Student Charges
Non-Credit Instructional Activities
NYSED 4.1 – Student Financial Aid
NYSED-CAT College Catalog
Automated Degree File
Special Auditors (fall and spring)
NYSED Admissions and Ability Measures of FT, FT Freshman
NYSED -2R Institutional Activity
Instructional Calendar
Enrollment of Students with Disabilities
NYSED CIP
INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM (IPEDS)

Institutional Characteristics
Student Financial Aid
12 Month Enrollment
Completion
Human Resources
Graduation Rates

MIDDLE STATES INSTITUTIONAL PROFILE

SUNY INSTITUTIONAL RESEARCH INFORMATION SYSTEM (SIRIS)

Preliminary Fall Enrollment
Course submission (annual)
Term/Section submission (fall, winter, spring & summer submissions)
Student submission (former SDF, fall, winter, spring & summer submissions)
End of term

NCAA DIVISION III

NCAA Graduation Success Rate and Academic Success Rate

INSTRUCTIONAL COMMUNICATION SERVICE

Instructional Communications Services provides the campus community with instructional materials and equipment.

Audio
Public address systems for college sponsored functions are provided and maintained.

Instructional Equipment

Instruction on the use and assistance with setting equipment up in classrooms is provided.

Loan equipment (data projectors, laptops, overhead projectors, etc) for classrooms and specialized equipment for campus events are available through the ICS Office. Equipment repair, maintenance, and specifications for purchasing are provided through request from schools and faculty.

TELECONFERENCES/CAMPUS TELEVISION CABLE SYSTEM

Teleconference licensing, scheduling, and viewing are coordinated through the ICS Office.

The Satellite schedules and programming are available through the ICS Office. Messages for Channel 2, the campus Information Channel, are entered by the ICS Office daily. The messages are limited to academic or campus sponsored activities.

PRINTING SERVICES

Printing Services is located in the lower level of Bailey Hall (6409) and provides:

Duplicating, printing, collating and binding services available for instructional and
administrative purposes. Materials and documents can be printed for sale in the book store. Guidelines for selling materials are available in school offices. All printing requests must be signed by a member of the college faculty or staff. Printing services are charged back to offices requesting services.

LIBRARY

Morrisville Campus Library Telephone – 684-6055
Norwich Campus Library Telephone – 607-334-5144
Web Page – Library.Morrisville.edu

Morrisville Campus Library Hours of Service:

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<tr>
<th>Day</th>
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<tr>
<td>Monday – Thursday</td>
<td>8:00 am – Midnight</td>
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<td>Friday</td>
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<td>Saturday</td>
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<td>Sunday</td>
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<td>Summer Weekday Hours</td>
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Norwich Campus Library Hours of Services

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<td>Monday and Wednesday</td>
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<td>Tuesday and Thursday</td>
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<tr>
<td>Friday</td>
<td>9:00 am – 4:00 pm</td>
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Collection and Basic Services - As a faculty/staff member, you have access to all the information resources listed on the Library’s Web page (Library.Morrisville.edu). The Library’s print and electronic resources are selected to support all subjects taught at Morrisville State College as well as a broad range of related topics. Information is available in many formats, including print books and periodicals, electronic books and databases, microfilm, audio cassettes and DVDs. Faculty and staff may access electronic Library information resources, including the library catalog, reference sources, indexes, and full text databases from personal computers in offices and labs on campus and from home, 24 hours a day/7 days a week. The librarians welcome requests for individual appointments to familiarize faculty and staff with the Library’s information resources in general or with resources related to specific program areas. Please call the Instructional Services Librarian to request an office visit.

Circulation – Your College identification card functions as your Library card. Faculty and staff may borrow books for six months but can be asked to return a book after two weeks if if the item is requested by another patron. Back issues of newspapers and magazines may be borrowed for one week with no renewal, with a limit of three per patron. Videocassettes and DVD’s may be borrowed for one week. You may borrow material from any other SUNY libraries and from Colgate University’s Library with your Morrisville State College ID card. Contact Nellie Hitchcock, the Circulation and Reserve Clerk, for more information (hitchcnv@morrisville.edu or 684-6055).

Interlibrary Loan – In the event that books or other materials you need are not available in the Morrisville State College Library collection, you can request items through Illiad, the Library’s interlibrary loan service. To use Illiad, you must set up a free account online through the Library’s Web page in the Services section. Once your account is established, you can submit and review requests, change your profile, renew items, and receive electronically delivered...
documents. Contact Colleen Stella, Head of Circulation, (stellac@morrisville.edu or 684-6055) or Marilyn Cook, Interlibrary Loan Clerk (cookml@morrisville.edu) for more information.

**Reference** – A reference librarian is available almost every hour that the Morrisville Campus Library is open. You can contact the reference librarian in person, by phone (684-6055), or by using the “Instant Message Us” service found on the Library’s Web page. Reference services include assisting students, faculty, and staff with information resources as well as manuscript format and documentation styles. At the Norwich campus Library, full reference services with the librarian are available on Wednesdays, when classes are in session, and via “Instant Message Us” and the phone at all other times. Brian Tefft, at the Norwich Campus Computer Help Desk is available to help students, faculty, and staff with library needs on the days of the week when the librarian is not present.

**Library Instruction** – Instruction in the use of information resources includes classroom instruction by a librarian, guided tours of the Library, online course and subject guides, and a one credit course, GNED 104. Faculty members are encouraged to work with the librarians to develop classroom instruction activities and supporting materials to integrate information literacy skills into their course content and to promote life-long learning skills. Contact the Instructional Services Librarian for additional information (684-6055).

**Course Reserves** – The Library offers a course reserve service to provide students with access to both print and electronic course materials. In addition to items from the library collection, you may place personal copies of books or print articles on reserve and retrieve the materials at the end of the semester. Unless specified, reserve material will not circulate outside the Library. We recommend faculty place reserve requests with the Library well in advance of the start of classes or assignments. Contact Colleen Stella, Head of Circulation, for more information on Course Reserves (stellac@morrisville.edu or 684-6055).

**Purchase of Library Materials** – Faculty and staff are always encouraged to recommend materials for purchase. You will be notified when the material you requested is available.

**Collection Evaluation** – Upon a faculty member’s request, a librarian will prepare an evaluation of materials in any subject area of the Library collection. The evaluation consists of an inventory of the reference and circulating book collection in the appropriate Library of Congress classification categories, print periodicals, DVDs, and electronic resources. Library collection evaluations are required for new course and program proposals, for outside accreditation procedures, and for program reviews. Please give the Library three weeks advance notice to complete the collection evaluation.

**Meeting Rooms** – The Library has meeting rooms available for faculty/staff use. The Conference Room on the first floor seats approximately 12 people. It is equipped for DVD viewing. The Library Instruction Room, 110a, which is equipped with an LCD projector and laptop hook up, may also be reserved for meetings on a first-come, first-served basis when not in use for library instruction. This room comfortably seats 30. Please call the Library Circulation Desk at 684-6055 to reserve rooms.

**GRANTS**

The Morrisville College Foundation Office works closely with faculty/staff to assist in seeking outside funding sources for prospective projects, writing and submitting proposals and coordination activities of funded projects.

May 2010
All grant applications must be submitted to the Executive Director of the Morrisville College Foundation for approval with the following:

A cover letter to be signed by the Executive Director and Chair of the Board of Directors.
The Narrative: The narrative should briefly and clearly describe the proposed project with the following components:

(1) Describe the need or problem your proposal seeks to address.

(2) Describe the target population (i.e. by geographic area, age, etc.) and the agency / organization’s experience dealing with the target population.

(3) Discuss the project’s objectives.

(4) Describe what you believe would constitute success for the project.

(5) Discuss the activities, strategies and/or methodology for achieving the project’s objectives and success.

(6) Detail the expected outcomes (i.e. what will change as a result of your work) and be as specific as possible.

(7) Detail your plan for monitoring and evaluating the proposed project.

(8) Provide a proposed work-plan. Be specific about who will do what, making sure that the activities connect clearly to your objectives and outcomes. Also, please be sure that your work plan offers a time frame for when activities will be started/completed and clearly indicates project benchmarks.

(9) If the proposed project entails a collaboration, please indicate the collaborative partners and the nature of the collaboration (i.e. describe how this collaboration is more than a cooperative effort).

(9A) Please include any required detailed Letters of Agreement signed by the appropriate college representatives. PLEASE NOTE: the Letters of Agreement must be specific to this project (please do not use Letters of Agreements from previous projects). Also, Letters of Agreement are NOT LETTERS OF SUPPORT. Rather, Letters of Agreement detail the roles/responsibilities of the collaborative partners, documenting how those involved in the collaboration will be held accountable.

The Budget: On a separate page, present a line-item budget reflecting all expenses and income for the project. Clearly identify how the funds will be used. Please also note other sources of funding that are being pursued.

**Employee Assistance Program**

The Employee Assistance Program (EAP) provides free, confidential referral assistance to help employees and their families resolve problems that affect their personal lives or job performance.

The EAP office is located on the second floor of the Brooks Hall. David Symonds, the EAP Coordinator, can be reached at 684-6207 (a private telephone line).
STUDENT HEALTH CENTER COUNSELING SERVICES

Counselors are available at the Student Health Center to provide counseling to students with personal, psychological, social, educational, career-planning, and alcohol and other drug related concerns. Counselors work with individuals or groups of students to help them better understand themselves, resolve problems, and deal with important decisions.

The Student Health Center offers personal counseling, which involves talking with a psychologically trained counselor about problems of a personal or social nature that are sources of distress or concern. These problems might include adjusting to college, dealing effectively with parents or roommates, substance abuse, depression, anxiety, and understanding oneself.

Faculty and staff are encouraged to refer students to counseling who are experiencing difficulties in academic performance, personal or social adjustment, and/or identifying vocational-educational objectives.

Students are not forced to participate in counseling. The final decision to participate in counseling must rest ultimately with the student. Information obtained during counseling is confidential and will not be communicated with others except at the request of the student or in instances when students are thought to be harmful to others or to themselves.

Student Health Center is open Monday through Friday from 8:30 – 4:30. Appointment times are available by calling 684-6078. For emergency situations after regular hours, the on-call member of the staff can be reached by calling University Police at 684-6410.

DRUG POLICY STATEMENT

Morrisville State College, in a compliant effort with the 1989 Drug-Free Schools and Community Amendment Act (U.S. Public Law 101-226), is committed to an environment that supports the academic success and the health of all students. The sale, purchase, distribution, possession and/or use of illicit drugs or alcohol is a violation of College regulations as well as State and Federal laws. Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College. Exception to this policy is granted to the Morrisville Auxiliary Corporation. Upon approval by the College President, Vice President, or Dean of Students, alcohol may be served at College sponsored events or specifically approved student functions in the College restaurant, the Copper Turret. These functions must be serviced by the Auxiliary Corporation and operated in accordance with Federal, State and local laws under the license obtained by the Auxiliary Corporation. The College engages in a continuing program to educate and inform its members concerning the use and abuse of drugs. Student involvement with illicit drugs is a matter of College concern. The sale, purchase, distribution, possession and/or use of drugs constitute a violation of College regulations as well as State and Federal laws. The College does not condone such conduct, nor will it provide sanctuary for those who engage in such conduct. Drugs are defined as, including but not necessarily limited to: sedatives (tranquilizers, barbiturates), stimulants (amphetamines), LSD, mescaline, and other hallucinogens, DMT, narcotics, marijuana, and inhalants. All of these are illegal, except if taken under a doctor’s prescription. The unlawful possession or use of drugs in any degree may result in College Judicial action and arrest by New York State University Police or other agencies. College resources are available to assist students to constructively deal with issues including involvement with illegal drugs. Any student who is involved with drugs is encouraged to consult staff of the Student Health Center for help. Information given to a College health care provider or counselor is privileged; the provider or counselor will not voluntarily disclose it to anyone.
Other members of the staff or other students may also help with drug problems; however, students should realize they are not necessarily bound by confidentiality.

**ALCOHOL USE POLICY**

Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College. Students are subject to all local and State laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students violating laws may face civil, criminal, and/or college judicial action. Students are also advised of the following provision of New York State law:

1. Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Violators are subject to a fine of up to $50 per offense. Authorized law enforcement officials, University Police officers and Residence Life staff, may seize alcoholic beverages involved in alleged violations of this law. Disposal and destruction of the seized alcoholic beverages are also authorized but cannot be carried out until three days after the initial appearance date, unless otherwise ordered by a court.

2. Persons under the age of 21 who present falsified or fraudulently altered proof of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to $100.00 and a community service requirement of up to thirty (30) hours.

3. Persons under the age of 21 who present an altered New York State driver’s license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver’s license for up to ninety (90) days and may also be required to apply to the Department of Motor Vehicles for a restricted use driver’s license following the suspension.

**RULES OF THE MORRISVILLE COLLEGE COUNCIL REGULATING STUDENT CONDUCT AND BEHAVIOR**

Pursuant to Section 356 of the Education Law of the State of New York, the Council of the State University College of Agriculture and Technology at Morrisville (SUNY Morrisville) adopts the following code of conduct.

**ARTICLE I. Definitions**

1. “Conduct or Action” shall include, but not be limited to, failure or refusal to act.

2. “Employee” means any person employed by Morrisville State College, and includes independent contractors.

3. “College” means Morrisville State College.

4. “Faculty” means members of the faculty of Morrisville State College.

5. “Student” means a person currently and duly enrolled at Morrisville State College.

6. “Officer of the College” means an administrative officer of Morrisville State College.
ARTICLE II. Student Government

Section 1. The Council recognizes the Student Government Organization as an elected governing body representing the entire student body of the College.

Section 2. The Student Government Organization is authorized to formulate and operate extracurricular activities, prepare an annual budget and determine the annual student activity fee, subject, however, to approval by the President of the College and the College Council.

Section 3. The Student Government Organization shall prepare an annual budget to support its planned activities, subject to the approval of the President of the College. The established student fee will be collected at registration time and placed in the Student Government Association account. The record of the financial affairs will be kept by the College Financial Officer, and all vouchers for payment from the student fund must be countersigned by the President of the College or designee. This fund will be audited by State Auditors.

ARTICLE III. Student Rights

Morrisville State College students possess specific individual and group rights and responsibilities, which help the College in making decisions concerning the welfare and behavior of its students. These rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other students. The following statements define minimal expectations regarding these rights and responsibilities.

- Students have the right to free speech and assembly insofar as it does not infringe on the rights of others, or cause disruption to the educational mission of the institution.

- Students have the right to be free from intimidation and harassment in any form.

- Students have the right to express themselves within established guidelines.

- Students have the right to direct access of faculty and staff who can provide assistance, guidance and support as needed.

- Students have the right to equitable treatment when behavior is in question.

- Students have the right to enjoy individual freedoms without regard to race, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.

- Students have the right to participate in student governmental bodies and other opportunities that are part of the College program.

- Students have the right to individual and group educational and developmental opportunities.

- Students have the right to written copies of College policies, rules, and regulations or individual building policies which govern individual and group behavior.

- Students have the right to the respect and safety of personal property.

- Students have the right to seek group recognition from the College by following published procedures for such recognition.
Students have the right to be treated as adults responsible for their own behavior in areas such as housing, financial aid and academics.

Students have the responsibility to ensure that their behavior does not infringe on the above rights of others in the college community.

**Article IV. Student Conduct**

For a complete description of current rules, regulations, policies, and procedures related to student behavior and the Morrisville State College Code of Conduct, please follow the Intranet link found on the Faculty/Staff and Student Intranet under Student Handbook.

**EMERGENCY HEALTH, MENTAL HEALTH, AND SAFETY PROCEDURES**

**Students**

I. **When the Student Health Center is open**

J. Office hours 8:30 a.m. – 4:30 p.m. Phone 684-6078

A. A student who is ill or injured should be advised to go, or be accompanied by whatever college staff member is present at the scene, to the Student Health Center during open hours.

B. When a student is injured on campus and is unable to get to the Student Health Center, University Police Department should be contacted to transport the student to the Health Center for evaluation. In cases of an obvious emergency nature, an evaluation at the Student Health Center is not necessary and an ambulance may be summoned at once for transport to the hospital.

C. If the student appears to be in an emotional crisis, which may include, but not be limited to, serious behavioral aberrations as described in the policy of the College Council of April 17, 1981, a University Police Officer will be called to accompany the student to the Student Health Center.

D. The student will be evaluated by a professional staff member of the Student Health Center.

E. Student Health Center staff will contact additional appropriate professional personnel, if necessary. If an emergency exists, the student will be transported to a hospital by ambulance. If no emergency exists, but an appointment is made for additional diagnosis or treatment, taxi transportation through the Rides for Residents program will be arranged if needed and no other transportation is available.

F. In the case of a physical illness or injury, Student Health Center staff will:

(1) ask the student to try to find a friend who is willing to drive him/her to the necessary facility.

(2) arrange for an appointment and if necessary, a Rides For Residents taxi transport.
(3) A Rides for Residents Taxi driver will not transport any individual who is a potential suicide, may exhibit unusual behavior, etc.
(4) A Rides for Residents Taxi will not transport to Emergency Department.

G. Pursuant to Section 9.41 of the New York State Mental Hygiene Law, if, upon evaluation, the student appears to be mentally ill and is conducting himself or herself in a manner which is likely to result in serious harm to the person or others, and is referred to a hospital by a counselor, or other Student Health Center Staff member, or a University Police Officer may take the student into custody and transport the student to the hospital.

II. When the Student Health Center is closed

A. When a student is ill or injured, a student or college staff member who is aware of the situation should contact University Police and the appropriate building supervisor (e.g., Residence Hall Director, School Dean, Dining Hall Managers, etc). In situations which are of an obvious emergency nature, University Police should be contacted directly at once. (684-6410)

Under the immediate guidelines an ambulance SEVAC (684-3411) should be summoned immediately by the first staff member at the scene.

(1) student is unconscious
(2) student has neck pains/back injury
(3) student has deformed extremities (broken bones or limbs, etc.)

If the illness or injury is not one of the situations listed above, the first respondent (staff member) should ask the student if he or she requires medical treatment. To reach the hospital emergency room, call 824-1100. Phone numbers are available through University Police. If the student does wish to be treated, he or she should make arrangements for transportation with a friend.

B. When a student is in emotional crisis, a student or college staff member who is aware of the situation should contact the appropriate Resident Assistant, Residence Hall Director, or On-Call Residence Life staff member who should work toward resolution of the situation, which may include notification of University Police and/or the Administrator on-call. In situations of an obvious emergency nature, University Police should be contacted directly at once.

C. When a situation of a questionable medical nature occurs such as ingestion of a substance, an ambulance should be summoned immediately by the first staff member at the scene (SEVAC 684-3411). Consultation with the Director of Health Services may also occur.

D. In consultation with University Police and/or the Residence Hall Director/RD on-duty, the Director of Student Health Center will determine what action will be required at that time. This includes potentially calling a counselor if necessary. Estimating a student’s risk to self and/or others will be made by a qualified counselor if the above parties do not decide to transport the student to the emergency room. Students who are determined to be at risk to self and/or others may be required to seek an assessment by a counselor via appointment.
Notification of Parents or Guardians and Administration

1. Parents may be notified by the Student Health Center if the student is admitted to the hospital and the student has been evaluated by the Student Health Center staff.

2. Within the limits of confidentiality, the Dean of Students may notify the family if the student is admitted to the hospital for mental health reasons.

3. Parents/guardians may be notified by the attending physician if the student is seriously injured in the campus community and transported directly to the hospital by ambulance. The Dean of Students or designee will also communicate with the family, normally after the attending physician has provided them with a medical update.

4. The Dean of Students will be notified by the Student Health Center regarding pertinent hospital admissions.

CAMPUS EMERGENCY RESPONSE PLAN

The Campus Emergency Response Plan can be found on the Faculty Staff shared V:drive.

Any questions regarding the Emergency Response Plan can be directed to the Chief of NYS University Police, 113 Bailey Hall, 684-6410.

ACTIVITIES

Student Government Organization

The Student Government Organization (SGO) is an integral part of Student Activities at Morrisville State College, serving the entire student body. SGO’s goals are to promote the general welfare of the student body, to stimulate interest in and support activities contributing to cultural, social, educational and physical improvement, and to establish a just college community.

SGO supports dozens of programs and events on campus including the Music and Theatre Departments, Arcadian student yearbook, WCVM Media, Campus Activities Board (CAB), and Open Recreation in STUAC and Hamilton Hall. SGO also funds many educational and social activities during the year such as dances, intramurals, and carnivals. They achieve this with funds gathered through the Mandatory Student Activity Fee.

SGO also maintains an off-campus housing list as an alternative to living in the residence halls.

SGO Officers are elected and appointed from the student body by the students. They include: President, Vice-President, Director of Budgets, Secretary, Director of Public Relations and Campus Activities Board Chairperson.

Students may seek membership in the SGO Assembly by representing a club or being a Member at Large.

There are some things you just cannot learn out of a book or in a classroom. Involvement in extracurricular activities can provide personal growth, professional growth, and practical experience. Participation also means gaining experience in learning how to work with people, gain leadership skills, and most importantly, involvement can mean having a lot of fun.

SGO is the voice of the student body, working with and advocating for students.
The Campus Activities Board (CAB) provides programming for the entire campus. CAB is dedicated to bringing quality educational and entertainment programs to the college's highly diverse population.

Through a combination of dedication and hard work CAB brings comedy, movies, novelties, mall trips, music, dances and lectures to students, averaging over 200 events per year. A unique mix of programming, along with special events like Mustang Weekend and Spring Jam, keep students informed, educated and entertained.

All CAB events are paid for with Student Activity Fee funds.

CAB welcomes all students to join; all they need to do is come to a meeting. Membership is open to all Morrisville students. Meetings are held weekly.

Events are publicized on-line, with e-mails, posters, flyers, calendars and on the campus cable television and radio stations.

Music and Theatre

The music department provides opportunities for students to continue exploring their own musicality while providing a variety of live music for the campus and community. The Paragons Jazz performs as both a big band and as a small combo.

The Morrisville State College Choir performs a wide variety of music, from contemporary to classical. We offer a major concert each semester, and the choir enjoys the opportunity to sing at the Commencement Ceremony each spring.

Every spring a select ensemble sings at the Commencement Ceremony. College credit is available for participation. Membership in any group is open to the greater community, though typically the majority of all performing groups is made up of Morrisville State College students.

The Theater Department produces a play in the fall semester and a musical in the spring semester, giving interested students the chance to develop their acting skills in both types of dramatic productions.

The students also have the opportunity to participate in the design, technical and promotional aspects of theatre. They can design lights, construct scenery, or oversee publicity.

The Department also offers students a chance to direct one act plays each semester.

Field trips are taken to a variety of theaters. These trips enrich appreciation and knowledge of theatre.

Auditions are held at the beginning of each semester and are open to all students and community members.

**Recreational and Intramural Activities**

The college’s recreational facilities include two gymnasiums, a recreational building, outdoor running track, playing fields, and ice rinks.
A comprehensive Fitness Center has memberships available at a nominal fee.

Recreational hours are scheduled and posted and available online throughout the week while the College is in session.

There are a variety of Intramural activities including: tennis, volleyball, 5 x 5 basketball, softball, indoor soccer, dodge ball, and badminton.

Clubs and Organizations

There are over 40 Clubs and Organizations at Morrisville State College that students may participate in according to their interests and career objectives. The types of clubs and organizations available include: WCVM Media, LASO, Alpha Delta Mu and the Automotive Technology Club, to name a few. Participation in extracurricular activities will enrich your total college and life experiences. Being involved will challenge you to make decisions, solve problems, achieve personal and professional goals, and increase your level of satisfaction and sense of accomplishment.

The best way to discover more about a single group is to attend one of its meetings, visit the club advisor, or inquire in the Student Activities Office. Watch for new-member recruitment and meeting announcements on campus for opportunities to get involved.

Morrisville State College students are encouraged to form organizations and to sponsor activities which provide social, cultural, educational, and recreational activities for members of the college community.

Faculty and staff members are often asked by the students to serve as advisors to clubs and organizations. Advisor expectations are listed below.

**CLUB/ORGANIZATION ADVISOR RESPONSIBILITIES**

1. The advisor is Morrisville State College's representative and should serve in the primary supervisory role at the functions/events sponsored by the club/organization he/she is advising. The following information excerpted from the New York State Public Officers Law pertains to the advisor of a student club/organization:

   “The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence, or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of his duties and within the scope of his employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time is served with any summons, complaint, process notice, demand or pleading, deliver the original or a copy thereof to the attorney general.”

2. The advisor does not personally bear any legal liability for contracts, etc., signed by the officers of that club/organization. Encourage said officers to consult the Director of Student Activities before signing any agreement. Further, the advisor does not personally bear any legal liability for the action(s) of individual members of the club/organization outside the immediate area nor after a sponsored activity has ended.
3. The advisor and the club/organization he/she is to advise should establish a written agreement as to what responsibilities the advisor has to the club/organization and vice versa.

4. In the event a written agreement is not established between the advisor and the organization he/she is to advise, the advisor should encourage and suggest proper courses of action. He/she should be present when groups are carrying out projects, sponsoring events, holding meetings and should see that members are aware of and carry out stated policies.

5. The student officers of the organization are responsible for providing proper security and/or chaperons for all events of their organization. This can be accomplished by requesting faculty or staff to act in this role. The advisor has an obligation to know that the activities of the organization are being properly conducted.

6. The Student Activities Office must be notified by the appropriate club officers, at least two weeks in advance, of all plans for events, and fundraising including information regarding security arrangements, advertising plans, costs, etc. Event and fundraiser registration forms are available in the Student Activities Office.

**SPECIFIC RESPONSIBILITIES OF ADVISORS AT FUNCTIONS/EVENTS**

1. Whenever advisors are asked to attend and supervise events, they should accept the assignment. However, when advisors cannot attend an event, they should tell the students so that they can find another faculty/staff supervisor for the event.

2. After agreeing to support said club/organization at a sponsored function or event, the advisor has an obligation to show up at the stated time and place to provide a substitute after notifying the sponsoring organization.

3. The advisor should be on duty for the duration of the activity. Club officers are responsible for the cleanup and security of the building at the close of the activity.

4. The advisor should enforce all building rules on smoking, drinking, etc. The College Council has formulated regulations regarding areas of student conduct.

   a. Students are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College. Students are subject to all local and State laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students violating laws may face civil, criminal, and/or college disciplinary action.

   b. No student or faculty group representing Morrisville State College shall conduct a lottery or a raffle.

   c. Refer to the Morrisville State College Rules, Regulations, and Expectations Booklet.

**SCHEDULING OF COLLEGE FACILITIES FOR EXTRACURRICULAR USAGE**

The faculty advisor for any student group is considered the advisor for any activity sponsored by that student group. A faculty/staff member must be present at the student group’s
activity throughout its duration. If the scheduling group’s faculty/staff advisor is unable to be present throughout the activity, the group must arrange for another faculty/staff member to be in attendance. The faculty/staff members responsible for coverage of the activity must be identified to the Student Activities Office during working hours in advance of the activity’s scheduled date and time. **Permission to use the facility is immediately revoked should a faculty/staff member not be in attendance to supervise the activity.** The group must, without delay, arrange with University Police to have the facility secured. The group must then leave the facility.

A student group that plans an activity using a college facility or outdoor college grounds must contact the Student Activities Office during working hours at least two weeks prior to the planned date and time of the activity to request permission to use the facility. All plans for audio/visual, sound, or lighting equipment, as well as refreshments and the physical setup of the facility, will be the responsibility of the club / organization.

Any contract for speakers or entertainers, including musicians and DJs, must be examined and approved by the Director of Student Activities before the contract can be signed by a faculty/staff advisor or a member of a student group.

**NOTE:** See Room Reservation Procedure in General Regulations Section of Handbook.
EMERGENCY HEALTH, MENTAL HEALTH AND SAFETY PROCEDURES

Employees

1. The Student Health Center’s primary function is to serve the medical needs of the student body. In some limited circumstances, employees and visitors will be seen. Participants of MAC conferences/events, who have signed a waiver allowing the Health Center to assess / diagnose / treat / follow-up, are not considered “visitors” under this definition.

2. In general, employees should call an ambulance if physically unable to contact their primary care provider.

3. The Student Health Center will provide first aid (band-aids, ACE bandages for sprains, cleansing of small cuts / scrapes / abrasions and ice packs for injuries.) Blood pressure checks will be done for staff who requests it.

4. None of the above is intended to prevent the faculty-staff member from using his/her own good judgment in calling his/her own doctor or in some other manner dealing with the emergency.

Institutional Review Board

An Institutional Review Board (IRB) is a federal/state requirement whenever human subjects are used in a project destined for a final report, publication, presentation, or shared information. The goals are to provide the Principal Investigator (PI) with IRB support through the reviewing process and to protect the rights of the human subjects involved. These goals require the following:

1. Participants must have reached the age of consent -- in NYS that is 18 years or older - or a signed Informed Consent form must be submitted by the parent/guardian.
2. Participation must be voluntary.
3. Written Informed Consent must be obtained from the participants and maintained by the campus Human Subjects Administrator for three years. Risks to participants must be made clear to them. (Note: Anonymity or coding instead of names greatly reduces risk.)
4. Participants need to represent random selection. That is, a target population cannot assume risks by being in a project that is designed to benefit a larger population.
5. Part-time faculty members and student investigators require a member of the full-time faculty to be their sponsor.
6. The IRB does not meet in the summer or during breaks and requires three weeks lead time to process an Application for Review.

For additional information on how to select the proper category for your Application – exempt, expedited, or full review- contact Dr. Shirley Crawford, E-mail address: crawfosa@morrisville.edu or telephone: (315)684-6142

INTERNAL CONTROL

The New York State Governmental Accountability Act of 1987 was enacted to formalize a system of productivity and accountability in all state agencies including SUNY campuses. The Act included provisions for strengthening campus internal controls and for measuring their effectiveness. (See Memorandum from the President – Appendix AD) Agencies received the following mandates:
• Establish and maintain guidelines for a formal Internal Control program.
• Establish Internal Control Reviews for departmental managers to identify risks, weaknesses and corrective actions.
• Ensure that all employees understand the concept of Internal Control and their respective roles and responsibilities.
• Formally state the organization’s policies and standards for all employees.
• Determine the manner of fulfilling the internal audit function.
• Designate an Internal Control Officer to coordinate the program.

The State University of New York and Morrisville State College comply with the Law and have developed programs and practices to satisfy the above mandates.

RESPONSIBILITIES

Individual Employees:

All employees are to have an understanding of Internal Control and participate in the program by:

• Maintaining work performance in a productive and conscientious manner.
• In the normal course of work, being alert to activities or situations which pose actual or potential risk of loss or harm to assets or obstruct attainment of departmental or College goals. Report in a thoughtful manner through the supervisory structure.

Departments:

• Department managers, upon noting practices and conditions which place resources at risk or obstruct goals attainment, should recommend corrective action through the organizational structure.
• Department managers should ensure that departmental objectives are in support of institutional goals and recommend actions to maintain overall goals attainment.
• Department managers will periodically participate in Internal Control Reviews which seek to identify risk, weakness, and goals attainment.

If you have any questions regarding Morrisville State College’s Internal Control Program, please contact Richard Carreno, Internal Control Officer, 315-684-6061.

MEDIA POLICY

Morrisville State College welcomes the media to newsworthy events on campus and cooperates with editors, reporters and broadcasters in making available to them the specialized expertise of faculty and staff.

The benefits of this policy are multiple. Public Relations' knowledge of individual reporters and media outlets can help gain the most coverage for the event, achievement or
feature story. It also can provide accurate information to those who inquire about activities at the College.

When an emergency situation occurs or institutional information needs to be coordinated, the Public Relations Office will be fully informed and shall be the sole spokesperson for the College.

Listed below are guidelines to assist you in common public relations matters.

1. To publicize an event, it is recommended that the employee contact the Public Relations Office at least two weeks prior to the event with time, location, sponsorship, admission fee, and other details. Supply as much information as possible. A current list of all media -- print and electronic, general and specialized -- is used to distribute such information.

2. If you have received an award, presented a paper, published an article, or have thoughts about a topic you think would make a good feature story, feel free to contact the Public Relations Office. Any and all ideas are welcome. Public Relations will work with you to develop the story for the media and help determine how to get it to the widest appropriate audience possible. Please do not contact members of the media yourself.

3. In making any personal public statement, an employee is obligated to indicate clearly that he/she is not speaking on behalf of the College.

4. In extraordinary circumstances (e.g., crimes, fires, accidents, etc.) involving the College, it is the duty of the Public Relations Office to supply the media with the facts as quickly as possible. Employees are advised to keep the Public Relations Office fully informed of their knowledge of any such matter, and to refer all media inquiries to this office. Please refer all questions to Public Relations.
POLICY REVIEW AND CONSULTATION PROCESS

Academic Policies

Faculty Congress

Academic Council

Senior Council

President

Endorsement by College Council

Non Academic Policies

Senior Council

President

Endorsement by College Council
PUBLICATIONS

MOCHA (Morrisville College Headlines and Announcements)

Distributed electronically in graphical and text format by the Public Relations Office on Mondays. This publication contains notices of activities, events, meetings, etc. Notices to be included in this bulletin should be sent to the Public Relations Office before 5:00 p.m. on the previous Tuesday.

The Morrisville Chimes

A student newspaper sponsored by the Journalism program. The College radio station, WCVM, is also the responsibility of the Journalism program.

The Arcadian

The College yearbook which is published at the end of each school year. It is the responsibility of the Student Government Organization.

The Weekly Calendar of Events

Published by the Student Activities Office and distributed campus wide.

PURCHASING

College personnel must requisition supplies, services and/or equipment with approval of their Fund Custodian. Purchase requisitions are submitted to Purchasing for processing and issuing of a purchase order or bid. Areas that have procurements cards may purchase up to the limit of the card with approval from the Fund Custodian.

College personnel should familiarize themselves with items that are available from Office of General Services (OGS) state contracts (www.ogs.state.ny.us) and preferred source vendors (Industries for the Disabled, Industries for the Blind, Corcraft, etc). It is the practice of the State of New York and SUNY to promote business opportunities with Minority and Women owned Business Enterprises (MWBE). Commodities or services costing between $2,500 and $10,000 require at least 3 quotes, unless purchase through a MWBE, Preferred Source Vendor or an OGS State contract. Items costing $10,000 and over require advertising in the New York State Contract Reporter and may require a formal bid unless purchase through the OGS State contracts. The process of advertising to bid opening is a minimum of 22 calendar days. Proper planning and prompt submission of required paperwork is necessary for the process to work. A procedure manual is located on the “V” drive under Purchasing “Purchasing Manual.doc”.

Most commodities and equipment purchased are shipped to the College’s Central Receiving (80 Eaton St.). College staff will deliver the items to the individual or area identified on the purchase order. Items should be inspected immediately and Purchasing should be contacted for any problems or concerns.

Under this statute, state agencies are charged with establishing employment and business participation goals for minorities and women.

May 2010
Article 15-A has nine sections. This summary is intended to familiarize you with major portions of the law. Rules and regulations providing specific instructions and criteria for implementing the program are available by contacting the Division of Minority and Women’s Business Development in New York City or Albany.

RECORDS ACCESS

Policy Statement - Addresses/Lists of Alumni

In keeping with federal, state and SUNY protective concerns and regulations, Morrisville State College’s Alumni Office will provide addresses and lists of alumni only to authorized campus faculty members or administrators who have a request approved and forwarded to the Alumni Office by their Deans or senior administration officials.

Copies of correspondence/materials/newsletters going to these persons is required for both the Dean and Alumni Office. In this way we will assure protection of the privacy rights of our alumni and meet our responsibility as an institution.

FOIL

Anyone requesting information under the Freedom of Information Law must contact the Colleges Freedom of Information Officer, 4th floor Whipple Administration Building.

REPAIRS AND REHABILITATION

Faculty members should report needed facilities repair to their office and also directly to the Maintenance Operation Center (MOC), phone x6065, if possible. Emergency items such as broken pipes, gas leaks, broken windows, etc. would come under this category. After hours phone x6074, the Central Heating Plant.

Routine repairs, work requests, and rehabilitation projects should be requested by Work Order through the School Dean.

Work request forms for this purpose have been supplied to each school office. Preparation of these forms is as follows:

A. Type or legibly print with a ball-point pen, the request as follows: (two carbons require extra pressure).
   1. Request number will be assigned by the Maintenance Operations Center (M.O.C.)
   2. Description of Work - describe accurately and in detail the work requested, including a sketch or diagram where applicable. Completeness of this information helps for proper planning and priorities.
   3. Date Submitted - month, day, year.
   4 & 5. Work Location - If the work is inside, give the building 5 letter code number and room number. If the work is outside, give the location in relationship to the nearest building (use 5 letter code only).
   6. Dept. Charge No. – To be filled in if work is not routine maintenance or repairs.

NOTE: Maintenance or repair work for equipment and/or systems that are for the specific use of the program will also require a Dept. Charge No.
The name and telephone number of the requester plus signed approval of the Department Head should be entered before:

a. Sending the request to the Director of Physical Plant if the work is repair or maintenance or

b. To the appropriate Vice President and then to the President if the request is for alteration, additions, decorating, moving.

c. All key requests must be approved by University Police before being sent to Physical Plant.

Requester To Keep "Back" Copy (Pink) for Personal File

B. Information below the heavy black line is to be filled out by M.O.C.

1. **Work** - Special (graduation, festivals, assemblies)
   Alterations (structural changes, mechanical revisions)
   Damage (Breakage due to unusual circumstances, uncommon wear and tear)
   Routine (based upon normal or expected wear and usage)
   P.M. (Preventative maintenance on a routine or cyclical schedule)

C. Materials and Labor Data estimated before the start of work and accurately stated at its completion.

This data is to be a part of the computer record and is essential for budget planning, job management, accounting and efficiency review.

D. "Description of Work" Examples:

1. Paint offices 130, 128 Off-white #AB2 and replace trim and base around secretary's desk on the North wall.

2. Replace 5 damaged ceiling tile (metal finish) in the north hallway of 1st floor between room 104 and 106.

3. Make 5 temporary signs reading "Parent Weekend"
   Place 1 at the campus entrance from Eaton Street and Dairy Barn
   Place 1 at Rte. 20 and South Street directing traffic South on South Street.
   Place 1 at the entrance of E lot directing traffic into parking area on the east side of the Administration Building.
   Place 2 signs reading Parent's Weekend on the North and South entrances to Building #8, STUAC.

4. Install bookcase on South wall of Mr. Quigley's office, Room 108, Bldg. #47.
   Bookcase and instructions located in Central Receiving. Office will be available between 8-10 am on Monday, Wednesday and Friday.

5. Room 105 - door key is sticking. Door kicked during the night and has given us trouble ever since. R.A. and Dorm Director will be available between 10-12 am & 2-3 pm from Monday to Friday.
6. Roof leaking on right corner of room 105 - only leaking when showers are in use in the morning - not leaking during vacation.

7. Set up 5 tables and 160 chairs.
   Face chairs toward north wall.
   Place tables across front of north wall 4' from wall & 6' from chairs. Tables are to be 6'.

**NOTE:** Comments such as: "see me for instructions", or "new cord for machine" or "build one small table" ARE NOT ACCEPTABLE!!!

8. Work requests for EVENTS must include the following information:
   a. Name of Event;
   b. Contact person and phone number;
   c. Date and time set-up is needed;
   d. Date and time set up can be taken down;
   e. Add diagram if needed.

Because of the fact that there are always more requests for alterations and rehabilitations than can be accomplished with the money and time available, work priorities are established by the appropriate Vice President.

*Equipment, new or replacement must be coordinated with the Physical Plant Personnel to assure major space and utility requirements are met.

**ROOM RESERVATION PROCEDURE**

**On Campus Groups**

Room reservations shall be made for all room usage other than normal office, scheduled classes, labs and preparation/workroom activities. All reservations must be made at least one week in advance.

<table>
<thead>
<tr>
<th>Area to be Reserved</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms and Laboratories</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Student Activities Building Gymnasiums</td>
<td>Athletics / Intramural Office</td>
</tr>
<tr>
<td>Theatre (STUAC)</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Morrisville Auxiliary Corporation</td>
<td>MAC Office</td>
</tr>
<tr>
<td>President’s Room (Charlton)</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>School Conference Rooms and Lounges</td>
<td>Dean of School</td>
</tr>
<tr>
<td>Hamilton Hall Gymnasiums</td>
<td>Athletics / Intramural Office</td>
</tr>
<tr>
<td>Residence Hall Lounges</td>
<td>Residence Life Office</td>
</tr>
<tr>
<td>Administration Bldg., Conference Room</td>
<td>Secretary - Admissions</td>
</tr>
</tbody>
</table>

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Library Conference Rooms  Library Circulation Desk  
Non-Academic Use of Athletic Facilities  Intramural Office  
Long term room reservations are to be renewed at the beginning of each academic term.

Off Campus Groups

Please contact the Conference Office at 684-6076 for support with the coordination of meals, space and various conference needs.

Horse arena reservations are made through the School of Agriculture Office.

STUDENT FEES

The establishment of any student fees or charges must have prior written approval of the Director of Business Affairs.

TELEPHONES

The College-owned PBX telephone system is a Northern Telcom Meridian switch that serves all faculty and staff on campus with local and long distance calling and voice mail.

The College leases one outbound long distance T1 (24 lines) and eight inbound 800 WATS lines. Campus leased lines are for official calls only. State regulations prohibit the use of state owned telephone equipment for personal business. It is also against state law to accept collect calls on State owned equipment. For personal calls you may use your personal telephone calling card or call collect. If you must use a campus telephone to make a personal call due to a personal or family emergency, you are expected to contact the business office so payment can be arranged.

All Faculty and Staff telephones can access 800 numbers by dialing 8-1-800 and the long distance operator (for calling card calls) by dialing 8-0 or the calling cards 800 number. Most phones on campus have Call Pilot voice mail. If you need assistance with the voice mail, please contact the Business Office at 6445. There are also coin operated telephones located in some campus buildings.

Official business long distance calls may be placed by faculty from restricted telephones by placing the call through their Dean's office. When placing a toll call, please use a WATS long distance line whenever possible. When it is not possible to get access to a WATS line, you will receive three short tones on your telephone handset. If you then use the ring-again feature on your phone, you will be buzzed as soon as a WATS line becomes available. You will not need to redial your number. WATS calls are not free! WATS calls are cheaper than regular toll, but still expensive. The College would appreciate your cooperation in helping to control telephone costs by using WATS lines for official calls and your personal calling card for personal calls.

The campus telephone directory is updated at the beginning of each year. Printed in the back of the telephone directory are directions for the use of campus telephones and voice mail. If you have problems with your telephone - or need more specific instructions, please call the campus Business Office at Extension 6445.
TRAFFIC AND PARKING REGULATIONS

Parking (Sec. 580.5 of Education Law)

No person shall stand or park a motor vehicle on campus or on property controlled by the college unless the vehicle is properly registered with the Department of University Police. ANY VEHICLE NOT SO REGISTERED MAY BE TOWED ON SIGHT AND STORED AT THE OWNER'S EXPENSE.

No person shall park a vehicle on the premises of the college in such a manner as to interfere with the use of a fire hydrant, fire lane, or other emergency zone, create any other hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.

Except as specifically permitted in these regulations, student vehicles MAY ONLY PARK WITHIN THE OBVIOUSLY INTENDED LIMITS of the student parking lots identified by color (see campus map). Parking in a driveway or entrance to a parking lot is a violation even if the vehicle is not entirely blocking the driveway or entrance. Parking may be prohibited in one or more spaces within a particular lot. Any such prohibitions will be indicated by hatch marks or a sign in the parking space or area affected.

Vehicles may not park at any time along campus roadways, pedestrian walks or on the grassy areas adjacent to any such roadway or pedestrian walk.

Vehicles may not park at any time in the service areas of any of the residence halls without the expressed approval of a Department of University Police representative. Failure to comply may result in removal of the vehicle at the expense of the owner/operator.

Guest Permits

ALL guests MUST obtain a guest permit from NYS University Police. There is no charge for this permit. It is valid for three (3) days only.

Declared Snow Emergency Period

From December 1 through April 1, of each school year, there will be NO overnight parking from 11 p.m. on in any faculty/staff parking areas.

1. Above prohibition is in effect regardless of whether any snow has fallen.

2. There is never any overnight parking permitted in any commuter parking area throughout the school year.

Towing (Sec. 580.8 of Education Law)

Any motor vehicle parked in violation of these regulations may be towed away and stored at the owner's expense.

Parking For The Handicapped

Parking spaces have been established for and may only be utilized by disabled persons. Vehicles must display legally authorized identification. See map for designated areas.

PARKING TICKETS WILL BE ISSUED FOR VIOLATIONS OF ANY OF THE FOREGOING

May 2010
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 Dean of Students Office at Morrisville State College, located in the Whipple Administration Building, Morrisville, NY 13408. If you would like to request that a copy be mailed to you, please call (315) 684-6070. 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 Dean of Students Office at Morrisville State College.

TRAVEL

1. Travel

   a. Faculty members may attend faculty conferences, professional conferences and various other professional and curricular functions, with financial backing for travel and meals from School/Department funds.

   b. Travel on behalf of the college should be discussed with the faculty member’s Department Chairperson and School Dean. The application for absence form should be filed and signed by the appropriate parties. This form has a section covering the assignment of cars.

   c. Expenses incurred when attending conventions and meetings of associations or organizations must be supported by a program of literature setting forth the opening and closing dates of the convention.

   d. The reason for travel should be stated on each travel voucher. If a state car is used, the license number must also appear on the voucher. If a personal car is used, please indicate this on the voucher. (If gratis, so state).

   e. Sales tax exemption forms for room and travel advances should be obtained from the Business Office.

   f. Travel vouchers will not be processed for any amount below five (5) dollars.

2. Meal and Lodging Rates

   Payment for lodging and meal expenses will be made by two methods: Method I (unreceipted lodging and meals); Method II (receipted lodging and unreceipted...
meals).

METHOD I

There is no change to the allowance for unreceipted lodging and meals. The following maximum allowances continue in existence. These allowances include all applicable taxes.

<table>
<thead>
<tr>
<th>Per Diem Allowance: Overnight Travel Without Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. New York City</td>
</tr>
<tr>
<td>b. Counties of Nassau, Suffolk, Rockland and Westchester</td>
</tr>
<tr>
<td>c. Cities of Albany, Rochester, Buffalo, Syracuse, Binghamton, and their Surrounding metropolitan areas (15-mile radius)</td>
</tr>
<tr>
<td>d. All other locations in New York State</td>
</tr>
<tr>
<td>e. Out of state</td>
</tr>
</tbody>
</table>

METHOD II

The allowances for lodging and meals have been set at the Federal Government allowances for their employees. The state allowances will change when the Federal allowances change. This usually occurs on an annual basis.

Receipts for lodging are mandatory when using Method II. Receipts are not required for meals when the employee is in overnight travel status. A schedule of the allowances currently in effect for New York State locations is attached as Appendix N. A listing of New York State as well as out-of-state rates is available upon request from the Business Office. The per diem allowances are set by county therefore the traveler’s destination as required on the travel voucher must include the county as well as the city.

Morrisville State College is tax exempt and will not reimburse for any New York State taxes (tax exempt certificates are available in the Business Office).

A person will be eligible for full per diem reimbursement if lodging accommodations were obtained beyond a 35 mile radius from the employee’s work station (in most cases, Morrisville State College).

MAXIMUM REIMBURSEMENTS

The maximum reimbursement for lodging and meal expenses incurred by employees while conducting regular State business may not exceed the lodging and meal allowances for the area of assignment. You must request prior approval from your supervisor and the Director of Business Affairs for any hotel charges that are over the per diem rate. You can not submit a justification after the trip. This includes funding through Professional Development and Individual Development. Per diem rates can be found at [www.gsa.gov](http://www.gsa.gov). These rates change yearly on October 1.

3. No reimbursement will be allowed for lunch.
4. Mileage allowance for use of privately owned automobile:

Effective January 1, 2009 employees in the negotiating units listed below will be reimbursed personal car mileage (PCM) at the rate of 55 cents per mile. This change also applies to all other unrepresented employees. This mileage rate increase is based on the standard allowance established by the Internal Revenue Service.

<table>
<thead>
<tr>
<th>Negotiating Unit Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
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<td>SUNY – Management/Confidential</td>
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<tr>
<td>61</td>
<td>Security Supervisors Unit</td>
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</tbody>
</table>

5. Meal allowances for non-overnight travel

When an employee is in travel status for less than a full day and lodging charges are not incurred, reimbursement will be made for breakfast and dinner in one of two ways: receipted or non-receipted. Employees should note, however, that in order to comply with IRS regulations, meal reimbursements received when in “non-overnight” travel status are subject to withholding of income and employment taxes and must be reported on the employees W-2.

RECEIPTED MEAL ALLOWANCES

Employees will be reimbursed up to the maximum Federal meal allowances for the area of assignment. The meal allowances for breakfast and dinner are allocated as follows:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Breakfast</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46</td>
<td>$9</td>
<td>$57</td>
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<td>$53</td>
</tr>
<tr>
<td>$71</td>
<td>$14</td>
<td>$57</td>
</tr>
</tbody>
</table>

Note: Incidental expenses, such as tips to bellmen, porters, hotel maids etc., continue to be included in the Federal allowances.

NON-RECEIPTED MEAL ALLOWANCES

Effective October 1, 1998, the non-receipted meal allowance is $5.00 for breakfast and $12.00 for dinner. There is no differential for upstate and downstate, or instate and out-of-state locations. These rates include tax and gratuities. The employee’s option to claim reimbursement for actual receipted expenses up to the maximum per diem meal allowances remains in effect.
6. When an employee is in travel status overnight, but is not eligible for reimbursement for breakfast or dinner, an appropriate amount based on the allowable meal rates must be deducted from his/her per diem. For example:

a. An employee leaving home after 7 p.m. on Monday and traveling to an assignment to the Albany area and returning home before 7 p.m. on Tuesday will receive:

   Lodging: $110.00 (or the amount of the lodging receipt)
   Plus Breakfast: 12.00
   $122.00

   Receipt for lodging must be provided.

a. An employee leaving home before 7 a.m. on Monday and traveling to Buffalo and returning home after 7 p.m. on Friday will receive:

   Four days per diem at $155 per day (maximum) $620.00
   Plus breakfast on Monday and dinner on Friday 17.00
   $637.00

   Receipt for lodging must be provided.

7. In those cases where a traveler is away for an extended period of time and makes arrangements for accommodations at other than a hotel/motel, the Agency should determine whether consideration should be given to reduce the reimbursable per diem to an amount commensurate with the cost incurred. As an alternative measure, the Agency should also determine whether it is in the best interest of the State to change the official station of the traveler if he/she is no longer in a bonafide travel status.

8. In instances where lodging is provided free of charge by a State or other governmental Agency, only the breakfast and dinner allowances will be reimbursed.

9. For additional detail on travel regulations, please refer to the Morrisville State College Travel Manual, available in all administrative offices.
Travel Allowances: New York State, effective October 1, 2009 - September 30, 2010

<table>
<thead>
<tr>
<th>STATE</th>
<th>Primary Destination</th>
<th>County</th>
<th>Season Begin Date</th>
<th>Season End Date</th>
<th>Lodging</th>
<th>M&amp;IE</th>
<th>Total</th>
</tr>
</thead>
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<tr>
<td><strong>Standard CONUS Rate applies to all destinations or counties not specifically listed</strong></td>
<td></td>
<td>$70</td>
<td>$46</td>
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<td>$61</td>
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<td>Broome and Tioga</td>
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<td>$66</td>
<td>$164</td>
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</table>
CONSTITUTION OF THE COLLEGE FACULTY OF THE STATE UNIVERSITY OF NEW YORK, COLLEGE OF AGRICULTURE AND TECHNOLOGY AT MORRISVILLE

PREAMBLE: All articles of this Constitution and By-Laws must be consistent with, and subject to, the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of the by-laws concerning consultation with the faculty shall be subject to approval of the chief administrative officer of the college. All actions under by-laws shall be advisory upon the Chancellor and the chief administrator officer of the college.

ARTICLE I - NAME

Section 1

The name of this organization shall be the College Faculty of the State University of New York, College of Agriculture and Technology at Morrisville.

ARTICLE II - PURPOSES

Section 1

The purposes of this organization shall be:

A. To promote significant faculty participation in the determination of educational policy.

B. To promote communication and understanding between and among all elements of the college.

C. To help the professional growth of each member.

ARTICLE III - MEMBERSHIP

Section 1

The membership of this organization shall include the Chancellor of the State University of New York; the President of this college; members of the staff of this college who teach six (6) or more contact hours per week per semester; the professional members of the Student Affairs Staff; and the librarians.

Section 2

Each member shall be entitled to one vote.

Section 3

There shall be no dues, fees, or assessments as a condition of membership.
ARTICLE IV - OFFICERS

Section 1

The President of this college shall be the Chairperson of this organization. The duties of the Chairperson shall be to call the regular meetings and any other meetings which the Chairperson deems necessary and to preside at these meetings.

Section 2

The elected officers of this organization shall be a Speaker, a Vice-Speaker, a Secretary, and a Parliamentarian. They shall assist at the regular meetings, as the Chairperson desires, and shall also function in the representative body of the College Faculty organization, known as the Faculty Congress. The Speaker shall also represent the College Faculty at any time that other representatives have not been designated.

Section 3

The officers in Section 2 shall be elected by secret ballot during the meeting at the end of the spring semester of each odd numbered year for Speaker and Vice-Speaker, and even numbered years for Parliamentarian and Secretary.

They shall be elected for two-year terms and any officer may succeed himself/herself in the same office for one additional term. A plurality of the votes cast shall constitute election.

Section 4

Officers in Section 2 shall be elected from a slate of candidates drawn by a nominating committee appointed by the Speaker at least one month in advance of the meeting at the end of the spring semester. Additional nominations may be made from the floor at that meeting. The chairperson of the nominating committee shall conduct the election.

Section 5

Any member of the organization shall be considered eligible for nomination for any position mentioned in Section 2 except the Chancellor, the President of this college, and those who are serving in their second consecutive term of office.

Section 6

In the event of a vacancy, temporary or permanent, in the office of Speaker, the Vice-Speaker shall become Speaker. In the event of a similar vacancy in the office of the Vice-Speaker, Secretary, or Parliamentarian, the office shall be filled by vote at a special meeting to be held within one month of the occurrence of the vacancy. A nominating committee shall be appointed by the acting speaker. The term of the new officer shall be the unexpired term of the person being replaced.

Section 7

Elected officers may be removed from office at a special meeting called for that purpose by written petition. This petition shall contain the charges against the officer, be signed by seven members, and be presented to all the officers of this organization. The special meeting shall be called by the Chairperson within two weeks following receipt of the petition and shall be
presided over by the Chairperson or a member designated by the Chairperson to preside. At the special meeting the signers of the petition shall present their charge(s), witnesses, and/or evidence; the challenged officer shall have the right to be heard or represented, and present witnesses and/or evidence in his (her) behalf. Following this hearing voting shall proceed by secret ballot. Removal of the officer shall require a two-thirds vote of those voting.

ARTICLE V - MEETINGS

Section 1

Two regularly scheduled meetings shall be held each year; one at the beginning of the fall semester and one at the end of the spring semester.

Section 2

Other meetings may be called by the Chairperson, the Speaker, or by a minimum of five (5) members. An agenda for such a meeting shall be prepared by the person(s) calling the meeting and distributed to all members at least one week prior to the meeting.

Section 3

A simple majority of the membership shall constitute a quorum for a regular or special meeting of the College Faculty on all unannounced votes. On all previously announced votes, the number of voting members present shall constitute quorum.

ARTICLE VI - AMENDMENTS

Section 1

This constitution or its by-laws may be amended at any regular meeting by a two-thirds vote of those voting, provided written notice of the proposed amendment is given at least two weeks in advance of the meeting; or it may be amended at a special meeting called for that purpose by a two-thirds vote of those voting, provided written notice of the proposed amendment is given at least two weeks in advance of the meeting.

Section 2

Voting on amendments shall be by secret ballot.
personnel and administration, student conduct and activities, and any other matters requiring faculty action.

ARTICLE II - COMPOSITION

The Faculty Congress shall be composed of representatives elected by the membership as defined under Article III, Section 1 of the constitution.

Each academic unit, including the Academic Schools, the Norwich Campus, Student Affairs, and the Library shall elect one representative for each ten (10) members or fractional part of ten (10). Each representative will serve a three-year term of office.

The following departments shall be entitled to ex-officio membership:
- Admissions
- Registrar
- Institutional Advancement
- Technology Services

ARTICLE III - DUTIES OF OFFICERS

Section 1

The duties of the Speaker shall be to preside at all meetings of the Faculty Congress. The Speaker shall be an ex-officio member of all committees established by the College Faculty or the Faculty Congress.

Section 2

The duties of the Vice-Speaker shall be to perform the duties of the Speaker in the event of his (her) absence, resignation, or inability to perform the office of Speaker.

Section 3

The duties of the Secretary shall be to give notice of meetings, to keep the minutes and records of the meetings with a written report of each meeting furnished to each member of the College Faculty within two weeks after the meeting.

Section 4

The duties of the Parliamentarian shall be to interpret and advise the chair on matters of parliamentary procedure.

Section 5

The Faculty Senator shall be a non-voting, ex-officio member of the Faculty Congress.

ARTICLE IV - PROCEDURES

Section 1 - MEETINGS

The first meeting of the Faculty Congress each academic year shall be called by the Speaker. Thereafter, the Faculty Congress shall convene at fixed intervals to be decided upon by the Executive Committee.
The Faculty Congress may establish appropriate rules, regulations, and procedures for its own operation. Roberts' Revised Rules of Order shall be used to govern all meetings unless specifically superseded by this constitution and/or by-laws.

All meetings of the Faculty Congress shall be open to any member of the College Faculty organization. Non-members of the organization may attend at the invitation of the Speaker of the Faculty.

Minutes of the meetings of the Faculty Congress shall be distributed to the full membership within two weeks of each meeting.

Section 2 - QUORUM

A simple majority of the membership shall constitute a quorum for a regular or special meeting of the College Faculty on all unannounced votes. On all previously announced votes, the number of voting members present shall constitute quorum.

Section 3 - VOTING

Unless a representative requests a roll-call vote, voting shall be done by a show of hands. A roll-call vote requires that each representative cast the same total number of votes as the total number of members of the College Faculty which they represent. (Signed proxies may be used on previously publicized roll-call votes for representatives unable to attend a meeting.) Each represented School/College unit shall apportion its votes among its representatives.

If it is determined by a majority of the members of the Faculty Congress that a referendum by written ballot of the represented parties be sought to form the basis of a recommendation to the President, such a poll shall be conducted by the Speaker.

The President may request a referendum by written ballot of the College Faculty membership be conducted before he/she acts on any recommendation of the Faculty Congress.

Section 4 - RECOMMENDATIONS

The recommendations of the Faculty Congress shall be presented in written form to the President of the College. The President of the College will be asked to respond to the recommendation in a "position paper" to be read to the Faculty Congress at their next regular meeting. If the President of the College prefers, he (she) may make personal appearances before this Faculty Congress to respond to the recommendations of the Faculty Congress.

Section 5 - LIMITATION

The existence of the Faculty Congress shall not preclude the holding of plenary meetings of the College Faculty organization any time they are called as provided for in Article V of the constitution of this organization.

Actions of the Faculty Congress are subordinate to conflicting actions of the College Faculty organization. Any decision of the Faculty Congress may be vetoed at a plenary meeting of the College faculty as provided for under Article V of the Constitution.

ARTICLE V - STANDING COMMITTEES

May 2010
Preamble:

The rules and procedures of all standing committees must be submitted to and approved by the Faculty Congress within the first six weeks of each academic year.

All standing committees shall publish, after Faculty Congress approval, within the first eight weeks of each academic year, the following information for distribution to each member of the College Faculty.

1. The purpose of the committee.

2. The rules and procedures by which the committee will conduct its business.

3. The names of the committee members.

Any committee requested to express opinion(s) in the name of the organization must present its recommendations to the Faculty Congress for approval. (Recommendations regarding promotion candidates, new course proposals or curricula, and in-lieu-of-credit are exempt from this requirement.)

Whenever committees report, opportunity for minority reports must be given, and if a minority report is made, it must be a part of the committee’s report.

During the last month of each academic year all standing committees shall publish and distribute to each member of the College Faculty a summary report of the committee’s actions for the preceding academic year.

During the committee selection process it shall be the responsibility of the officers to attempt to gain full representation from all College Faculty Organization members. Members from the Norwich branch campus are entitled to and encouraged to participate on committees.

Section 1 – EXECUTIVE COMMITTEE

A. Purpose: To provide a channel through which any member of the College Faculty may bring items of interest and/or concern to the attention of the Faculty Congress.

B. Composition: The executive committee shall consist of the Speaker, Vice-Speaker, Secretary, Parliamentarian, and the Faculty Senator. The Provost and Vice President for Academic Affairs shall serve as an ex-officio, non-voting member.

C. Terms of Office: The terms of office shall run concurrently with the elected terms of office.

D. Function: To collect all suggestions for agenda items, rank each item by priority, and publish a proposed agenda, including all suggested items, at least 48 hours in advance of the Faculty Congress meeting for all represented personnel.

Section 2 - PROMOTION COMMITTEE

A. Purpose: To assure equitable consideration of all faculty (including librarians) for promotion, to make annual promotion recommendations, and to develop an interpretation of promotional standards when necessary.
B. Composition: The committee shall consist of seven (7) faculty members, one of which shall be a librarian, elected by the librarians. Each School shall elect one member. The remaining member(s) shall be member(s)-at-large with no School having more than two members of this committee. The member-at-large elections will be supervised by the Speaker by secret ballot. The Provost and Vice President for Academic Affairs shall serve as a non-voting member. The voting members of the committee shall elect the chairperson of the committee.

C. Quorum: A quorum shall consist of five (5) members.

D. Terms of Office: All elected members will serve three-year terms except as follows: when a member becomes a candidate for promotion or when an individual is completing the unexpired term of a previously elected member.

Section 3 - IN-LIEU-OF-CREDIT COMMITTEE

A. Purpose: To provide a timely, impartial, and consistent evaluation of non-credit courses, seminars, work experience and other in-lieu-of-credit endeavors.

B. Composition and terms of office: The composition and terms of office shall be the same as the Promotion Committee but no person will serve simultaneously on both committees. The Provost and Vice President for Academic Affairs will serve as a non-voting member. The voting members shall elect the chairperson of the In-Lieu-of-Credit Committee.

C. Quorum: A quorum shall consist of five (5) members.

Section 4 - ACADEMIC AFFAIRS COMMITTEE

A. Purpose: The Academic Affairs Committee is a standing committee of Faculty Congress representing the faculty and student body in reviewing the Morrisville State College curricula, including both substantial changes to current courses and programs as well as the addition of new courses and programs.

The committee will review items such as:

1) New courses or programs.
2) Changes to SUNY General Education requirements.
3) Changes in courses levels (100 to 200, 200 to 300, etc.)
4) Changes to credit hours
5) Changes to course prerequisites.
6) Any substantial changes to programs or courses that affect the course offerings of other departments.

The committee will also review issues related to academic policy, other matters concerning instruction, and curricula, and make recommendations to Faculty Congress on these subjects.

Material for review by the committee is presented to the committee chair by the Provost, the appropriate school, or by Faculty Congress. Committee approved courses or curricula shall be submitted directly to the Provost and Vice President for Academic Affairs for consideration by the Academic Council. All other recommendations shall be directed to the Speaker of Faculty Congress.
B. Composition: The committee shall consist of fourteen members: eight faculty members, five students, and one ex-officio member:

- One faculty representative from each school (total of 5)
- One faculty representative from the library
- Two faculty representatives elected at-large
- One student representative from each school (total of 5)
- Provost and Vice President for Academic Affairs, ex-officio

Faculty school representatives shall be elected by the faculty of their school by secret ballot. The elections for the at-large representatives shall be supervised by the Speaker of Faculty Congress and shall be conducted by secret ballot such that no School shall have more than two representatives on this committee.

Students shall be appointed by Faculty Congress in consultation with the faculty and the Student Government Organization from among students in good academic standing.

C. Terms of Office: The faculty members shall serve three-year terms. The student members shall serve one-year terms.

D. Officers: The Committee as a whole shall elect at the beginning of each year a chairperson and a secretary.

The duties of the chairperson shall be:

(a) To schedule meetings.

(b) Present committee members with the rules and procedures used by the committee at the first meeting of the academic year.

(c) To prepare an agenda of items submitted by members of the Committee, other faculty, students, administration, or Faculty Congress.

(d) To conduct meetings.

(e) To be responsible for the preparation of recommendations to the Faculty Congress.

The duties of the secretary shall be:

(a) To take the minutes of each meeting.

(b) To prepare and distribute copies of such to the Committee members.

(c) To assist in the preparation of recommendations, including the final summary report of the year.

(d) To maintain a file of all actions taken by the Committee, including copies of all reports and recommendations.

Section 5 - STUDENT AFFAIRS COMMITTEE

May 2010
A. Purpose: To serve in an advisory capacity to the Faculty Congress on matters involved with the betterment of campus life other than those dealing with academics.

B. Composition: The committee shall consist of seven voting faculty and/or staff members, including one member of the Student Affairs professional staff, and one student from each School. The Provost and Vice President of Student Affairs shall serve as a non-voting member. Each School shall elect one faculty member. The remaining faculty member(s) shall be member(s)-at-large with no School having more than two faculty members on this committee. The member-at-large elections will be supervised by the Speaker by secret ballot. The Student Affairs member shall be elected by that group. Student members shall be elected or appointed by the Student Government Organization from those students having at least a 2.0 cumulative average based upon completion of not less than one semester's work on the Morrisville campus. Students will be appointed to this Committee by the School Deans, in case the Student Government Organization fails to select these students.

C. Terms of Office, Officers and Their Duties: As prescribed for the Academic Affairs Committee.

Section 6 – FACULTY/STAFF HANDBOOK COMMITTEE:

A. Purpose: The Handbook Committee's charge will be to provide for the annual review and subsequent recommendations to the president concerning the Faculty/Staff Handbook so that information in the handbook is current, valid and user-friendly.

B. Composition: The committee shall consist of seven voting faculty and/or staff members. There shall be one member elected by the members of each school. The remaining members shall be at-large members with a total of no more than two members from any school. The member-at-large elections shall be supervised by the Speaker by secret ballot. The voting members of the committee shall elect a chairperson.

C. Quorum: A simple majority of all voting members shall constitute quorum.

D. Terms of Office: All elected members will serve three-year terms.

Section 7 - FACULTY AWARDS COMMITTEE:

A. Purpose: The charge of the Awards Committee is to oversee the annual nomination and selection procedures of both the local MSC Distinguished Faculty Award and the SUNY-wide Chancellor's Awards for Excellence. The committee will solicit and evaluate nominations from campus and alumni populations through an online survey and review submission packets for substantive criteria in the following categories: teaching techniques and representative materials, scholarship and professional growth, student services, academic standards and requirements and evaluation of student performance, and a summary of outstanding qualifications and major achievements. The committee shall select award winners based upon the evaluation materials requested, then complete and transmit the submittal materials for the SUNY Awards to the local MSC Provost's Office. A representative from the Provost’s Office will then forward all completed packets, in addition to an endorsement letter from the MSC President or his/her designee, to SUNY Central by the deadline specified.

B. Composition: The committee shall consist of seven voting faculty and/or staff members. There shall be one faculty member elected by the members of each school and one library position nominated by that faculty or professional staff in that academic school or academic
educational support area. The remaining faculty/staff members shall be at-large members, with a total of no more than two members from any school. The member-at-large elections shall be supervised by the Speaker by secret ballot. The committee chair will work with the Student Government Organization to secure one student member representing each school, although lack of student representation will not impede the committee’s charge. The voting members of the committee shall elect a chairperson or co-chairs.

Additional committee members will be added by Faculty Speaker or majority vote of committee members as needed to conform to the current published composition requirements for Chancellor’s Awards selections per SUNY Central. The committee shall include the chair (or chair’s designee) of the campus faculty governance organization; one non-voting member, designated by the campus president, to act in a non-voting, ex-officio capacity; and faculty and student representation. In addition to this common structure, each award requires its committee to include:

- Faculty Service Award – none beyond the basic structure composition mentioned above;
- Librarianship Award – library faculty and professional staff;
- Professional Service Award – committee shall consist of a minimum of 50 percent professional service personnel (who are employed in capacities that are eligible for the award);
- Scholarship and Creative Activities Award – none beyond the basic structure composition mentioned above;
- Teaching Award – none beyond the basic structure composition mentioned above.

C. Quorum: A simple majority of all voting members shall constitute quorum.

D. Terms of Office: All elected members will serve three-year terms, or the specified term limit as designated by the faculty congress seat for which the member is elected. Students will serve one-year terms.

E. Committee members who are nominated or who nominate a candidate for consideration of either the local MSC Distinguished Faculty Award or the SUNY-wide Chancellor’s Awards for Excellence shall recues himself or herself from the evaluation or voting proceedings.

Section 8 – ASSESSMENT COMMITTEE:

A. Purpose: The Assessment Committee’s charge is to assist the gen-ed areas that are submitting their yearly assessment plans to the General Education Assessment Review Group (GEAR Group) and ensure that the plans are adhering to the guidelines put forth by the GEAR Group.

B. Composition: The committee shall consist of seven voting faculty and/or staff members. There shall be one committee member elected by each school and the library. The remaining members shall be at-large members with a total of no more than two members from any school. The member-at-large elections shall be supervised by the Speaker by secret ballot. The voting members of the committee shall elect a chairperson.
C. Quorum: A simple majority of all voting members shall constitute quorum.

D. Terms of Office: All elected members will serve three-year terms.

ARTICLE VI - REPRESENTATION ON CAMPUS-WIDE, MULTI-CONSTITUENCY COMMITTEES

Section 1 - REPRESENTATION ON THE COLLEGE-WIDE PLANNING COUNCIL

A. Purpose: These persons shall serve as conduits between the Faculty Congress and the College-Wide Planning Council.

B. Composition: The Faculty Congress shall appoint two faculty members to serve on this Council; these persons shall report to the Faculty Congress by working with the Agenda Committee.

C. Terms of Office: Each faculty member will serve a three-year term.

Section 2 - REPRESENTATION ON THE PERSONAL SAFETY COMMITTEE

A. Purpose: These persons shall serve as conduits between the Personal Safety Committee and the Faculty Congress.

B. Composition: The Faculty Congress shall appoint up to three faculty and/or staff members to the Personal Safety Committee each year; these persons shall report to the Faculty Congress by working with the Agenda Committee.

C. Terms of Office: Each faculty member shall serve a three-year term. Members may succeed themselves unless doing so would be in opposition to the stated guidelines for this committee: equal representation from students, faculty, and presidential appointees and equal numbers of male and female members.

ARTICLE VII - AD HOC COMMITTEES

Preamble:

Any ad hoc Committee requested to express faculty opinion must present its recommendation(s) to the Faculty Congress for its approval.

Whenever committees report, opportunity for minority reports must be given; if a minority report is made, it must be part of the committee's report.

Section 1 - APPOINTMENT

All ad hoc committees will be appointed by the Speaker, Vice-Speaker, Secretary, and Parliamentarian acting as an executive committee.

Section 2 - COMPOSITION

The executive committee may use their discretion as to the composition of ad hoc committees subject to the following restrictions:

A. Membership is voluntary.
B. All members of the organization shall be informed of the purpose(s) and composition of the committee.

Section 3 - TERMS OF OFFICE

Any ad hoc committee not formally discharged from its duties shall be automatically discharged one calendar year after its date of appointment.

Section 4 - PRESIDENTIAL COMMITTEES

Nothing contained in these by-laws shall be construed to prevent the President of the College from appointing such administrative committees as he (she) sees fit. Nor shall anything in these by-laws be construed to prevent the President of the College from calling on the Speaker, Vice-Speaker, Secretary, and Parliamentarian acting as an executive committee to help in the appointing of such committees.

ARTICLE VIII - FACULTY SENATOR

Section 1 - PURPOSE

There shall be a Faculty Senator and Alternate elected to represent this organization at meetings and functions of the University Faculty Senate of the State University of New York.

The Faculty Senator shall serve as a non-voting member of the Faculty Congress. This person shall report regularly to the Faculty Congress and shall assure that he/she is on the agenda by working on the Agenda Committee.

Section 2 – ELECTIONS

The Speaker shall be responsible for the conduct of elections for Faculty Senator and Alternate in accordance with Article VII of the Policies of the Board of Trustees of the State University of New York.
# APPENDIX B

## MORRISVILLE STATE COLLEGE

### 2010 – 2011 ACADEMIC CALENDAR

### Summer 2010
- **Summer Session Begins:** Monday, May 24
- **Summer Session Ends:** Friday, August 13

### Fall 2010
- **Fall Semester Begins:** Monday, August 23
- **Interim Grades Due:** Friday, October 1
- **October Break:** Monday-Tuesday, October 11-12
- **Thanksgiving Break:** Wednesday-Friday, November 24-26
- **Reading Days:** Saturday-Sunday, December 11-12
- **Fall Final Exams:** Monday-Friday, December 13-17
- **Grades Due:** Monday, December 20

### Winter Term 2010
- **Winter Term Begins:** Monday, December 20
- **Winter Term Ends:** Friday, January 14
- **Grades Due:** Tuesday, January 18

### Spring 2011
- **Spring Semester Begins:** Tuesday, January 18
- **Interim Grades Due:** Friday, February 25
- **Spring Break:** Monday-Friday, March 14-18
- **Spring Courses End:** Friday, March 31
- **Commencement:** Saturday, May 14
- **Grades Due:** Monday, May 16

### Parts of Term Summer 2010

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- **Faculty enter grades online:**

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<td>February 21 - May 6</td>
<td>April 13</td>
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APPENDIX C

EARLY DISMISSAL POLICY FOR POOR ACADEMIC PROGRESS POLICY

Morrisville State College Policy 6802

A student may be dismissed from the campus, without refund, for poor academic progress.

Poor academic progress is defined as:

• having a mid-semester GPA of 0.5 or less OR

• having a pattern of excessive absences in a majority of the courses a student is currently taking
APPENDIX D

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
APPENDIX E

SMOKING IN THE WORKPLACE POLICY

Morrisville State College Policy #2102

Morrisville State College has established a smoke-free work environment. Smoking is prohibited in all buildings, all college/MAC/College Foundation vehicles and within a 20 foot perimeter of all buildings.

It is the responsibility of all members of the college community to observe this smoking policy. The effectiveness of the policy relies upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success.

The college community should be aware of this policy and the college’s obligation to enforce it. Informal counseling, formal written counseling, and appropriate discipline can and must be applied as necessary to ensure the college’s compliance with the New York State Clean Indoor Air Act of 1989 as amended to avoid an assessment of penalty for non-compliance.
APPENDIX F

DRUG-FREE WORKPLACE POLICY

Morrisville State College Policy # 2101

The College, in compliance with the Federal Drug-Free Workplace act of 1988 and the Drug-Free Schools and Communities Act of 1989, had adopted the following policy, which must be adhered to as a condition of employment:

A. Policy:

The unlawful possession, use, or distribution of a controlled substance or alcohol on the college premises or as a part of any college activity is prohibited. Employees who unlawfully manufacture, distribute, dispense, possess, or use a controlled substance or alcohol will be subject to disciplinary procedures consistent with applicable laws, rules, regulations, and collective bargaining agreements. Furthermore, on-the-job impairment from alcohol or controlled substances is prohibited.

B. Guidelines and Procedures:

1. Any college employee convicted of a criminal drug statute violation occurring in the workplace must provide written notification to his/her supervisor of the conviction within five (5) days after the conviction. As required by the Federal Drug-Free Workplace Act of 1988, the college will inform contracting or granting agencies of such convictions within ten (10) days after receiving notice of conviction.

2. Within 30 days of having received notification of an employee's conviction for a workplace drug statute violation, the college will take appropriate action up to and including termination or may require an employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

3. The college will make a good faith effort to maintain a drug/alcohol-free workplace. That effort will include drug awareness education programs, an Employee Assistance Program to assist employees seeking treatment and rehabilitation programs, and the implementation and strict enforcement of this policy.
APPENDIX G

SEXUAL HARASSMENT POLICY STATEMENT

SEXUAL HARRASSMENT

No university employee or student of either sex shall impose a requirement of sexual cooperation as a condition of employment, of academic advancement, or in any way contribute to or support unwelcome physical or verbal sexual behavior.

Sexual harassment of employees and students is contrary to Morrisville State College policy and is a violation of federal and state laws and regulations.

Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;

   or

a. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;

   or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
APPENDIX H

POLICY AND GUIDELINES AGAINST DISCRIMINATION IN EMPLOYMENT
BASED ON SEXUAL ORIENTATION

I. STATEMENT OF POLICY

A. No State agency or department shall discriminate against an applicant or employee because of sexual orientation. An agency or department will be deemed to have engaged in such a prohibited employment practice if it refuses to hire, appoint, promote, retain, grant permanent appointment or assign work, or engage in other conduct which otherwise adversely affects the employment opportunity of applicants or employees on the basis of sexual orientation of the employee or applicant.

B. No State agency or department shall discriminate on the basis of sexual orientation against any individual in the provision of any services or benefits by such State agency or department.

C. Harassment on the basis of sexual orientation will not be countenanced within the State service in the employment relationship. Sexual advances, requests for sexual favors and other verbal or physical conduct of a ridiculing or sexual nature constitute a prohibited employment practice when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.

II. GUIDELINES

A. In determining whether alleged conduct constitutes a prohibited employment practice, the Governor's Office of Employee Relations will examine the totality of circumstances, such as the nature of the alleged violative conduct and the context in which the alleged incidents occurred. The determination of the propriety of a particular action will be made from the facts on a case by case basis.

B. An agency is responsible for such prohibited conduct between fellow employees in the workplace where the agency, or its supervisory employees, know or should have known of the conduct, except when it can show that it took immediate and appropriate corrective action.

C. Employees who have engaged in a prohibited practice may be subject to appropriate agency or department action.

III. DEFINITIONS

A. Sexual Orientation - A private preference of an individual protected by Executive Order No. 28 for heterosexuality, homosexuality, or bisexuality; or a history of such
a preference; or an identification with having such a preference.

B. Discrimination - Any conduct which has the purpose or effect of making sexual orientation the basis for an employment decision, or which interferes with an employee's work performance, or which creates an intimidating, hostile or offensive work environment.
APPENDIX I

ETHICS COMMISSION GUIDELINES ON HONORARIUM AND TRAVEL REIMBURSEMENTS

Regulations on receipt of honoraria and travel reimbursements apply to all State Employees with the exception of academic employees engaging in activities within their academic discipline.

Under the regulations, an honorarium is defined as a "payment, fee, or other compensation made as a gratuity or as an award or honor" for services rendered by a covered employee not related to the covered employee's official duties. It also includes a payment for travel expense incurred by the employee in the course of services unrelated to the employee's duties. The regulations set forth specific conditions under which honoraria may be accepted.

Obtaining prior approval of requests to receive honoraria is optional. Employees receiving honoraria without prior approval of the President are required to report annually (by July 1 or April 1 in succeeding years) to the Human Resources Office the source, date, amount and nature of activities for which honoraria were received in the previous year. Requests for prior approval of honoraria should be submitted to the Human Resources Office.

Prior approval by the President is required for receipt of travel reimbursement, from an individual or outside organization, related to an employee's professional duties. Reimbursement may not be accepted under circumstances specified in the ethics regulations.

Any honorarium or travel reimbursement received which is over $1000 must also be reported on an employee's annual financial disclosure statement, where filing that form is required.

If you have any questions on these regulations, feel free to contact the Human Resources Office.
APPENDIX J

CODE OF ETHICS

You are bound by the Code of Ethics as set forth in the Public Officers Law. Upon initial employment, you were required to file a statement that you had received, read, and will conform with the provisions of the Code of Ethics.

This required statement informs you that as a public employee you are bound by legal restrictions with respect to certain activities and interests of a private nature. It also constitutes your promise to maintain the highest principles of conduct in the discharge of your responsibilities, acknowledging your obligation to follow a pattern of behavior in your job which will reflect favorably upon you, the State University and the government.

The State Code of Ethics especially requires that as a State employee, you will pursue a course of conduct which will not give the impression that you may be influenced or affected in any way in the proper performance of your duties or that you are likely to be engaged in acts that violate your trust. For specific restrictions relative to the Code of Ethics, please refer to the provisions of Sections 73 through 78 of the Public Officers Law. Copies may be obtained in the Human Resources Office.
APPENDIX K

CODE OF CONDUCT FOR COMPUTER USE

Introduction

The College encourages the use of computers in all areas of study. In keeping with this goal, the following code has been established to protect the individual user and the College from unnecessary exploitation. Computer abuse is expensive and can have far-reaching negative consequences - disrupting the educational process through intentional deletion of another's course assignment; dampening the creative process through theft of intellectual property; violating an individual's privacy; or infringing on copyright laws.

Computing Environment

A variety of computing resources are available at Morrisville State College ranging from application-specific microcomputers to a central multi-user system.

Consistent with the Code of Conduct, administrators and faculty may develop and publish specific guidelines for computer use, and file and software access philosophies for their areas as long as they are not in conflict with this Code. When evidence exists to suggest that a person has violated the Code of Conduct, the system administrators may review that individual's account to ensure effective use of and access to computing resources and to enforce computer use rules. Users should disclose to Computer Services personnel misuses of computing resources or potential loopholes in computer systems' security, and cooperate with systems administrators in their operation of computer systems and investigation of abuse.

Rules of Conduct

Rules of computer conduct include, but are not limited to (individual departments, etc., may have additional rules), the list below. Interpretation of the Rules of Conduct, and issues regarding ownership of developed works and copyrights of commercial products should be directed to the appropriate systems administrator.

Those who have been found by due process to have abused the privilege of using Morrisville State College's computing resources may lose computing privileges, be subject to College discipline, or be subject to criminal prosecution. Loss of computing privileges may prevent students from completing academic assignments. The rules of conduct for computer use are:

1. Computer programs are considered to be literary works and are protected by the same copyright laws. Therefore, users may not use others' programs or parts thereof without proper acknowledgment. This is plagiarism and must be avoided. In accordance with the Code of Academic Honesty (see Student Handbook, Faculty/Staff Handbook). If you copy programs, (e.g. subroutines from a textbook or another individual), you must credit the source just as you would for a research paper.

2. Users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate U.S. copyright or patent laws concerning computer software, documentation, and other tangible assets. Unless otherwise indicated by the author, users should assume that any software they did not create is copyrighted.
3. Users must not present false identification or misleading information to gain access to computing resources (including signing on with other persons’ accounts and passwords) nor use computing resources for which they are not authorized. Users may use an account only for the purposes for which they applied and not for others such as advertising for a commercial organization or running a business (Article V, #6, Student Handbook, Faculty/Staff Handbook).

4. The protection of your data and programs and the elimination of misuse of your account by others depends on your maintaining the appropriate level of security over your password. Therefore, users should not reveal their password to anyone including faculty or staff, nor should they let another person use their account unless under the guidance of the systems administrator for a specific purpose.

5. Users may not change, copy, delete, read, or otherwise access files or software without permission of the owner or user files or systems administrator for systems files. In general, if it is not yours, do not touch it. To do so is considered “theft or possession of stolen property” in violation of the Rules of the Morrisville State College Council (Student Handbook, Faculty/Staff Handbook).

6. The computer systems provided by the College are equally available to all legitimate users. Therefore, users may not prevent others from accessing the system nor may they unreasonably slow down the system by deliberately running wasteful jobs. Some examples include disabling or crashing the system, sending personal E-Mail messages and playing games while others are waiting to use the terminal, sending malicious mail, mass mailings or chain letters, and creating unnecessary multiple jobs or process names (Student Handbook, Faculty/Staff Handbook).

7. The accounting and security mechanisms on the system have been established for the protection of all users. Users may not bypass accounting or security mechanisms or attempt to circumvent data-protection schemes or uncover security loopholes. Users may not attempt to modify Morrisville State College software, except that intended to be user-customized, without expressed permission of the systems administrator (Student Handbook, Faculty/Staff Handbook).

8. All users have the right to use the computer free from outside interference and distractions. Therefore, users may not harass others (e.g. by sending annoying, obscene, libelous or threatening messages). Users may not provide others with programs or files that cause damage to their files or the operation of the computer system, compromise the security of their accounts, or disable their account (Student Handbook, Faculty/Staff Handbook).

9. Users may not use a computer system to violate any rules in the Morrisville State College Student Handbook or other policy publications, or any local, state, or federal laws including New York statutes regarding computer crime.

Digital Copyright Notice

The facts

Uploading or downloading copyrighted files may be a violation of the Morrisville State College Code of Conduct for Computer Use and/or the U.S. Digital Millennium Copyright Act (DMCA) of 1998. Violators of the Digital Millennium Copyright Act who have illegally shared copyrighted files are subject to civil penalties of between $750 and $150,000 per item (i.e. song, video, movie, game, software). Previous alleged DMCA violations at Morrisville State College have resulted in Recording Industry pre-litigation
lawsuit settlements of at least $3,000.00 each to more than 50 Morrisville students. Additionally, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although prosecution of students for this type of file sharing is extremely rare, 17 USC § 506 lays out criminal penalties for intentional copyright infringement which can include fines and jail time.

**At Morrisville**

Morrisville State College has implemented a technology-based deterrent to combat unauthorized peer-to-peer file sharing, namely Audible Magic’s CopySense Network Appliance. If the CopySense Network Appliance detects a copyrighted file transfer, the actual transfer is blocked and the individual is redirected to an educational webpage describing the consequences of unauthorized distribution of copyrighted material.

Additionally, Morrisville State College has a “one-strike and you are out” rule and disables an individual’s network access if a copyright infringement notification is received. The alleged infringer must then meet personally with a Technology Services staff member for a one-on-one educational dialogue on copyright prior to regaining access to the network.

The information in this Digital Copyright Notice is reviewed and affirmed by Morrisville State College students annually.

**Alternatives**

For a list of legal websites for music, please visit the either the MusicUnited website at www.musicunited.org/6_legalsites.html or the Educause website at www.educause.edu/legalcontent.
APPENDIX I

USE OF COLLEGE EQUIPMENT, FACILITIES, SERVICES FOR PERSONAL
(NON-STATE) REASONS

Background

Recent reports have prompted an examination of current practices on campus which involve the use of college equipment, services or facilities by any employee of the college or college-related organizations for personal reasons.

General Policy Statement

It is inappropriate for college employees or the employees of college-related organizations to use any state-owned equipment, facilities, or services for personal, non-work related purposes, except in accordance with the State University Trustees policies on Patents, Invention and Copyright (8 NYCRR 355.28, 355.29); guidelines on the use of University facilities by Emerging Technology Enterprises; and University-Industry Cooperative Use of University Research Equipment.

It is recognized that there may be a few situations which may permit employees to utilize state-owned equipment, services or facilities for personal reasons. These situations are varied and no attempt will be made to list or define them. They are, however, subject to the following constraints.

1. No utilization of state-owned equipment, services or facilities for personal reasons may take place if such utilization interferes in any way with the normal functioning of equipment, facilities or service operations.

2. No utilization of state-owned equipment, facilities or services may take place during an employee’s normally scheduled work time.

3. No utilization of state-owned equipment, facilities or services may take place without obtaining the permission of the appropriate vice president or designee.
APPENDIX M

SEVERE WEATHER EMERGENCY POLICY / CAMPUS CLOSURE PROCEDURES

Morrisville State College Policy #2112

State offices and other state facilities may be closed only by order of the Governor. The President of each campus, or his/her designee, is authorized to cancel classes and recommend that only essential employees report to work.

In a rare circumstance when the campus must be closed and / or classes canceled, an announcement will be made on the following local radio and television stations:

- WIXT-TV 9
- WSTM-TV 3
- WTVH-TV 5
- WKTU-TV 2
- WUTU-TV 20
- WNTQ-FM 93.1
- WBBS-FM 104.7
- WYYY-FM 94.5
- WSKS-FM 102.5
- WFRG-FM 104.3
- WCHN-AM 970.0
- WKXZ-FM 93.9
- WSYR-AM 570.0
- WMCR-FM 106.3
- WRVO-FM 89.9

In these instances, essential employees such as heating plant staff, designated physical plant staff, food service employees, health center staff, University Police officers, and animal care positions will be asked to make every effort to report to work. In addition to announcements in the local media, a message regarding closure will be placed on the main campus phone line (684-6000). Faculty who are unable to meet their classes should contact their respective school offices.

The College has had a long standing practice of authorizing early employee departures during severe weather conditions. In these instances, employees are required to charge appropriate leave accruals.
APPENDIX N

PROFESSIONAL STANDARDS POLICY

As educators, scholars, administrators, colleagues, and community members, the Faculty and Staff of Morrisville State College have special responsibilities by virtue of the diverse roles they assume in their professional and personal lives. The following statement sets forth general principles intended to serve as a guide for faculty/staff as they fulfill their professional responsibilities. [Adapted from the AAUP 1966 Statement on Professional Ethics and the 1970 Statement of the Association's Council on Freedom and Responsibility].

Article I:
Individual Responsibilities

Faculty/staff recognize the special responsibilities placed upon them. They devote their energies to developing and improving their professional competencies. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their objectivity.

Article II:
Responsibilities to Students

Faculty/staff encourage the free pursuit of learning in their students, upholding the best scholarly standards of their disciplines. They demonstrate respect for the student as an individual, adhering to their primary roles as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct [Refer to Faculty/Staff Handbook; Academic Honesty] They respect the confidential nature of the relationship between faculty/staff and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They evaluate students and award credit based solely on academic performance, professionally judged, and not on matters irrelevant to that performance.

Article III:
Responsibilities to Colleagues and the Institution

Faculty/staff have an obligation to respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They strive to be objective in their professional judgement of colleagues. They observe the state policies and regulations of the institution while maintaining their right to criticize and seek revision of such policies or regulations. They determine the amount and character of the work they perform outside the institution with due regard to their paramount responsibilities within it. They accept their share of responsibility for the governance of their institution. When a faculty/staff member is considering the interruption or termination of service, they recognize the effect of their decisions on the programs of the institution and give due notice of their intentions.

Article IV:
Responsibilities to the Community

As members of the community, faculty/staff have the rights and obligations of any citizens. They measure the urgency of these obligations in the light of their responsibilities to their objects, to their students, to their professions, and to their institutions. When they speak or act
as private persons, they avoid creating the impression that they speak or act for the institution [Refer to Faculty/Staff Handbook; Media Policy]. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty/staff have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

RELATIONSHIPS

Policy on Sexual Harassment:

Every state employee is entitled to a working environment free from sexual harassment. Sexual harassment in the workplace is not merely an offensive working condition, it is against the law. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or

2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or

3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment.

Every student is entitled to a learning environment free of sexual harassment.

1. Violations of the employment-based restrictions contained in the New York Public Officers Law may lead to civil—and if wilful, criminal—penalties, as well as termination of employment. Breaches of professional ethics standards, e.g. an abuse of the faculty/staff member's authority over students, may also prompt disciplinary action. Moreover, serious misconduct associated with sexual harassment raises the risk, under federal law, of personal responsibility in terms of both litigation defense and liability exposure.

[Refer to Faculty/Staff Handbook; Non-Discrimination//Sexual Harassment Policies]

Policy on Consensual Relationships:

Relationships of a sexual nature that might be appropriate in other circumstances may be problematic and may be unethical when they occur between a faculty/staff member and a student for whom a professional responsibility exists. Such relationships may undermine the trust on which the education process depends.

Further, relationships of a sexual nature between a faculty/staff member and a student for whom an instructional responsibility exists can present a conflict of interest in violation of the New York Public Officers Law. The parties to such relationships are urged to avoid direct faculty/staff-student interaction. In every such case the faculty/staff member must arrange to be disengaged from the responsibility of grading, evaluating, or approving the work of the student. Relationships of a sexual nature between members of the University community can present a conflict of interest in violation of the New York Public Officers Law whenever one party has any position of power or professional responsibility for the other. One party may not officially approve or recommend (or vote on such approval or recommendation) the appointment, reappointment, promotion, or salary adjustment of the other; nor may the one party evaluate the performance of the other.
Policy on Nepotism:

This policy is established to strike a balance between preventing preferential treatment and yet not discriminating against applicants or employees based solely upon marital, blood, or domestic partner relationships [domestic partners as defined by New York State for health insurance reasons].

1. University policy does not preclude the employment of two or more members of the same family. However, an employee of the University may not officially approve nor recommend the appointment, reappointment, promotion, or salary adjustment of a blood relative, legal relative, or domestic partner.

2. Where a search process results in the nomination of a candidate who is a blood relative, legal relative, or domestic partner of a person in the administrative chain, the proposed appointment, with full documentation supporting the proposal, must be passed for action to the Associate Vice President / Executive Assistant to the President.

3. If employees find themselves responsible for the direct supervision of a blood relative, legal relative, or domestic partner, they must arrange with their supervisor for an appropriate means of removing themselves from any process which evaluates or otherwise considers the relative for appointment, continuing appointment, promotion, or salary adjustment. Further, supervisors will provide for independent verification of the time and effort expended for the position.

COMPUTER USAGE

The Code of Conduct for Computer use as published in Appendix K of the Faculty - Staff Handbook shall be the guiding document in regard to computer usage. The areas addressed by the "Rules of Conduct" section include the following:

- Protection of works by copyright laws
- distribution of copyrighted or proprietary material,
- unlawful access to computing resources,
- proper system security protocol,
- abuse of system resources with unnecessary work, attacks on system security,
- use of computing resources for harassment of others.

Furthermore, the "Rules of Conduct" addresses local, state, and federal laws regarding computer crime. The purpose of these rules is to encourage the use of computing resources while protecting the individual user and the College from abuse.

[Refer to Faculty/Staff Handbook; Code of Conduct for Computer Use]

ACADEMIC FREEDOM

1. It is the policy of the university to maintain and encourage full freedom, within the law, of inquiry, teaching, and research. In the exercise of this freedom faculty/staff members may, without limitation, discuss their own subject in the classroom; they may not, however, claim as their right the privilege of discussing in their classroom controversial matter which has no relation to their subject.

2. The principle of academic freedom shall be accompanied by a corresponding principle of responsibility [Refer to UUP Agreement]. The faculty/staff promises to maintain the highest
principles of conduct in the discharge of their responsibilities, acknowledging their obligation to follow a pattern of behavior in the job which will reflect favorably upon them, the State University, and the Government [Refer to Faculty/Staff Handbook; Code of Ethics].

RESEARCH

The faculty/staff recognizes its particular responsibility in the conduct of research. We subscribe to the policy with respect to the specification of misconduct in research as fabrication, falsification, plagiarism, deception, or other practices which seriously deviate from those that are commonly accepted within the scholarly community for proposing, conducting, and reporting research and creative scholarly activity. Special rules of conduct must be observed in research that uses human or animal subjects, and this faculty/staff subscribes to the procedures for careful monitoring of such research as are spelled out in the Code of Federal Regulations Title 45, [OPRR; Office of Protection from Research Risks of the U.S. Dept. of Health] and Title 21, [FDA].
APPENDIX O

WORKPLACE VISITOR POLICY

Morrisville State College Policy # 2116

The College’s employment policies and benefits are supportive of families. While the College seeks to focus on providing an environment open to work and family issues, it also believes that the activities of the workplace should be aimed at accomplishing the work of the college.

Further, the College believes that the frequent or extended presence of visitors in the workplace during work hours generally is inappropriate for several reasons: decreased employee productivity, risk of harm to the visitor and the potential increased liability to the University.

Consequently, the College does not permit the frequent or extended presence of minor children that may require direct supervision, in the workplace in lieu of other childcare arrangements. The College fully recognizes that circumstances may arise that could necessitate an exception to this policy. When such situations arise, the employee and his/her supervisor, in consultation with the Office of Human Resources, will develop a plan that will accommodate the situation with as little disruption as possible.

Similarly, the College does not permit the frequent or extended presence of friends or family members of College employees or off duty employees in the workplace.

This policy is not intended to prohibit or prevent the presence of family members and friends on campus to attend classes, cultural or sporting events or other authorized use of campus facilities.
APPENDIX P

PETS ON CAMPUS GROUNDS

Morrisville State College Policy # 2117

Pets, with the exception of fish kept in an aquarium or fish bowl, are not permitted in College facilities. Pets are also prohibited from campus grounds unless they are attended to and under the full control of their owner. Pets may not be left alone, tied, chained, or otherwise attached to trees, poles, fences, bulletin boards or stationary objects. Pet owners will be responsible for all costs involved in removing unattended pets. Pet owners are required to clean up after their pets.

This policy differentiates “service animals” from “pets.” A service animal, as defined by the Americans with Disabilities Act (ADA), is “any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or retrieving dropped items. “Service animals” are permitted in facilities, but must be under the full control of their handlers, be in good health, and not be unruly, disruptive, or threatening. The care and supervision of a service animal is solely the responsibility of its handler.
APPENDIX Q

FACULTY STAFF STUDENT TRAVEL POLICY

When individuals are participating in College sanctioned activities, they are representing the College and their behavior reflects directly on Morrisville State College. If a College sanctioned activity requires overnight travel, it is expected that all individuals representing the College will conduct themselves in a manner that will not bring embarrassment to the College or to themselves. Further, under no circumstance will members of the opposite sex share the same sleeping quarters, nor will the use of alcohol or drugs be permitted. Failure to comply will result in appropriate disciplinary action.
APPENDIX R

NON-DISCRIMINATION POLICIES

Morrisville State College Policy #2103 & #2104

General Policy Statement

The SUNY College of Agriculture and Technology at Morrisville does not discriminate on the basis of race, sex, sexual orientation, color, religion, age, national origin, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam Era in the recruitment and employment of faculty and staff, in the recruitment of students, or in the operation of any of its programs or activities, as specified by Federal and State laws and regulations.

Federal Regulations EEOC Guidelines on Discrimination Because of Sex
Section 1604.11 Sexual Harassment

Harassment on the basis of sex is a violation of Sec. 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

SUNY Morrisville Policy on Sexual Harassment

Sexual harassment of employees and students is contrary to Morrisville State College policy and is a violation of federal and state laws and regulations. No university employee or student of either sex shall impose a requirement of sexual cooperation as a condition of employment or academic advancement, or in any way contribute to or support unwelcome physical or verbal sexual behavior.

Policy Statement on Disabled Veterans and Vietnam Veterans, Handicapped Individuals and Americans with Disabilities Act

It is the intent of the SUNY College of Agriculture and Technology at Morrisville that no qualified Disabled Veteran, Veteran of the Vietnam Era or handicapped individual (solely by reason of handicap or disability) shall be excluded from participation in SUNY employment or be subject to discrimination as a result of such employment. SUNY College of Agriculture and Technology at Morrisville will employ, advance in employment and otherwise treat disabled veterans, veterans of the Vietnam Era and physically or mentally handicapped individuals without discrimination in all employment practices, including, but not limited to, hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training.

Adoption of this policy is in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 503 and 504 of the Rehabilitation Act of 1973, as amended.
APPENDIX S

UNITED UNIVERSITY PROFESSIONS, INC.

The State, pursuant to the certification of the Public Employment Relations Board, recognizes United University Professions (UUP) as the exclusive representative for collective negotiations with respect to salaries, wages, hours and other terms and conditions of employment of employees serving in positions in the State University Professional Services Negotiating Unit (Taylor Law, 1967). The unit is comprised of all faculty and professional staff.

Membership in the UUP is not mandatory. However, it is required that all employees in the Professional Services Negotiating Unit pay an agency fee (State Legislature, 1974). This fee is equal to the United University Professions member dues.

United University Professions (UUP) is also recognized as the bargaining agent for professional staff and faculty at all units of the State University of New York. UUP negotiates with the State of New York on all terms and conditions of employment and represents faculty and staff both with local and central administration.

Locally, UUP is represented on campus by the Morrisville Chapter officers who are elected according to the procedures of the Chapter constitution. UUP State officers and Executive Board members are elected by and from the UUP Delegate Assembly according to UUP constitutional procedures. The Delegate Assembly is the highest governing body of UUP and is responsible for establishing the UUP policies which are subsequently implemented by the UUP Executive Board. Members of the Delegate Assembly are duly elected by their respective chapters.

A chapter office is located on the Morrisville Campus in Brooks Hall, Room 112.
APPENDIX T

POLICY ON FOOD SERVICE AT COLLEGE ACTIVITIES

Morrisville State College Policy #2115

A contract between the State of New York and the Morrisville Auxiliary of the State University of New York College of Agriculture and Technology at Morrisville, Inc. (MAC) gives the Morrisville Auxiliary Corporation the right to conduct and operate kitchens, cooking facilities, snack bars, service areas and all other operations related to or connected with the preparation and sale of food, legal beverages and other items which serve the needs and convenience of the college.

Thus, it is the policy of the college that whenever food service (regardless of scope) is required at any college or college related activity, arrangements must be made with the Auxiliary Corporation Food Service to supply the needed service. The Auxiliary Corporation may waive the opportunity to supply the needed service although such action would be exceptional.

No arrangements with off-campus food vendors may be made to supply food or beverage at any College facility unless a waiver of the policy has been provided by the MAC Food Service Office.
APPENDIX U

BULLETIN BOARD POLICY

Morrisville State College Policy # 2100

Any club, organization or individual wishing to post information on college bulletin boards shall obtain prior permission from the appropriate staff.

Posting of programs, events or items of interest throughout the campus shall obtain prior permission from the Student Activities Office.

Posting of information targeted to specific audiences shall obtain prior permission from the appropriate office:

<table>
<thead>
<tr>
<th>Location</th>
<th>Appropriate Office</th>
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<tbody>
<tr>
<td>Athletic Facilities</td>
<td>Student Activities Office</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Appropriate Residence Hall Director</td>
</tr>
<tr>
<td>Academic Buildings</td>
<td>Appropriate School Dean</td>
</tr>
<tr>
<td>Administration Building</td>
<td>Human Resources Office</td>
</tr>
<tr>
<td>Library</td>
<td>Librarian</td>
</tr>
<tr>
<td>Dining Hall, Campus Store</td>
<td>MAC</td>
</tr>
</tbody>
</table>
APPENDIX V

RESIDENCY REQUIREMENT ASSOCIATE DEGREE

Morrisville State College Policy 6201

All students in two-year programs shall complete a minimum of 30 credit hours at Morrisville.

- The following types of successfully earned credits shall contribute toward a student’s residency requirement:
  - Any Morrisville credits earned from courses taught on or off the campus
  - Any distance learning courses originating or received at Morrisville

- The following types of credits will not contribute toward a student’s residency requirement:
  - Credits transferred from another institution
  - Credit awarded for successful completion of a course examination

- Specific program majors may require up to 15 of the 30 credits in selected Morrisville courses

- Students entering the RN program with previous LPN status are required to complete a minimum of 21 credit hours at Morrisville.
APPENDIX W

RESIDENCY REQUIREMENT BACCALAUREATE DEGREE

Morrisville State College Policy 6202

All students shall complete 30 credits of upper-division course work at Morrisville.

• The following types of successfully earned credits shall contribute toward a student's residency requirement:
  - Any Morrisville credits earned from courses taught on or off the campus
  - Any distance learning courses originating or received at Morrisville

• The following types of credits will not contribute toward a student's residency requirement:
  - Credits transferred from another institution
  - Credit awarded for successful completion of a course examination

• Upper division courses include 300 to 400 level designated courses
APPENDIX X

STATUTE OF LIMITATIONS ON DEGREE COMPLETION

Morrisville State College Policy 6300

Return After an Absence from the College:

Any student may return to the college to satisfy degree requirements within a seven year period after matriculation in a degree program. The student may need to enroll or re-enroll in additional coursework to complete degree requirements and must satisfy residency requirements set forth in policies #6201 and/or #6202. In particular, in the event that the requirements for a program change while a student is separated from the college, the student may be required to enroll in coursework that satisfies the new program requirements, subject to the approval of the Academic Dean after consultation with the appropriate faculty.

Transfer Courses from Another College:

A student may satisfy degree requirements at Morrisville State College by taking courses at another college and transferring those credits back to Morrisville within a seven (7) year period following matriculation at this college (subject to residency requirements). The courses to be transferred shall have prior approval of the appropriate academic dean. Further, any student not completing his/her prescribed degree program within seven years after matriculation at Morrisville State College may need to enroll or re-enroll in additional course work because of changes in the curriculum, subject to the approval of the Academic Dean after consultation with the appropriate faculty.
APPENDIX Y

ATHLETIC AND MUSIC CREDIT

Morrisville State College Policy 6302

A student may earn physical education credit by participating in the intercollegiate athletic program at Morrisville State College. Students are scheduled into these course sections by the registrar's office from lists submitted by the director of athletics at the beginning of each term. All physical education courses will be graded S (satisfactory) or F (failing) and will not be calculated in the cumulative grade point average. A maximum of four (4) hours of physical education credits can be applied towards degree requirements.

A student may also earn credit for participating in a music ensemble. The Ensemble Director shall provide a list of ensemble participants to the registrar at the beginning of each term. A student must be scheduled into a different ensemble course each term. A student cannot receive credit more than once for the same course.

The registrar's office shall submit a list to each dean and faculty advisor including information regarding credit load and conditional semester status prior to the athletic and music credits being added to the student's schedules.
APPENDIX Z

AWARDING OF DUAL MAJOR/DUAL DEGREE POLICY

Morrisville State College Policy 6103

Morrisville State College will award dual degrees if two degrees of the same type are sought, i.e., two A.S. degrees, then one diploma with two majors will be granted. If two degrees of different types are sought, i.e., an A.A. degree and an A.S. degree, then two separate diplomas will be granted, assuming in both cases that all program requirements are met in both areas. Conferral of a second degree "should be reserved as a means of recognizing competency in two essentially different areas" (NYS Education Dept. September 10, 1971).

b. This policy applies to the associate level only.
c. More than four semesters of work must be presented.
d. The cumulative number of semester credit hours must be 80 or greater.
e. All program requirements, whether for a dual degree or a dual major, must be satisfactorily met, as approved by the department chair or program coordinator in each program area.
f. Students must meet Morrisville State College residency requirements. In addition, certain programs may require students to take certain courses in residence at Morrisville to satisfy program requirements.
g. Dual degree/major agreements must be submitted no later than the beginning of the student’s fourth semester. (Or equivalently, the completion of 48 credits).
h. Dual degrees/majors will require approval of the relevant faculty, Deans and the Vice President for Academic Affairs. Requests for approval should be made on the appropriate Dual Degree/Major Agreement form.
i. Individual Studies may not be used as a dual degree or a dual major.
APPENDIX AA

FINAL EXAM POLICY

Morrisville State College Policy 6305

The last exam in a course must be given during finals week. A last unit/hour exam may be given during the last week of class provided a comprehensive final is given in finals week. Courses without a comprehensive final will schedule the last unit/hour exam during finals week. This policy shall not apply to exams where special facilities are required, i.e. lab practicals, horse riding evaluations, etc. These unique cases should continue to be scheduled as facilities permit, adhering to the above whenever possible.

Each school dean will submit final exam requests to the registrar’s office. This will take place early each semester so the final exam schedule is available prior to mid-term.
APPENDIX BB

PUBLIC RELATIONS POLICY

Morrisville State College Policy 2110

Whenever institutional information needs to be shared, the Public Relations Office shall be informed and involved in all contact with the media or other groups.

When an emergency situation occurs, the Public Relations Office will be fully informed and shall be the sole point of contact for the college.

Nothing in this policy shall prohibit the Sports Information Director from sharing scores and institutional data related to sports activity.

Nothing in this policy shall prohibit the Morrisville Auxiliary Corporation from communicating with public or media groups on behalf of the Auxiliary Corporation.
APPENDIX CC

ENVIRONMENTAL HEALTH AND SAFETY POLICY

Morrisville State College Policy 10001

It is the policy of Morrisville State College to protect the environment and to provide a safe and healthy workplace for its faculty, staff, students and visitors. Each department is responsible for environmental protection and the health and safety of all students, faculty, staff and visitors in their area.

Management:

• The college is legally responsible for campus environmental health and safety and must ensure that appropriate environmental health and safety policies are established for environmental protection and the prevention of health and safety hazards. These responsibilities are delegated by the President to all levels of supervision in order to ensure that campus environmental health and safety objectives are met.

• The applicable environmental health and safety standards are contained in rules and regulations promulgated by Federal and State agencies which must be followed in establishing campus policies. In addition, the published standards of nationally recognized professional environmental health and safety organizations serve as guidelines in areas not covered by government standards, rules and expectations.

Roles of Deans/Directors:

• A Dean or Director may delegate all or part of the obligations to a department coordinator. Ideally, the coordinator should be a faculty member in an academic department, or a staff member or supervisor in the department.

• Each Dean or Director must coordinate with the Environmental Health and Safety Officer to develop initiatives that will protect the environment and provide a safe and healthy work place and also coordinate training (with the Environmental Health & Safety Officer) for employees and students regarding environmental health and safety work practices. This training must ensure that employees and students know:

  - All the potentially hazardous conditions associated with departmental operations and the methods established to control them.
  
  - All applicable environmental health and safety regulations for the area of operation.
  
  - That they are expected to help all persons unfamiliar with the area to comply with applicable environmental health and safety regulations.

The goal is for employees and students to develop awareness and responsibility for environmental health and safety so they will act in a responsible manner when faced with situations not covered by established rules or regulations.

Role of Office of Environmental Health and Safety:

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• The Campus Office of Environmental Health and Safety provides guidance and services to campus personnel so that the goals and objectives of the campus environmental health and safety policy may be attained. The responsibility requires the Office of Environmental Health and Safety to:

- Provide the President, or his or her designee, the needed information to establish campus environmental health and safety policies.

- Investigate and report environmental health and safety incidents involving campus personnel or visitors.

- Assist campus personnel to plan, establish and maintain environmental health and safety work policies and procedures.

- Serve as liaison and facilitator for inquiries from municipal, state, regulatory and legal agencies regarding environmental health and safety issues and reporting
APPENDIX DD

INTERNAL CONTROL MEMORANDUM

TO: Faculty & Staff

FROM: Ray Cross
      President

The New York State Government Accountability Act of 1987 requires all state agencies to establish and maintain a system of Internal Controls and an ongoing internal control program.

The college has established an Internal Controls Program that insures that we have methods and policies designed to prevent fraud, minimize errors, promote efficiency and ensure compliance with established policies.

Each of us has the responsibility to ensure that we are as efficient and effective as possible within the confines of existing laws, policies and procedures.

If you have any questions regarding internal controls, please contact Pamela Locke (6448).
APPENDIX EE

ADDITIONAL DEGREE

Morrisville State College Policy 6104

1. This policy applies to the awarding of associate degrees only.

   a. This policy applies to students that wish to pursue an additional, consecutive degree. In instances in which a student wishes to pursue a dual degree. Major concurrently, Policy # 6103 applies.

3. An additional degree may be of differing types (i.e. an A.A.S., A.S., A.A., etc.) or may be differing majors of the same degree type.

4. To obtain an additional degree, the student must comply with Morrisville’s statute of limitations on degree completion. That is, degree requirements may be satisfied by taking courses within a seven (7) year period after initial matriculation at Morrisville. The courses that are to be applied to the degree requirements of the additional degree shall have prior approval by the appropriate Academic Dean.

5. A student not completing the requirements for an additional degree within the seven-year period may have to enroll in additional course work due to changes in the curriculum. This determination shall be made by the Academic Dean in consultation with appropriate faculty.

6. The awarding of an additional, consecutive degree is allowed provided that the significant requirements for both degrees have been satisfied in each program and that a significant amount of course work has been completed beyond that of the initial degree. Without being overly specific, a significant amount of additional course work should be 30 or more credit hours taken at Morrisville which, in most instances, requires an additional year of study.
APPENDIX FF

ACADEMIC HONORS DESIGNATION

Morrisville State College Policy 6107

Morrisville State College graduates will receive an honors designation on their diploma and transcript for recognition of superior academic achievement with the following cumulative GPA ranges.

Recognition of baccalaureate graduates is given using the following designations:
- Summa cum laude (3.80 to 4.00 GPA)
- Magna cum laude (3.65 to 3.79 GPA)
- Cum laude (3.50 to 3.64 GPA)

Recognition of associate graduates is given using the following designations:
- Highest honors (3.80 to 4.00 GPA)
- High honors (3.65 to 3.79 GPA)
- Honors (3.50 to 3.64 GPA)
APPENDIX GG

Domestic Violence and the Workplace Policy

Policy Statement:

Morrisville State College, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations or collective bargaining agreements, will take all appropriate actions to promote safety in the workplace and respond effectively to the needs of victims of domestic violence.

Domestic violence is defined as a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim. In addition to exacting a tremendous toll from the individuals it directly affects, domestic violence often spills over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover.

Domestic violence permeates the lives and compromises the safety of thousands of New York State employees each day, with tragic, destructive, and often fatal results. Domestic violence occurs within a wide spectrum of relationships, including married and formerly married couples, couples with children in common, couples who live together or have lived together, gay, lesbian, bisexual and transgender couples, and couples who are dating or who have dated in the past.

Definitions:

For purposes of this policy, the following terms will be defined as follows.

Domestic Violence: A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Intimate Partner: Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

Abuser: A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

Victim: The person against whom an abuser directs coercive and/or violent acts.

Guidelines:

I. Employee Awareness

Morrisville State College shall take all reasonable actions to educate employees regarding the effects of domestic violence, ways to prevent and curtail violence, and methods to report such violence to authorities.
It is the policy of Morrisville State College that information on domestic violence and available resources shall be posted on our website and updated when appropriate.

II. Non-Discriminatory and Responsive Personnel Policies for Victimized Employees

Morrisville State College shall ensure that personnel policies and procedures do not discriminate against victims of domestic violence and are responsive to the needs of victims of domestic violence.

a. New York State law makes it a crime for employers to penalize an employee, who, as a victim or witness of a criminal offense, is appearing as a witness, consulting with a district attorney, or exercising his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law. This law requires employers, with prior day notification, to allow time off for victims, or subpoenaed witnesses to exercise his/her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law (Penal Law section 215.14). If there are any questions or concerns regarding the leave that must be granted to victims or subpoenaed witnesses, contact Armanda King, Director of Human Resources.

b. Morrisville State College, upon request, will assist the employee in determining the best use of his/her attendance and leave benefits when an employee needs to be absent as a result of being a victim of domestic violence. If an employee requests time off to care for and/or assist a family member who has been a victim of domestic violence, the Morrisville State College Human Resources office will evaluate the employee’s request for leave for eligibility under existing law and collective bargaining agreements applicable to the employee and the attendance rules.

c. Morrisville State College understands that victims of domestic violence may lack the required documentation or have difficulty obtaining the required documentation to justify absences without compromising their safety. Therefore, Armanda King will consult with the employee to identify what documentation she/he might have, or be able to obtain, that will not compromise his/her safety-related needs and will satisfactorily meet the documentation requirement of the employer. Because there are confidentiality issues associated with the submission of documentation in these instances, Morrisville State College may choose to consult with the Attendance and Leave Unit at the Department of Civil Service when questions arise.

d. Employees who are victims of domestic violence and who separate from a spouse (or terminate a relationship with a domestic partner, if covered), shall be allowed to make reasonable changes in benefits at any time during the calendar year where possible, in accordance with statute, regulation, contract and policy.

e. Morrisville State College will not make inquiries about a job applicant’s current or past domestic violence victimization, and employment decisions will not be based on any assumptions about or knowledge of such exposure.

f. In cases in which it is identified that an employee’s work performance difficulties are a result of being a victim of domestic violence, said employee shall be afforded all of the proactive measures outlined in this policy, and shall be provided clear information about performance expectations, priorities, and performance evaluation. If a disciplinary process is initiated, special care will be taken to consider all aspects of the victimized employee’s situation. Morrisville State College shall utilize all
reasonable available options to resolve work-related performance problems, and may make a referral to the Employee Assistance Program, consistent with existing collective bargaining unit agreements, statute, regulations and agency policy.

g. If reasonable measures have been taken to resolve domestic violence-related work performance problems of victimized employees, but the performance problems persist and the employee is terminated or voluntarily separates from employment due to these domestic violence related issues, and the employee conveys to Morrisville State College that the separation is due to these domestic violence issues, Morrisville State College shall inform the employee of his or her potential eligibility for unemployment insurance and respond quickly to any requests for information that may be needed in the claims process. New York State Law provides that a victim of domestic violence who voluntarily separates from employment may, under certain circumstances, be eligible for unemployment insurance benefits. (Section 593 of NYS Labor Law.)

III. Workplace Safety Plans

By means of a domestic violence workplace safety response plan, Morrisville State College shall make employees aware of their options and available resources and help employees safeguard each other and report domestic violence to designated officials.

a. The designated liaison between Morrisville State College and SUNY System Administration is Armanda King. This liaison will ensure campus wide implementation of this policy, and serve as the primary liaison with System Administration regarding this policy. The System Administration designated liaison will communicate with the Office for the Prevention of Domestic Violence (OPDV) on behalf of Morrisville State College as it relates to reporting.

b. Additionally, the following individuals/offices are designated as available to support those in need of assistance concerning domestic violence:

   David Symonds, EAP Coordinator
   Geoffrey Isabelle, Dean of Students
   Enrico D’Alessandro, Chief University Police

c. Morrisville State College complies with enforcement of all known valid court orders of protection that are brought to the attention of Morrisville State College. Morrisville State College shall comply with Federal and State Law when information is requested by domestic violence victims or law enforcement regarding an alleged violation of an order of protection.

d. Morrisville State College maintains an emergency security response plan, which includes procedures for contacting University Police and possibly other appropriate law enforcement agencies, and which provides employees with clear instructions about what to do and who to contact if they observe anyone engaging in threatening behavior.

e. Morrisville State College will discuss with a known victim of domestic violence the limitations on confidentiality under New York State Law.

f. As part of an emergency security response plan, Morrisville State College shall take actions to assist in mitigating reoccurrence of domestic violence in an effort to protect
all employees including the victim. These actions may include, but are not limited to, advising co-workers and, upon request, the employee’s bargaining representative, of the situation; setting up procedures for alerting University Police; temporary relocation of the victim to a secure area; options for voluntary transfer or permanent relocation to a new work site; change of work schedule, reassignment of parking space; escort for entry to and exit from the building; responding to telephone, fax, e-mail or mail harassment; and keeping a photograph of the abuser and/or a copy of any existing court orders of protection in a confidential on-site location and providing copies to University Police. Morrisville State College will address any additional concerns raised by a situation in which both the victim and offender are employed by Morrisville State College.

g. This policy shall be reviewed annually. Any substantive policy revisions and updates shall be forwarded to OPDV.

IV. Accountability for Employees who are Offenders

Morrisville State College will hold employees accountable for engaging in the following behavior: (1) using state resources to commit an act of domestic violence; (2) committing an act of domestic violence from or at the workplace or from any other location while on official state business; or (3) using their job-related authority and/or state resources in order to negatively affect victims and/or assist perpetrators in locating a victim and/or in perpetrating an act of domestic violence.

a. In cases in which Morrisville State College has found that an employee has threatened, harassed, or abused an intimate partner at the workplace using state resources such as work time, workplace telephones, Fax machines; mail, e-mail or other means, said employee may be subject to corrective or disciplinary action in accordance with existing collective bargaining unit agreements, statutes and regulations.

b. In cases in which Morrisville State College has verification that an employee is responsible for a domestic violence-related offense, or is the subject of any order of protection, including temporary, final or out-of-state order, as a result of domestic violence, and said employee has job functions that include the authority to take actions that directly impact victims of domestic violence and/or actions that may protect abusers from appropriate consequences for their behavior, Morrisville State College shall determine if corrective action is warranted, in accordance with existing collective bargaining unit agreements, statutes and regulations.

c. In cases in which any employee intentionally uses his/her job-related authority and/or intentionally uses state resources in order to negatively impact a victim of domestic violence, assist an abuser in locating a victim, assist an abuser in perpetrating acts of domestic violence, or protect an abuser from appropriate consequences for his behavior, said employee may be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements, statutes and regulations.

V. Firearms

Pursuant to New York State and Federal Law, a person convicted of a domestic violence-related crime or subject to an order of protection, under certain circumstances, forfeits the right to
legally possess a firearm or long gun. Additionally, federal law contains prohibitions relating to shipping, transporting, or receiving firearms or ammunition.

a. In addition to complying with the law, employees who are authorized to carry a firearm as part of their job responsibilities are required to notify the campus if they are arrested on a domestic violence related offense and/or served with an order of protection. Under certain circumstances, such employees are responsible for surrendering their firearms to the firearm-issuing agency or to the appropriate police agency.

b. Should an employee fail to comply with the requirements as set forth herein, said employee may be subject to corrective or disciplinary action, in accordance with existing collective bargaining unit agreements; statute or regulations. In addition, the appropriate law enforcement agency shall be notified for possible criminal action.

VI. Training

Armanda King and all personnel designated to provide support for those in need of assistance shall complete OPDV’s one-day training on Domestic Violence and the Workplace. All appropriate managers, supervisors, employee assistance professionals, human resources personnel, union and labor representatives and security staff will be encouraged to attend OPDV’s training on Domestic Violence and the Workplace. Additionally, Morrisville State College shall make available for staff training on domestic violence and its impact on the workplace using materials provided by OPDV through the campus, OPDV and/or a local domestic violence service provider when scheduling permits.

VII. Morrisville State College Responsibility

a. Morrisville State College believes that domestic violence is behavior that cannot be tolerated and, to that end will, actively provide information and support to employees who are victims of such abuse.

b. Morrisville State College will disseminate copies of this Domestic Violence and the Workplace Policy to all employees upon implementation and to all new employees upon hiring or appointment.

c. Morrisville State College encourages all employees to review and follow this policy and the procedures set forth herein.

d. Morrisville State College will, consistent with applicable law and campus policy, document all incidents of domestic violence that happen in the workplace. Such documents should be provided to the designated liaison to System Administration as soon as practicable. Such documents shall be kept confidential to the extent permitted by law and campus policy and the provisions of section g detailed below.

e. All Morrisville State College employees providing domestic violence information and support services shall document, consistent with applicable law and agency policy, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers. All information about employees who seek assistance shall be kept confidential to the extent permitted by law and campus policy and the provision of section g detailed below, and documentation should not include any
personal information. The number of employees seeking assistance as outlined above shall be reported to the designated liaison to System Administration.

f. The designated liaison to System Administration shall, consistent with applicable law and Morrisville State College policy, provide information about the number and general nature of domestic violence incidents that happen in the workplace, the number of employees who report domestic violence, the number of employees that request information/services, and the number of referrals made to domestic violence service providers, with no personally identifying information, to OPDV at the time and in a manner determined by OPDV.

g. Information related to an employee being a victim of domestic violence shall be kept confidential, to the extent permitted by law and campus policy, and shall not be divulged without the written consent of the victimized employee, unless the campus determines that maintaining said confidentiality puts the victim or other employees at risk of physical harm, is required by law, or is deemed necessary to enforce an order of protection. In such circumstances where a determination has been made that maintaining confidentiality puts the victim or other employees at risk of physical harm, only those individuals deemed necessary by the campus to protect the safety of the victim and/or other employees or to enforce an order of protection, shall be given such information. Morrisville State College shall disclose only the minimum amount of information necessary to protect the safety of the victim and/or other employees or to enforce an order of protection. Where possible, Morrisville State College will provide to the victim of domestic violence notice of the intent to provide information to other employees and/or safety personnel. Nothing herein shall prevent Morrisville State College from investigating an act or acts of domestic violence occurring in the workplace. Some examples of situations where confidentiality cannot be maintained include the following:

1. Supervisors/managers may be informed about a domestic violence incident that happens in the workplace, or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s co-workers.

2. First aid and safety personnel may be informed about a domestic violence incident that happens in the workplace or a report of domestic violence, if it is necessary to protect the safety of the employee or the employee’s co-workers.

3. Government officials investigating a domestic violence incident that occurs in the workplace, or a report of domestic violence, shall be provided relevant information upon request and in accordance with legal requirements.

h. While reported information is kept private to the greatest extent possible by Federal law, State law, and campus policy, New York State law includes clear limitations on legal confidentiality. Information reported to anyone not in a position listed below may have to be disclosed pursuant to a subpoena, where otherwise required by law or in accordance with Section VII, paragraph g above. Such confidentiality exists in certain (but not all) instances for certain medical personnel and counselors, social worker, clergy, attorneys, and rape crisis counselors and may in fact be required to be turned over in these cases through a subpoena or court order. Please note that where medical information is received from an employee who is the victim of domestic violence, such medical information shall be kept confidential to the extent
required by and permitted by New York State and Federal laws including, but not limited, the Americans with Disabilities Act and the Family and Medical Leave Act, if they apply to the employee’s situation.
APPENDIX HH

ACADEMIC WARNING, ACADEMIC PROBATION and ACADEMIC DISMISSAL

A student maintains good academic standing with a cumulative GPA of at least 2.0 and suitable progress toward graduation requirements. A student who does not maintain good academic standing may be placed on academic warning, on academic probation, or dismissed from the college based on Academic Review processes.

Academic Warning is a designated academic status for a student who is not in good academic standing as a result of not meeting the GPA requirements or who is not maintaining progress toward graduation requirements.

Academic Probation is a contractual arrangement, such as a “conditional semester” contract or an “academic warning/deferred dismissal” contract. Students offered a contract are not in good academic standing as a result of failure to meet GPA requirements or failure to maintain progress toward graduation requirements. Failure to successfully complete the terms of the contract may result in Academic Dismissal.

Academic Dismissal is dismissal from the college due to the student’s inability to maintain good academic standing or meet the terms of an Academic Probation contractual arrangement.
APPENDIX II

Workplace Violence Policy

Policy
Violent or threatening behavior directed at staff, faculty, students, visitors, oneself or property will not be tolerated at Morrisville State College. This policy applies to any acts of violence or threats made on property controlled by Morrisville State College, in MSC vehicles, and at events sponsored by MSC or under other circumstances that may negatively affect the college’s ability to conduct business. Included in this prohibition are such acts or threats of violence whether made directly or indirectly, by words, gestures or symbols that infringe on the college's right or obligation to provide a safe workplace for its employees, students and visitors.

Prohibited Behaviors
Morrisville State College defines violence as follows and prohibits:

- The use of physical force with the intent to cause harm;
- Acts or threats in any manner or form, which are intended to intimidate, coerce: or cause fear or harm;
- Acts or threats of violence made directly or indirectly by words, gestures or symbols;
- Property crimes that would reasonably be anticipated to have the effect of intimidating or causing harm;
- Property crimes intended to destroy property whether it is state or individually owned.

Possession of firearms, explosives, destructive devices, dangerous chemicals, fireworks or anything defined by New York State statute as a deadly weapon is prohibited on property controlled by Morrisville State College, in MSC vehicles, and at events sponsored by MSC. This prohibition applies to all members of the general public, students, and MSC employees, except MSC employees who are specifically authorized, as part of their job responsibilities, and authorized law enforcement personnel performing official duties. Any exceptions to this policy, including for academic or theatrical purposes, may only be authorized by the President of the college or his/her designee.

Morrisville State College Property:
For the purpose of this policy, the term "property controlled by MSC” shall mean and include all property owned by MSC and all property leased by, licensed to, or operated for the benefit of MSC. Further the workplace will include locations to which an employee is assigned in the performance of his or her duties, e.g., an athletic venue at another institution; and extensions of the physical workplace in the case of incidents that begin on campus and proceed off-premises, e.g.; stalking.

Sanctions
Violations of this policy by any employee or student will result in appropriate sanctions. This can include students being dismissed, employees being terminated, and/or criminal prosecution for both. Violations by groups of individuals who are neither employees nor students will result in restriction from Morrisville State College property and/or criminal prosecution.
PROCEDURES

Preventive Measures
Work place violence training shall be offered through the Human Resources Office.

Pre- and post-Employment Screening
Employment reference checks of prospective employees are conducted as part of the search process. MSC reserves the right to investigate employment, educational, criminal and/or other records to verify the information provided by applicants. As a condition of employment, background checks, in addition to reference checks, are conducted on all candidates for positions with New York State University Police. Criminal checks are conducted for all positions with the child care center and for all newly hired employees of the campus. In certain circumstances and with cause, background checks through University Police will be conducted on any employee thought to pose a threat of violence.

Incident and Pre-Incident Procedures
Any member of the MSC community observing behavior that is in violation of the work place violence policy, or that could reasonably be interpreted as a precursor to an act of violence or intimidation, shall make an immediate report to University Police. In case of imminent danger, NYS University Police will intervene. When time and circumstances permit, the supervisor of the employee-victim and/or employee-perpetrator, the Director of Human Resources and the Chief of NYS University Police will make a threat assessment and report to the Vice President of Administration.

Action in response to Violence, Abusive or Threatening Behavior
During or immediately after any incident, NYS University Police will be called to establish order and control of the area.

The Emergency Response Team shall insure that proper attention is given to medical, law enforcement, counseling, employment, and public relations issues. If a student is involved, the post-incident team shall include the Dean of Students. An annual report of workplace violence incidents will be completed collaboratively by Human Resources and University Police. The report will enumerate the number of incidents of workplace violence in the previous year and make recommendations as appropriate.
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