

Herkimer County Community College

2009–2010 Academic Planner



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JULY 2009

Continuous improvement is better than delayed perfection.
- Mark Twain

Fact: The penguin is the only bird that can swim, but cannot fly.



MONDAY 27

TUESDAY 28

WEDNESDAY 29

AUGUST 2009

If you can't make a mistake, you can't make anything.
- Marva Collins

Fact: Alfred Nobel and Agatha Christie were both epileptic.



MONDAY 3

TUESDAY 4

WEDNESDAY 5

AUGUST 2009

THURSDAY 6

FRIDAY 7

SATURDAY 8

SUNDAY 9

JULY

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AUGUST

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AUGUST 2009

It is not the hours we put in on the job, it is what we put into the hours that counts. - Sidney Madwed

Fact: No word in the English language rhymes with month.



MONDAY 10

TUESDAY 11

WEDNESDAY 12

AUGUST 2009

THURSDAY 13

FRIDAY 14

SATURDAY 15

SUNDAY 16

JULY

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AUGUST 2009

Honesty needs no disguise nor ornament; be plain.
- Thomas Otway

Fact: A coat hanger is 44 inches long if straightened.



MONDAY 17

TUESDAY 18

WEDNESDAY 19

AUGUST 2009

THURSDAY 20

FRIDAY 21

SATURDAY 22

SUNDAY 23

JULY

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AUGUST 2009

No man has a good enough memory to make a successful liar.
- Abraham Lincoln

Fact: Dreamt is the only English word that ends in the letters "mt".



MONDAY 24

TUESDAY 25

WEDNESDAY 26

Returning Student Registration Day
Registration for New Students

AUGUST 2009

THURSDAY 27

FRIDAY 28

SATURDAY 29

Women's Soccer, Jamestown, Home,
2:30 pm
Men's Soccer, Schoolcraft, Home,
7:00 pm

SUNDAY 30

Women's Soccer, Sussex CC, Home,
12:15 pm
Men's Soccer, Dutchess, Home,
4:45 pm

JULY

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AUGUST

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SEPTEMBER

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AUGUST 2009

How wonderful it is that nobody need wait a single moment before starting to improve the world. - Anne Frank

Fact: The average ear of corn has eight-hundred kernels arranged in sixteen rows.



MONDAY 31

Residential New Student Move-In
New Student Orientation

August

TUESDAY 1

Returning Students Move-In
New Student Orientation

September

WEDNESDAY 2

Day and Evening Classes Begin
Movie—"Star Trek", 7:00-10:00 pm,
RMCC 247

National Hispanic Heritage Month

SEPTEMBER 2009

Men's Soccer, Hudson Valley CC,
Home, 6:00 pm

THURSDAY 3

Last Day to Add a Full-Term Class
Women's Soccer, Hudson Valley CC,
Away, 4:00 pm
Women's Tennis, SUNY Delhi, Away,
4:00 pm

FRIDAY 4

Men/Women's Cross Country, Colgate
or SUNY IT, Away, TBA

SATURDAY 5

Women's Soccer, Clinton CC, Away,
2:00 pm

SUNDAY 6

AUGUST

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SEPTEMBER

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OCTOBER

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SEPTEMBER 2009

Hope is necessary in every condition.
- Samuel Johnson

Fact: Almonds are members of the peach family.



MONDAY 7

College Closed—Labor Day

Labor Day

TUESDAY 8

Women's Volleyball, Jefferson CCC,
Home, 6:00 pm
Women's Soccer, Jefferson CCC,
Home, 7:00 pm

WEDNESDAY 9

Men's Soccer, Fulton-Montgomery CC,
Away, 4:00 pm

SEPTEMBER 2009

He who will not economize will have to agonize.
- Confucius

Fact: The symbol on the "pound" key (#) is called an octothorpe.



MONDAY 14

Women's Tennis, Onondaga CC, Home,
4:30 pm

TUESDAY 15

Ultimate Road Trip, 12:30-1:20 pm,
RMCC 247
Women's Soccer, Broome CC, Away,
4:00 pm
Women's Volleyball, MVCC, Home,
6:00 pm
Men's Soccer, Broome CC, Home,
7:00 pm

WEDNESDAY 16

Women's Tennis, Adirondack CC,
Home, 4:00 pm
Women's Volleyball, Word of Life,
Home, 5:00 pm

National Hispanic Heritage Month

SEPTEMBER 2009

THURSDAY 17

“American Red Cross Blood Drive”,
10:30 am–3:30 pm, RMCC 217
“Ultimate Money”, 12:30–1:20 pm,
RMCC 247
Women’s Soccer, Finger Lakes CC,
Away, 4:00 pm

Citizenship Day

FRIDAY 18

Men’s Soccer, Adirondack CC, Home,
4:00 pm
Women’s Tennis, Broome CC, Home,
4:00 pm

Rosh Hashanah Begins at Sundown

SATURDAY 19

Men/Women’s Cross Country,
Bridgman Invite at Finger Lakes,
TBA

SUNDAY 20

Men’s Soccer, Clinton CC, Away,
1:00 pm
Women’s Tennis, Onondaga CC, Away,
1:00 pm

AUGUST

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OCTOBER

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SEPTEMBER 2009

Everyone is necessarily the hero of his own life story.
- John Barth

Fact: The largest city in the United States with a one syllable name is Flint, Michigan.



MONDAY 21

Women's Volleyball, Hudson Valley CC,
Away, 6:00 pm

TUESDAY 22

Fall Begins

"Do you Know Where You're Going,
Do you Know How to get There?",
12:30-1:20 pm, RMCC 288

Women's Tennis, MVCC, Home, 4:00 pm

Women's Soccer, SUNY Delhi, Home,
5:00 pm

Men's Soccer, SUNY Delhi, Home,
7:00 pm

WEDNESDAY 23

Movie—"Land of the Lost",
7:00-10:00 pm, RMCC 247

National Hispanic Heritage Month

SEPTEMBER 2009

THURSDAY 24
Part-Time Job Fair
Women's Tennis, Hudson Valley CC, Away, 4:00 pm
Men's Soccer, Finger Lakes CC, Home, 7:00 pm

FRIDAY 25
Women's Volleyball, Onondaga Tournament, Away, TBA

SATURDAY 26
Women's Volleyball, Onondaga Tournament, Away, TBA
Men/Women's Cross Country, Utica College at Proctor Park, TBA

SUNDAY 27	
Women's Soccer, North Country CC, Away, 2:00 pm	Yom Kippur Begins at Sundown
Men's Soccer, North Country CC, Away, 4:00 pm	

AUGUST							SEPTEMBER							OCTOBER						
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SEPTEMBER 2009

Little by little, one travels far.
- J. R. R. Tolkien

Fact: The word "set" has more definitions than any other word in the English language.



MONDAY 28

Quick Classes Begin

TUESDAY 29

"Successful Student Fair",
12:00-2:00 pm, RMCC Upper Lobby

WEDNESDAY 30

Women's Soccer, MVCC, Away, 4:00 pm
Women's Volleyball, MVCC, Away,
6:00 pm
Men's Soccer, MVCC, Home, 7:00 pm

OCTOBER 2009

Only by seeking challenges can we hope to find
the best in ourselves. - Robert Rodriguez

Fact: Underground is the only word in the English language that begins and ends with the letters "und."



MONDAY 5

Campus Accessibility Awareness Week
First Year Student Seminar Ends
(MWF)
Women's Volleyball, Broome CC,
Home, 6:00 pm

TUESDAY 6

Campus Accessibility Awareness Week
First Year Student Seminar Ends (TR)
FLAME—"Disabilities Awareness Week",
11:15 am-1:15 pm, RMCC 247
Men's Soccer, Ulster CC, Away, 4:00 pm
Women's Soccer, Monroe CC, Away,
4:00 pm

WEDNESDAY 7

Campus Accessibility Awareness Week
IA First Year Student Seminar Ends
Men/Women's Cross Country, SUNY
Delhi, Away, 5:00 pm
Women's Volleyball, Tompkins-
Cortland CC, Away, 6:00 pm

Breast Cancer Awareness Month

OCTOBER 2009

THURSDAY 8
Campus Accessibility Awareness Week Women's Soccer, Onondaga CC, Away, 4:00 pm Men's Soccer, Onondaga, CC, Home, 7:00 pm

FRIDAY 9
Campus Accessibility Awareness Week

SATURDAY 10
Women's Soccer, Alfred State, Home, 1:00 pm Women's Volleyball, Adirondack CC, Away, 1:00 pm Men/Women's Cross Country, Hamilton College, Away, TBA

SUNDAY 11
Women's Soccer, Montgomery College, Home, 11:30 am Men's Soccer, Montgomery College, Home, 1:30 pm

SEPTEMBER							OCTOBER							NOVEMBER						
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OCTOBER 2009

Say little, and love much; give all; judge no man;
aspire to all that is pure and good. - White Eagle

Fact: The international telephone dialing code for Antarctica is 672.



MONDAY 12

College Closed—Columbus Day

Columbus Day (Observed)

Thanksgiving Day (Canada)

TUESDAY 13

WEDNESDAY 14

Transfer College Fair, 11:00 am–1:00 pm,
RMCC Upper Lobby
Women's Soccer, Tompkins-Cortland
CC, Home, 5:00 pm
Men's Soccer, Tompkins-Cortland CC,
Home, 7:00 pm

OCTOBER 2009

Make sure you have finished speaking before your audience has finished listening. - Dorothy Sarnoff

Fact: There are only four words in the English language which end in "-dous": tremendous, horrendous, stupendous, and hazardous.



MONDAY 19

National Collegiate Alcohol Awareness Week
Rip Michaels-Comedian, 8:00 pm, TBD

TUESDAY 20

National Collegiate Alcohol Awareness Week
Women's Soccer, Genesee CC, Home, 3:00 pm
Men's Soccer, Genesee CC, Home, 5:00 pm
Women's Volleyball, Onondaga CC, Away, 7:00 pm

WEDNESDAY 21

National Collegiate Alcohol Awareness Week

Breast Cancer Awareness Month

OCTOBER 2009

National Collegiate Alcohol Awareness Week "Alcohol Awareness Fair", 12:00-2:00 pm, RMCC Upper Lobby	THURSDAY 22

National Collegiate Alcohol Awareness Week Women's Volleyball, Word of Life, Home, 6:00 pm	FRIDAY 23

Open House Women's Soccer, Quarterfinals, Home, TBA Men/Women's Cross Country, Conference Meet at Proctor Park, TBA Women's Volleyball, SUNY Delhi, Away, 1:00 pm	SATURDAY 24

	SUNDAY 25

SEPTEMBER							OCTOBER							NOVEMBER						
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OCTOBER 2009

Life is just a mirror, and what you see out there,
you must first see inside of you. - Wally 'Famous' Amos

Fact: Tigers have striped skin, not just striped fur.



MONDAY 26

TUESDAY 27

"Psychic Fair", 11:00 am-4:00 pm,
RMCC 217
Women's Soccer, Semi-finals, Home,
TBA

WEDNESDAY 28

John Zaffis—"GodFather of All Ghost
Hunters", 9:00-11:00 pm, RMCC 217
Women's Volleyball, Sub-regional's,
Home, TBA

NOVEMBER 2009

We are all here for a spell; get all the good laughs you can. - Will Rogers

Fact: There is a word in the English language with only one vowel, which occurs six times: Indivisibility.



MONDAY 2

TUESDAY 3

Men's Soccer, Quarterfinals, Home, TBA

Election Day

WEDNESDAY 4

Last Day to Drop/Withdraw F/T Classes
Movie—"Public Enemies", 7:00-10:00 pm,
RMCC 247
Men's Basketball, Schenectady CCC,
Away, 7:00 pm

American Indian Heritage Month

NOVEMBER 2009

"Transfer Scholarship Workshop",
12:30 pm, RMCC 288

THURSDAY 5

Men's Basketball, Adirondack CC,
Away, 6:00 pm

FRIDAY 6

Women's Soccer, Districts at TC3, TBA
Men/Women's Swimming, Genesee
CC, Away, TBA
Men's Soccer, Regional Championships
at TC3, TBA

SATURDAY 7

Men's Soccer, Regional Championships
at TC3, TBA

SUNDAY 8

OCTOBER

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DECEMBER

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NOVEMBER 2009

Imagination is more important than knowledge...
- Albert Einstein

Fact: An ostrich's eye is bigger than it's brain.



MONDAY 9

TUESDAY 10

Women's Basketball, Hudson Valley
CC, Home, 6:00 pm
Men's Basketball, Hudson Valley CC,
Home, 8:00 pm

WEDNESDAY 11

College Closed—Veteran's Day

Veterans' Day

American Indian Heritage Month

NOVEMBER 2009

THURSDAY 12
Returning Student Registration Opens
Women's Basketball, Jefferson CCC, Home, 6:00 pm
Men's Basketball, Jefferson CCC, Home, 8:00 pm

FRIDAY 13
Women's Volleyball, Nationals at Rochester, MN, TBA

SATURDAY 14
HCCC Arts and Crafts Fair at HCCC
Women's Volleyball, Nationals at Rochester, MN, TBA
Men's Soccer, National Championships, Home, TBA
Women's Soccer, National Championships, Home, TBA
Men/Women's Cross Country, Nationals at Finger Lakes, TBA
Men/Women's Swimming, Borough of Manhattan CC, Away, TBA

SUNDAY 15
HCCC Arts and Crafts Fair at HCCC
Men's Soccer, National Championships, Home, TBA
Women's Soccer, National Championships, Home, TBA

OCTOBER							NOVEMBER							DECEMBER						
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NOVEMBER 2009

Success is getting what you want; happiness is wanting what you get. - Unknown

Fact: Facetious and abstemious contain all the vowels in the correct order.



MONDAY 16

TUESDAY 17

"Transfer Advice for Students in Medical Careers", 12:30-1:20 pm, RMCC 288
Women's Basketball, Finger Lakes CC, Away, 5:00 pm
Men's Basketball, Finger Lakes CC, Away, 7:00 pm

WEDNESDAY 18

American Indian Heritage Month

NOVEMBER 2009

THURSDAY 19

Women's Basketball, Broome CC,
 Away, 6:00 pm
 Men's Basketball, Broome CC, Away,
 8:00 pm

FRIDAY 20

SATURDAY 21

Men's Basketball, North Country CC,
 Home, 1:00 pm
 Women's Basketball, North Country
 CC, Home, 3:00 pm
 Men/Women Swimming, HCCC Swim
 Meet, Home, TBA

SUNDAY 22

Women's Basketball, Corning CC,
 Away, 1:00 pm
 Men's Basketball, Corning CC, Away,
 3:00 pm

OCTOBER

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DECEMBER

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NOVEMBER 2009

When you come to a fork in the road, take it.
- Yogi Berra

Fact: Lenny Kravitz's mother played the part of "Helen" on "The Jeffersons."



MONDAY 23

TUESDAY 24

Women's Basketball, Finger Lakes CC,
Home, 5:00 pm
Men's Basketball, Finger Lakes CC,
Home, 7:00 pm

WEDNESDAY 25

Campus Housing Closes—
Thanksgiving Break (10:00 am)
No Classes

NOVEMBER 2009

The way to get started is to quit talking
and begin doing. - Walt Disney

Fact: The plastic things on the end of shoelaces are called aglets.



MONDAY 30

November

TUESDAY 1

December

AIDS Awareness Day

WEDNESDAY 2

Women's Basketball, Tompkins-Cortland CC, Home, 5:00 pm

Men's Basketball, Tompkins-Cortland CC, Home, 7:00 pm

DECEMBER 2009

THURSDAY 3

“American Red Cross Blood Drive”,
10:30 am–3:30 pm, RMCC 217
“Performing Arts Club Shows”,
7:00–10:00 pm, RMCC 247

FRIDAY 4

“Performing Arts Club Shows”,
7:00–10:00 pm, RMCC 247

SATURDAY 5

Women’s Basketball, Cayuga CC,
Home, 1:00 pm
Men’s Basketball, Cayuga CC, Home,
3:00 pm
“Performing Arts Club Shows”,
7:00–10:00 pm, RMCC 247
Men/Women’s Swimming, SUNY
Delhi, Away, TBA

SUNDAY 6

NOVEMBER

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DECEMBER

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JANUARY

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DECEMBER 2009

Dream as if you'll live forever, live as if you'll die today.
- James Dean

Fact: Montana mountain goats will butt heads so hard their hooves fall off.



MONDAY 7

Pearl Harbor Remembrance Day

TUESDAY 8

Women's Basketball, Broome CC,
Home, 6:00 pm
Men's Basketball, Broome CC, Home,
8:00 pm

WEDNESDAY 9

Movie—"Funny People", 7:00-10:00 pm,
RMCC 247

DECEMBER 2009

Men's Basketball, SUNY Delhi, Away, 7:00 pm	THURSDAY 10

Classes End	FRIDAY 11
Hanukkah Begins at Sundown	

Men/Women's Swimming, Erie CC, Away, TBA Women's Basketball, Onondaga Tournament, TBA	SATURDAY 12

Women's Basketball, Onondaga Tournament, TBA	SUNDAY 13

NOVEMBER							DECEMBER							JANUARY						
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DECEMBER 2009

There are two ways of spreading light: to be the candle or the mirror that reflects it. - Edith Wharton

Fact: Pinocchio was made of pine.



MONDAY 14

Final Exams

TUESDAY 15

Final Exams

WEDNESDAY 16

Final Exams

DECEMBER 2009

Obstacles are those frightful things you see when
you take your eyes off the goal. - Henry Ford

Fact: The hundred billionth Crayola crayon ever produced was Blue Ribbon.



MONDAY 21

Winter Begins

TUESDAY 22

WEDNESDAY 23

DECEMBER 2009

A bird doesn't sing because it has an answer,
it sings because it has a song. - Maya Angelou

Fact: The abbreviation a.m. stands for "ante meridiem". The abbreviation p.m. stands for "post meridiem".



MONDAY 28

TUESDAY 29

WEDNESDAY 30

JANUARY 2010

THURSDAY 31

December

New Year's Eve

College Closed—New Year's Day

FRIDAY 1

January

New Year's Day

SATURDAY 2

SUNDAY 3

Winter Mini Residential Students
Return

Women's Basketball, Cayuga CC, Away,
1:00 pm

Men's Basketball, Cayuga CC, Away,
3:00 pm

DECEMBER

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JANUARY

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FEBRUARY

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28						

JANUARY 2010

Far and away the best prize that life offers is the chance to work hard at work worth doing. - Theodore Roosevelt

Fact: "I am." is the shortest complete sentence in the English language.



MONDAY 4

Winter Mini Session Starts

TUESDAY 5

Men's Basketball, Schenectady CCC,
Home, 7:00 pm

WEDNESDAY 6

JANUARY 2010

Women's Basketball, Schenectady
CCC, Home, 5:00 pm

THURSDAY 7

FRIDAY 8

Men's Basketball, Clinton CC, Home,
1:00 pm
Women's Basketball, Clinton CC,
Home, 3:00 pm
Men/Women's Swimming, TBD, Away,
TBA

SATURDAY 9

SUNDAY 10

DECEMBER

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JANUARY

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FEBRUARY

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JANUARY 2010

If at first you don't succeed, then sky diving
definitely isn't for you. - Unknown

Fact: Odontophobia is the fear of teeth.



MONDAY 11

TUESDAY 12

Last Day to Withdraw from Winter
Mini Classes

WEDNESDAY 13

JANUARY 2010

Women's Basketball, Fulton-Montgomery CC, Home, 7:00 pm

THURSDAY 14

FRIDAY 15

Winter Mini Session Ends
 Women's Basketball, Adirondack CC, Away, 1:00 pm
 Men/Women's Swimming, HCCC Swim Meet, Home, TBA

SATURDAY 16

Women's Basketball, Clinton CC, Away, 2:00 pm

SUNDAY 17

DECEMBER

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JANUARY

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FEBRUARY

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JANUARY 2010

In three words I can sum up everything I've learned
about life: it goes on. - Robert Frost

Fact: Stressed is desserts spelled backwards.



MONDAY 18

College Closed—Martin Luther King Day

Martin Luther King Jr. Day

TUESDAY 19

WEDNESDAY 20

Returning Student Registration
Men/Women's Bowling, Columbia-
Greene CC, Away, TBA

JANUARY 2010

New Student Registration Women's Basketball, SUNY Delhi, Home, 7:00 pm	THURSDAY 21

	FRIDAY 22

Returning Residential Students Move-In Women's Basketball, Hudson Valley CC, Away, 1:00 pm Men's Basketball, Hudson Valley CC, Away, 3:00 pm Men/Women's Swimming, Erie CC, Away, TBA	SATURDAY 23

New Residential Students Move-In	SUNDAY 24

DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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27	28	29	30	31w			31													

JANUARY 2010

There are 3 kinds of people: Those who can count,
and those who cannot. - George Carlin

Fact: Harry S. Truman was the last U.S. President who did not have a college degree.



MONDAY 25

New Student Orientation

TUESDAY 26

Classes Begin

WEDNESDAY 27

Men's Basketball, MVCC, Home, 7:00 pm

JANUARY 2010

Last Day to Add a F/T Class Men/Women's Bowling, Hudson Valley CC, Away, TBA	THURSDAY 28

Men's Basketball, SUNY Delhi, Home, 7:00 pm	FRIDAY 29

Men/Women's Swimming, Genesee or SUNY Delhi, Away, TBA	SATURDAY 30

Men's Basketball, Columbia-Greene CC, Home, 1:00 pm	SUNDAY 31

DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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13	14	15	16	17	18	19	17	18	19	20	21	22	23	21	22	23	24	25	26	27
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27	28	29	30	31			31													

FEBRUARY 2010

You can pretend to be serious; you can't pretend to be witty.
- Sacha Guitry

Fact: "Acre" literally means the amount of land plowable in one day.



MONDAY 1

TUESDAY 2

Groundhog Day

Women's Basketball, MVCC, Home,
7:00 pm
Men's Basketball, Fulton-Montgomery
CC, Away, 7:00 pm

WEDNESDAY 3

Men/Women's Bowling, Adirondack
CC, Away, TBA

FEBRUARY 2010

Luck is what you have left over after you give 100 percent.
- Unknown

Fact: Some oak trees do not have acorns until they are fifty years old or older.



MONDAY 8

TUESDAY 9

WEDNESDAY 10

Men's Basketball, Columbia-Greene
CC, Away, 6:00 pm

Black History Month

FEBRUARY 2010

Women's Basketball, Fulton-Montgomery CC, Away, 6:00 pm
Men/Women's Bowling, State Bowling (Ilion), Home, TBA

THURSDAY 11

Men's Basketball, Adirondack CC, Home, 6:00 pm
Men/Women's Swimming, Northeast District Championships at Monroe, TBA

FRIDAY 12

Abraham Lincoln's Birthday

Women's Basketball, Adirondack CC, Home, 1:00 pm
Men/Women's Swimming, Northeast District Championships at Monroe, TBA

SATURDAY 13

Men/Women's Swimming, Northeast District Championships at Monroe, TBA

SUNDAY 14

Valentine's Day

Chinese, Korean and Vietnamese New Year (Tiger)

JANUARY

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FEBRUARY

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MARCH

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FEBRUARY 2010

We don't stop playing because we grow old; we grow old because we stop playing. - George Bernard Shaw

Fact: Bees must collect the nectar from two thousand flowers to make one tablespoonful of honey.



MONDAY 15

College Closed—President's Day

President's Day

TUESDAY 16

Women's Basketball, Schenectady
CCC, Away, 5:00 pm
Men's Basketball, MVCC, Away, 7:00 pm

WEDNESDAY 17

Men/Women's Bowling, Schenectady
CCC, Away, TBA

Ash Wednesday

FEBRUARY 2010

Eighty percent of success is showing up.
- Woody Allen

Fact: Coca-Cola was never green. Coca-Cola has always been brown in color, since its start in 1886.



MONDAY 22

Quick Classes Begin

George Washington's Birthday

TUESDAY 23

WEDNESDAY 24

Black History Month

FEBRUARY 2010

First Year Student Seminar Ends (TR)

THURSDAY 25

Men's Basketball Regional's at Jefferson, TBA
 Women's Basketball, Regional's at Cayuga, TBA

FRIDAY 26

Men's Basketball Regional's at Jefferson, TBA
 Women's Basketball, Regional's at Cayuga, TBA

SATURDAY 27

Men's Basketball Regional's at Jefferson, TBA
 Women's Basketball, Regional's at Cayuga, TBA

SUNDAY 28

JANUARY

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FEBRUARY

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MARCH

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28	29	30	31			

MARCH 2010

The best time to make friends is before you need them.
- Ethel Barrymore

Fact: Any month that has a Friday the 13th also has a Wednesday the 25th.



MONDAY 1

First Year Student Seminar Ends
(MWF)

TUESDAY 2

IA First Year Student Seminar Ends

WEDNESDAY 3

Men/Women's Swimming, National
Championships at Indian River State,
TBA

National Women's History Month

MARCH 2010

THURSDAY 4
Financial Aid Day
Men/Women's Swimming, National Championships at Indian River State, TBA
Men/Women's Bowling, Nationals at Erie, TBA

FRIDAY 5
Men/Women's Swimming, National Championships at Indian River State, TBA
Men/Women's Bowling, Nationals at Erie, TBA

SATURDAY 6
Men/Women's Swimming, National Championships at Indian River State, TBA
Men/Women's Bowling, Nationals at Erie, TBA

SUNDAY 7

FEBRUARY							MARCH							APRIL						
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14	15	16	17	18	19	20	14	15	16	17	18	19	20	18	19	20	21	22	23	24
21	22	23	24	25	26	27	21	22	23	24	25	26	27	25	26	27	28	29	30	
28							28	29	30	31										

MARCH 2010

Always listen to the experts. They'll tell you what can't be done and why. Then do it. - Robert Heinlein

Fact: San Francisco cable cars are the only National Monuments that move.



MONDAY 8

TUESDAY 9

WEDNESDAY 10

National Women's History Month

MARCH 2010

Men's Basketball, Nationals at SUNY Delhi, TBA Women's Basketball, Nationals at Rochester, MN, TBA	THURSDAY 11

Men's Basketball, Nationals at SUNY Delhi, TBA Women's Basketball, Nationals at Rochester, MN, TBA	FRIDAY 12

Campus Housing Closes— Mid-Semester Recess (10:00 am) Men's Basketball, Nationals at SUNY Delhi, TBA Women's Basketball, Nationals at Rochester, MN, TBA	SATURDAY 13

	SUNDAY 14
	Daylight Savings Begins

FEBRUARY							MARCH							APRIL						
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14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

MARCH 2010

A compliment is a gift, not to be thrown away carelessly,
unless you want to hurt the giver. - Eleanor Hamilton

Fact: The Hoover Dam weighs more than 6,600,000 tons.



MONDAY 15

Mid-Semester Recess

TUESDAY 16

Mid-Semester Recess

WEDNESDAY 17

Mid-Semester Recess

St. Patrick's Day

MARCH 2010

The great thing in this world is not so much where you stand,
as in what direction you are moving. – Oliver Wendell Holmes

Fact: Al Gore's roommate in college (Harvard, class of 1969) was Tommy Lee Jones.



MONDAY 22

TUESDAY 23

Men's Basketball, Sub-Regional's,
Home, TBA
Women's Basketball, Sub-Regional's,
Home, TBA

WEDNESDAY 24

Women's Lacrosse, Cayuga CC, Away,
4:00 pm
Men's Lacrosse, Tompkins-Cortland
CC, Home, 5:00 pm

MARCH 2010

Learning to live what you're born with is the process,
the involvement, the making of a life. - Diane Wakoski

Fact: Hostess Twinkies were originally filled with banana filling.



MONDAY 29

Passover Begins at Sundown

Women's Lacrosse, Erie CC, Home,
5:00 pm

TUESDAY 30

Men's Baseball, Fulton-Montgomery
CC, Away, 2:00 pm
Women's Softball, Fulton-Montgomery
CC, Home, 3:00 pm

WEDNESDAY 31

Last Day Drop/Withdraw F/T Classes
Men's Tennis, Onondaga CC, Home,
4:00 pm
Women's Lacrosse, Broome CC, Home,
6:00 pm

Child Abuse Prevention Month

APRIL 2010

Men's Baseball, Fulton-Montgomery CC, Home, 2:00 pm	THURSDAY 1
	April Fool's Day

Men's Tennis, SUNY Delhi, Home, 4:00 pm	FRIDAY 2
	Good Friday

Men's Baseball, Adirondack CC, Away, 1:00 pm Women's Lacrosse, Monroe CC, Home, 1:00 pm Men's Lacrosse, Monroe CC, Home, 3:00 pm Men/Women's Track & Field, RIT, Away, TBA	SATURDAY 3

	SUNDAY 4
	Easter

MARCH							APRIL							MAY						
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14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
28	29	30	31										30	31						

APRIL 2010

A friend is someone with whom you dare to be yourself.
- Frank Crane

Fact: A Boeing 767 airliner is made of 3.1 million parts.



MONDAY 5

Men's Lacrosse, Finger Lakes CC,
Away, 4:00 pm

TUESDAY 6

Men's Baseball, Jefferson CCC, Away,
2:00 pm
Women's Softball, SUNY Delhi, Home,
4:00 pm
Men's Tennis, Adirondack CC, Away,
4:00 pm
Men's Lacrosse, MVCC, Away, TBA

WEDNESDAY 7

APRIL 2010

The elevator to success is out of order. You'll have to use the stairs. . . one step at a time. - Joe Girard

Fact: The sentence "the quick brown fox jumps over the lazy dog" uses every letter in the alphabet.



MONDAY 12

Women's Softball, Onondaga CC,
Home, 3:00 pm

TUESDAY 13

Thomas Jefferson's Birthday

Men's Baseball, MVCC, Away, 2:00 pm
Women's Softball, Broome CC, Away,
3:00 pm
Men's Lacrosse, SUNY Delhi, Home,
7:00 pm

WEDNESDAY 14

Returning Student Registration Opens
Men/Women's Track & Field, SUNY
Delhi, Away, TBA

Child Abuse Prevention Month

APRIL 2010

Men's Baseball, MVCC, Home, 2:00 pm	THURSDAY 15
	Tax Day

	FRIDAY 16

Men's Lacrosse, Nassau CC, Home, 12:00 pm Women's Softball, Adirondack CC, Home, 1:00 pm Men's Baseball, Schenectady CCC, Away, 1:00 pm Women's Lacrosse, Monroe CC, Away, 1:00 pm	SATURDAY 17

Men's Baseball, Schenectady CCC, Home, 1:00 pm Women's Softball, Monroe CC, Away, 1:00 pm	SUNDAY 18

MARCH							APRIL							MAY						
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14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
28	29	30	31										30	31						

APRIL 2010

To think is easy. To act is hard. But the hardest thing in the world is to act in accordance with your thinking. - Goethe

Fact: The Eiffel Tower was the tallest building in the world when it was completed in 1889.



MONDAY 19

Returning Residential Student Room Selection
Men's Tennis, MVCC, Away, 4:00 pm
Women's Lacrosse, Broome CC, Away, 4:00 pm

TUESDAY 20

Men's Baseball, Clinton CC, Away, 2:00 pm
Women's Softball, Jefferson CCC, Away, 3:00 pm
Men's Lacrosse, Broome CC, Home, 7:00 pm
Men/Women's Track & Field, Ithaca, Away, TBA

WEDNESDAY 21

Returning Residential Student Room Selection
Men's Soccer, Adirondack CC, Home, 3:00 pm
Men's Tennis, Adirondack CC, Home, 4:00 pm

Child Abuse Prevention Month

APRIL 2010

THURSDAY 22	
Men's Baseball, Clinton CC, Home, 2:00 pm	Earth Day
Women's Softball, Columbia-Greene CC, Home, 3:00 pm	
Men's Tennis, Broome CC, Away, 4:00 pm	
Men's Lacrosse, Hudson Valley CC, Away, 4:00 pm	
Women's Lacrosse, Jefferson CCC, Away, 4:00 pm	

FRIDAY 23	
Late Returning Residential Student Room Selection	

SATURDAY 24	
Men's Baseball, Adirondack CC, Home, 1:00 pm	
Women's Softball, Tompkins-Cortland CC, Home, 1:00 pm	
Women's Lacrosse, Cayuga CC, Home, 1:00 pm	
Men's Lacrosse, Niagara CCC, Away, 2:00 pm	

SUNDAY 25	
Women's Softball, Corning CC, Home, 1:00 pm	
Women's Lacrosse, Erie CC, Away, 2:00 pm	

MARCH							APRIL							MAY						
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14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	
28	29	30	31										30	31						

APRIL 2010

The key to success is not through achievement,
but through enthusiasm. - Malcolm Forbes

Fact: Pain is measured in units of "dols". The instrument used to measure pain is a "dolorimeter".



MONDAY 26

Men's Tennis, Onondaga CC, Away,
4:00 pm

TUESDAY 27

Men's Lacrosse, Quarterfinals, Home,
TBA

WEDNESDAY 28

MAY 2010

It takes less time to do things right than to explain why you did it wrong. - Henry Wadsworth Longfellow

Fact: There is a Starbucks in Myungdong, South Korea that is five stories tall.



MONDAY 3

Women's Tennis, Nationals at Tucson, AZ, TBA

TUESDAY 4

National Teacher's Day

Women's Tennis, Nationals at Tucson, AZ, TBA
Women's Softball, Sub-Regional's, Home, TBA

WEDNESDAY 5

Cinco de Mayo

Women's Tennis, Nationals at Tucson, AZ, TBA

Asian Pacific American Heritage Month

MAY 2010

THURSDAY 6
Classes End
Women's Tennis, Nationals at Tucson, AZ, TBA
Men/Women's Track & Field, Nationals, TBA

FRIDAY 7
Final Exams
Men/Women's Track & Field, Nationals, TBA
Men's Baseball, Regional's at Little Falls Vets Park, TBA

SATURDAY 8
Men/Women's Track & Field, Nationals, TBA
Men's Baseball, Regional's at Little Falls Vets Park, TBA
Men's Lacrosse, Nationals, Home, TBA
Women's Lacrosse, Nationals, Home, TBA

SUNDAY 9
Men's Lacrosse, Nationals, Home, TBA
Women's Lacrosse, Nationals, Home, TBA
Mother's Day

APRIL							MAY							JUNE						
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11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30			
25	26	27	28	29	30		30	31												

MAY 2010

The minute you settle for less than you deserve,
you get even less than you settled for. - Maureen Dowd

Fact: There are more plastic flamingoes in the United States than real ones.



MONDAY 10

Final Exams
Men's Tennis, Nationals at Plano, TX,
TBA

TUESDAY 11

Final Exams
Men's Tennis, Nationals at Plano, TX,
TBA

WEDNESDAY 12

Final Exams
Men's Tennis, Nationals at Plano, TX,
TBA

Asian Pacific American Heritage Month

MAY 2010

Campus Housing Closes (10:00 am) Men's Tennis, Nationals at Plano, TX, TBA	THURSDAY 13

Men's Tennis, Nationals at Plano, TX, TBA Women's Softball, Regional's at Corning, TBA	FRIDAY 14

Women's Softball, Regional's at Corning, TBA	SATURDAY 15

	SUNDAY 16

APRIL							MAY							JUNE						
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MAY 2010

The harder you fall, the higher you bounce.
- Unknown

Fact: Fidgeting can burn about 350 calories a day.



MONDAY 17

TUESDAY 18

WEDNESDAY 19

Asian Pacific American Heritage Month

MAY 2010

Women's Softball, Nationals at
Rochester, MN, TBA

THURSDAY 20

Commencement
Women's Softball, Nationals at
Rochester, MN, TBA

FRIDAY 21

Women's Softball, Nationals at
Rochester, MN, TBA

SATURDAY 22

SUNDAY 23

APRIL

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JUNE

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MAY 2010

The world today is hungry not only for bread but hungry for love;
hungry to be wanted, to be loved. - Mother Teresa

Fact: If you stretch a standard Slinky out flat it measures 87 feet long.



MONDAY 24

Mini Session I Begins
Mini Session Internet VA/VS Begins

TUESDAY 25

WEDNESDAY 26

MAY 2010

If opportunity doesn't knock, build a door.
- Milton Berle

Fact: The Pentagon in Washington, D.C. has five sides, five stories, and five acres in the middle.



MONDAY 31

College Closed—Memorial Day

May

Memorial Day (Observed)

TUESDAY 1

June

WEDNESDAY 2

JUNE 2010

THURSDAY 3

FRIDAY 4

SATURDAY 5

SUNDAY 6

MAY

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JUNE

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JULY

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JUNE 2010

Life is like a dogsled team. If you ain't the lead dog,
the scenery never changes. - Lewis Grizzard

Fact: There are 18 different animal shapes of Barnum's animal crackers.



MONDAY 7

TUESDAY 8

WEDNESDAY 9

JUNE 2010

Mini Session I Ends

THURSDAY 10

FRIDAY 11

SATURDAY 12

SUNDAY 13

MAY

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JUNE

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JULY

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JUNE 2010

Speak when you are angry and you will make the best speech you will ever regret. - Ambrose Bierce

Fact: A starfish can turn its stomach inside out.



MONDAY 14

Mini Session II Begins

Flag Day

TUESDAY 15

WEDNESDAY 16

JUNE 2010

Start off every day with a smile and get it over with.
- W. C. Fields

Fact: Moisture, not air, causes super glue to dry.



MONDAY 21

Summer Begins

TUESDAY 22

WEDNESDAY 23

JUNE 2010

THURSDAY 24

FRIDAY 25

SATURDAY 26

SUNDAY 27

MAY

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JUNE

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JUNE 2010

If you think you are too small to be effective, you have never been in the dark with a mosquito. - Unknown

Fact: If you were to spell out numbers, you would have to go until 1,000 before you find the letter "A".



MONDAY 28

TUESDAY 29

WEDNESDAY 30

JULY 2010

Mini Session II Ends Internet VA Ends Independence Day Celebration	THURSDAY 1
	Canada Day

	FRIDAY 2

	SATURDAY 3

	SUNDAY 4
	Independence Day

JUNE							JULY							AUGUST						
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JULY 2010

Try to learn something about everything and
everything about something. - Thomas Huxley

Fact: The hummingbird is the only bird that can fly backwards.



MONDAY 5

College Closed—Independence Day

TUESDAY 6

WEDNESDAY 7

JULY 2010

THURSDAY 8

FRIDAY 9

SATURDAY 10

SUNDAY 11

JUNE

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JULY

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AUGUST

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JULY 2010

The real leader has no need to lead—
he is content to point the way. — Henry Miller

Fact: Human thigh bones are stronger than concrete.



MONDAY 12

Mini Session III Begins
Mini Session Internet VB Begins

TUESDAY 13

WEDNESDAY 14

JULY 2010

THURSDAY 15

FRIDAY 16

SATURDAY 17

SUNDAY 18

JUNE

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JULY

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AUGUST

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JULY 2010

You can give without loving, but you cannot love without giving.
- Amy Carmichael

Fact: Q is the only letter in the alphabet that does not appear in the name of any of the United States.



MONDAY 19

TUESDAY 20

WEDNESDAY 21

JULY 2010

THURSDAY 22

FRIDAY 23

SATURDAY 24

SUNDAY 25

Parent's Day

JUNE

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JULY

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AUGUST

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STUDENT HANDBOOK

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Failure to Read This Handbook Does Not Excuse Students From the Requirements and Regulations Herein.

STUDENT RESPONSIBILITY

It is the student's responsibility to familiarize himself/herself with all the College's Rules and Regulations as set forth in official College publications.

POLICY CHANGES

The College reserves the right to make such changes in policies and procedures as it from time to time may deem advisable. Such changes shall take effect when specified by the College. Note: Failure to read this handbook does not excuse students from the requirements and regulations described herein.

HUMAN RIGHTS AND DIGNITY

The College expects all students, staff and faculty to practice high regard for the human dignity of other persons. It seeks to prevent all types of discrimination on the basis of race, sex, religion, age, handicap and national origin. Repeated disregard for the rights and dignity of others will result in disciplinary action by the College. Any student who feels that he/she has been the victim of discrimination or harassment should first bring his/her complaint to the Dean of Students to discuss such problems and to seek recourse, including lodging an official complaint. If a formal hearing is required, the procedures established by the College and published in the Faculty Handbook shall be followed. Such a hearing shall be confidential.

USE OF COLLEGE'S NAME

In order to use the College's name, clubs and organizations must be officially recognized by the College. Student groups that are not recognized may not use the College's name or facilities. Organizations using the College's name will function under the rules and regulations of the College. Parties interested in requesting official College recognition should contact the Director of Student Activities, RMCC 220.

COLLEGE ID

It is the student's responsibility to obtain an official HCCC ID from the College Bookstore. The ID needs to be carried at all times on campus and at off-campus College events. Students may be required to present the ID as requested by College officials. The ID may also be used to allow admission to College-sponsored events and to ride on the HCCC Shuttle Bus. If a student withdraws or is dismissed from the College, then their College ID should be returned to the College Bookstore.

SECTION I: GENERAL INFORMATION

BURSAR'S OFFICE (Student Accounts)

The Bursar's Office is located in the Classroom-Administration Building near the Registrar's Office. The Bursar's Office is responsible for student tuition and fee billings and collections, financial aid disbursements and certificate of residency forms. All students must provide a Certificate of Residence (Form B-81) from their home county on or prior to the first day of classes each academic year in order to avoid being charged additional tuition!

THE LIBRARY

The Library is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and 4:00 p.m. to 9:00 p.m. on Sunday during the regular academic year. Summer and break hours will be posted, but are generally 8:00 a.m. to 4:00 p.m. Monday through Friday only. Smoking and the consumption of food are not permitted in the Library at any time. Beverages in secure containers are allowed everywhere but around the computers. Library materials will only be charged out on a current official College Identification Card. Fines are assessed for overdue material. Replacement costs plus a processing fee will be charged for lost or damaged materials. Each person is responsible for all material taken out on their ID Card. Reserve items can be used in the Library only and also require a current official College Identification Card. Grades will be withheld and graduation will be barred until all Library obligations are met. Do not lend your card to a friend!

CHILD CARE CENTER

The College sponsors the service of a certified Day Care Center for students, faculty and staff (full-time or part-time). Children must be 18 months to five years old.

PHOTOGRAPHIC RELEASE POLICY

As a student, faculty or staff member, or visitor to the campus of Herkimer County Community College or at an event not on campus, but sponsored by Herkimer County Community College, you grant permission to Herkimer County Community College and/or its assigns, its clients, or agents, full permission to use, publish and copyright, either in whole or in part, direct quotes and/or photographs made by/of you. Such material may be used with or without your name in publications, on television, billboards and all related mediums for advertising promotion and development of the College and its goals. You give this permission without expectation of any remuneration. If you do not consent to the use of your image or quotes, you must contact the HCCC Public Relations Office, in writing, at 100 Reservoir Road, Herkimer, NY 13350.



HERKIMER “GENERALS” BOOKSTORE REFUND POLICY

Please be aware that textbook theft is a problem at HCCC!

Your book is your property—*Protect it!* Put your name in it. The Bookstore will buy books back with highlighting and names in the book.

**** All Refunds are Subject to Management Approval!**

RETURN POLICY FOR TEXT BOOKS

1. **KEEP YOUR RECEIPT! NO** refunds without your receipt.
2. You may return books for full credit up until the 3rd week of classes.
3. If a **NEW** book is written in, or the shrink-wrap is off the package, you will get half price back. Any Access Code opened will be considered a **USED BOOK**.
4. After the third week, the refund value goes to used book pricing.

GENERAL MERCHANDISE

General merchandise returns are limited to 30 days from date of purchase. All tags and original packaging must be with the item or no refund will be given.

COMPUTER HARDWARE

Any computer equipment purchased directly from the Bookstore has a 30 day return policy.

NO RETURNS ACCEPTED if the packaging is not included. Computer hardware is covered by the **MANUFACTURER** Warranty. Any defective hardware can be returned to the bookstore up to 30 days. After 30 days, it must be returned to the manufacturer.

COMPUTER SOFTWARE

Any defective software must be returned within **14 days** of purchase. Software returned must be **UNOPENED** in original packaging.

Book Buyback

Bring your books back or mail them back and we will give you CASH for the buyback value. Please note—book companies change editions, faculty change books—some books have little or no value!

Check the Bookstore website for current buyback pricing.

1. First come first served. If we only need 100 books for spring and we sold 300, the price will drop to wholesale value!
2. Books may be written in but must be in good shape—the next student will want to buy it!
3. **BOOK BUYBACK** is ongoing. *Prices can change* as we fill quotas or faculty change books!

SERVICES FOR STUDENTS WITH DISABILITIES

Voluntary self-identification of a documented disability will allow the College to help prepare appropriate support services to facilitate learning for special needs students. Medical or other professional diagnostic reports are required to insure appropriateness of the accommodation. A student who requires an accommodation should contact Leslie Cornish in the Services for Students with Disabilities Office. The SSD is located in the Academic Support Center on the second floor of the Library. The phone number is (315) 866-0300, Ext. 8331.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (Buckley-Pell Amendment)

Pursuant to this law, this statement will constitute official notice of the following information:

1. The student has direct access to all student records on file at Herkimer County Community College, except the following:
 - Psychological
 - All medical records
 - Financial records of parents
 - All records filed prior to January 1, 1975
2. The Act stipulates that the following persons and officials may have access to your records without your permission:
 - College officials and faculty who have a legitimate educational interest.
 - Certain Federal and State Officials (i.e., Comptroller General, Secretary of HEW, etc.)
 - Organizations conducting studies for educational agencies for the purpose of validating predicative test, etc.
 - Accrediting agencies carrying out their functions.
 - Pursuant to judicial orders and law enforcement agencies with jurisdiction.
 - Parents of students who are dependents for income tax purposes, regardless of age.
 - In connection with students' applications for or receipt of financial aid.
 - Officials of other schools to which the student is transferring.

3. All other inquiries not listed in Item 2 above, and who wish access must have your written consent. Under these circumstances, a record must also be kept of their interest in your files. The student has a right to see this list at any time.
4. In order for you to inspect your official student record, you must make a written request to the Registrar stating which records you would like to see. This request will be answered within 45 days after the date of request. You have a right to have your record explained to you. You may also have a copy of certain records where permissible. If a copy is issued, a charge may be assessed.
5. Each year at Registration the student will be given an opportunity to waive his/her right of access to all his/her educational records.
6. You also have a right to challenge your personally identifiable records alleged to be inaccurate, misleading or otherwise inappropriate. A formal hearing of interested parties will be chaired by a Hearing Official appointed by the College President upon the written request of the students, only after interpretation by the appropriate College official on an informal basis. Any appeal shall be made directly to the College President.
7. The Act permits the College to release "directory information and other similar information." It is not our intention to release this information to commercial users, but only to those we judge to have legitimate need for it. The following information shall be designated "directory information:" the student's name, addresses, telephone listings, date and place of birth, major participation in officially recognized activities and sports, weight and height of the athletic team members, dates of attendance, degrees and awards received, and the most recent educational institution attended. If you do not wish any or all of this information released without your prior consent, please notify the Office of the Registrar in writing. Otherwise any or all the directory information will be released.
8. Student records are kept on file after the student leaves the College as long as there is a reasonable use for them. The Registrar's record of your academic performance is kept permanently.

TEMPORARY ABSENCES DUE TO DISORDERS

A student who has been absent from classes due to hospitalization for a mental disorder(s) is required to have his/her psychologist/psychiatrist submit a written statement to the Dean of Students' Office at the College stating that the student is able to return to the College. The statement should also specify any recommended/required out-patient treatment plan(s).

ADMINISTRATIVE WITHDRAWALS

A student may be administratively withdrawn from the College if he/she suffers from a disorder, including but not limited to a mental disorder, provided the disorder results in behavior that poses an appreciable risk of harm to the safety or well being of the student, the campus community, or others.

A student may also be administratively withdrawn from any class(es) for failing to attend classes on a regular basis, or for being disruptive to the teaching process in any class(es). In such cases where a student is suspended or expelled from the College, the student may petition the Dean of Academic Affairs to be issued Administrative Withdrawals for their courses.

HCCC AIDS POLICY

1. The College will follow the guidelines suggested by the American College Health Association. Copies of these guidelines are on permanent file in the College Library. They are available to all members of the College community.
2. The College's primary response to the threat of AIDS must be educational. The College will conduct on-going educational programs.
3. Any College employee informed by another employee or student that he/ she has AIDS must hold that information confidential. The right of confidentiality is protected by law.
4. Individuals who have AIDS may need special accommodations or restrictions. Each case must be determined on an individual basis. These determinations must be made according to the type and extent of the disease. Determinations will be made when permission is received from the individual with AIDS to release medical information and recommendations to the College.
5. Those who wish AIDS testing will be referred for testing and counseling as provided by the State Health Department and AIDS Task Force.

The complete College AIDS Policy is on file in the College Library.

SEXUAL HARASSMENT and GRIEVANCE PROCEDURE

The Equal Employment Opportunity Commission has amended its Guidelines on Discrimination Because of Sex, in order to clarify its position on the issue of sexual harassment, an unlawful employment practice.

1. "The guidelines define sexual harassment as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."
2. Though the guidelines are based on Title VII and apply only to sexual harassment in the workplace, consistent with SUNY's policy to ensure fair treatment to all individuals, protection for students is to be provided by these same guidelines.

3. Herkimer County Community College has an existing formal grievance procedure for the benefit of its employees and students. The grievance procedure will be used for the review of any allegations an employee or student may have against another employee or student of HCCC.

A grievance may be filed for ANY unlawful discrimination against someone in regard to race, color, national origin, religion, age, sex, disability or marital status. A formal complaint may be filed with the Affirmative Action Officer.

Each student of Herkimer County Community College has an obligation to report discrimination and prohibited sexual harassment to an appropriate College official. Any student who believes he or she is the victim of discrimination or prohibited harassment should report it to a Compliance Officer or any other faculty or staff member with whom he or she feels most comfortable:

CAMPUS COMPLIANCE OFFICERS:

Director of Human Resources
Office Location, CC 241 • Phone 866-0300, Ext. 8332

Dean of Academic Affairs
Office Location, CA 247 • Phone 866-0300, Ext. 8263

A complaint/grievance form for discrimination and harassment is available in the Human Resources Office or the Dean of Students' Office. This form is not required to file a complaint or grievance. For cases involving an employee and student, complaints should be filed with the Director of Human Resources. A student or employee will have 45 calendar days to formally file a complaint or 45 days after the date on which the complainant first recognized the full extent of the alleged harassment incident, if that date is later.

Step One

Faculty or staff members who receive a complaint from a student must immediately inform a designated Compliance Officer. Once a complaint of discrimination or prohibited harassment has been made, either in writing or orally, or observed discrimination or harassment has been reported, the designated Compliance Officer (or his/her designee) will have 14 calendar days to investigate the complaint and communicate in writing a response to the grievant and the individual alleged to have committed the act, describing any actions that will be taken to redress the issue. While the investigation is being conducted, appropriate immediate steps to end the alleged discrimination and/or harassment will be taken.

Step Two

If the grievance has not been satisfactorily resolved at Step One, the grievant or his/her representative may appeal to the Dean of Students within 14 calendar days after receiving the response rendered in Step One. The Dean of Students then has the discretion of mediating the complaint, sending the case to an Administrative Hearing, or sending the case to the Judicial Review Board.

The Dean of Students shall then be obligated to communicate in writing his/her decision to the grievant and the individual alleged to have committed the act, within 14 calendar days after receiving the grievant's complaint.

Step Three

If the grievance has not been satisfactorily resolved at Step Two, the grievant may then appeal the decision to the President of Herkimer County Community College within 14 calendar days after receiving the decision rendered in Step Two. The President shall then be obliged to give the grievant a hearing within 14 calendar days of receipt of the appeal.

The grievant and the individual alleged to have committed the act shall be notified in writing of the hearing at least seven (7) calendar days prior to the date set for such a hearing. At the hearing, the grievant and/or his/her representative, and the individual alleged to have committed the act, and his/her representative may appear and present oral and/or written statements either directly or through witnesses. The President shall then be obliged to communicate his/her decision in writing together with his/her supporting reasons to the grievant and the individual alleged to have committed the act, within 14 calendar days after the completion of the hearing. The decision made as a result of an appeal to the President of the College is considered final.

Herkimer County Community College takes complaints of discrimination and prohibited harassment with the greatest seriousness. For that reason, any individual who is found to have engaged in conduct which violates this policy will be subject to discipline. For students, discipline may include the possibility of suspension or expulsion from the College.

INVESTIGATION OF VIOLENT FELONY OFFENSES/ MISSING STUDENTS

The Campus Safety Department has primary law enforcement jurisdiction to investigate incidents that occur on the College campus. The Village of Herkimer Police Department will be advised of any incident or situation involving violent felonies or missing persons which may occur on any property owned, leased, or under the control of the College. In converse, the Village Police Department will notify the Campus Safety Department of any incident or situation on any property within the jurisdiction of the Village that may affect the safety of the staff and students or any property owned, leased or under the control of the College.

CAMPUS SAFETY COMMITTEE

The purpose of the Campus Safety Committee is to identify campus safety concerns and to provide a forum for faculty, staff and students to make recommendations for eliminating existing and potential safety problems.

CAMPUS CREDIT CARD POLICY

Pursuant to New York State Education Law 6437 (Regulation by Colleges of Conduct on Campuses and Other College Property Used for Educational Purposes) the advertising, marketing, or merchandising of credit cards to students is prohibited on the campus of Herkimer County Community College.

EMERGENCY TELEPHONE CALLS

The College will only notify students of personal telephone calls received that deal with serious emergencies or death. Contact the Dean of Students' Office.

SECTION II: ACADEMIC INFORMATION

ACADEMIC CALENDAR 2009–2010

2009 Fall Semester

Classes Begin	September 2
College Closed—Columbus Day	October 12
College Closed—Veterans Day	November 11
Thanksgiving Recess—No Classes	November 25
Thanksgiving Recess—College Closed.....	November 26–27
Classes End	December 11
Final Exams	December 14–17

2010 Winter Mini Semester

Classes Begin	January 4
Classes End	January 16
College Closed—Martin Luther King Jr. Day	January 18

2010 Spring Semester

Classes Begin	January 26
Mid-Semester Recess	March 15–19
Classes End.....	May 6
Final Exams	May 7, 10–12
Commencement	May 21

Note: Classes are ordinarily (excluding Mini Classes) scheduled Monday through Friday. Weather cancellations may be made up on Saturdays. Some final examinations may be scheduled on Saturdays.

ACADEMIC INFORMATION AND REGULATIONS
Grades and Quality Points

The following is the official College grading system:

Letter Grade	Quality Range (per credit hour)	Grade Points
	Based upon comparison with other students in the course or students who have taken the course previously.	
A+, A	Superior mastery of facts and principles.	4.0
A-	Clear evidence that stated course objectives and requirements were met by the student.	3.7
B+	Above average mastery of facts and principles.	3.3
B	Satisfactory evidence that stated course objectives and requirements were met by the student.	3.0
B-		2.7
C+	Average mastery of facts and principles.	2.3
C	Some evidence that stated course objectives and requirements were met by the student.	2.0
C-		1.7
D+	Little mastery of facts and principles.	1.3
D	Little evidence that stated course objectives and requirements were met by the student.	1.0
D-		0.7
F	No mastery of facts and principles. No evidence that stated course objectives and requirements were met by the student.	0.0
AW	Administrative Withdrawal	
AF	Administrative Failure	
I	Incomplete	
M	Medical Withdrawal	
W	Withdrawn	
P	Satisfactory completion of required courses.	
S	Satisfactory completion of a non-credit course.	
U	Unsatisfactory	
Z	Given to students who officially register for a course but who fail to attend. This grade is the equivalent of an F.	

In computing averages for all students, only grades earned at the College are considered. A student must maintain a 2.00 average in order to qualify for graduation. If, at the end of any semester, a student is deficient in quality points or credit hours earned, he/she may be placed on probation or considered for dismissal, depending on the extent of the deficiency. A student on probation who does not overcome quality point or credits completed deficiency at the end of the next semester will be considered for dismissal. A student on academic probation may not carry, during the next semester in attendance, more than the normal number of credit hours for that curriculum. A student may also be required to take a reduced load. The College reserves the right to withdraw, suspend or dismiss any student whose academic standing, conduct or attendance is unsatisfactory.

Computation of Quality Points and Average

To determine the quality point average, multiply the quality point value of each grade by the credits designated for each course; then divide the total quality points by the number of quality hours.

Example:

Course:	Grade	Credits	Quality Points
English	A	3	12
History	C+	3	6.9
Art	C-	3	5.1
Science	B+	3	9.9
Elective	B	3	9.0
		15	42.9
		2.86 grade point average	

Semester Grades

At the end of each semester, final grades are available through Student Online Services (www.herkimer.edu). THESE GRADES ARE PART OF THE STUDENT'S PERMANENT RECORD. Grades will not be available if the student has a financial obligation to the College.

Administrative Withdrawal

A student may also be administratively withdrawn from any class(es) for failing to attend classes on a regular basis, or for being disruptive to the teaching process in any class(es). In such cases where a student is suspended or expelled from the College, the student may petition the Dean of Academic Affairs to be issued Administrative Withdrawals for their courses.

Incompletes

When the student receives the grade I, or incomplete, the student must complete the work within 45 calendar days from the end of the final exam period for the relevant semester. For courses ending before the end of the semester, the deadline is 45 calendar days after the last day of class.

Appealing and Changing Grades

1. Appeals of grades for a Spring or Summer semester must be received before October 15 of the following Fall semester. Appeals of grades for a Fall or Winter semester must be received before March 1 of the following Spring semester.
2. Students must first consult with the instructor who gave the grade.
3. If the appeal with the instructor is unsatisfactory to the student, the student may appeal to the appropriate Associate Dean.
4. Appeals noted in (3) must be initiated before the end of the semester in which the process commenced.

Course Overloads

An overload is defined as a course a student wishes to take above and beyond the courses listed in his/her curriculum for a given semester. Physical Education Activities (one credit hour course) are an exception and do not need to follow the guidelines.

The following criteria are used in determining approval for an overload:

1. Overloads are exceptions and not the norm.
2. The student should have a QPA of 3.25 or higher in coursework completed at HCCC.
3. The student should not have withdrawn from a course in any previous semester. (The impact is to elevate QPA and indicates that the student was unable to handle the normal load during that semester.)
4. Generally, overloads are not allowed for freshman students.
5. Seniors with the approval of Associate/Assistant Dean may overload to meet graduation requirements.

All overloads must be approved by the Associate/Assistant Dean of the Division.

There is a maximum of 22 credits allowed per semester, NO EXCEPTIONS.

Honors Program

The College offers an honors program that provides qualified students with additional opportunities to expand their intellectual and artistic growth and to enrich their individual skills and abilities. The program promotes HCCC's commitment to the pursuit of academic excellence and is available to students in all curricula. Students who successfully complete the Honors Program are given special recognition by the College.

The Honors Program enables students who are enrolled full-time to work on an independent project in one-credit courses during two different semesters. The

student selects the course in which he/she wants to work independently, and the project is designed by the instructor of the course and the student. During the fourth semester (spring), students must enroll in a required Honors Seminar course. This is a nontraditional, inter-disciplinary course that provides students with an opportunity to use a variety of higher level learning techniques and to interact with other students who excel academically. Students in the Honors Program also meet periodically to attend cultural functions and to discuss special topics.

The following requirements should be noted by all students interested in the program:

1. Students who enter college need a high school average of 88 to be eligible for the special section of Freshman Seminar. This section will augment the study of the topics by incorporating selected readings and other supporting material. Students will be nurtured for the Honors Program and counseled for entry into the program.
2. Applications will be available for all students obtaining at least a 3.5 average during their first semester as well as for students who transfer in with at least a 3.5 average.
3. Students applying for the program must complete an application and information sheet each semester.
4. A standard schedule of courses for a particular program as specified in the College catalog must be taken.
5. A student cannot withdraw from any course.
6. A student with a reduced course load because of required developmental courses is not eligible to apply in this semester for the Honors Program.
7. Students must maintain a 3.5 GPA to remain in the program.

President's List

The President's List is comprised of all students who have an average of 3.80 or better, with the exception of those who have failures, incompletes, equivalent credit courses, or have earned less than twelve credits in that semester. The President's List is determined at the end of each semester and is entered on the student's permanent record.

Dean's List

The Dean's List is comprised of all students who have an average of 3.25 or better, with the exception of those who have failures, incompletes, equivalent credit courses, or have earned less than twelve credits in that semester.

The Dean's List is determined at the end of each semester and is entered on the student's permanent record.

Part-time Honors Policy

President's List Requirements:

Part-time students will be eligible for President's List honors if they:

1. Have accumulated 15, 30, 45, and/or 60 earned credit hours in residence;
2. Have a minimum cumulative grade point average of 3.80;
3. Be matriculated in a degree or certificate program; and,
4. Did not have a failure or incomplete (I) grade during the period.

Dean's List Requirements:

Part-time students will be eligible for Dean's List honors if they:

1. Have accumulated 15, 30, 45, and/or 60 earned credit hours in residence;
2. Have a minimum cumulative grade point average of 3.25;
3. Be matriculated in a degree or certificate program; and,
4. Did not have a failure or incomplete (I) grade during the period.

Graduation with Honors/High Honors/Highest Honors

The requirements for graduation with honors include a 3.25 cumulative average. The requirements for graduation with high honors include a 3.80 cumulative average. The requirements for graduation with highest honors include a 4.0 cumulative average. This designation requires a minimum of thirty semester hours earned at HCCC.

Who's Who Among Students in American Junior Colleges Award

This honor is bestowed upon a select group of outstanding senior campus leaders for their scholastic and community service accomplishments.

Physical Education Requirement

Two credits of Physical Education activity courses are required for students in all degree programs. One credit may be granted for participation in a varsity sport. Students who complete their program entirely online must take either HE 130 or HE 121 to satisfy the physical education requirement.

Students may be exempt from required physical education activity courses for certified medical reasons. Documentation must be provided to the Health Office. In such cases, a minimum of two credits in a non-activity physical education or health course must be completed.

Military veterans may have earned credit and should contact the Registrar. Students requesting an exemption should submit their medical documentation to the Health Office at least one (1) year prior to the anticipated graduation date in order to allow sufficient time for course substitution. It is required that you have documentation from your doctor stating the specific reasons for your exemption and the period of time that it covers.

If an accident or injury occurs during the time the student is enrolled in classes, the Health Office needs to be made aware of this as soon as possible. No student is guaranteed an exemption even with proper documentation. There are several PE classes available that are low impact and every effort is made to have students take PE classes.

Requirements for Degrees and Certificates

1. Satisfactory completion of the minimum number of credits and courses required by the specific program. The student is responsible for registering for the proper courses and for fulfilling all degree requirements as outlined herein.
2. The earning of a 2.00 quality point average.
3. Payment of all financial obligations.

The College holds graduation ceremonies once a year at the end of the Spring semester.

Students completing requirements at times other than the Spring semester will be awarded their diploma or certificate at the next regular commencement.

Prior to commencement, a statement indicating completion of degree or certificate requirements will be issued upon request.

Change of Curriculum

Students wishing a change of curriculum (major) must complete the appropriate form obtained from the Advisement Center.

Drop/Add/Withdrawal from a Course

Students may drop/add courses for any given term as per the schedule posted by the Registrar's Office. Students may add courses providing space permits.

Following the official time period for dropping and adding a class, a student may withdraw from a course. This will be noted on an official transcript. Students who do not formally withdraw in the Registrar's Office will be carried on class rolls, and will receive a failing grade for all assignments and tests not completed. The last date to withdraw formally from a course is the end of the tenth week of classes, or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

Any adjustments in charges will be based on the date the schedule changes are completed.

Withdrawal from the College

If a student wishes to withdraw from the College, he/she must obtain a Withdrawal Form from the Counseling Office. After obtaining all of the necessary signatures on the Withdrawal Form, it is returned to the Registrar for certification.

The official date of withdrawal is the date on which the Registrar certifies the Withdrawal form. The last day to withdraw formally from the College and receive W grades is the end of the tenth week of classes or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

Students who do not follow this procedure will be carried on the College rolls and will receive failing grades for all courses in which work is not completed.

No partial refund of tuition and fees can be made until a student has officially completed the withdrawal procedure and the withdrawal has been certified.

A student's record will not be released unless financial obligations to the College have been met.

Depending on the date that a student withdraws, that student could be charged all or a percentage of the tuition, fees, room, and board for that semester. Additionally, depending on the type of financial aid a student receives, the student could go through a process of Title IV Recalculation. This process is when a student receives funding through specific federal government programs known as

Federal Subsidized Loans, Federal Unsubsidized Loans, Federal Pell Grants, and Federal Supplemental Education Opportunity Grants. Basically, the recalculation policy states that a student “earns” federal financial aid directly in proportion to the number of days the student attends classes. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total federal financial aid the student has earned up until the date of withdrawal. If the student receives more aid than the student earns, the unearned excess funds must be returned to the source from which they came.

Withdrawal from the College for Medical Reasons

The Student Academic Progress and Status Guidelines will not be applied to any student who has formally withdrawn from the College for a certified medical reason. A statement from the attending physician verifying the medical problem will be required in order for the student to receive this waiver. This statement must be received by the Registrar’s Office and approved by the Dean of Academic Affairs prior to the end of the semester in which the withdrawal occurred.

Withdrawal for Emergency Active Duty

In the event of a national emergency, students may have responsibilities which supersede their academic obligations to the College. Having produced written proof of such assignment or duty to the Dean of Students, and with the expressed approval of the Dean of Academic Affairs, each student will be provided with options for withdrawal.

Second Chance Policy

Any student who returns to HCCC, after an absence of three or more consecutive years (and a GPA below 2.0), may petition the Registrar to have the previous grade point average adjusted. Under this rule, if the Dean of Academic Affairs approves the petition, applicable courses will be credited. This will be determined through consultation with the Registrar. Normally, grades of C or better will be considered for credit. Grades of D may be considered for *second chance* credit as long as the average of credits applicable is C or better. All courses and grades remain on the student’s record. This policy may be applied only one time per student.

Attendance

To maintain high quality academic work, regular attendance at class is necessary. Absence from class is considered a serious matter and never excuses a student from class work. Students must complete all assignments and other requirements of each course. A College-wide attendance policy states that a faculty member may administratively withdraw a student who has missed 20% **or more** of the class meetings in a course.

If absence is anticipated, the student has the responsibility to inform the instructor as far in advance as possible.

Matriculation

Matriculation refers to a full-time or part-time student who has successfully satisfied all admission requirements and is *officially* accepted into a degree or certificate program through the Admissions Office. A full-time matriculated student meets the above-mentioned criteria and registers for 12 or more credit hours. A part-time matriculated student meets the above criteria and registers for less than 12 credit hours.

ACADEMIC STANDARDS AND REGULATIONS

Satisfactory Academic Progress

A student is considered to be making satisfactory academic progress if he/she maintains a GPA of 2.0 or higher. Eligibility to re-register as a full-time student shall be determined by the student's GPA and the number of credit hours earned, compared to the number attempted.

Failure to meet the Standards For Satisfactory Academic Progress will affect Federal and State Financial Aid eligibility. See applicable pages of the college catalog. Students should contact the Financial Aid Office for information.

Academic Warning

A student is placed on academic warning if his/her GPA is below 2.0. Students on academic warning are encouraged to revise their schedules. Specifically, all courses in which the student received Fs or Zs should be retaken. A student placed on academic warning may have accompanying constraints placed upon his/her participation in certain activities and/or course work (i.e. athletics, field work, Student Senate, etc.). In addition, a student should consider attending tutoring, counseling, and/or study sessions to help improve his/her level of academic performance. Students on warning may be permitted to register for up to 18 credits.

Academic Probation

Students placed on academic probation will be limited to 14 credit hours in the semester subsequent to placement on probation. They will also be required to meet with the Associate Dean by a deadline specified in the mailing alerting them to their probationary status. At the meeting, they will work with their academic advisor or Associate Dean to revise their class schedule to ensure optimal chances for academic improvement.

Academic Dismissal

A student will be dismissed when he/she fails to meet the minimum academic standards after having been placed on academic probation as shown above. A student who is dismissed is not eligible for federal financial aid.

1. Students who have been academically dismissed may only appeal the dismissal due to extenuating circumstances that may permit the student who fails to meet the aforementioned standards to continue at the College. Students who feel they can present satisfactory evidence of extenuating circumstances should file the Dismissal Appeal Form with the appropriate division immediately after receiving notification of dismissal. Appeals must occur prior to the start of the next semester.

A Financial Aid Appeal form may be requested from the Financial Aid Office for review of reinstatement of aid based on evidence of extenuating circumstances. The Financial Aid Appeals Committee makes final decisions of financial aid eligibility.

2. Students with more than one (1) dismissal may be readmitted, with restrictions, if they have not attended HCCC for at least two semesters from the date of dismissal.

3. Dismissed students who have not been enrolled for at least three (3) full years since their dismissal may be readmitted and may be eligible for the Second Chance Policy. Approval of the Second Chance Policy does not grant student's eligibility for federal financial aid. A financial aid appeal may be granted for exceptional circumstances only.

Should a student feel unjustly denied readmission, he/she may petition in writing within four (4) days of being denied readmission, to the Dean of Academic Affairs. The final decision for academic reinstatement will rest with the Dean of Academic Affairs.

Audit Policy

A student who wishes to audit a course, on a space available basis only, must obtain permission from the instructor of the course and the appropriate Associate Dean. With permission of the instructor, the auditor may submit written work for feedback. The final grade of AU (audit) will be assigned and a record of the course being audited will appear on the student's transcript.

A student wishing to change his/her status must follow the procedure for changing a course. Changing from audit to credit or credit to audit basis during the semester will not be permitted after the 5th instructional day of the semester or the beginning of the second class meeting for an evening, summer session or mini semester course. Credit for an audited course cannot be established at a later date except by enrolling in the course for credit in a subsequent semester and satisfying all course requirements at that later time.

A part-time student auditor pays full tuition and fees for the course and attends under the same regulations established for full-time student auditors.

Students wishing to register for a class on an audit basis must contact the Registrar's Office.

Separate receipts for payments of a class on an audit basis are given to students who are also registered in a class(es) for credit. This eliminates the problem of a person registered for 9 credit hours and 3 audit hours becoming classified as a full-time student.

Transportation to Field Experiences

Students in some programs may be required to participate in field experiences arranged by the College in local schools, hospitals, social agencies and business establishments. Each student is responsible for arranging and paying for the transportation to scheduled off-campus experiences.

ACADEMIC COMPUTER CENTER

HCCC Academic Computer Center consists of seven on Campus computer labs. The seven labs offer more than 175 PCs, which are available to students for coursework, Microsoft Office (including word processing), Excel spreadsheets, Access database and E-mail. The Center is open Monday–Thursday, 8:00 a.m.–10:00 p.m.; and Friday, 8:00 a.m.–4:00 p.m.

Herkimer County Community College, Department of Information Services—Computer Use Policy and Guidelines document is available online to all beginning HCCC students. Each student must read and agree to this form before access is provided to them.

Use of these resources is a privilege, not a right, and access is granted with restrictions and responsibilities for their use. Computer abuse is expensive and can have far-reaching negative consequences from disrupting the educational process to infringing on copyright. Misuse of HCCC computer resources may result in revocation of computing privileges, suspension, dismissal and/or criminal prosecution.

HCCC students are entitled to use:

- State of the art computer laboratories on campus.
- Wireless internet access campus wide.
- Wired Ethernet connection in the residence halls.
- HCCC Housing Corporation students can use the CM lab located in the basement of the Campus Meadows Housing Office building.

The Student Helpdesk is available to assist HCCC students with computer related problems or questions.

PHONE: (315) 866-0300, extension 8555.
LOCATION: Technology Center, Room TC315.
HOURS: Technician on duty Fall & Spring Semesters,
Monday–Friday, 11:00 a.m.–7:00 p.m.
Winter & Summer Semesters,
Monday–Friday, 8:30 a.m.–4:00 p.m.
EMAIL: studenthelp@herkimer.edu

ACADEMIC DISHONESTY PROCEDURE

Plagiarism and cheating are violations of the Student Code of Conduct. The maintenance of academic honesty is the responsibility of both faculty and students. Any written assignment submitted by a student must be of original authorship. Representation of another's work as his/her own shall constitute plagiarism. Any charge of plagiarism shall be substantiated by either a direct correlation between the original and the alleged plagiarized copy or "CLEAR AND CONVINCING EVIDENCE." Cheating shall be considered a violation and subject to the same penalties.

PENALTIES

Any action is at the discretion of the instructor which may include any of the following:

- Failing the test.
- Failing the assignment.
- Failing the paper.
- Failing the course.
- Request that the case be reviewed by the Dean of Academic Affairs for possible referral to the Dean of Students for adjudication.

Course failure must be approved by the Associate Dean. Any action taken by the instructor must be reported in writing to the Associate Dean and to the Dean of Academic Affairs.

APPEAL PROCESS

If a student contests any of the above actions by the instructor, his/her appeal is to the appropriate Associate Dean and, hence, the Dean of Academic Affairs. If a case is adjudicated by the Dean of Students or Campus Judicial Board and the decision is to suspend or expel the student, the appeal is to the College President.

ABSENCE DUE TO RELIGIOUS BELIEFS

Students unable because of religious beliefs to attend classes on certain days.

1. No person shall be expelled from or be refused admission as a student to Herkimer County Community College for the reason that he/she is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study or work requirements on a particular day or days.
2. Any student in attendance at Herkimer County Community College who is unable, because of his /her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study or work requirements shall be made available on other days where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study or work requirements held on other days.
5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provision of this section.
6. Any student, who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the Supreme Court of the County in which such institution of higher education is located for the enforcement of his/her rights under this section.
- 6a. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the listing of available courses.

7. As used in this section, the term “institution of higher education” shall mean schools under the control of the Board of Trustees of the State University of New York or the Board of Higher Education of the City of New York or of any community college.

CREDIT BY EXAMINATION

The College may grant credit by proficiency to students whose previous training, experience, or independent study has provided them with the appropriate background. See the College Catalog for specific details.

EMERGENCY CLOSING OR DELAY ANNOUNCEMENT

The President will determine whether to remain open and/or cancel day classes. A decision will be made no later than 6:30 a.m. and communicated to the local radio and television stations including HCTV, the College Cable TV Station, seen on Time-Warner Cable TV Channel 10. A “delay” usually is for one or two hours and does not affect the remaining daily campus activities. The closing of the campus affects all activities of the College for the day activities only. When the campus is closed during the day, it shall remain closed until 5:00 p.m. The closing of the campus includes canceling all activities of the College, including extension sites and athletic events. If a decision to close the College in the evening is made, an announcement shall be made via radio and the television station as outlined above. This announcement shall occur no later than 3:30 p.m. and will affect evening classes and all other activities including off-campus classes.

Instructional time lost because of closing due to weather conditions will be made up, for both day and evening students, prior to the end of the semester in which it falls. The schedule of make-up days will be determined as soon as possible after classes are resumed. Make-up days may include Saturdays and elimination of scheduled holiday closings.

Radio stations which will carry the College closing announcements are:

WXUR	WBUG	WRNY	WGY	WOUR	WODZ
WTLB	WKLL	WIBX	WUMX	WBGK	
WVHC	WIXT	WLZW	WFRG	WVTL	

Television stations WKTV, NEWS 10 NOW and HCTV will also carry the official notice.

STUDENT ACADEMIC COMPLAINT RESOLUTION PROCEDURE

Should a student have a complaint concerning academics, the College provides the following procedure.

1. The student should consult the faculty member with whom he/she is experiencing the difficulty. If the problem is not resolved, the student can proceed to Step 2.
2. The student should consult with the Division Associate Dean of his/her program area. If the problem is not resolved, the student can meet with the Dean of Academic Affairs to discuss the problem. If the problem is not resolved, the student can proceed to Step 3.
3. If a solution cannot be reached, the student has the option to speak with the President of the College. The College believes that most issues will be resolved at Step 1.

SECTION III: SERVICES FOR STUDENTS (FULL & PART-TIME)

For more information on Student Services, see the College Catalog.

Absences	Individual Instructor
Academic Standing.....	Dean of Academic Affairs (CA 256)
Advisement	Faculty Advisor
Advisor Assignments.....	Advisement Center (CA 130)
Alumni Association.....	Foundation Office (RMCC 255)
Appeal & Reinstatement	Dean of Academic Affairs (CA 256)
Athletics	Athletic Office (PE 114)
Bulletin Board Postings	Director of Student Activities (RMCC 220)
Career Counseling	Counseling Center (RMCC 262)
Clubs & Organizations.....	Student Activities Office (RMCC 220)
College Catalog.....	Admissions & Financial Aid Office (RMCC 216)
College ID's	Bookstore
Course Changes	Faculty Advisor
Curriculum Change	Advisement Center (CA 130)
Financial Aid.....	Admissions & Financial Aid Office (RMCC 216)
Graduation	Registrar (CA 264)
Housing	Housing Office (Campus Meadows)
Insurance	Bursar's Office (CA 259)
International Students.....	International Admissions Office (RMCC 270)
Lost & Found	Campus Safety Office (CA 138)
Medical Attention	Health Services Office (PE 104)
Off Campus Housing	Admissions & Financial Aid Office (RMCC 216)
Parking & Fines.....	Bursar's Office (CA 259)
Personal Counseling	Counseling Center (RMCC 262)
Registration & Drop/Add	Registrar (CA 264)
Student Activities	Student Activities Office (RMCC 220)
Student Employment	Counseling Center (RMCC 262)
Students with Disabilities	Services for Students with Disabilities Office (LB 115)
Textbooks	Bookstore
Transfer Counseling	Counseling Center (RMCC 262)
Tuition Assistance Program	Admissions & Financial Aid Office (RMCC 216)
Tutoring.....	Academic Support Center
Veterans Counseling	Registrar's Office (CA 264)
Withdrawal	Counseling Center (RMCC 262)

AREA RESOURCE EMERGENCY NUMBERS

EMERGENCY911
HCCC Campus Safety866-8616 or Ext. 8616 on-campus

ABUSE

Child Abuse867-1249
 Domestic866-4268
 Rape Crisis866-4120

ALCOHOL & DRUG ABUSE

Alcoholics Anonymous732-6880
 Addictions Crisis Center735-1116
 Beacon Center717-0189
 Herkimer County Mental Health867-1465
 Insight House (Utica)724-5168

AMBULANCES

MOVAC866-5200
 RESPONSE866-1110

FIRE DEPARTMENTS

Herkimer866-2241
 Ilion895-7424
 Frankfort895-7700
 Mohawk866-3600
 Little Falls823-2233

HEALTH & COUNSELING

AIDS/Substance Abuse1-800-541-AIDS
 Planned Parenthood (Herkimer)866-3085
 Public Health Nursing Service Herkimer867-1176

HOSPITALS

Little Falls823-1000/866-7146
 St. Elizabeth's (Utica)798-8111
 Faxton—St. Luke's Healthcare (Utica)624-6000

POLICE

Frankfort895-7311
 Herkimer866-4330
 Ilion894-9911
 Little Falls823-1122
 Mohawk866-3460
 NY State Police866-7111
 Herkimer County Sheriff Office867-1167
 Herkimer County Jail867-1252

PERSONAL & FAMILY COUNSELING

Herkimer County Helpline866-1310
 Herkimer County Mental Health866-3910
 Parents Anonymous866-7244

SECTION IV: ADMISSIONS/STUDENT ACTIVITIES/ATHLETICS**ADMISSIONS REQUIREMENTS**

1. Full-time study at Herkimer County Community College (12+ credit hours) is limited to those applicants who hold a High School Diploma or a GED.
2. Students who do not have a high school diploma or a GED may be admitted to the college on a part-time study basis. Such students are limited to 10 credit hours per semester.
3. Out-of-county residents who do not possess a high school diploma or GED will not be eligible for the Twenty-Four Credit Hour Program and will not be given the option of taking the Ability to Benefit Test (ATB).

Effective Spring 2010, out-of-county residents will be required to have a high school average of 65 or higher or a GED test score of 2400 or more. Those out of county students failing to meet this criteria will be placed on a "wait list." Alternatives to this admission requirement include:

- Scoring 500 or more on each of the English and Math sections of the SAT
- Scoring a 21 or higher composite score on the ACT
- Transferring to HCCC with six or more college credits with a 2.0 GPA or higher

The College reserves the right to review other admissions criteria for out-of-county students.

4. Home schooled students who have not completed an approved program* of study, must obtain a GED before admission to the college on a full-time basis.
5. Students who have been dismissed from another college for disciplinary reasons or have committed a felony will not be admitted to study at Herkimer County Community College either on a part-time or full-time basis until a satisfactory review of the incident(s) has been completed by the HCCC Campus Safety Office.
6. Students will not be admitted to full-time study after seven calendar days prior to the start of classes.
7. In order to be admitted, students must have the following paperwork completed and submitted to the appropriate offices:
 - Immunization record
 - Financial aid application forms
 - Proof of high school graduation or a GED certificate
 - Residency certificate
8. Students who expect to receive financial aid must file the Free Application for Federal Student Aid (FAFSA) no later than 60 days prior to the start of classes. Late filers will be responsible for tuition, fees, books and other expenses until the FAFSA has been processed.
9. An approved program is accredited through an organization approved by the NYS Education Department or by a letter of certification from the school district in which the student resides.

Herkimer County Community College does not discriminate on the basis of race, color, creed, gender, national origin, age, disability, marital status or any other characteristic protected by federal or state law in admissions, employment, or in any aspect regarding the conduct of College business.

CERTIFICATE OF RESIDENCE

To verify your residence from your home county, a "Certificate of Residence" form is required from every New York State student annually. Students not supplying this form are subject to paying at the higher out-of-state rate.

FACULTY-STUDENT ASSOCIATION

The HCCC Faculty-Student Association is a non-profit organization that supports the educational, social, athletic, recreational and cultural activities for the campus community. Students, faculty, and staff, as well as the general public, are welcome to attend any FSA sponsored event. The HCCC FSA also manages the College Bookstore and the College Center Game Room. Along with the Student Activities and Athletic funding, the FSA handles all of the accounting for the many clubs and organizations on campus. The FSA employs 5 full-time and many part-time people to support the Auxiliary Services. FSA funding comes from the Activity Fee and from profits generated from the Bookstore. All events are free to students who possess an HCCC ID card.

STUDENT ACTIVITIES

The Student Activities Office is located in the Robert McLaughlin College Center. This office serves to support and augment the varied co-curricular and academic pursuits of the HCCC student body. Over 30 active clubs and organizations provide students with the opportunity to explore new ideas, assume leadership roles, and generate and run social events.

The office staff works directly with student groups and helps them turn their ideas into real programs. Leadership development programs are offered to assist students in becoming more effective in working with clubs and organizations, with their personal coursework, and with their future careers. The Student Activities staff works directly with the Student Government Association and the Student Activities Committee to plan and operate a wide range of social and educational programs.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the governing student agency of the College. All activity-fee paying students are eligible to vote in its election. Meetings of the SGA are held bi-weekly, and all students have full speaking privileges at these meetings. Budgets for student organizations and for athletics must be approved by the SGA for presentation to the FSA Board of Directors. The SGA is a member in good standing of the Community College Student Association, Inc., a not-for-profit corporation with statewide membership. In the past, Senators have served on various positions in statewide student government, including committees appointed by the Board of Trustees of the State University, committees of the Student Assembly, and the Board of Directors of the Community College Student Association. SGA's Office is located in the College Center.

HCCC CLUBS & ORGANIZATIONS

ORGANIZATION	ADVISOR(S)
American Red Cross Club	TBA
Anime Club	Mr. Thompson
Art Club	Mr. Schwabach
Arts & Letters Society	TBA
Black Latino Student Union	Dr. Hawes
Campus Christian Fellowship	Mr. Massinger, Mr. Smith
Chess Club	Dr. Murphy
Fellowship of Christian Athletes	
Computer Networking Club	Mr. Cook
Criminal Justice Club	Mr. Clark, Mr. Higgins, Mr. Snyder, Ms. Stables
Diversity Alliance	Ms. Verri, Ms. Mizerak
Education Club	Ms. Gabriel, Ms. List, Ms. Schwabach
Fall Baseball Club	Mr. Anadio, Mr. Rathbun
Fall Lacrosse Club	Mr. Dommer
Fashion Club	Mr. Powers
Generals Theatrical Group	TBA
Golf Club	Mr. Palkovic
Green Club	Mr. Stock
History Club	Mr. Steele
International Student Association	Ms. Harris
Music Industry Association	Mr. Davis
Outdoor Adventure Club	Mr. Mezik
Peer Tutor Club	Ms. Taube, Ms. Curry
Performing Arts Club	Ms. List
Phi Beta Lambda	Mr. Cronauer, Ms. Yauney
Phi Theta Kappa	Ms. Roxanne Patterson
Photography Club	Mr. Farley
Physical Therapist Asst. Club	Ms. DeLorme, Ms. Jones
Radio-TV Club	Mr. Gassmann
Sports Medicine Club	Mr. Roepnack
Spring Men's Soccer Club	Mr. Aragon
Student Activities Committee	Ms. Brown
Student Government Association	Ms. Gabriel, Mr. Marhaver, Ms. Brown
Travel Club	Ms. Sutton
Uber Gaming Club	Mr. Pitcher
Underground Metal Club	Mr. Thompson
Women's Club	Ms. Elwood-Farber, Ms. Verri, Ms. Gabriel
Women's Fall Lacrosse Club	Ms. Ste-Marie

ATHLETICS

Herkimer County Community College offers a highly profiled national athletic program. HCCC belongs to Region III of the National Junior College Athletic Association, Men's and Women's Divisions. The College is also a member of the Mountain Valley Collegiate Conference, which is comprised entirely of community colleges.

Intercollegiate men's teams are fielded in: baseball, basketball, bowling, cross country, lacrosse, soccer, swimming, tennis and track & field.

Intercollegiate women's teams include: basketball, bowling, cross country, lacrosse, soccer, softball, swimming, tennis, track & field and volleyball.

How To Become Involved

Each coach is responsible for the recruitment of student-athletes for their assigned sport. A list of sports and coaches may be obtained from the Director of Athletics office (PE 114) located in the Physical Education Building. Additionally, coaches will post flyers around the campus which will notify students about organizational team meetings prior to the beginning of an athletic season. Students should feel free to contact individual coaches or the Director of Athletics for further information at any time.

Intramural Athletics

The College Intramural Activity program is operated under the auspices of the Physical Education Department. A listing and/or schedule of intramural activities may be obtained from the Director of Athletics' office.

Swimming Pool Use

The College swimming pool is used for academic instruction, team swimming, and open swim time. Open swim times are Monday–Friday 7:00 a.m.–8:00 a.m., Monday–Thursday 6:30 p.m.–8:00 p.m., and Tuesday/Thursday 12:30 p.m.–1:30 p.m. Further information may be obtained from the Director of Athletics' office.

Fitness Center

This multi-purpose facility offers students, staff and community members one of the best fitness facilities in the area. In addition to the latest in fitness equipment, members have access to an indoor walking track, an aerobics room and locker room facilities. Professionally staffed throughout the day, the Fitness Center provides an opportunity to get a great workout in a clean, supervised atmosphere. To become a member, full-time students must pass PE 136, while community members must complete an orientation with one of the professional staff. For more information contact the Fitness Center at (315) 866-0300, Ext. 8215.

**SECTION V: RULES AND REGULATIONS FOR
MAINTENANCE OF PUBLIC ORDER AT HCCC**

Statement of Purpose: The following rules have been adopted by the Herkimer County Community College Board of Trustees and are in compliance with Section 6450 of the Education Law (filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that Section). The authority for the administration of regulations at the College shall rest with the College's chief administrative officer.

These rules and regulations are not intended to limit or restrict freedom of speech or peaceful assembly.

**CRIME STATISTICS AVAILABILITY STATEMENT
(Clery Statement)**

A copy of the Herkimer County Community College's campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by the Campus Safety Committee. Please direct all such requests to the Office of the Dean of Students at (315) 866-0300, Ext. 8276. Information can also be obtained from the U.S. Department of Education website at <http://ope.ed.gov/security/> or by going to the Campus Safety section of the HCCC web site at www.herkimer.edu.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the President, Dean of Students or Director of Campus Safety, constitutes an ongoing or continuing threat, a campus wide "Timely Warning" will be issued. The warning will be issued through the College e-mail and web site to students, faculty and staff, and will be posted on campus and in the campus residence halls as is appropriate.

BIAS CRIMES PREVENTION

Hate Crimes and the Law

It is Herkimer County Community College's mandate to protect all members of the Herkimer County Community College community by preventing and prosecuting bias or hate crimes that occur within the campus' jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York law are available from Campus Safety.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, Herkimer County

Community College Campus Safety also assists in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the College as acts of bigotry, harassment, or intimidation directed at a member or group within the Herkimer County Community College community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, disability, veteran status, color, creed, or marital status, may be addressed through the College's Complaint Procedure or the campus conduct code. Bias incidents can be reported to Campus Safety as well as to Human Resources.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Campus Safety by calling 911 in an emergency, using a Blue Light or other campus emergency telephone, calling 315-866-8616 or stopping by CC-253. Campus Safety will investigate and follow the appropriate adjudication procedures.

Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus by contacting the College Counseling Center at (315) 866-0300, Ext. 8284 or in CC-261.

For general information on Herkimer County Community College security procedures, see www.herkimer.edu or call 315-866-8616.

More information about bias-related and bias crimes, including up-to-date statistics on bias crimes is available from the Office of the Dean of Students.

SEXUAL ASSAULT PREVENTION

Sexual Assault and the Law

Herkimer County Community College has programs in place to protect all members of the Herkimer County Community College community from sexual assault, including programs for prevention and prosecution of these crimes that occur within the jurisdiction of HCCC Campus Safety. NYS Law contains the following legal provisions defining the crimes related to sexual assault:

Section 130.20—Sexual Misconduct. This offense includes sexual intercourse without consent and deviate sexual intercourse without consent. The penalty for violation of this section includes imprisonment for a definite period to be fixed by the court up to one year.

Section 130.25/30/35—Rape. This series of offenses includes sexual intercourse with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes sexual intercourse with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.40/45/50—Criminal Sexual Act. This series of offenses includes oral or anal sexual conduct with a person incapable of consent because of the use of forcible compulsion or because the person is incapable of consent due to a mental defect, mental incapacity, or physical helplessness. This series of offenses further includes oral or anal sexual conduct with a person under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed four years up to imprisonment for a period not to exceed 25 years.

Section 130.52—Forcible Touching. This offense involves the forcible touching of the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire. Forcible touching includes the squeezing, grabbing, or pinching of such other person's sexual or other intimate parts. The penalty for violation of this section includes imprisonment for a period of up to one year in jail.

Section 130.55/60/65—Sexual Abuse. This series of offenses includes sexual contact with a person by forcible compulsion, or with a person who is incapable of consent due to physical helplessness, or due to the person being under the age of consent. The penalties for violation of these sections range from imprisonment for a period not to exceed three months up to imprisonment for a period not to exceed seven years.

Section 130.65-a/66/67/70—Aggravated Sexual Abuse. This series of offenses occurs when a person inserts a finger or a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the other person is under the age of consent. The level of this offense is enhanced if the insertion of a finger or foreign object causes injury to the other person. The penalties for violation of these sections range from imprisonment for a period not to exceed seven years up to imprisonment for a period not to exceed 25 years.

If you are sexually or otherwise assaulted on campus:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence; do not bathe, douche, or change your clothes.
- Contact Herkimer County Community College Safety Office immediately at Ext. 8616 (call 911 in an emergency, or use a Blue Light or other campus emergency phone).

Remember, assaults—sexual or otherwise—are crimes; they are not the victim's fault. Victims have the right to pursue adjudication of crimes that occur on the Herkimer County Community College campus through criminal courts and/or through the College's internal disciplinary process (under the Campus Code of Conduct). Herkimer County Community College Safety Officers are trained to assist with the prosecution in both systems.

Disciplinary Action

Where there is probable cause to believe the College's regulations prohibiting sexual misconduct have been violated, the College will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the College.

An individual charged with sexual misconduct will be subject to College disciplinary procedures, whether or not prosecution under New York State Criminal Statutes is pending.

The College will make every effort to be responsive and sensitive to the victims of these serious crimes. Protection of the victim and prevention of continued trauma is the College's priority. When the victim and the accused live in

the same residence hall, an immediate hearing with the College Judicial Officer will be held to determine the need for modifying the living arrangements.

Assistance for any other personal or academic concerns will be reviewed and options provided.

During the disciplinary process, the victim's rights are:

- To have a person or persons of the victim's choice accompany the victim throughout the disciplinary hearing.
- To remain present during the entire proceeding.
- As established in state criminal codes, to be assured that his/her irrelevant past sexual history will not be discussed during the hearing.
- To make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code.
- To be informed immediately of the outcome of the hearing.
- During the disciplinary process, the rights of the accused are as described under the Due Process Procedure of the College Judicial System.

Information and Support

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above by contacting the College Counseling Center at (315) 866-0300, Ext. 8284 or in CC-261 or Rape Crisis at (315) 866-4120.

Educational Programs

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. Campus Safety and Student Services staff provide programs in the Residence Halls.

Other Resources

Director of Campus Safety	Ext. 8336
Dean of Students Office	Ext. 8276
Coordinator of Health Services	Ext. 8373
Rape Crisis Hotline	866-4120
Herkimer Police Department	866-4330
New York State Police	866-7111
Emergency	911

STUDENT CODE OF CONDUCT

All persons enrolled as students (including those enrolled in an on-line Internet Academy class), employed by the College, visiting, or otherwise present upon College property, enjoy the rights that are guaranteed to them by the laws of The United States and the State of New York, and must assume responsibilities implied by these rights. Students are expected to maintain standards of conduct that will reflect credit to the College and the community. The authority and jurisdiction of the College to discipline students under the terms of the Student Code of Conduct shall extend to misconduct which occurs on or off campus which may adversely affect the interests of the College and/or the safety and well-being of members of the College community.

Any of the following activities/actions will be considered to be Violations of Public Order by the College and are subject to adjudication.

- Any violation to the HCCC Housing Corporation Contract or Residence Hall License and any of their published policies.
- Being barefoot in any HCCC building.
- Bias related incidents.
- Cheating and/or plagiarism. This includes the writing of papers or projects for other students that are submitted for academic credit as their own work.
- Claiming to speak or act in the name of the College without prior official authorization.
- Creating a safety hazard by throwing objects into or out of residence hall windows or doors.
- Disorderly conduct, lewd, indecent, obscene or abusive conduct on College or College-related property, as well as within the surrounding community.
- Distributing advertisements (flyers, postcards, etc.) that are non-college related in campus buildings or on cars parked on College or Housing Corporation property.
- Falsification of an Admissions Application and/or furnishing false information to any College official or employee.
- Failure to abide by disciplinary sanctions imposed by a judicial body or College official.
- Gambling.
- Illegal sale, use, intent to distribute, or possession of narcotics or drugs, drug paraphernalia, or of alcohol.
- Illegal use or possession of a weapon or dangerous instrument including pellet guns, BB guns, paintball guns, knives, etc.
- Intentional obstruction or disruption of teaching, administering, disciplinary proceedings, or other functions of the College, or inciting and/or encouraging others to do so.
- Intentionally activating a fire or smoke alarm, including acts of gross negligence (i.e., leaving food on a stove or in an oven) which cause the fire or smoke alarm to be activated. Also, the failure to leave a building/residence hall in a timely fashion as a result of a fire alarm.
- Physical abuse and/or assault (including sexual assault), verbal abuse, threats, intimidation, harassment (including sexual harassment), coercion and/or other conduct that threatens or endangers the health and safety of any person.
- Possession of stolen property.
- Reckless or intentional actions (hazing) which endanger the mental or physical health or the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Conviction of hazing in the first degree now carries a potential penalty of a fine of up to \$1000, one year in jail, or both.
- Refuse to, or fail to comply with the lawful direction of, or to produce proper identification to, College official acting on behalf of the College.
- Tampering with any fire safety equipment (including but not limited to fire extinguishers, heat and smoke detectors, or pre-alarm covers).
- Tampering with Video Surveillance Equipment on College or Housing Corporation Property.
- The display of empty or refilled alcohol containers; as well as alcohol posters, signs, or advertising in residence hall windows is not permitted.

- Theft, vandalism, malicious mischief or unauthorized use of College or private property while on any College or College-related properties, as well as within the surrounding community.
- Unauthorized entrance to, or occupancy of any College or College-related property, or any unauthorized prohibition of access to College or College-related property by any person.
- Unauthorized use or misuse of the College's Computer Equipment and/or Network. This includes the illegal downloading of music and/or video files.
- Unauthorized use or possession of, firearms (rifles, shotguns, pistols, revolvers, BB or pellet included), or other firearm, illegal fireworks, noxious chemicals and/or explosives on any College or College-related property.
- Violation of other duly constituted College regulations and policies, including the HCCC Housing Corporation Handbook.
- Without authorization, remain in any building or facility after it is normally closed.

DRUGS AND OTHER CONTROLLED SUBSTANCES

The sale, use, possession or distribution of prohibited drugs or other controlled substances, or loitering with the intent of engaging in any of these activities, is prohibited on any College or College-related property. The term "drug" includes all controlled substances defined in section 220.00 of the New York State Penal Law and Marijuana Reform Act of 1977.

The College will cooperate fully and completely with local or State authorities on any case of suspected illegal use, possession or redistribution of State controlled drugs. Any student who is apprehended for the same will in no way be protected by the College. The offender may also face separate disciplinary action by the College. The disciplinary action may include, but is not limited to reprimand, disciplinary probation with or without specific conditions, referral to individual and/or group counseling (possibly at the student's expense), parental notification, suspension, or expulsion. Students residing in residences operated by HCCC Housing Corporation are subject to HCCC Housing Corporation rules as well as the HCCC Student Code of Conduct.

ALCOHOL USE POLICY

No person shall possess, sell or give away alcoholic beverages in any building or on any property owned or controlled by HCCC, including HCCC Housing Corporation residence halls. Any exception needs the prior approval of the College President. Open containers of alcoholic beverages may not be possessed on campus. HCCC holds person(s) responsible for their conduct at all times, including behaviors which occur while under the influence of alcohol. Persons violating these policies will be subject to disciplinary action. The disciplinary action may include, but is not limited to reprimand, disciplinary probation with or without specific conditions, referral to individual and/or group counseling at the student's expense, removal from residences operated by HCCC Housing Corporation, parental notification and/or suspension. Alcohol is not allowed in residences operated under the HCCC Housing Corporation, by student residents and/or their guests. Violations are subject to HCCC Housing Corporation rules as well as the HCCC Student Code of Conduct.

**PROCEDURES FOR VIOLATIONS TO ALCOHOL
AND DRUG POLICY**

An Administrative Hearing or Judicial Review Board Hearing will be scheduled for any student allegedly in violation of the Alcohol and Drug policies as stated above. If the student is found responsible for the alleged violation, the following sanctions will be administered:

First Offense

1. Parental notification (optional).
2. Disciplinary probation until such time as the student is no longer enrolled.
3. Two mandated counseling or substance abuse education sessions.
4. Additional sanctions, if deemed necessary. Failure to comply with any sanction will result in an additional violation of "failure to comply," thus resulting in additional sanctions being administered.

Second Offense

1. Parental notification (optional).
2. May be temporarily removed from College housing.
3. Substance abuse assessment by Counseling Center staff and/or referral for substance abuse evaluations to outside agency as recommended by the College. Mandatory participation in REWIND class.
4. Additional sanctions, if deemed necessary. Failure to comply with any sanction will result in an additional violation of "failure to comply," thus resulting in additional sanctions being administered.

Third Offense

1. Parental notification (optional).
2. Possible suspension from classes for the remainder of the semester and/or subsequent semester.
3. Permanent removal from College housing.
4. Additional sanctions, if deemed necessary. Failure to comply with any sanction will result in an additional violation of "failure to comply," thus resulting in additional sanctions being administered.

CODE ADMINISTRATION

The Dean of Students, or designee (e.g., Director of Campus Safety), shall administer the Student Code of Conduct, and questions regarding its interpretation shall be referred to the Dean, or designee, for final determination. The Director of Residence Life and Area Coordinators, through their work with the HCCC Housing Corporation, are also actively involved with the administration of the Student Code of Conduct, and have the authority to hold Administrative Judicial Hearings with students. Additionally, the College may apply to the public authorities for any aid which he/she deems necessary in causing the ejection of any violator of these rules. The College administration reserves the right to request the assistance of local and state law enforcement agencies and to use the powers of the courts for injunctions or other legal devices to maintain an atmosphere on the College so that its educational purposes can be met. Violation of the Student Code of Conduct may also be a violation of law. College sanctions may be applied to an offender even though civil authorities may impose concurrent sanctions for the same violation.

HEARINGS

The Dean of Students shall review all alleged infractions involving students and shall determine whether an Administrative Judicial Hearing or a hearing by the Judicial Review Board is appropriate. Such decisions will be based upon the circumstances and severity of each individual case. For cases that may result in expulsion from the College, then that case must be heard by the Judicial Review Board.

The College may temporarily suspend a student pending a hearing if, in the Dean of Students' judgment, the student's continued presence at College constitutes a danger to the student or others or to the College's activities or property. The student is entitled to an immediate interview with the President to discuss the decision, and may bring counsel to the interview. An Administrative Judicial Hearing or Judicial Review Board hearing should be convened within 10 class days of the suspension. If a student is incarcerated, and thus unable to attend a hearing, then the student will be instructed to contact the Dean of Student's Office to schedule a hearing upon their release.

- (a) Administrative Judicial Hearing—The Dean of Students may conduct an Administrative Hearing or appoint Administrative Hearing Officer(s) to conduct a hearing. Possible sanctions as a result of an Administrative Hearing include but are not limited to reprimand, removal from residences operated by HCCC Housing Corporation, restitution, disciplinary probation with or without specific conditions, deferred suspension, fines, and/or suspension from the College for a designated period of time.
- (b) Judicial Review Board Hearing—The Judicial Review Board consists of four students, four faculty members and one administrator. There must be a combination of at least 6 members present for a hearing to be held. Board members are appointed by the President of the College. Possible sanctions include but are not limited to reprimand, removal from residences operated by HCCC Housing Corporation, restitution, fines, disciplinary probation with or without specific conditions, deferred suspension, suspension or expulsion.
- (c) Definitions and possible sanctions:
 1. REPRIMAND is a formal discussion of the consequences of future misconduct. Reprimand does not become a matter of permanent record.
 2. RESTITUTION requires the student to reimburse the wronged party or parties for destruction, damage or misappropriation of property. Restitution may take the form of service or other compensation as well as money.
 3. DISCIPLINARY PROBATION WITH OR WITHOUT SPECIFIC CONDITIONS is for a specified period of time. If conditions are applied, such conditions would include but not be limited to participation in any College activities, access to particular facilities and/or events, or any personal contact with specific individuals.
 4. SUSPENSION is temporary withdrawal from the College for a specified period, usually a semester or longer, after which the student may return. Suspension is recorded on the student's permanent judicial folder.
 5. DEFERRED SUSPENSION is a written notice that College rules have been violated and while the offense could result in suspension, circumstances exist that would mitigate that action. This sanction implies that any further violation of College policy will result in the suspension of the student from the College.

6. EXPULSION from the College is permanent. There is no opportunity for reinstatement.
7. Any student who is apprehended for an incident which is serious in nature and/or which is the result of the use/possession of alcohol or illegal drugs may be subject to the following:
 - Reprimand
 - Disciplinary probation with or without specific conditions
 - Referral to individual and/or group counseling at the student's expense
 - Parental Notification
 - Suspension
 - Removal from residences operated by HCCC Housing Corporation

The following procedures apply to all disciplinary hearings:

- (a) The student shall be informed of the infraction(s) he/she is being charged with, with sufficient particularity and in sufficient time, to ensure opportunity to prepare for the hearing.
- (b) The student appearing before an Administrative Judicial Hearing Officer shall have the right to be assisted in his/her defense by an advisor of his/her choice. The advisor's role is to provide advice and not to offer testimony, information and/or question any participants in the hearing. The student appearing before the Judicial Review Board may have an advisor and/or attorney present.

The advisor and/or attorney's role is to provide advice and not to offer testimony, information, and/or question any participants in the hearing. At either hearing the student charged has the right to question any witnesses.
- (c) The burden of proof shall rest upon the official(s) bringing the charge.
- (d) The student shall be given the opportunity to testify and to present evidence and witnesses. The student shall notify the Dean of Students of which persons he/she will have present at the hearing no later than 48 hours before the hearing. The student will be notified of any witnesses who will be at the hearing no later than 24 hours before the hearing.
- (e) All matters upon which the decision may be based must be introduced into evidence at the proceedings. The decision shall be based solely upon such matters.
- (f) The decision made as a result of an Administrative Hearing is considered final.

APPEAL PROCEDURE

1. Administrative Judicial Hearing or Judicial Review Board Hearing—The student may appeal the decision of an Administrative Judicial Hearing or from the Judicial Review Board to the President within five class days or eight calendar days, whichever is shorter. The appeal request should be in writing and state the reasons for requesting an appeal. In most cases, only decisions that involve suspension or expulsion would warrant an appeal. The President shall consider the written appeal and may base his/her decision on that writing and the documentary record, or may in a suitable case, allow oral argument of the appeal by the student. The official(s) initiating the charge should be present at the hearing. The President shall, within five class days or eight calendar days, whichever is shorter, make his decision on the written appeal or notify the student that oral argument will be heard. Said oral argument shall be heard and decision made within an additional five class days or eight calendar days, whichever is shorter.

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**More information available in the current College Catalog.*