

## Code of Conduct

### (RULES FOR THE MAINTENANCE OF PUBLIC ORDER AT COLUMBIA-GREENE COMMUNITY COLLEGE)

1. It is both the right and duty of the Board of Trustees of this institution, under law, to promulgate regulations of conduct for the maintenance of public order and the normal functioning of the College, and to formulate sanctions and define procedure for hearing charges involving violations of these regulations.
2. A basic assumption held by the College is that all persons enrolled as students, 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 the responsibilities implied by these rights.
3. A student who is found to have committed an offense can be suspended or dismissed for a single violation. The severity of the offense, prior disciplinary history, and other relevant circumstances will be considered in determining the appropriate disciplinary action. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation. Being under the influence of drugs or alcohol will not diminish or excuse a violation of the Student Conduct Regulations.
4. The College will construe any of the following specified activities as inconsistent with the Code of Conduct. *This list is not to be considered inclusive or exclusive and may be amended at any time by the Board of Trustees of the College.*

#### a. DISRUPTION

The intentional obstruction or disruption of the teaching, administering, disciplinary proceedings, or other normal functions of the College.

#### b. ACADEMIC DISHONESTY

Engaging in forms of academic dishonesty, such as cheating and plagiarism is prohibited.

#### c. DISHONESTY

Intentionally furnishing false information or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited. Using or possessing false or altered identification (including drivers' licenses and SUNY ID Cards) is prohibited.

#### d. ABUSIVE BEHAVIOR

Physical harm or threat of harm to any person on College property or at any College sponsored function.

#### e. UNLAWFUL POSSESSION OF ALCOHOL AND OTHER DRUGS

1. The use, offer for sale, distribution, possession, or manufacture of alcohol and/ or other controlled substances or drug, except as expressly permitted by law is prohibited.
2. Behavior that may be disruptive and/or attributable to the use of alcohol and/or other controlled substances is prohibited.

**f. FIREARMS**

Unauthorized use of or possession of firearms (shotguns, rifles, pistols, automatic weapons, air guns), explosives, and/or noxious chemicals on College property or at any College-sponsored function.

**g. DISCRIMINATION**

Discrimination in College programs on the basis of age, ancestry, color, disability, national origin, race, religion, creed, sex, sexual orientation, marital status, or veteran status is prohibited.

**h. PROPERTY DAMAGE**

1. Damage to or unauthorized use of College property or private property on College premises.
2. Unauthorized occupancy of College property or unauthorized prohibition of access to College property by any person. Theft of or damage to College property or private property on College premises.

**i. VIOLATION OF LAW OR COLLEGE POLICIES**

1. Conduct which violates any federal, state, or local law is prohibited.
2. Failure to comply with lawful direction of a College official acting on behalf of the College.
3. Claiming to speak or act in the name of the College without prior official authorization.
4. Violation of other duly constituted College regulations and policies.
5. A violation of any terms of disciplinary restrictions, probation, or suspension is prohibited.
6. Any action or participation in the creation of any situation that recklessly or intentionally endangers mental or physical health or that involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization.
7. Disorderly conduct, lewd, indecent, obscene, or abusive conduct on College property or at any College-sponsored function.

**j. FALSE REPORTS**

False alarms or reports of emergency are prohibited. Initiation of any false report, warning, threat of fire, threat of explosion, or other emergencies on College premises or at any College-sponsored activity is also prohibited.

**k. THEFT OR ABUSE OF COMPUTER RESOURCES**

Computing resources include hardware, software, and data owned, licensed, or developed by Columbia-Greene Community College, students, or employees. Theft or other abuse of computer resources and college computer policy is prohibited.

**I. COMPLICITY**

Conspiracy to commit, solicitation of another to commit, aiding or abetting the commission of, or attempting to commit any conduct which is proscribed under the Student Conduct Regulations is prohibited.

**m. UNAUTHORIZED USE OF ACCESS**

The unauthorized use, distribution, duplication, or possession of any access device including key(s) issued for any College building, laboratory, facility, or room is prohibited. Student conduct on campus subject to College regulations may also be a violation of law. This dichotomy in no way precludes the application of College regulations to the offender, even though civil authorities may impose concurrent sanction for the same violation. All college regulations pertaining to student conduct will apply to sponsored off-campus activities, student clubs or organizations including athletic events and all field trips. Regulations will also be strictly enforced on college vehicles or chartered vehicles while students are in transit to and from sponsored events.

## Sequence and Sanctions for Student Violation of College Regulations

The sequence of events for violations of College policy, or regulations and codes would be:

- a. Referral to the Vice President and Dean of Students and Enrollment Management/ Incident Report filed
- b. Fact-finding Meeting with the Vice President and Dean of Students and Enrollment Management.
- c. Informal hearing with the Vice President and Dean of Students and Enrollment Management or designee

-or-

Administrative Hearing with the Vice President and Dean of Students and Enrollment Management.

- d. Formal hearing before an “ad hoc” judicial board appointed by the President
- e. Appeal to the President

Generally, the judicial process is satisfactorily completed at an informal hearing.

### Penalties

Penalties for violation of College policy or the Code of Conduct generally fall under one or more of the following categories, depending on the severity of the offense and the individual situation:

#### a. VERBAL REPRIMAND

A verbal warning that a student’s conduct is improper or violates the college’s rules or regulations coupled with a direction to cease and desist.

#### b. WARNING

Notice to the offender, orally or in writing that he/she is violating a College regulation and that continuation or repetition of this violation, within a specified period of time, may be cause for more severe disciplinary action.

#### c. WRITTEN LETTER OF APOLOGY

Students may be provided the option of writing a letter of apology.

#### d. PENALTIES FOR ACADEMIC DISHONESTY

Cheating or plagiarism may result in the assignment of a failing grade by the faculty member in whose course the offense has taken place. This may include, but not be limited to, a failing grade on the test or assignment wherein the cheating or plagiarism has taken place or a failing grade for the entire course. The assignment of an “F” is at the discretion of the faculty member in whose course the offense has taken place. A student may not withdraw from a course when an “F” has been assigned due to academic dishonesty.

**e. PENALTIES FOR ALCOHOL AND OTHER DRUG VIOLATIONS**

The use, offer for sale, distribution, possession, or manufacture of alcohol and/or other controlled substances is prohibited. Behavior that may be disruptive and/or attributable to the use of alcohol and/or other controlled substances is prohibited. Any student who becomes intoxicated after using alcohol or who after consuming alcohol and/or other controlled substances becomes physically violent, aggressive, or refuses to cooperate with any College official who is performing his or her duties, is in violation of this policy. Other examples of prohibited disruptive behavior due to the use of alcohol and/ or other controlled substances include attending class under the influence, loss of motor control, destruction of property, and providing alcohol to minors.

**f. EDUCATIONAL SANCTION**

Community Service or required participation in a project or activity, either within or outside the college, during a period and in a manner consistent with the nature and severity of the violation(s) as determined by the authorized college officer.

**g. DISCIPLINARY PROBATION**

Restrictions may be imposed with or without suspension or probation.

Restrictions include, but are not limited to:

1. restrictions from participating in intercollegiate athletics, co-curricular and extracurricular activities;
2. restrictions in the right of access to campus facilities;
3. monetary payments for purpose of restitution or to cover the expense of educational sanctions;
4. no contact/restraining orders;
5. denial of financial assistance from programs funded by the College;
6. required attendance at, but not limited to, educational/assessment programs such as anger management workshops and comprehensive substance abuse assessments;
7. administrative hold on access to specified College documents; behavioral contract.

**h. RESTITUTION**

Reimbursement for damages to or misappropriation of property. Reimbursement may take a form of compensation for damages other than monetary.

**i. DISCIPLINARY PROBATION**

Exclusion from participation in privileges or College extracurricular co-curricular activities for a specified period of time.

**j. INTERIM SUSPENSION**

The Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, may summarily suspend a student and/ or student organization; prohibit the same from any or all appropriate portions of College premises, College-related activities, or registered student organization activities; and/or permit the student or student organization to remain only under specified conditions for the interim period prior to a disciplinary hearing. An interim suspension will be imposed whenever the Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, determines that the continued presence of the student on the College campus poses a significant risk of substantial harm to the health and/ or safety of the student, other students, other members of the College community, to the stability or continuance of normal College functions, or to property. The Vice President and Dean of Students of Enrollment Management, in consultation with the President or designee, may suspend a student for an interim period pending disciplinary proceeding or medical evaluation. The interim suspension will become effective immediately without prior notice.

Interim suspension may be imposed only:

1. to ensure the safety and well-being of members of the College community or preservation of College property;
2. to ensure the student's own physical or emotional safety and well-being;
3. if the student poses a significant threat of disruption or interference with the normal operations of the College.

A student subject to an interim suspension will be given written notice of the suspension and will be given a copy of these standards and procedures. The student will be given an opportunity to appear personally before the Vice President and Dean of Students and Enrollment Management or President within two business days from the effective date of the interim suspension, in order to review the following issues only:

1. the reliability of the information concerning the student's conduct;
2. whether or not the conduct and surrounding circumstances reasonably indicate a significant risk as described above;
3. whether the risk posed by the student is the result of a medical or mental health condition or disability.

If the risk posed by the student is the result of a medical or mental health condition or disability, the Vice President and Dean of Students and Enrollment Management, President or designee shall also determine whether the risk can be eliminated or sufficiently reduced through reasonable accommodation and, if so, shall take appropriate steps to ensure that accommodation is provided. The Vice President and Dean of Students and Enrollment Management, President or designee may request that the student submit to medical or mental health examination(s) to determine whether any such condition exists and whether reasonable accommodation is possible. If the student fails to submit to examination and the available evidence establishes that the student's presence poses a significant risk of substantial harm to the health and/or safety of the student, other students, other members of the College community, to the stability or continuance of normal College functions or property, the Vice President and Dean of Students and Enrollment Management, President or designee may proceed with the interim suspension

**k. INVOLUNTARY LEAVE OF ABSENCE**

C-GCC offers a wide range of services to support and address the mental and physical health needs of students. Under some circumstances, it may be required that a student whose psychiatric, psychological, or other medical conditions cause him/her to pose a threat to himself/herself, or others, or cause them to significantly disrupt the educational activities of the college community, be required to take a leave of absence from C-GCC. When those circumstances occur, the student will first be given the opportunity to take a voluntary leave. If the student declines to take a voluntary leave, the college may determine that the student's health or welfare, or needs of the community, require the student to take a leave of absence involuntarily.

The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for return from leave.

**l. SUSPENSION**

Exclusion from classes and all other privileges or activities of the College for a specified period of time.

**m. EXPULSION**

Termination of student status for an unspecified period of time. If readmission is permissible, the conditions under which it may be granted will be specified in the Order of Expulsion.

**n. PROHIBITED CONDUCT WITHIN ORGANIZATION**

Any organization that authorizes the prohibited conduct described herein shall be subject to the decision of permission to operate on the campus of Columbia- Greene Community College or upon any property of the institution used for educational purposes.

1. The penalty provided in this section shall be in addition to any penalty that may be imposed pursuant to the Penal Law and any other provision of law.
2. Section 6450(1) of the Education Law requires that the provisions of the part that prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be deemed to be part of the by-laws of all organizations that operate upon the campus of Columbia- Greene Community College. The statute further requires that each such organization shall review these by-laws annually with individuals affiliated with the organization.
3. Copies of the provisions of the part that prohibits reckless or intentional endangerment to health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization shall be given to all students enrolled at Columbia- Greene Community College.

## **ADMINISTRATIVE WITHDRAWAL PROCESS**

When the Vice President and Dean of Students and Enrollment Management is informed that a student exhibits any of the behaviors described above, the office of the vice president will seek an immediate assessment of the student's psychological, psychiatric, or other medical condition from the Vice President and Dean of Students and Enrollment Management, Counseling, Transfer and Career Center, the Health Services, or other appropriate professionals regarding the student's circumstances. When reasonable practicable, the student will be given the opportunity to confer with the vice president or designee and to provide additional information for consideration.

Based upon the information reasonable available, including the circumstances of the student's condition, the vice president or designee may take any of the following actions:

- a. the student remain enrolled with no conditions;
- b. the student remain enrolled subject to conditions that the vice president or designee will describe in writing. The vice president or designee shall also, in the same writing, inform the student of the effective date on which the conditions will no longer be imposed; or
- c. the student be placed on an involuntary leave of absence. If the vice president requires the student to take an involuntary leave of absence, the vice president will issue a written determination indicating the length of leave and, in consultation with the student's program, describe the conditions (if any) under which the student may seek to return from leave. The student shall be informed promptly in writing of the decision, the effective date of the leave, and conditions for return (if applicable). The Admissions and Registration and Records departments will also be notified in writing of this action.

## **PROCESS FOR RETURN FROM LEAVE**

A student seeking a return from leave must apply for permission in writing to the Vice President and Dean of Students and Enrollment Management and demonstrate that the student's return would not pose a threat to the health or safety of the student or the community.

### **Timely Warnings**

Should a crime occur on campus which may continue to pose a threat to the campus community, every effort will be made to notify members of our campus community through the distribution of a campus-wide memo, flyers, or by posting a warning on the college's website and intranet.

## Hearing Procedures

### A. COMPLAINT AND NOTICE/REFERRAL TO THE VICE PRESIDENT AND DEAN OF STUDENTS AND ENROLLMENT MANAGEMENT

1. **Complaint** - Any person, agency, organization, or entity may make a complaint to the Vice President and Dean of Students and Enrollment Management Office alleging a violation of a regulation by a student or student organization. An Incident Report constitutes a complaint. The person, agency, organization, or entity making the complaint shall be known as the “complainant.”
2. **Notice** – The Vice President and Dean of Students and Enrollment Management Office or designee, after reviewing a complaint, or on its own initiative, may initiate the fact finding/disciplinary process by giving the accused student or student organization written notice of the alleged violation(s). The notice may be sent to the mailing address listed with the College information system or the address on the Incident Report. Notice also may be delivered in person by College Security personnel or by a College Official. The written notice shall describe the alleged violation(s). The notice shall state that the student has 48 hours (two business days) from receipt of the fact finding letter to schedule an informal hearing.

Students may waive timeline if agreed to by the Vice President and Dean of Students and Enrollment Management or designee.

### B. FACT FINDING MEETING WITH THE VICE PRESIDENT AND DEAN OF STUDENTS AND ENROLLMENT MANAGEMENT

The purpose of the fact finding meeting is to review the charges, provide an explanation of the disciplinary process, discuss the student’s or student organization’s options, and advise the student or student organization of the potential sanction(s) for the alleged violation(s). The accused student or an authorized student representative of the student organization shall attend the fact finding meeting which will be held by the Vice President and Dean of Students and Enrollment Management or designee. The fact finding meeting will be conducted in private with the Vice President and Dean of Students and Enrollment Management or designee and involved student(s) only. Legal counsel will not be allowed to participate in this fact finding meeting. Persons required to attend a judicial hearing may bring a supporter. The supporter is allowed to be present during the hearing for the sole purpose of providing support to the student, but does not have the privilege of participating in the hearing. The Vice President and Dean of Students and Enrollment Management or designee shall determine whether the alleged violation(s) may result in suspension or dismissal and so advise the student or student organization during the fact finding meeting. The Vice President and Dean of Students and Enrollment Management or designee shall determine whether the alleged violation (s) can be resolved by mutual consent of the involved parties (that is, complainant and accused). If an accused student or student organization (through an authorized student representative) fails to schedule or appear at the fact finding meeting, a formal hearing may be scheduled. The fact finding meeting may be rescheduled at the discretion of the Vice President and Dean of Students and Enrollment Management or designee.

### **C. INFORMAL HEARING WITH THE VICE PRESIDENT AND DEAN OF STUDENTS AND ENROLLMENT MANAGEMENT**

The Vice President and Dean of Students and Enrollment Management or designee will schedule and conduct the hearing and will determine from the weight and credibility of the statements and evidence presented whether the student or student organization has violated the Student Conduct Regulations.

- a. The hearing shall commence not sooner than two College working days after the fact finding meeting, unless it is agreed upon by both the student and Vice President and Dean of Students and Enrollment Management that it is in the best interest of the college to expedite the proceedings sooner.
- b. The hearing shall be closed to the public.
- c. If the Vice President and Dean of Students and Enrollment Management or designee determines that a violation of the Student Conduct Regulations has occurred, she/he will impose the appropriate sanction(s).

*If an accused student or student organization fails to appear at a scheduled Informal hearing and the absence is not excused, the hearing may proceed without the presence of the accused.*

OR

### **D. ADMINISTRATIVE HEARING WITH THE VICE PRESIDENT AND DEAN OF STUDENTS AND ENROLLMENT MANAGEMENT**

The Vice President and Dean of Students and Enrollment Management or designee will schedule and conduct the hearing and will determine from the weight and credibility of the statements and evidence presented whether the student or student organization has violated the Student Conduct Regulations.

- a. The hearing shall commence not sooner than two College working days after the fact finding meeting, unless it is agreed upon by both the student and Vice President and Dean of Students and Enrollment Management that it is in the best interest of the college to expedite the proceedings sooner.
- b. The accused, the complainant, or authorized representative of the accused student organization, shall have the right to the presence of one supporter from within the College community during the formal hearings. The College community is defined as the employees and students at the institution. The complainant, the accused student, or student organization, is responsible for presenting his/her/its own case.
- c. The hearing shall be closed to the public.
- d. The Vice President and Dean of Students and Enrollment Management or designee shall have the right to determine the acceptability of testimony and other evidence during the hearing and may place time limitations on testimony and on closing statements. Character witnesses may be called prior to the recommendation of sanction(s) in the event the student is found to have committed a violation of the Student Conduct Regulations.

- e. The accused and the complainant shall have the right to submit evidence and question all adverse witnesses who testify in the matter. If the Vice President and Dean of Students and Enrollment Management or designee elects to accept a witness's written statement in lieu of live testimony, the identity of the witness and his or her statements shall be fully disclosed to the other side and they shall be given the opportunity to respond to such statements. Witnesses other than the complainant and the accused shall be present only when they are giving testimony.
- f. Either the complainant or accused may make provisions for a report of the hearing by submitting a written request to the Vice President and Dean of Students and Enrollment Management Office three business days prior to the hearing being held. The report shall be made available to the complainant or accused not sooner than five College working days following the hearing.
- g. The College may elect to present the case on behalf of the complainant. In rare instances, the College may elect to present the case using legal counsel. In that event, the accused will be given notice and an opportunity to be represented by legal counsel at the student's or student organization's own expense.
- h. The only persons entitled to be present at the hearing are the complainant, the accused (and their supporter if applicable) and personnel from the Vice President and Dean of Students and Enrollment Management Office. Persons required to attend a judicial hearing may bring a supporter. The supporter is allowed to be present during the hearing for the sole purpose of providing support to the student, but does not have the privilege of participating in the hearing. Persons required to attend such a hearing may not bring legal counsel.
- i. If the Vice President and Dean of Students and Enrollment Management or designee determines that a violation of the Student Conduct Regulations has occurred, she/he will impose the appropriate sanction(s).

*If an accused student or student organization fails to appear at a scheduled administrative hearing and the absence is not excused, the hearing may proceed without the presence of the accused.*

- j. Hearings may be rescheduled at the discretion of the Vice President and Dean of Students and Enrollment Management.

## **NOTIFICATION**

The Vice President and Dean of Students and Enrollment Management will notify the student or student organization of the decision in writing of the outcome of the hearing and will also notify the student, if responsible, of the sanction(s) imposed.

## **ALL OTHER COMPLAINTS AND DISPUTES**

All other complaints, charges, or disputes shall be presented to the Vice President and Dean of Students and Enrollment Management no later than ten College working days after the occurrence. Except in unusual circumstances, all complaints - other than those specified above - must be submitted in writing to the Vice President and Dean of Students and Enrollment Management Office, contain the name and address of the complainant, and a description of the allegations. The Vice President and Dean of Students and Enrollment Management may conduct a fact finding investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. If the charges cannot be disposed of by mutual consent, the Vice President and Dean of Students and Enrollment Management may later serve in the same matter as the hearing officer.

### **A. AD HOC DISCIPLINARY BOARD HEARINGS – APPOINTED BY THE PRESIDENT**

The College Ad Hoc Disciplinary Board will be composed of two faculty members (endorsed by the Vice President and Dean of Students and Enrollment Management and appointed by the President) and one matriculated student (endorsed by the Columbia-Greene Community College Student Senate, Vice President and Dean of Students and Enrollment Management, and appointed by the President) who has completed a minimum of 30 credits at Columbia-Greene Community College. The chair of the Disciplinary Board will be a member of the faculty and will be appointed by the Vice President and Dean of Students and Enrollment Management and President. President and Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, determines that the continued presence of the student on the College campus poses a significant risk of substantial harm to the health and/or safety of the student, other students, other members of the College community, to the stability or continuance of normal College functions, or to property. The Vice President and Dean of Students and Enrollment Management, in consultation with the President or designee, may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. The interim suspension will become effective immediately without prior notice.

-or-

### **B. APPEALS – PRESIDENTIAL REVIEW**

1. The accused student or student organization have the right to file a written appeal with the President within five College working days of the written notification of the disposition of the matter. The request should state the basis for the appeal and include all supporting documents. A copy of the appeal must be submitted to the Vice President and Dean of Students and Enrollment Management Office. During the period of appeal, all sanctions will be upheld.

2. Appeals may be filed for the following reasons:
  - inappropriate sanction;
  - procedural defect in the adjudication of the case;
  - new evidence.
3. The President shall find the appeal to have merit or not have merit (that is, to review or not review the decision).
  - a. If the appeal alleges that the sanction was inappropriate and the President finds the sanction to be inappropriate, the President may increase or decrease the sanction.
  - b. If the appeal alleges that there was a defect in procedure or new evidence is presented and the President finds that there was a defect in the procedure or new evidence presented which was sufficiently substantial to have affected the outcome, the President will order a new hearing.
  - c. The President has the option to appoint an ad-hoc disciplinary board to institute a hearing. The College Ad Hoc Disciplinary Board will be composed of two faculty members (endorsed by the Vice President and Dean of Students and Enrollment Management and appointed by the President) and one matriculated student (endorsed by the Columbia-Greene Community College Student Senate, Vice President and Dean of Students and Enrollment Management, and appointed by the President) who has completed a minimum of 30 credits at Columbia-Greene Community College. The chair of the Disciplinary Board will be a member of the faculty and will be appointed by the Vice President and Dean of Students and Enrollment Management and President.
4. The President will notify in writing the accused and the complainant of his or her decision within ten College working days of his or her receipt of the appeal. If the President requires additional time, the President may extend the time limit. The extension shall be in writing and shall include the reason for the extension, and copies shall be forwarded to both the complainant and the accused. The decision of the President to change a sanction or sustain the finding of the Vice President and Dean of Students and Enrollment Management is final.
5. The result of any new hearing ordered by the President may be appealed only as detailed in this section. If a new hearing is ordered, the new hearing will be held before the original hearing authority. (When a Judicial Hearing is conducted by the Assistant Dean of Students, or designee, the appeal should be directed to the Vice President and Dean of Students and Enrollment Management.)

## MISCELLANEOUS

### A. Disciplinary Files and Records

Disciplinary records and files are kept in the Vice President and Dean of Students and Enrollment Management Office. Disciplinary actions resulting in a finding of responsible are kept on file in the Vice President and Dean of Students and Enrollment Management Office for three years from the last date of the incident. Disciplinary actions resulting in a finding of not responsible are kept on file in the Vice President and Dean of Students and Enrollment Management's Office for three years from the date of the incident. Notice of suspension, dismissal, banned from campus, or expulsion is kept permanently in the student's official College record maintained in the Registrar's Office.

### B. Confidentiality

Disciplinary matters are kept confidential to the extent required by law.

### C. Record Expunction

A student or an alumna/alumnus may request that the Vice President and Dean of Students and Enrollment Management or designee expunge an incident or incidents from his or her disciplinary records and files kept in the Vice President and Dean of Students and Enrollment Management Office after two years have passed from the time of the incident or incidents. The decision to expunge will be based on the offense, the person's disciplinary record, and evidence of good behavior since the offense occurred. Records not expunged will be those related to disciplinary probation, suspension, dismissal, expulsion or being banned from campus.

#### **Contact person:**

Dr. Joseph Watson, Vice President and Dean of Students and Enrollment Management

**Phone:** (518) 828-4181, ext. 3364