



2023-2024 **HANDBOOK**

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Vision, Mission, and Values

Vision

Learning today, transforming tomorrow.

Mission

SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic & community engagement.

We realize our mission by fostering an environment that exemplifies the college's institutional goals to the highest quality.

Values

All members of the campus community will demonstrate:

- Inquiry: We embody an environment that promotes critical and creative thinking.
- Respect: We demonstrate courtesy and tact.
- Integrity: We act with honesty and fairness.
- Trust: Our relationships and interactions are based on mutual understanding and good faith.
- Equity: We embrace diverse and inclusive practices.

College History

- **1946:** Chartered as New York State Institute of Applied Arts and Sciences at Binghamton
- **1953:** Name changed to Broome County Technical Institute
- **1956:** Name changed to Broome Technical Community College
- **1957:** Campus moved to present location on Upper Front Street, Binghamton, NY
- **1971:** Name changed to Broome Community College
- **2013:** Name changed to SUNY Broome Community College

Academic Information

Class Attendance

You are expected to attend all classes, labs, field trips, and other activities as assigned by your instructor. Attendance at, and participation in, class activities may be factored into your final course grade. Poor attendance also prevents you from participating in varsity sports. Your attendance record in class may affect your eligibility for Financial Aid. Do yourself a favor -- go to class.

Grades

If you would like to view your grades, go to [MyCollege](#). Final grades are posted at the end of each semester. Midterm grades may also be viewed online. Please note that only “D” or “F” grades are required to be reported.

Graduation

Such a tremendous achievement calls for pomp, circumstance, ceremony, and an arena full of family and friends. But before you hear any exciting commencement speeches, you’ll need to file an Intent to Graduate form with the Registrar’s Office and purchase academic regalia to wear on your big night. All potential graduates must have a final high school transcript or a GED / TASC on file.

Applications for graduation are available in the Registrar’s Office. You may also apply online by visiting www2.sunybroome.edu/registrar/. Your record will be reviewed to determine if you will become an official graduate. Diplomas will be mailed in February for fall graduates, July for spring graduates, and October for summer graduates. Attendance at the Spring Graduation ceremony is optional; however, it is a once-in-a-lifetime ceremony, and you are invited to attend because of your success in college.

For more information, go to: Student Services Building, Room 105; Telephone: 607-778-5527

Planning Your Schedule

Try SUNY Broome’s new Student Schedule Planner!

This simple interface revolutionizes student schedule planning by assisting in the selection of preferred classes, blocking off breaks or conflicts, and generating the best possible schedules for registration. Optimization of schedules increases credit hours as you progress towards degree completion.

How to Access Schedule Planner:

1. Log into [MyCollege](#)
2. Click on the “Registration” button in Quicklaunch on the left under “Students.”
3. Acknowledge the Financial Responsibility Agreement on the screen that comes up, and click “Return to Registration.”
4. Select “Schedule Planner” from the menu to enter Scheduler Planner.

For more info, please visit www.sunybroome.edu/schedule-planner.

Transcripts

Do you need to prove to an employer or another college/university that you were a student here? Or do you need an official record of the courses you took here, and the grades you received in those courses? To get your transcript, go to www2.sunybroome.edu/registrar/transcripts/. There is a charge of \$2.50 for an electronic transcript, and \$5.00 for a hard copy transcript. If you need to have your transcript faxed (as opposed to mailed), there is an additional \$5.00 fee. You may also request transcripts in person at the Registrar’s Office.

Location: Student Services Building, Room 105; Telephone: 607-778-5527

Withdrawal from College

If unforeseen circumstances occur and you need to withdraw from your classes, contact the Registrar's Office or the Advising Office immediately. You will need to complete the appropriate paperwork to make your withdrawal official. Don't forget to call the Student Accounts and Financial Aid Offices as well. Let these folks know as soon as possible that you will be leaving, since your finances and refunds may be at stake. You will be held responsible for all unpaid bills after leaving SUNY Broome. A visit to your academic advisor can make a difference for your future academic plans at the College. And don't worry! When you're ready to return to college, we're here to help.

Standards for Academic Progress

Standards for Academic Progress (SAP): Students are considered to meet the standards for academic progress and be in good academic standing at the end of a term and to be making progress toward a degree or certificate if the student maintains an academic achievement level at or above the point of Academic and Financial Aid Warning according to the following criteria.

1) Grade Point Average

| Total Credits Attempted | Minimum Cumulative GPA |
|-------------------------|------------------------|
| 12-20 | 1.50 |
| Over 20-40 | 1.75 |
| Over 40 | 2.00 |

2) Successful Accumulation of Credits

Students must successfully pass ("S", "P", and "D" grade or better) a total number of credits according to the following standard:

| Total Credits Attempted | Credits Earned |
|-------------------------|----------------|
| 20 | 12 |
| 40 | 26 |
| 60 | 40 |
| 80 | 54 |

"Total credits attempted" include all credit hours for which the student was registered on or after the census date of a semester, regardless of later dropping or withdrawal from a course. Please note, "Total credits attempted" also includes developmental coursework as well as applicable transfer credits.

"Minimum Cumulative GPA" for SAP is calculated using "Total credits attempted," but excludes the grades earned from transfer coursework.

Credits earned excludes these credit hours associated with grades of “F”, “W”, “WA”, “V”, or “I.”

Developmental courses do not give earned credit toward a degree at the college, but they are equivalent to the appropriate number of earned credits for academic standing. They are also factored into the grade point average used for calculating academic standing.

Transfer hours count towards credits attempted and earned.

Good Academic Standing

A student is considered to be in Good Academic Standing if they meet the Standards for Academic Progress outlined above.

Academic & Financial Aid Warning

A student that begins a term (fall, spring or summer) in Good Academic Standing, but does not meet the Standards for Academic Progress (SAP) requirements at the end of the term will be placed on Academic and Financial Aid Warning (fall, spring, or summer).

Academic Dismissal

A student who does not meet the minimum SAP requirements after being on Academic and Financial Aid Warning for one term will be academically dismissed. A student who has been academically dismissed may apply for reinstatement to the Academic Dismissal/Reinstatement Committee on the basis of: injury or illness, the death of a relative, or other special circumstances, with appropriate documentation.

A student who has been academically dismissed from a program and does not wish to apply for reinstatement may continue to attend as a non-matriculated student. A non-matriculated student may continue to take classes, but is not enrolled (matriculated) in program and is not eligible for financial aid.

Notes: Students who chose to take classes as a non-matriculated student and who meet SAP requirements within 3 consecutive terms from Academic Dismissal (fall, spring, or summer) may be re-admitted into their previous program of study without re-applying through Admissions*. Students who take *longer* than 3 consecutive terms (fall, spring, or summer) to meet SAP requirements need to apply through Admissions to be readmitted.

*Competitive admission programs may have different requirements for readmission.

Academic Probation

A student whose application for reinstatement was approved will be reinstated to their program and placed on Academic Probation. The student will be required to develop an academic plan that will detail how the student will progress toward SAP. Students who do not meet the conditions of their academic plan will be academically dismissed and

will not have the opportunity to submit an additional application for reinstatement to the Academic Dismissal/Reinstatement Committee.

Appeal Process for Denial of Reinstatement after Academic Dismissal

A student who has their application for reinstatement after academic dismissal denied by the Academic Dismissal/Reinstatement Committee has the opportunity to appeal the decision.

Academic Grievance Procedure

Information about the academic grievance procedure is available in the Student Handbook and through the Academic Affairs Division.

All Health Science students are subject to the campus Policies and Standards for Academic Progress, as well as those included in the Program Policy and Procedures Manuals, specific to each program.

Grading Information

This grading policy was adopted by the College commencing with the Fall 1992 semester.

| Grade | Quality Points per Credit Hours | Explanation |
|-------|---------------------------------|---|
| A | 4.0 | Superior Achievement |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Commendable Achievement |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | Satisfactory Achievement |
| C- | 1.7 | |
| D | 1.0 | Minimum Achievement |
| F | 0.0 | Unsatisfactory or withdrawal after 10th week for a full-term course |

| | | |
|----|---|--|
| P | - | Pass |
| S | - | Satisfactory |
| U | - | Unsatisfactory or withdrawal after 10th week |
| W | - | Withdrawn from a course between the 4th and 10th week for a full-term course |
| WA | - | Withdrawn Administratively |
| I | - | Incomplete due to special circumstances |
| AU | - | Audit |

Grade Point Average

Each grade carries a specified number of quality points (4.0 for an A, 3.7 for an A-, 3.3 for a B+) as described in the section on Grading Information. To determine a student's Grade Point Average (GPA, multiply the number of quality points earned, according to the letter grade, by the number of credits for the course. Add these together and divide the sum by the total number of credits.

A Grade Point Average (GPA) is calculated for each semester the student attends, and a cumulative summary is also shown on the student's academic transcript.

For purposes of graduation eligibility, only those courses required for the degree will be used to determine if the criteria have been met for a 2.0 in courses applicable to the degree. This calculation will reflect the Program grade point average in the student's field of study and will be fixed as of graduation. Any courses taken after that will not change the graduation GPA and will not be entered into the previous GPA in any way. The cumulative GPA, however, will reflect all courses taken by the student unless a course has been repeated, and a different grade was received.

“S” and “U” Grades

The S and U grade will apply only to specific courses determined by the appropriate departments and approved by the Vice President for Academic Affairs. The S grade will count as earned hours. The U grade will not count as earned hours. Such courses will not affect the Grade Point Average (GPA).

“P” / “F” Grade Option

Students enrolled in standard grade mode classes may elect the Pass / Fail grade option in the event of extenuating circumstances. The P grade will count as earned hours and will not affect the Grade Point Average (GPA). The F grade will not count as earned hours and will have a negative impact on the GPA.

“W” Grade

It is the student's responsibility to initiate action to receive a grade of “W” within the 4th and 10th weeks inclusive, for a full-term course. Students cannot receive a “W” grade after the 10th week for a full-term course.

“W” or “F” grade periods for courses which meet more or less than a full semester will be determined by the Registrar's office.

“WA” Grade

Students' who have poor attendance in classes after the census date will be withdrawn administratively from them. Those who do not follow the student code of conduct may also have the “WA” grade assigned to their classes.

“I” Incomplete Grade

An “I” or incomplete grade signifies that coursework cannot be completed during the term due to extenuating circumstances.

The “I” or incomplete grade shall be assigned by instructors only in cases where they have agreed to grant students extensions to complete coursework and a contract has been arranged between the student and instructor.

To petition for an “I” grade, the student must contact the instructor prior to the last class to arrange for the completion of the unfinished work. The instructor will file with the Office of the Registrar an “Incomplete Grade Contract” form, outlining the provisions to complete the “I” grade, including *an agreed upon time limit that shall not exceed the last day of the next major semester*. The instructor may grant an extension for an additional semester by completing another “I” Contract.

After the student has completed the work, the instructor will submit a “Notification of Grade Change” form to the Registrar for removal of the “I” grade. If the student does not meet the time limit, the instructor shall direct the Registrar to record the appropriate grade.

When the Registrar is not notified by the instructor of a grade change, the Registrar will convert the “I” grades to “F” or “U” at the end of the next semester.

An instructor submitting a grade change for an “I” grade which has been converted to an “F” must follow the normal grade change provisions.

An “I” grade will be treated as an “F” grade in the calculation of academic progress.

Audit

The letters AU will appear next to the course name on the transcript. Courses that are audited cannot be used to meet program requirements for graduation certification.

Note: Some courses are excluded from the auditing option. Please contact the Registrar's Office for more information about auditing courses.

Senior Audits

Any citizen of New York State who is 60 years of age or more may "audit" courses at SUNY Broome Community College without charge, as long as there is space available.

Repeating and Substitution of Courses

Students are strongly urged to determine the financial aid implications before electing to repeat a course in which a student has received a passing grade.

If a course is repeated, the higher grade will be included in the cumulative grade point average. All grades will appear on the student's transcript. All repeated courses add to the cumulative attempted credit hours for academic standing calculations.

In special circumstances, the academic dean may allow the substitution of an equivalent or similar course for a required course.

Students repeating a course they have already passed (a "D" grade or better) may not be able to use that course as part of their calculation for full-time status for certification under the New York State Tuition Assistance Program (TAP) and should be advised to check with the Financial Aid Office before registering for the repeated course.

While students are allowed to repeat coursework, all attempts at the repeated course count toward the credit hours attempted for financial aid purposes. Once a student has successfully passed a course with a grade of "D" or better, the student is only allowed to repeat the course one time with federal financial aid for a better grade. Courses in which a grade of "A", are not repeatable because a better grade cannot be earned. (Certain exceptions apply to this rule, such as designated cross-listed courses, choir, physical education, and so forth.)

Academic Grade Grievances

SUNY Broome Community College has established a procedure to provide students an opportunity to grieve grades in any particular course(s).

President's/Dean's List

Full-time students, both matriculated and non-matriculated, who have a semester grade point average 3.80 or better will be named to the President's List. Such students must successfully complete a minimum of 12 credit hours and have no "I" grade for that semester. Courses which use the S or U or credit equivalent grade will not disqualify a

student from consideration for the Dean's List or the President's List, as long as the student meets the grade point average criteria in their other courses.

Full-time matriculated students who have a semester grade point average between 3.50 and 3.79 inclusive will be named to the Dean's List. Such students must successfully complete a minimum of 12 credit hours and have no "I" grade for that semester.

Courses which use the S or U or credit equivalent grade will not disqualify a student from consideration for the Dean's List or the President's List, as long as the student meets the grade point average criteria in their other courses. Non-matriculated students do not qualify for the Dean's List.

Part-time matriculated students can earn a place on the President's or Dean's List by having the appropriate cumulative grade point average for their most recent semesters that include at least 12 credit hours and have no "I" grades for those semesters.

Courses which use the S or U or credit equivalent grade will not disqualify a student from consideration for the Dean's List or the President's List, as long as the student meets the grade point average criteria in their other courses. Part-time matriculated students should contact the Registrar's Office for more information.

Academic Support

Academic Advising

Academic Advising provides clarification of degree and SUNY General Education requirements, assists students with academic planning, and may initiate referrals to campus resources. Academic Advisors help students understand their role and responsibilities in the advising process, and aid students in selecting courses appropriate for their degree and transfer goals. Academic Advisors assist students link their studies to academic and career goals and by aiding students when they are having difficulties in the classroom. Other academic issues, such as course and school withdrawal and curriculum change, can also be discussed with an Academic Advisor.

Academic Advising Contact Information:

Location: Student Services Building, Room 210

Phone: +1 (607) 778-5421

Email: advising@sunybroome.edu

Academic Grievance Procedure

Broome Community College's Student Academic Grievance Procedure has its origins in the Joint Statement on Rights and Freedoms of Students 1, and subscribes to the spirit of that Statement. To protect the rights and freedoms of students and faculty members consonant with that document and to signal the College's commitment to the mutual obligation of respect and civility fundamental to an academic community, the College establishes the following procedures to provide for the orderly, fair,

and prompt resolution of student academic grievances. These procedures are intended to ensure due process and the equitable treatment and protection of all parties involved in academic grievances.

[View the Academic Grievance Procedure Here.](#)

Academic Honesty Policy

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic careers.

Students share the responsibility for maintaining academic honesty. Students are expected to:

- Refrain from acts of academic dishonesty
- Refuse to aid or abet any form of academic dishonesty
- Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- Encourage other students to adhere to the standards of academic honesty

Degree Works

Degree Works is a web-based tool that allows students and advisors to review and monitor student progress toward degree completion. Degree Works organizes academic coursework into blocks of requirements to easily identify which degree requirements are complete and which degree requirements are remaining.

Students are strongly encouraged to view their degree audits every semester to keep track of their academic progress towards degree completion. Students must meet with their academic advisor for guidance and to register for the next semester. An academic advisor can provide essential information regarding: graduation requirements, degree and program requirements, SUNY General Education requirements, Grade Point Average (GPA) requirements and residency requirements. Students must meet with an academic advisor for proper guidance throughout their academic journey.

Degree Works Features:

- Detailed view of a Degree/Program progress
- What If – displays academic progress towards degree completion if the student changes their major
- Look Ahead – displays how degree progress is affected by future registered courses
- Class History – displays the term and earned grade of all courses taken

Log into [Degree Works](#) today!

Broome Community College Foundation

The Broome Community College Foundation, Inc. is a self-supporting not-for-profit 501 (c) (3) corporation established in 1965 by BCC Trustees and community leaders. The primary purpose of the

Foundation is to raise, invest, and administer private funds to benefit SUNY Broome Community College, its students, and its faculty. The Foundation's top priority is to assist students with grants-in-aid and scholarships, but its charter also calls for assisting faculty and staff by helping fund their professional development and training, and providing the College with equipment, funding for special projects to improve campus facilities, and other items for which public funds are either insufficient or unavailable. The Foundation serves as the primary point of contact and conduit for all private gifts to the College. Gifts to the Foundation are tax-deductible to the extent allowed by law.

In addition to annual gifts contributed by alumni, faculty, staff, students, business and industry, community friends, organizations and foundations, the Foundation has endowment and trust funds of approximately \$48.5 million which help support its programs and activities.

Alumni

The College's Alumni Engagement program provides the link to over 50,000 alumni world-wide. News of the College and from alumni is disseminated through quarterly digital alumni newsletters as well as in *BROOME*, our semi-annual alumni magazine distributed to alumni and other partners of the College. Digital editions of *BROOME* can be found online at: www.sunybroome.edu/magazine. The Alumni Engagement activities of the College are administered in partnership with the BCC Foundation.

For information about the Foundation, call +1 (607) 778-5182 or email to foundation@sunybroome.edu. For questions regarding Alumni Affairs at SUNY Broome Community College call +1 (607) 778-5477 or email alumni@sunybroome.edu.

Course Registration

The Registrar Office serves a diverse student population. The process for registering for classes differs depending on your student status. Please read carefully the information below on how to register for a course.

Matriculated Students

Matriculated students are students who are enrolled in a program of study. To register for courses, students are required to meet with their academic advisor in their designated academic divisions: Business & Professional Studies, Health Sciences, STEM (Science, Technology, Engineering & Mathematics) or Liberal Arts. Students can view their Degree Works audit by logging into their [MyCollege](#) account to view program requirements, discuss their academic/curriculum plans with an academic advisor, and register for courses for the following semester.

Departments: [Advising & Registration](#):

Business: +1 (607) 778-5008

Health: +1 (607) 778-5210eop

STEM: +1 (607) 778-5625

Liberal Arts: +1 (607) 778-5219

Non-Matriculated Students

Non-matriculated students are students who wish to take a class without enrolling in a program of study. Students who are non-matriculate are not eligible for any Financial Aid and must pay for tuition and fees out of pocket.

To register for courses as a non-matriculated student, please visit [Non-Matriculate Registration](#), scroll down the page, complete the form and submit. By submitting the form you are agreeing to the financial obligation for your registered course(s). You will be contacted by the Registrar's Office via email notifying you that you have been officially registered for your designated course.

If you are a continuing non-matriculated student, you may register through your MyCollege account.

For additional information regarding tuition, fee and residency requirements, please contact the Student Accounts Office:

Phone: +1 (607) 778-5230

Email: stuaccounts@sunybroome.edu

Cross Registration

If you are in a program of study at another SUNY college/university and wish to take classes at SUNY Broome, you must complete the [Cross Registration Form](#). Students who do not complete the Cross Registration Form will not be considered for Financial Aid.

For additional information and guidelines regarding Cross Registration, see [Cross Registration Guidelines \(pdf\)](#).

Instructional Methods

Students enrolled in online asynchronous, and online synchronous sections, will not be here on campus for these particular classes. Students enrolled in blended classes will be here on campus for those class meetings that are held face to face, as well as working online.

Online asynchronous classes are not held on campus. Students' schedules will not reflect specific days and times of instruction. The student's schedule will have a link to access for the online instruction.

Blended classes are held online and on campus. Students' schedules will display days and times of instruction, as well as the building and room for those classes that are held on campus. Students' schedules will also have a link to access for the online instruction.

Online synchronous classes are not held on campus for the students. Some instructors will be conducting these classes off campus while other instructors will be teaching here on campus. In both

instances the student's schedule will display the days and times of instruction. Students need to log into their class on those specific days and times in which the class is scheduled. The student's schedule will not display the building and room nor will the class look up schedule display the building and room. The student's schedule will have a link to access for the online instruction. Instructors who will be teaching in this format, here at SUNY Broome, will be notified of their classroom location once all room assignments are completed.

The following is the coding that we are using for our course sections.

1.) Online Asynchronous

For example, ENG 110Y01.

The section identifier includes "Y".

Meeting Times and Days are blank.

Building and Room: OFDL OFDL (Off Campus Distance Learning)

Instructional Method: DLA (Distance Learning Asynchronous) (or DLAP for sections with online proctoring via Examity)

Campus: DLO - Distance Learning Online

2.) Blended

For example, ENG 110B01.

The section identifier includes "B".

Meeting Times and Days are for those designated for those meetings and days in which the class will be held on campus.

Building and Room: The Building code and Room number assigned to on campus meetings.

Instructional Method: DLB (Distance Learning Blended) (or DLBP for sections with online proctoring via Examity)

Campus: M - Main

3.) Online Remote Synchronous

For example, ENG 110R01.

The section identifier includes "R".

Meeting Times and Days are designated as the meeting times and days in which the student needs to log into the class.

Building and Room: OFDL OFDL (Off Campus Distance Learning) Faculty teaching in this mode on campus will be notified of the Building and Room.

Instructional Method: DLS (Distance Learning Synchronous) (or DLSP for sections with online proctoring via Examity)

Campus: DLO - Distance Learning Online

4.) HyFlex:

For example, ENG 110HF1.

The section identifier includes "HF".

Meeting Times and Days are designed as the meeting times and days in which the student may log into the class or be on campus for the class. Students have the option of attending each class online asynchronous, online, synchronous, and face-to-face.

Building and Room will exist for these classes.

Instructional Method: HFX

Campus: Main

5.) Traditional

For example, ENG 110 01.

The section identifier does not include “Y” nor “B” nor “R”.

Meeting Times and Days exist for this face to face format.

Building and Room will exist for these classes.

Instructional Method: TR (Traditional)

Campus: Main

Late Registration

The late registration period begins the week before classes start. Late registration for credit courses may be permitted during the first week of classes with permission of the department chair, depending on course availability and academic ramifications. However, no students will be admitted to any course after the 1st week of that class without permission of the Dean. Exceptions to this rule may be made by a Division Dean.

A late fee will be charged for new registrations initiated after the semester begins.

Dropping a Course

Withdrawal from or dropping courses after classes begin does not remove financial obligations. In addition, students who received financial aid, including loans, may be required to pay back some or all of their funding.

For a student to drop a course after the start of the semester, an official “Add/Drop or Schedule Adjustment” form needs to be signed by the Department Chairperson or an authorized College Advisor, and filed with the Registrar. Exceptions to this rule are schedule changes necessitated by adding or dropping sections. In these instances, the process may be initiated by the Department.

Non-attendance in classes in NOT notice of official withdrawal.

Full semester courses may be officially dropped by students without receiving a “W” only within the first three weeks of class. Courses dropped within the fourth through tenth weeks result in a “W” for the dropped course. “W” or “F” grade periods for courses which meet more or less than full semester will be determined by the Registrar’s Office.

The college reserves the right to administratively withdraw any student from any course for non-attendance or poor attendance.

Adding a Course

During the first week of classes, if a course has not yet met, the student will be able to add the course with the assistance of the Registrar’s Office using the “Schedule Adjustment Request Form.”

Once a class begins, students should check with the instructor to see if they can be let into the class.

After the first week of classes, the addition of courses or changing of sections requires the approval of the divisional dean or his/her designee. The primary exceptions are courses where, upon advisement, a student may move to a lower level course.

In all cases, students must file the “Add/Drop or Schedule Adjustment” forms in order to become officially registered in additional courses.

Financial aid may not be available for courses added after the third week of the semester; contact the Financial Aid office for more information.

Students who attend classes in which their names do not appear on the class list should contact the Registrar's Office.

Withdrawal from the College

SUNY Broome Community College has committed to a philosophy of providing whatever assistance is necessary to aid the student in completing his/her academic goals. Students are strongly encouraged to seek academic and personal counseling prior to any withdrawal.

Any student deciding to withdraw from the College must obtain a signed Drop Form from their advisor and complete a Withdrawal Form. The Withdrawal Form is available in the Academic Advising Office in the Student Services Building. Failure to comply may cause the individual to lose any possible refund of tuition and may negatively impact current and future financial aid resources. In addition, the student may receive an "F" grade for all courses.

Medical Withdrawal

1. Students who have documented and verified medical or psychological reasons directly preventing the student from completing classes may be considered by the Divisional Dean or designee for a medical withdrawal.
2. Medical withdrawals typically apply only to the student with the documented medical issue. A student who must directly care for a family member must follow the standard withdrawal procedure, except in exceptional circumstances as approved by the Dean or designee.
3. Students should follow standard withdrawal procedures by completing an Add/Drop form when possible. Students may then initiate the application for a Medical Withdrawal as soon as possible, but no later than 30 days after the end of the semester in which the medical issue occurred.
4. Matriculated students may apply for a Medical Withdrawal through their Divisional Dean or designee. Non-Matriculated students requesting a medical withdrawal should be referred to the Registrar's Office. In both cases, the student will need to complete a drop form and an application for medical withdrawal.
5. Students should be aware that withdrawals may negatively impact the Satisfactory Academic Progress Requirement for financial aid.
6. Medical withdrawal has no effect on the student's refund eligibility or financial obligations to the College. (See SUNY Broome Refund regulations)
7. A medical withdrawal requires that the student submit original documentation signed by a licensed medical or clinical professional on official letterhead or physician's prescription with contact information that states the student was unable to complete the semester. The documentation is kept in a confidential file. (See documentation checklist.)
8. Students who withdraw for medical reasons must satisfy any outstanding financial or other obligations with the College.
9. Students who withdraw from all classes must reapply for admission through the Admissions Office to return to the college as a matriculated student.

10. Medical Withdrawal forms are available in the Office of the Registrar and/or Divisional Dean.
11. If the medical withdrawal is approved, a letter grade of “W” will be recorded for all medically withdrawn courses taken during said semester. The status of “Medical Withdrawal” or “Partial Medical Withdrawal” will be listed for that semester.
12. Students who plan to return after a medical withdrawal may be required by the Divisional Dean to submit documentation that they are cleared to return to school, including classes, clinicals, labs, and/or internships. In programs where physicals are required, students may also be required by the Divisional Dean to obtain an updated physical before returning to the College.

Documentation Checklist for Medical Letters for Withdrawal Requests

Letters in support of medical withdrawal should include the following seven points:

1. Student name
2. What prevented course completion? (e.g. surgery, severe injury, medical depression, specified illness).
3. Date of first visit/treatment during the semester of requested withdrawal
4. Period of treatment during the semester the withdrawal is requested
5. If not a complete withdrawal of all courses, identify how circumstances prevented completion of specific identified course(s).
6. Recommendation for withdrawal for medical reasons.
7. Original document with signature and license number of healthcare professional on official letterhead or physician’s prescription with contact information, mailed or delivered, to the Divisional Dean’s office.

Extenuating circumstances may warrant a retroactive medical withdrawal. These must be considered by the Divisional Dean or designee. If granted, the student’s financial aid will not be impacted.

Fresh Start

A Fresh Start is intended to give a student who exited the College while not in good academic standing and who stopped out for two or more consecutive years the opportunity to begin college again.

1. The student’s new Fresh Start Grade Point Average (GPA) will include only those grades earned during the first semester back at the College. No grade (A through F) awarded prior to re-admittance will be included in the new cumulative GPA. However, all prior grades and GPAs will remain visible on the student’s record.
2. Credits for courses taken before re-admittance in which the student earned a C- or D cannot be counted as earned credits toward degree completion.
3. Once granted, the Fresh Start option cannot be rescinded and can be used only once.
4. The granting of a Fresh Start applies to a student’s progress towards degree completion, and does not restore financial aid eligibility or change academic standing. Students entering competitive health science programs are unable to use the Fresh Start Policy. A student may have one GPA that applies toward the degree major and graduation, and another GPA that applies to financial aid eligibility.
5. The Fresh Start is instated once the student has completed a minimum of six or more credit hours of coursework in the semester in which the student returned to the college. The student

must have earned a grade of C or better in each course attempted. The following notation is placed on the student's transcript: Student Granted Fresh Start.

The student applies for a Fresh Start by completing the Request for Academic Fresh Start form obtained at the Registrar's Office.

Change of Program

Any student wishing to change curriculum must request a "Change of Program" form from the Registrar's Office. Program changes after the first week of classes will not be effective until the following semester.

The Change of Program Policy is administered under the following criteria:

1. All previous courses and grades will remain on the permanent record.
2. The academic standing of the student at the time of the Change of Program will be maintained.
3. The student will be bound by the graduation requirements of the current catalog at the time of the program change.
4. Graduation GPA is calculated on the requirements of the new program degree requirements and not necessarily the overall GPA.

Semester Credit Overload

During the Fall and Spring semesters, no student may enroll (register) for more than 20.5 credits without approval from their Divisional Dean or designee.

During the Summer semester, no matriculated student may register for more than 12.0 credits for all summer terms without permission from their Divisional Dean or designee. During the Winter semester, no matriculated student may register for more than 8.0 credits without permission from their Divisional Dean or designee.

Length of Program

Most associate degree programs are designed to be completed in two years. The college year is divided into two major semesters of 15 weeks each. Some students may choose or be required to take more than four semesters to earn their degrees. For example, selected health science programs have required clinical or laboratory experiences in the summer or winter term.

SUNY Application

SUNY Application is a common admission application for any SUNY colleges and universities. There is a \$50 non-refundable fee charged with this application.

For additional information on the SUNY Application, please contact:

Phone: +1 (518) 320-1888

Phone: (Toll-Free): +1 (800) 342-3811

Email: askSUNY@suny.edu

[Request Information](#)

Students who wish to attend SUNY Broome are encouraged to apply directly on the [SUNY Broome Webpage](#). The application is FREE of cost!

For additional information regarding SUNY Broome admission:

Phone: +1 (607) 778-5001

Email: admissions@sunybroome.edu

Early College

The Early College Program is for current high school students who benefit from taking college courses on the SUNY Broome campus before graduating from high school. This program is typically for juniors and seniors who are at least 16 years of age, and have maintained a high school course average of 80 or higher related to the college course in which they seek instruction at SUNY Broome.

[Visit the Early College website for the latest application & registration form](#)

For additional information contact the Admissions office:

Phone: +1 (607) 778-5001

Email: admissions@sunybroome.edu

Continuing Education

SUNY Broome offers non-credit courses to serve as a conduit to the community by providing innovative educational experiences for all ages and all people. Continuing Education provides programs that meet workforce and professional development needs, health and wellness interests, youth programs and personal enrichment needs.

For more information on Continuing Education:

Website: Continuing Education

Phone: +1 (607) 778-5012

Email: aikensk@sunybroome.edu

Senior Audits

Any citizen of New York State who is 60 years of age or older may “audit” courses at SUNY Broome without charge, as long as there is space available in the class. In this context, the word “audit” means these students take the course by attending classes and being exposed to all the work given in class and assigned in the text. They do not have to do the homework or take the examinations. Students auditing courses do not receive a letter grade or college credit.

To register as a “Senior Audit,” you must bring an ID to the Registrar’s Office, in the Student Services Building, Room 105, and complete the [Registration Form \(pdf\)](#).

For additional information regarding Senior Audit, please contact the Registrar’s Office:

Phone: +1 (607) 778-5027.

Accessibility Resources Office

The Accessibility Resources Office (ARO) provides services and strategies to students with disabilities to create pathways of access to course objectives and academic activities, as well as campus student life activities. The ARO also provides consultative services to faculty/staff, tutors, and community organizations involved in the education of students with disabilities

To be determined eligible for reasonable accommodative services, students must provide the college with disability documentation records. Documentation records include copies of psychological test reports, IEP's, and/or physician's reports. Eligible students work with an Accessibility Specialist to determine reasonable academic accommodations, receive instruction in specific academic skills, identify learning and study strategies, review academic advisement/planning, and develop self-advocacy skills. Eligible students may arrange for testing accommodations, readers, note-takers, tutors and assistive technology through the ARO.

The Deaf/Hard-of-Hearing Program works to ensure that students who are deaf or hard-of-hearing have full access to every aspect of campus. Qualified interpreters and note-takers are provided for classes and conferences, as well as student club activities, athletics, and cultural events.

Students who suspect they have a learning disability or attention deficit disorder can meet with an Accessibility Specialist to discuss individual situations. Based upon an initial interview and screening, students who need evaluation may be eligible for an on-campus diagnostic assessment. If a disability is discovered, the student may be eligible to access reasonable accommodations.

Contact Information:

ARO is located on the lower level of the Library, L017.

For appointments and information, call +1 (607) 778-5150, VP +1 (607) 238-2714 or email aro@sunybroome.edu

Alumni Affairs

Stay in touch with SUNY Broome and your fellow classmates. The Office of Alumni Affairs will keep you connected through the [Broome Alumni website](#), via emails, and with the alumni magazine BROOME. Having your updated contact information helps us greatly in communicating all our Alumni events, as well as keeping you informed of all activities that take place on campus. Don't forget to keep us posted as your information changes over the years (address, email, name, further education, career, marriage, kids, etc.). We can be contacted via email at alumni@sunybroome.edu.

Location: Wales Building, Room 213; Telephone: 607-778-5477

Athletics

The following is a list of SUNY Broome athletic teams which regularly compete against other NJCAA teams. Please contact the Athletics Office to obtain further information on eligibility requirements and sport tryouts. Visit our website at www.broomehornets.com.

Women's Athletic Teams: Basketball, Cross Country, Soccer, Softball, Volleyball, Track and Field

Men's Athletic Teams: Baseball, Basketball, Cross Country, Soccer, Track and Field

Location: Student Center, Room 101; Telephone: 607-778-5003

Fitness Center

As a SUNY Broome student with a valid student ID card, you enjoy the privilege of using the exercise equipment in our Fitness Lab and Weight Room.

Location: Fitness Center – Student Center, Room 104;

Weight Room – Student Center, Room 105

Telephone: 607-778-5003

Intramurals

Many of our students at SUNY Broome Community College enjoy trying out sports and physical activities of all kinds, some maybe for the first time. Our intramural program is meant to offer an inviting and safe environment that encourages students to meet new people and have some fun. With this in mind, Athletics coordinates intramural activities including open gyms that are open available to all students enrolled at SUNY Broome Community College. Visit SUNY Broome Community College's online social engagement network, [The Swarm](#) for alerts and signups.

Buses

B.C. Transit buses run from locations all over Broome County to campus. Up-to-date information on bus passes, schedules, and rates can be found at www.ridebctransit.com. You can also find your bus with DoubleMap! Download the app to your phone and view bus activity by choosing a specific route. To download the app and for more information, go to www.gobroomecounty.com/transit/bus-tracker-app. Make sure you get your student ID early in the semester to take advantage of student rates, and keep the number of a friend or taxi service on hand in case you miss your bus.

Telephone: 607-763-4464

Career, Transfer, and Bachelor Partnership Department

The Career, Transfer, and Bachelor Partnership Department team is available to assist students in their Career Development process, which includes: Career Exploration & Planning, Transfer Planning, and Career Readiness. Team members work with students at any point in their SUNY Broome Community College experience, offering assistance with: exploring academic majors and how they align with various career paths, assistance with transfer to four-year colleges, resume development, interview coaching, job search strategies, and information on Applied Learning opportunities. The Department has many free career resources for students, including: Focus2 and hireHornets. The Department also has numerous college and university catalogs, college guidebooks, and computerized college information, as well as SUNY applications and transfer guides to guide you in your transfer process. Workshops and individual appointments are also available. For more information please visit our [website](#) or email careercenter@sunybroome.edu.

Location: Applied Technology, Room 101; Telephone: +1 (607) 778-5717

The Cecil C. Tyrrell Library

The Cecil C. Tyrrell Library provides a comfortable and welcoming space for students to work collaboratively or individually in a wireless environment. Librarians provide research assistance via email, chat, and in-person consultations, and will speak to entire classes at the instructor's request. The Library's primary functions are to support and supplement the academic programs of the College, increase information literacy, and to provide a center for serious study, research, and learning. The Library staff is committed to continually improving its services, resources, and facilities, and purchasing new resources in response to user requests.

Library facilities include a student computer lab, Library instruction classroom, computers for public access, individual study carrels, and small group study rooms. Networked black & white printing is available in addition to a self-service scanning station and copy machines.

In consultation with faculty and students, librarians develop a collection of materials in print, audio, video, film, and electronic formats, selected to meet the teaching and research needs of students and faculty, which are accessible through the Library's online research portal. Library collections are searchable through the discovery interface on the Library website. Most materials may be borrowed for use outside the Library, although restrictions are placed on reference and reserve works. The basic loan period is 16 weeks for books and one week for audiovisual materials. The SUNY Broome Community College ID card, issued by Public Safety, serves as a Library card. While the Library does not charge overdue fines, a fee may be assessed for material that is not returned and declared lost. The borrower is responsible for all materials charged out on his/her card.

As a member of the SUNY Library consortium, the SUNY Broome Library is affiliated with all 64 SUNY libraries, allowing students and faculty to seamlessly search for and borrow materials from other SUNY campuses. In addition, the Library is a member of a worldwide consortium that enables student and faculty access to national and international libraries. A web-based interlibrary loan service provides access to materials not owned by the Library.

The Library includes the Gallery@SUNY Broome that provides an exhibit space for faculty and students to exhibit a broad range of artwork, research poster sessions, and more discipline specific exhibits. The College Archives are located in the Library, providing historical documentation of the evolution of the college and the campus. The Broome Community College Art collection is also a part of the Library collections and showcases many local artists from the Tri-Cities area. Included in the collection is the Ed Aswad Carriage House Photography collection from a notable local photographer.

The Library is open 7 days/week during the semester. Summer hours are reduced, and the Library is closed when the campus is officially closed. Hours are posted on the Library website at <https://sunnybroome.info/library/hours>.

Child Care

The B.C. Center is a licensed child care program located on the SUNY Broome Community College campus that strives to provide accessible, high quality child care for the children of SUNY Broome

Community College students and staff, as well as children from the surrounding community. As part of an institution of higher education that seeks to achieve excellence in both teaching and learning, The B.C. Center serves as a host school by offering field experience opportunities for students in the SUNY Broome Community College Early Childhood/Teacher Education Department.

Child care can be a burdensome expense for college student parents. The SUNY Child Care Block Grant Subsidy is a federal program administered by the Department of Social Services that pays up to 95% of child care tuition for income-eligible students. In order to meet income eligibility guidelines, a student's income must fall below the 200% income standard. Students who are eligible for the subsidy can use The B.C. Center during class meeting times. There are also limited openings for students who take online classes.

Spots at The B.C. Center are limited and openings are filled on a first-come, first-served basis. SUNY Broome Community College students are given priority, followed by faculty/staff and community members.

To inquire about a spot or to put your name on one of our waiting lists, please call the program at +1 (607) 778-5437 or email the director, Pamela Holland, at hollandpe@sunybroome.edu.

Closings

To ensure that SUNY Broome students and employees receive critical communications in the most timely manner possible, SUNY Broome uses an emergency alert system called Rave Alert. Rave Alert has a proven track record of quickly and reliably delivering emergency communications, which has led to its adoption by more than 1,000 colleges and universities.

Need to update your contact information for alerts?

Students, faculty and staff can update their contact information by logging into the [Rave Alert Portal](#).

Information is also available through local radio and television stations. In addition, closings and cancellations can be accessed through the Press & Sun-Bulletin website at www.pressconnects.com. Whenever the College decides to close or delay opening due to weather problems, that message is given to all area radio and television stations as early as possible. Notices will also appear on the [college homepage](#) and the login page of [MyCollege](#).

Counseling Services

Counseling Services assists students with personal concerns, mental health needs and overall mental wellness. College students often encounter new experiences, pressures, anxieties, and challenges. Students can meet with Counselors in a confidential, helpful, and informal atmosphere, as they seek to develop their potential, form realistic goals, and understand themselves emotionally and intellectually.

Call +1 (607) 778-5210 for an appointment, or walk-in for assistance in Room 102 in the Science Building. Students may also email counselingservices@sunybroome.edu or request an appointment on <https://www2.sunybroome.edu/counseling/>

Services include:

Individual Counseling

Individual counseling assists students in resolving issues that cause emotional distress and interfere with personal goals and academic success. Issues students often address include:

- Educational and academic goals
- Personal, family, relationship concerns
- Difficulty with alcohol, other substances or food
- Sexual, physical, and emotional abuse
- Management of emotions such as anxiety, depression, grief, and anger
- Study skills and strategies
- Traumatic experiences
- Racial and diversity issues
- Sexual identity issues

Group Counseling

- Groups are offered at various times during the year depending on the need and vary in length from 4 to 12 weeks.

Self-Development Workshops

- Personal development workshops provide opportunities for individuals to learn about topics related to personal growth. Students, faculty, and staff are invited to attend free scheduled workshops.

Psycho educational Groups

- Groups offering information and help for students who have a particular mental health issue like depression or anxiety.

Consultation Services

- Personal Counselors are available to provide consultation services to faculty and staff to assist in their work with students. Counselors provide mental health education training and consultation to faculty on how to assist students with problems that affect the learning process and how to respond to crisis situations. Consultation on learning styles, adjustment to college, human relations issues, and other mental health topics is also available.
- Classroom presentations on mental health, personal development, and academic skills topics are available.

Dean of Students

Student Conduct

The student conduct process is designed to enforce college policy and residence hall regulations while reinforcing the College's educational mission. Community living requires standards of conduct, cooperation, negotiation, and respect for all community members, including students and staff. We are committed to facilitating individual student success and accountability through a fair and engaging process centered around developmental exercises and conversations which may lead to behavioral consequences, and when necessary, separation for the college. The student conduct process functions

cooperatively with Academic Affairs, Athletics, the Office of Housing, Counseling Services, the SUNY Broome Department of Public Safety, and local police and emergency response agencies. A student may be referred to a Student Conduct Administrator for an alleged policy violation.

[SUNY Broome Conduct Standards are Available Online.](#)

Classroom Conduct

While a student at SUNY Broome, you are expected to accord yourself in a manner that enhances the opportunity for you and your classmates to get the most out of your classes. While in class, students are expected to fulfill the following expectations:

- Attend class regularly and on time
- Be active and engaged in all courses, which includes participating in classroom conversations and being respectful and attentive to those instructing
- Offer original thoughts and responses to others in class discussions and writing
- Maintain academic integrity
- Appropriately challenge one another, encouraging respectful and constructive dialogue
- Have an open mind to new ways of thinking, working, studying, teaching, reading, and writing
- Contribute to your own educational experience

Student Village Conduct

In addition to the Standards and Expectations required of all students attending SUNY Broome, residents of the Student Village have additional expectations that they must follow to best ensure the safety and success of all students in residence. Those expectations are shared by the staff in residence, and are also located in the [Residence Life Handbook](#).

Should a student be reported to have violated the Code of Conduct, that incident will be investigated and adjudicated as described in the [Conduct Process](#).

In addition to any consequences faced due to the exhibited behavior, if a student is found responsible for violating the Code of Conduct they may find themselves being removed and/or banned from the Student Village.

Good Samaritan Policy

On July 20, 2011, Governor Cuomo signed a “Good Samaritan” law, designed to encourage individuals to call 911 for help in an alcohol or other drug emergency.

The primary reason people do not call 911 in the event of an overdose is fear of getting arrested. The law protects people who witness an overdose, suffer one, and those who call 911 from being arrested, charged, or prosecuted for possession of drugs/paraphernalia or under-age alcohol possession.

In believing that there is great value in this law and in making sure students know that we hold student safety and well-being as the highest priority, SUNY Broome will NOT bring conduct charges against those seeking assistance for someone in need of medical attention if they are in possession of drugs or alcohol.

This law does not protect against arrest, charge, or prosecution for other offenses, such as drug trafficking. For more information visit [New York State’s Opioid Overdose Prevention Program website](#).

Title IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

-Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

SUNY Broome Community College prides itself on creating an environment where all students, faculty, staff, and visitors can feel safe from being a victim of sexual, or any other violence. However, if there is an instance of sexual or interpersonal violence where a member of the SUNY Broome community is involved, we will take direct action in addressing such behavior. To the left are links to important information that can help those affected by sexual or interpersonal violence.

Should you have any questions that you cannot find the answers to, or if you just want to talk to someone, please contact:

Interim Title IX Coordinator

Interim Title IX Coordinator

Marie Finelli

Phone: +1 (607) 778-5180

Email: finellime@sunybroome.edu

How to Report an Incident

If you experience, or become aware of an instance of, sex or gender based discrimination, you may report it to the Dean of Students/Title IX Coordinator by [clicking here](#). All incidents are reviewed in a timely manner, but should this be an emergency please dial 911 for immediate assistance.

Student of Concern

SUNY Broome has a dedicated group of staff and faculty that are available to assist students in distress. This multi-disciplinary team reviews the information about the student in distress and takes appropriate action to best ensure the student's well-being, the community's safety, and the student's success here at SUNY Broome. If you, or someone you know, is in crisis please notify the Student of Concern committee by contacting the Dean of Students or by completing the form below. The SOC meets weekly for general meetings.

The purpose of the committee is to respond to reports about students whose behavior is raising concerns within the SUNY Broome community. Its responsibilities include

- Gathering and sharing information within the committee to assess the needs of the referred student
- Discerning whether there are multiple concerns about a student within a setting or across multiple settings
- Developing and facilitating a coordinated plan for assessment, intervention and management of the concerns for the student's well-being and that of the SUNY Broome community based on current institutional policy

Students who are deemed a threat to themselves or others are immediately referred to the CARE team for further review.

Any member of the SUNY Broome community may contact the Dean of Students, any SOC committee member, or complete the online form below to express a concern. The Chairs of the Student of Concern committee will bring all reported concerns before the committee.

[The Student of Concern Reporting Form](#)

Dental Hygiene Clinic

Could you use a dental cleaning or X-rays? Are you running low on cash or afraid dental work is too painful? Not to worry! Services at our Dental Hygiene Clinic are free to SUNY Broome students with SUNY Broome ID, and friendly as well. Call or stop for an appointment.

Location: Decker Building, Room 101; Telephone: 607-778-5015

Educational Opportunity Program

SUNY Broome Community College's Educational Opportunity Program (EOP) provides access, academic support and financial aid to first-time, full-time students who show promise for succeeding in college but who may need additional support throughout their time at SUNY Broome Community College. To be eligible for admission to the Educational Opportunity Program you must:

- Be a New York State resident for 12 months prior to enrollment;
- Qualify as academically disadvantaged according to the guidelines;
- Qualify as economically disadvantaged according to the EOP Income Guidelines

In selecting students for the program, priority is given to applicants from historically disadvantaged backgrounds. Admission is subject to program capacity. The program fills quickly so potential students should apply promptly for full consideration either through the SUNY App or through our [website](#). For questions, please call our office at +1 (607) 778-5220.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student. Generally, this federal law gives students, former students, and alumni the right to review, in the presence of college personnel, their own personal records maintained by the college, including academic and financial records. FERPA permits a post-secondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance. FERPA also requires that campuses notify students, on an annual basis, of their rights under FERPA.

Parents of dependent students, as defined by the Internal Revenue Service, may have access to the college records of their dependent children without student consent. Parents may have access to their

child's information in the event of a health or safety emergency involving their child, without their child's consent.

At SUNY Broome Community College, the repository for student records is the Office of the Registrar (SS105).

1.

- a. In keeping with the spirit of Section 438 of the Act, the Registrar has been appointed as Records Access Officer. The following procedures have been developed for the benefit of the student and eligible parent:

A student in attendance at SUNY Broome Community College shall, upon request, be able to view his/her educational records at the Office of the Registrar within 45 days of the date of said request.

- b. A parent or guardian of a student in attendance at SUNY Broome Community College, who claims a student as a dependent on his/her Federal Income Tax Form shall, upon proper presentation of the dependency condition, be afforded the same rights as set forth in Paragraph 1a. Further, in cases of divorce, the school may give access to either parent (custodial or non-custodial) unless there is a court order, state statute, or other legally binding document prohibiting such.
- c. Authorized state and federal government officials of educational and funding agencies.
- d. Educational research agencies, with the provision that they release only non-personally identifiable data.

2.

- a. Access to personally identifiable information about a student without the consent of the student may be provided by the College to the following individuals or agencies only:

School officials with a legitimate educational interest. A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- a. School officials of educational institutions to which a student might transfer.
- b. Authorized state and federal government officials of educational and funding agencies.
- c. Educational research agencies, with the provision that they release only non-personally identifiable data.

- d. Accrediting organizations.
 - e. The U.S. Department of Defense under the Solomon Amendment.
 - f. Appropriate parties in connection with financial aid to a student.
- 3.
- a. Disclosure Without Approval of Student or Eligible Parent:
Upon receipt of a Judicial Subpoena of the records of a student, a reasonable attempt will be made to notify the student or the parent of the existence of the order of the subpoena in advance compliance therewith unless subpoena states otherwise.
 - b. In the event of an emergency involving the health or safety of a student or other individuals, the Registrar may disclose information to federal or state officials as well as the parents of an eligible student.
 - c. Directory Information - The name of the student, full time or part time status, dates of attendance, SUNY Broome Community College e-mail address, honors, degree earned, date of graduation, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, will constitute the total amount of information given to any individual making inquiry at SUNY Broome Community College, unless the student or eligible parent refuses to permit the disclosure. The student or eligible parent must notify the Registrar that such personally identifiable information is not to be designated as directory information with respect to that student.
4. SUNY Broome Community College shall, on request, provide an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student are not inaccurate, misleading, or otherwise in violation of the rights of privacy or other rights of students. The request for a hearing will be directed to the Registrar.

Health Information

Being healthy can make physical and even mental tasks easier, all of which can improve your performance in the classroom and your quality of life. So, if you need assistance related to health matters, stop by or call the professional staff at Student Health Services, where a friendly staff member is ready to help you.

For further information about clinical services and other health-related information, go to the SUNY Broome Web Page at <http://www2.sunybroome.edu/safety/health-services/>.

Location: Old Science Building, Room 102; Telephone: 607-778-5181

MMR and Meningitis Record Requirements

If you are taking six (6) or more credits on campus (including Blended and/or Hyflex courses), SUNY Broome requires proof of the following:

- Two (2) Measles, Mumps & Rubella vaccines given at least 28 days apart and after your first birthday OR lab results showing immunity to Measles, Mumps & Rubella
- One (1) Meningitis vaccine within the last five (5) years OR a Meningitis Waiver form on file.

If you were born after December 31, 1956, you are required by state law to prove you are immune to measles, mumps and rubella in order to attend college.

Acceptable proof of immunity includes: immunization cards from childhood, immunization records from high school or other schools you attended or records from your doctor or clinic. If you do not have proof of immunizations, you must be immunized again or have a blood test (MMR titer) to show you are immune to all three diseases.

Any student with a medical condition that prohibits vaccination may submit a doctor's statement on letterhead for exemption. (Temporary medical conditions, such as pregnancy, require blood titer clearance.)

Consequences of Being Non-Compliant

Noncompliance will result in holds being placed on your student account and might lead to deregistration from classes. Students are responsible for any fine incurred by the college for non-compliance.

International Student Services

International Student Services assists international students with addressing a variety of needs while they attend SUNY Broome Community College, including personal, academic, immigration and cultural concerns. New international students are required to attend a New International Student Orientation program that addresses immigration responsibilities, campus life, local housing needs, and much more. Interested students can locate the International Student Counselor in the Admissions Office in the Wales Building room 102, or call +1 (607) 778-5001.

Learning Assistance Department

The Learning Assistance Department provides a comprehensive range of programs and services designed to foster development of critical thinking, problem-solving, and educational opportunities to enhance teaching and learning. These programs and services include:

- Writing Center
- Math Lab
- Tutoring Program
- Supplemental Instruction

Writing Center

Writing plays a big role in college and professional life, and the Writing Center is here to help you develop your writing. We work with writers on papers, essays, resumes, applications, and creative pieces--writers at any stage of their process, from initial brainstorming and prewriting through revising and polishing that final version. We offer one-on-one or small group sessions, workshops, online consultations, and a wealth of informative handouts about writing clearly and effectively. We're located in LI-012, on the ground floor of the Library; you are welcome to stop by to meet us and find out more about the services we offer.

You can make an appointment with the Writing Center in person in the Writing Center (LI-012) or by calling +1 (607) 778-5632. You can access more information about our hours and find helpful online resources by checking our website <https://www2.sunybroome.edu/writingcenter/>

Math Lab

The Math Lab provides a safe space on campus for current SUNY Broome students to study and complete their homework. Although students are welcome to bring their own laptops and tablets, the Math Lab has fully updated computers for student use. Students can work individually or in small groups, and can ask for help whenever they need to.

There are usually between two and four tutors at a time in the Math Lab. In addition to our tutoring staff, many full-time Math Department classroom faculty members volunteer an hour per week in the Math Lab. Although appointments are not required, students can schedule a maximum of 2 half hour one-on-one appointments per week with a professional tutor. Math Lab staff work with the Accessibility Resources Office (ARO) to provide additional support to students with disabilities.

Attendance in the Math Lab does not replace classroom time. Students who have missed a class should first meet with their instructor. Math Lab tutors may review material covered in class but cannot teach new topics.

The Math Lab has textbooks, calculators, and other supplies available for student use, as well as scratch paper, graph paper, practice worksheets, and formula sheets for students to keep.

The Math Lab is located in the basement of the Library (LI-010). You can also e-mail us at mathlab@sunybroome.edu or call us at +1 (607) 778-5581. [More information is on our website.](#)

Tutoring Program

The Peer Tutoring Program provides any SUNY Broome Community College student with free tutorial support across the disciplines via three modes:

- Long-term individual tutoring
- Short-term "drop in" group tutoring
- Online tutoring

Peer and professional tutors are trained to lead individual or group sessions, guiding students in becoming active learners while providing strategies and skills important for course success. All students are welcome to take advantage of this support.

Supplemental Instruction

An internationally recognized program, Supplemental Instruction facilitates guided study sessions for stepping stone and challenging courses. In each of these sessions, the SI leader helps students learn and apply study strategies to course concepts.

Public Safety

SUNY Broome Community College is a safe campus which does its best to provide a secure environment where students can feel comfortable about learning without distraction.

Each year, Colleges and universities which receive state aid file campus crime statistics with the United States Department of Education. [These statistics are available online](#). In addition, The Advisory Committee on Public Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. This information is available through the Chief of Public Safety.

Emergency Calls*

In an emergency contact Broome County Communications directly. SUNY Broome Officers and other emergency resources will be dispatched to your location.

From any Phone Dial 911

From a Blue Light Phone Press the call button for direct access to the 911 emergency dispatchers ([view blue light phone locations.](#))

* It is a crime to use the emergency number for any other purpose.

Car Problems

Has your engine lost the will to live? Call Public Safety to notify them if your vehicle needs to remain on campus overnight, or Public Safety will assist with jumpstarting your car. Unfortunately, Public Safety cannot unlock vehicles, but they can provide you with the phone number of a car service that can assist you.

Lost and Found

Whether you find or lose something, contact the main office of the building where you found or misplaced the item. If you are missing an item that cannot be located in the building, try the Public Safety Office. The Public Safety Office organizes those items being dropped off and picked up, so put yourself and the umbrella you found in their capable hands.

Parking

In order to park your vehicle on campus, you must register it online at mycollege.sunybroome.edu. Then visit the Office of Public Safety to pick up your decal and a map of campus parking lots in which you may park. Failure to observe parking regulations may result in a ticket, fines, and/or a tow. You may appeal tickets online

at the same website you registered the vehicle. Appeals must be filed within seven (7) class days after the ticket is issued. Motorcycle parking is located next to Lot 16, near the Student Services Building in the loading dock area.

Scholarships

It's easy to apply for a number of scholarships through the BCC Foundation. Students can apply seamlessly to hundreds of scholarships through one online application, accessible through PC, mobile, or tablet devices. The system automatically applies the student to scholarships they qualify for through set criteria. Visit www.sunybroome.edu/scholarshipsonline for information.

Student Activities

Campus activities, such as Open Mic nights, Spring Fling, and the Giving of the Toys, are all here to keep you engaged and successful at SUNY Broome. Make sure to jot them in your planner, so you can make the most of your time. You can check out all SUNY Broome events on [The Swarm](#).

Clubs and Organizations

Would you like to share your interests in a curriculum, hobby, or sport? Would you like to focus your energies on some new, exciting activity? Would you like to meet new, interesting people? Join a club!

[Go to our online home for clubs and organizations](#) Browse through the list of clubs and advisors. You're sure to find an activity of interest to you. You can also stop by the Student Activities Office in the Old Science Building, Room 107A.

Student Assembly

Want to impact the campus and take charge of your SUNY Broome experience? Join Student Assembly! You will benefit from lots of experience in leadership and teamwork. Student leadership provides opportunities to travel and meet new friends, as well as campus and community leaders. If you have a concern or idea, stop in and see your Student Assembly! That's what we're here for.

Location: Old Science Building, Room 107; Telephone: 607-778-5152

Student Health Services

Student Health Services is located in the (old) Science Building, Room 102, and is open 8:30 a.m. to 4:30 p.m., Monday through Friday. A provider is available to see students on a walk-in basis. Provider hours are subject to change. You can also contact Student Health Services to confirm that a provider is available at +1 (607) 778-5181. All services are confidential. Requests for information will be released only with the written authorization of the student.

The professional staff includes a part-time physician assistant.

- Services Offered Include:
- Limited treatment for illnesses and injuries
- Limited medical emergency care
- Blood pressure screening

- Pregnancy tests
- TB screening
- Contraceptive information
- Healthy lifestyle information
- Strep throat testing
- Flu vaccines

More information about services offered and Health information required can be found here:
www.sunybroome.edu/healthservices

Student IDs

Your SUNY Broome Student ID Card serves as your SUNY Broome Library Card, and also allows you access to the Fitness Center and Weight Room; so get it early in the semester to avoid delays in taking out material you need for your classes. The card is also good for discounts all over the area – from movie tickets to fast food discounts. The sooner you get it, the sooner you can use it! You can complete the [ID process online here](#).

Replacement IDs cost \$50.

Student Jobs

Are you interested in working on-campus, gaining work experience in a professional environment, and increasing your career readiness for after graduation? Make the most of your time at SUNY Broome through transformative work experiences without leaving campus!

Search [hireHornets](#), powered by CCN, for on-campus opportunities.

We have resources for students seeking positions on campus as well as supervisors looking to maximize their student employee's experience. If you have questions regarding Student Employment at SUNY Broome, please email careercenter@sunybroome.edu.

For resources, check the [On-Campus Student Employment webpage](#).

SUNY Broome Community College Campus Shop/Bookstore

The SUNY Broome Campus Shop is located in the Student Center. The team is dedicated to the success of each student by providing a one-stop-shop for all required textbooks and materials. Students can take advantage of the in-house rental programs, price match guarantee, eBook book options, and year-round textbook buybacks. The shop promotes access to educational materials using various tenders such as credit card, check, financial aid, and vouchers through various organizations.

In addition, the shop also serves as a convenient stop for the entire academic community, offering snacks, drinks, health and beauty supplies, apparel, gifts, technology and much more.

Contact the SUNY Broome Campus Shop:

Phone: +1 (607) 724-0696, Email: sunybroome@bkstr.com or visit the online shop at

<http://www.SUNYBroomeshop.com>.

Veterans & Military Affairs

The Veterans & Military Affairs Office assists qualified veterans and other eligible students in acquiring and using educational benefits from the Department of Veterans Affairs. Benefit programs include Active Duty and Guard/Reserve GI Bills®, Dependents Educational Assistance\ Program (DEA), Vocational Rehabilitation and Post 9/11 GI Bill®.

Eligible Students should contact the Veterans & Military Affairs Office at +1 (607) 778-5148. The office is currently located on the first floor of the Student Services Building, Room 102.

[Visit our Veteran and Military Affairs page.](#)

Workforce Development and Continuing Education

SUNY Broome Community College has an extensive non-credit continuing education program which serves as a conduit to the community by providing innovative educational experiences. We provide programs that meet workforce and professional development needs, health and wellness interests, youth programs and personal enrichment needs. In addition, SUNY Broome Workforce Development provides customized training and can facilitate bringing courses on-site for business and industry. For a current catalog of offerings, call +1 (607) 778-5012, email Workforce@sunybroome.edu, or visit the SUNY Broome Website at <https://www2.sunybroome.edu/conted/>

The Entrepreneurial Assistance Center (EAC) provides one-on-one support as well as workshops and training for small business community and entrepreneurs. For more information visit the EAC website at <https://www2.sunybroome.edu/conted/eac/>.

The SUNY Broome Workforce Development Program demonstrates the College's commitment to local economic development. The mission is to produce quality education and training programs for area business and industry.

For additional information on contract education and training programs, call Workforce Development at SUNY Broome Workforce Development and Continuing Education, +1 (607) 778-5012 or email Workforce@sunybroome.edu.