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# Student Handbook & Right to Know Information

Summer 2016

Revised 06/28/2016

## Table of Contents

Non-Discrimination Policy & Cell Phone Usage	3	Student Email Policy	32
History	4	Placement Information	33
Mission Statement	5	Retention and Attrition Rates	34
Board of Trustees and Administration	6	Learning Center	34
Staff and Faculty	7	Library	34
College Calendar	11	College Transfer Credit	35
Academic and Student Regulations	12	Right-to-Know and Campus Security Act	35
Academic Standards of Satisfactory Progress	14	Campus Safety	37
Academic Rules	15	Sexual Offenses & Crimes	37
Student Code of Conduct and Student Bill of Rights	18	Emergency Notification Plan	39
Educational Costs	22	On-Campus Crime	40
Financial Aid	24	Grievance Procedure	40
Programs Registered by the NYS Education Department	26	Complaints Related to Standards for Institutional Accreditation	42
Conditions of Enrollment	26	Utica Campus	43
FERPA	27	Canastota Campus	45
Student Regulations	28	Alumni Association	45
Student Computer Usage Policy	30	Publications	46
		USC Foundation	46
		Index	47

## **NON-DISCRIMINATION POLICY**

The Utica School of Commerce is an equal opportunity, affirmative action institution and accepts eligible students without regard to race, creed, color, sex, ethnic or national origin, religion, marital status, age, handicap or sexual orientation. This non-discrimination policy covers admissions, employment, access to, and treatment in college programs, services and activities.

The Utica School of Commerce welcomes the disabled and in compliance with Section 504 of the Rehabilitation Act of 1973 (as amended), does not discriminate on the basis of disability.

The Utica School of Commerce supports equal opportunity for both sexes and in compliance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex.

Questions about this policy can be directed to Mrs. Wendy M. Cary, Section 504 and Title IX Compliance Coordinator. Mrs. Cary's office is located at the Canastota campus. Her telephone number is (315) 697-8200.

## **CELL PHONE USAGE AND TEXT MESSAGING**

All cell phones must be turned off prior to entering a formal class. Texting, speaking on a cell phone or utilizing any internet devices during class will result in disciplinary action.

Repeated violations of this policy will result in the student being removed from class and/or administratively withdrawn from the Institution.

If a situation warrants where a student needs to have his/her cell phone on during class, the student should speak with the Campus Director or an Administrative Officer/Director at the Main Campus.

## **A BRIEF HISTORY**

The Utica School of Commerce was founded by Thomas J. Risinger in 1896 in response to an early demand for specialized training in commerce and finance. His son, William S. Risinger, joined him in 1904 and, in 1919, became the head of the school. He retained this position until his retirement on March 1, 1966, at which time a new partnership was formed by Eleanor P., granddaughter of the founder, and Roger L. Williams. On July 1, 1976, they incorporated the school under the laws of New York. Philip M. Williams and John L. Crossley, sole stockholders of the Utica School of Commerce, Inc., are two of the Trustees on the Board of Trustees of the Utica School of Commerce, Inc., presently consisting of ten (10) Trustees total. The college has prepared tens of thousands of young men and women during the past 116 years to assume responsibilities of leadership in every area of business, and today we look forward to our second century as a leader in business education.

The Utica School of Commerce, at its founding in 1896, was located on the third floor of the Oneida National Bank Building on the corner of Genesee and Bleecker Streets. In 1915, the school expanded its facilities and moved to the Mayro Building in which it had its facilities for 63 years. On September 11, 1978, the Utica School of Commerce moved to its current location at 201 Bleecker Street.

In February 1985, the Utica School of Commerce opened its Madison County Branch at the Washington Avenue Community Center in Oneida, and in March 1986, moved to the New York State Jaycees' Building on Route 5 in Canastota. The college opened its new campus adjacent to the Jaycees' Building in September 1992.

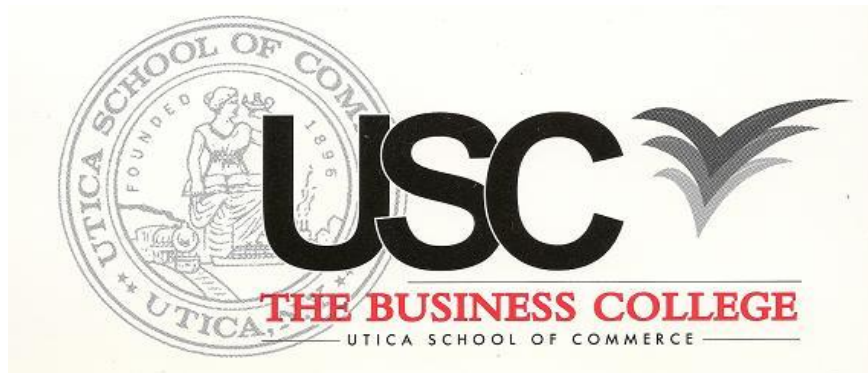
The Utica School of Commerce has wireless technology at all of its campuses. This innovative technology gave the college the ability to have every classroom become a computer lab where students bring laptop computers to class and have the ability to connect with the college's computer and the Internet.

In response to the demand for more flexible scheduling, in 2004, USC added both credit and non-credit course offerings. With nearly 300 non-credit courses and a growing number of credit-bearing courses, USC is in the forefront of online education. See our Web site for more information.

The Utica School of Commerce is one of the originators of private business college education in New York. We are proud of the accomplishments of our alumni. USC continues to provide a friendly spirit, modern facilities and equipment, and a faculty dedicated to preparing students for high standards in a successful career.

## MISSION STATEMENT

- Prepare men and women for successful careers in business and technology.
- Foster an atmosphere which encourages students to achieve all they are capable of being, while working in a diverse society.
- Provide opportunities to assess critically and determine the highest ideals and standards of business in a dynamic world.
- Maintain academic standards so that our alumni may excel in their business careers.



## Board of Trustees

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## Administration

**WENDY M. CARY**

*Director, Canastota Branch  
Section 504 & Title IX Compliance Coordinator*

**JOSEPH M. CHEVRETTE, II**

*Director of Information Technology*

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*Evening Coordinator, Utica*

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**SCOTT K. WILLIAMS**

*Executive Vice President and Interim Chief Academic Officer*

**FRED P. ZUCCALA**

*Financial Aid Consultant*

## Utica Campus Staff

**DAVID C. DUTCHER**

*Maintenance*

**CECILIA A. GIBBS**

*Learning Center Coordinator*

**JANET K. KELSEY**

*Receptionist*

**CARLY R. MALERBA**

*Admissions Assistant*

*Immunization Compliance Coordinator*

**MARYANNE E. MILOGRANO**

*Administrative Assistant*

**CYNTHIA A. NIZNIK**

*Financial Aid Coordinator*

**BRIAN ROSS**

*Admissions Associate*

**AARON P. USYK**

*IT Support Technician*

## Canastota Campus Staff

**ANDREW S. COULTHART**

*Maintenance*

**ELIZABETH J. DANA**

*Learning Center Coordinator*

**ELAINE D. WALLACE**

*Administrative Assistant*

## Faculty

### Faculty, Full Time – Utica Campus

**NATALIE T. MASSITA**

*Administrative Studies*

*MS SUNY Institute of Technology*

*BS Husson College*

**ROBERT F. RUCKEL**

*Management*

*MS SUNY Binghamton*

*BS Gannon University*

**VIRGINIA F. YEOMANS, CPA**

*Accounting*

*BS Utica College of Syracuse*

*AS Mohawk Valley Community College*

## Faculty, Part Time – Utica Campus

### **NATALIE M. BAKERT**

*Administrative Studies  
MS SUNY Oswego  
BS SUNY Oswego*

### **JENNIFER M. BESIG**

*Business Law  
JD Albany Law School of Union College  
BA St. John Fisher College*

### **MARYANNE BUGBEE**

*Administrative Specialist  
MS SUNY Oswego  
BS SUNY Institute of Technology  
AOS Utica School of Commerce*

### **MARK F. CALENZO**

*English  
MA New York University  
BA Utica College*

### **JOSEPH M. CHEVRETTE, II**

*Computer Science  
MBA SUNY IT  
BS SUNYIT*

### **LINDA C. DALLARA**

*English  
BS SUNY Oneonta  
AS Dutchess Community College*

### **CECILIA A. GIBBS**

*General Studies  
BBA SUNY Institute of Technology  
AOS Utica School of Commerce*

### **SHELLEY G. GRANGER**

*Administrative Studies  
MS SUNY Oswego  
BPS SUNY Institute of Technology  
AOS Utica School of Commerce*

### **BERNARD L. HYMAN JR., JD**

*Accounting  
JD Syracuse University  
BS Utica College*

### **NAKITA MARKO**

*Computer Science  
BBA SUNYIT  
AOS Utica School of Commerce*

### **ANDREA M. MURRAY, CPC-I**

*Medical  
MS SUNY Cortland  
BS SUNY Geneseo*

### **DONALD G. REESE**

*Insurance  
MS Drexel University  
BS Wilkes College*

### **SANDRA A. SMITH**

*Computer Science  
BS SUNY Institute of Technology  
AS Mohawk Valley Community College*

### **JAMES B. STEWART**

*Business Administration  
BBA Hofstra University*

### **EMILY B. TRACY, PHR**

*Management & Human Resources  
MBA University at Albany  
BA University at Albany*

### **ALYSSA D. TREVISANI**

*English  
BA Le Moyne College*

### **MARY E. WATSON**

*Administrative Studies  
BPS SUNY Institute of Technology  
AOS Utica School of Commerce*

### **JULIE A. ZAYKOWSKI**

*Health Management  
MS Keuka College  
BS Empire State College*

## Adjunct Faculty – Utica Campus

### **DEBRA A. ADAMKOWSKI, CPA**

*Accounting  
MS SUNY Institute of Technology  
BS Utica College of Syracuse University  
AA Mohawk Valley Community College  
AOS Utica School of Commerce*

### **TERESA M. CREEDON**

*Health Management  
MS SUNY Institute of Technology  
BPS SUNY Institute of Technology*

### **JAMES A. LAPAGLIA, CPA**

*Accounting  
BS Utica College*



## **Faculty Emeritus**

**GRANT E. JOHNSON**  
**BETSY M. PHILLIPS**  
**RUTH M. PRITCHARD**  
**EILEEN R. REHM**

## **Visiting Lecturers**

**ALAN T. SPOTO**

*Insurance*  
*Mohawk Valley Community College*

## **Faculty, Full Time – Canastota Campus**

**MICHELE J. KESSLER**

*Administrative Studies*  
*MS SUNY Oswego*  
*BS SUNY Institute of Technology*  
*AOS Utica School of Commerce*

**Dr. MARY A. SLATOR**

*Medical*  
*DC Palmer College of Chiropractic*  
*BS LeMoyne College*

**NANCY C. SANSON, CPA**

*Accounting*  
*BS LeMoyne College*

## **Faculty, Part Time – Canastota Campus**

**ROBERT A. DOSS**

*Administrative Studies*  
*MS SUNY Oswego*  
*BS Empire State College*

**HAROLD L. MILLIGAN**

*Computer Science*  
*MBA SUNY Oswego*  
*BS St. John Fisher College*

**LYNNE M. GAGLIANESE**

*Accounting/Management*  
*MBA Empire State College*  
*BS SUNY Empire State College*  
*AOS Utica School of Commerce*

**NORMAN J. PARRY**

*Computer Science*  
*MLS Syracuse University*  
*BS University of Arizona*

**KENNETH W. ILES**

*English/Accounting*  
*BA St. Lawrence University*

**WENDY M. SULLIVAN**

*Accounting*  
*MBA Jones International University*  
*BS Empire State College*  
*AOS Utica School of Commerce*

**REBECCA S. MARSALA**

*Accounting*  
*MPA Marist College*  
*BS SUNY Institute of Technology*  
*AOS Utica School of Commerce*

**CELESTE UVANNI**

*Accounting*  
*MBA Utica College*  
*BBA SUNY Institute of Technology*  
*AOS Mohawk Valley Community College*

## Faculty, Adjunct – Canastota Campus

### **JAMES L. CARY**

*Management  
BS SUNY Empire State College  
AAS SUNY Morrisville*

### **KRISTAN M. DEGEORGIO**

*English  
MA University of New England  
BA Keuka College*

### **TESSA R. GAGLIANESE**

*Administrative Studies  
BS SUNYIT*

### **KATHLEEN R. SLADE**

*Computer Science  
Master's Certificate Syracuse University  
BS SUNY Geneseo*

## Visiting Lecturers

### **JAMES E. CALDWELL**

*Insurance  
AAS Mohawk Valley Community College*

### **MICHELLE HOLT-JARMACZ, CPC-I**

*Medical  
AOS Utica School of Commerce*

## Faculty, Online

### **CATHERINE L. BREWER**

*Computer Science  
MLS Syracuse University  
BS SUNY Oswego  
AA Hillsborough Community College*

### **CATHRYN A. BONVILLE**

*Administrative Studies  
CAS SUNY Cortland  
MS SUNY Oneonta  
BS Keuka College*

### **AMY I. McLAUGHLIN**

*General Studies  
BS Utica College  
AOS Utica School of Commerce*

### **ANTHONY V. MASALA**

*Management  
MBA Capella University  
BS SUNY Empire State College*

### **ANGELA C. ROGERS**

*Management  
MA Walsh College  
BBA Walsh College*

### **CAROL M. SMITH**

*General Studies  
MA College of St. Rose  
BS SUNY Oneonta  
AS Herkimer County Community College*

### **RAPHAEL D. WEB**

*Computer Science  
MA Farleigh Dickinson University  
BA Stony Brook University*

### **TODD M. WOLFE**

*Management  
MBA SUNY Albany  
BA SUNY Albany  
AS Columbia Green Community College*

## 2016

### **January 19**

February 15  
February 16  
March 21-27  
May 6  
May 12

### **Spring Semester Begins**

President's Day Break  
***Follow Monday Schedule***  
Spring Break  
Spring Semester Ends  
Commencement

### **May 31**

July 4  
August 19

### **Summer Semester Begins**

Independence Day Break  
Summer Semester Ends

### **September 6**

October 10  
October 11  
November 23-27  
December 23

### **Fall Semester Begins**

Columbus Day Break  
***Follow Monday Schedule***  
Thanksgiving Break  
Fall Semester Ends

## 2017

### **January 17**

February 20  
February 21  
March 20-26  
April 14-16  
May 5  
May 11

### **Spring Semester Begins**

President's Day Break  
***Follow Monday Schedule***  
Spring Break  
Easter Break  
Spring Semester Ends  
Commencement

### **May 30**

July 4  
August 18

### **Summer Semester Begins**

Independence Day Break  
Summer Semester Ends

### **September 5**

October 9  
October 10  
November 22-26  
December 22

### **Fall Semester Begins**

Columbus Day Break  
***Follow Monday Schedule***  
Thanksgiving Break  
Fall Semester Ends

## **ACADEMIC AND STUDENT REGULATIONS**

### **Matriculation Requirements**

Once notified of their acceptance to Utica School of Commerce, there are a number of requirements the students need to meet to complete their matriculation. Students are expected to complete the following requirements prior to the first day of classes (students **must** complete these requirements within 30 days after the start of the semester in order to remain in class):

### **Immunization Requirements**

New York State Public Health Law 2165 **requires** that all students born on or after January 1, 1957, who are enrolled in an approved degree or registered certificate program, taking six or more credit hours per semester, submit proof of immunity against Measles, Mumps and Rubella. Proof of immunity consists of a Certificate of Immunization showing two (2) immunizations against Measles and 1 (one) each for Mumps and Rubella, signed by a physician or health care provider. The certificate must specify the type of vaccine and date of administration. Serologic proof, which specifies lab values, is also acceptable, as is positive disease diagnosis (not for Rubella). New York State Public Health Law 2167 **recommends** that students, regardless of age, also be vaccinated against Meningococcal Meningitis. All documentation must be completed by the fourth Saturday of Semester.

### **Financial Aid Recipients**

Submit a completed USC Financial Aid Data Sheet (FADS) and a Free Application for Federal Student Aid (FAFSA) or valid Student Aid Report (SAR) with copies of income documentation as required for verification by the U.S. Department of Education.

Tuition and fees are due on or prior to the first day of classes. Students receiving financial aid will be given credit toward their expenses.

### **Transfer Students**

If requesting transfer credit, submit official copies of college transcripts from any previous institutions of higher education that you have attended since graduating from high school. Transfer students receiving veterans' educational benefits must submit official College Transcripts from prior colleges attended.

### **Transfer and Advanced Standing/Articulation**

Many students are prepared to enter advanced classes, having previously studied business subjects in college, high school, or in a recognized program of Non-Collegiate Sponsored Instruction. Articulation agreements have been made with many high schools and BOCES for advanced standing credit. For further information, check with a USC representative or high school guidance counselor. Credit is also given for passing examinations administered by the New York State College Proficiency Examination (CEEB, CLEP). Upon presentation of an official College Transcript showing subjects completed with satisfactory grades (C or higher) and/or the passing of USC's requirements, a student will be granted credit for courses in the program selected. A transfer student must complete at least 50% of the required credit hours at USC. No credit will be given for computer courses taken more than two years previously, unless approved by the Chief Academic Officer.

### **College Bridge**

Utica School of Commerce participates with area high schools in providing their students with advanced training under a college bridge agreement. This program may benefit some students by allowing them to attend USC during their senior year in high school. Student selection is based on guidance counselor recommendations. USC does not actively seek high school seniors for this type of program.

### **Servicemembers Opportunity Colleges**

Utica School of Commerce has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to members of the military throughout the world. As an SOC member, USC recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and creating learning from appropriate military training and experiences.

SOC has been developed jointly between educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

Further information may be obtained by contacting the USC Academic Office.

### **Elective Courses**

Students, who for certain reasons may not wish to pursue one of the prescribed programs, or do not meet acceptance as a regular student, may take up to eight (8) credit hours per semester up to a maximum of 15 credit hours before matriculating.

### **Online Classes**

Online courses are offered each semester. Students can complete a portion of their entire degree online. Except for the Business Administration/General program, a student must take at least 50% of his/her program's courses by attending regular day and/or evening courses.

### **Matriculated Student**

A student is considered matriculated if he or she has been accepted by USC into one of our registered programs.

### **Credit Hours**

USC operates on a semester calendar. A semester credit hour represents approximately 15 class sessions of 50 minutes each, and all credit hours are measured on a semester basis.

### **Minimum Graduation Requirements**

All prescribed courses for each program must be completed with a final cumulative average of at least 2.0 in order for a student to be eligible for graduation.

### **Academic Recognition**

President's List - a matriculated student who has a semester average of at least 3.75 with a minimum of 12 credit hours carried and no incompletes or withdrawals.

Dean's List - a matriculated student who has a semester average of 3.25 to 3.74 with a minimum of 12 credit hours carried and no incompletes or withdrawals.

### **Course Deficiency**

After the seventh week of each semester, a report showing the subject(s) in which a student has a deficiency will be mailed to the student's home. This deficiency report serves as a warning indicating the need for improved performance.

## ACADEMIC STANDARDS OF SATISFACTORY PROGRESS

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at the Utica School of Commerce. Students will be evaluated at the end of each semester using the following criteria to establish their eligibility to enroll for the next semester. Students not meeting these standards will be academically dismissed.

**Matriculated Students must complete their program in 150% of the normal time allocated for a certificate or degree program (typically 3 semesters for a 2 semester Certificate or 6 semesters for a four semester Associates Degree) and meet the following criteria in order to remain academically eligible to attend Utica School of Commerce:**

### Academic Standards of Satisfactory Progress

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at the Utica School of Commerce. Students will be evaluated at the end of each semester using the following criteria to establish their eligibility to enroll for the next semester. Student not meeting these standards will be academically dismissed.

Total Credit Bearing Hours Attempted	Cumulative GPA	Minimum Credits That Must Be Earned
12-24	1.00	3
25-39	1.30	9
40-54	1.75	50% of Attempted Credits
55+	1.9	50% of Attempted Credits

Transfer Credits are also used in the calculation of Total Credit Hours Attempted but not in the determination of the cumulative grade point average.

### Warning, Academic Regulation

Even though a student exceeds the minimum standards of satisfactory progress, any student with a GPA under 2.0 at the end of any semester may be given a warning. Students enrolled full time in an AOS or an AAS Degree Program with a cumulative average below 1.0 for one semester may be academically dismissed unless the Chief Academic Officer feels satisfactory progress could be made in the succeeding semester.

### Academic Dismissal

Once a student has attempted 12 cumulative hours, an academic review of progress will occur at the end of each semester. Any students failing to meet the minimum **Standards of Satisfactory Progress and/or Pursuit of Program as described above will be academically dismissed from their program of studies.** Students who have been academically dismissed may no longer continue at USC as a regular student and are no longer eligible for Federal and State student aid.

### **Non-Regular Student**

A Non-regular student may attend classes for one semester, at his or her own expense, in order to improve his or her academic standing. Should the student fail to meet the academic standards, he or she will be academically dismissed at the end of the semester.

### **Academic Appeal**

If the student can document that mitigating circumstances adversely affected his or her academic performance, he or she may request a waiver of the USC's Standards of Academic Progress by submitting a Request for Academic Appeal to the Chief Academic Officer prior to the start of the semester for which he or she wishes to return.

The Request for Academic Appeal must include completing the Academic Dismissal Appeal Form with an accompanying statement describing the student's mitigating circumstances, documentation to support the appeal, and a preventative plan including what actions will be undertaken to enhance the likelihood of future academic success.

After reviewing the student's Request for Academic Appeal, the Chief Academic Officer will notify the student in writing of the decision to:

- Reinstate enrollment, and allow him or her to continue on to the next term.
- Deny continued enrollment.

Renewed eligibility for Federal **and/or** New York State Financial Aid will be determined separately. Note, provisions for eligibility for a **TAP Waiver** allow a student no more than one waiver as an undergraduate student throughout his or her collegiate career. **TAP Waivers** will be considered only for documented medical emergencies after concurring with the student that issuance of the **TAP Waiver** is in his or her best interest.

The decision of the Chief Academic Officer is final and no subsequent appeal will be considered unless additional information is provided to warrant further deliberation.

### **Academic Re-admittance**

Any student who terminates his or her program for any reason and seeks readmission to the college must send a letter requesting re-admittance. This letter must be sent to the Faculty Committee which will evaluate each request and report its decision to the Admissions Office.

### **Course or Program Change**

A student wishing to change or withdraw from a course or program must have the approval of the college administration. No course withdrawal will be authorized after the tenth week (or seventh week of the summer semester). Students currently enrolled in a one-year certificate program must meet the standards of progress for the certificate program at the time of any transfer to any Associate Degree program.

## **ACADEMIC RULES**

### **Adding and Dropping Classes**

A student may not add a class after the first week of the semester without approval of the Campus Director or Chief Academic Officer.

A student may not drop a class after the third week of the semester without penalty.

## Grading System

The method of grading is as follows:

Letter	Numerical Value
A	93+
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

Letter	Numerical Value
C	73-76
C-	70-72
D+	67-69
D	63-66
F	62-

**FT** Fail - Administratively Terminated

**Inc.** Incomplete in assigned work - With the approval of the Instructor and/or the Vice President of Academics or Campus Director, a student who has not completed required work in a specified course may receive a grade of incomplete. This grade must be removed in accordance with the Incomplete Contract issued by the Instructor. In most cases, seven (7) weeks is the maximum amount of time for an incomplete contract.

**P** Passing - This grade is not calculated in the cumulative average. However, the course is used in credits (equated) attempted.

**PR** Passing With Restrictions - This grade is reserved only for individuals with a permanent disability who are unable to fulfill speed requirements in Ty.101.

**W** Indicates withdrawal within the first three weeks from all classes.

**WF** Indicates withdrawal after the third week of a semester when a student is failing, and the course must be repeated.\*

**WP** Indicates withdrawal after the third week of a semester when a student is passing and the course must be repeated.\*

\*No course withdrawal will be authorized after the tenth week of a semester or seventh week of the summer semester.

A quality point system is used to determine the quality of work acceptable for graduation. Grades carry quality points each semester as follows

Letter	Quality Points
A =	4.0
A- =	3.7
B+ =	3.3
B =	3.0
B- =	2.7
C+ =	2.3
C =	2.0
C- =	1.7
D+ =	1.3
D =	1.0
F =	0.0

An "F" grade will not be calculated into the cumulative average after the subject has been satisfactorily completed. If the course was failed more than once, only the highest passing grade is calculated, and the "F" and/or "FT" grade(s) remain on the transcript.



A failed subject must be repeated the next semester it is taught. A student may only repeat a particular course three times. In order to attempt a failed course for the fourth time, permission must be granted from the Chief Academic Officer.

Transcripts of grades are issued following the end of each semester. No transcript will be released for any reason unless the student's account is paid in full.

### **Grade Grievance**

If a student feels that his or her grade is not accurate, he or she must take the following steps: Make an appointment with the faculty member to review his or her grade in the course. If the student is still not satisfied with the outcome, he or she must write to the Chief Academic Officer to explain the situation and request a grade change. The Chief Academic Officer will review the situation and make any necessary inquiries of the faculty member, the student, or both. Once the Chief Academic Officer has made a decision, the student and the faculty member will be notified in writing of the decision. No change of grade will be allowed after the third week of the semester immediately following the semester for which the grade change has been requested.

### **Learning Disabled Policy**

Some students may fall under USC's Learning Disabled Policy. Any student with written professional documentation of a learning disability may request special services by contacting Mrs. Wendy Cary, Compliance Coordinator, Utica School of Commerce.

## UTICA SCHOOL OF COMMERCE STUDENT CODE OF CONDUCT AND STUDENT BILL OF RIGHTS

In accordance with Utica School of Commerce's Mission to, "*Foster an atmosphere that encourages students to achieve all they are capable of being, while working in a diverse society,*" guidelines for appropriate behavior were created to allow a positive educational environment that will allow all students to pursue their post-secondary goals in an amiable, open and safe atmosphere.

Utica School of Commerce students will:

1. Adhere to all college rules and regulations stated in the Catalog and Student Handbook.
2. Comply and adhere to Federal, State and local laws on and off campus.
3. Not engage in harassment or criminal activity of any type in relationship to the Hate Laws proscribed by New York State Statute. This includes but is not limited to harassment based on one's sexual orientation, race, creed, handicap, gender, or position of authority.
4. Not physically or psychologically abuse themselves or others. Students engaging in activities that will cause harm to their physical well-being will be suspended until such a point where a qualified professional evaluation is completed and the student is deemed no longer to be a threat to himself or herself.
5. Act in an appropriate and lawful manner with regard to the personal property rights of others, and the property rights and facilities of the college.
6. Adhere to all rules and regulations related to academic integrity, scholarship, plagiarism and pursuit of program.
7. Comply with all terms and conditions set forth in the USC Computer Usage Policy.
8. Comply with all copyright laws related to print, software and duplication abilities.
9. Attend and participate in class as outlined within each course syllabus.
10. Communicate orally in a socially acceptable manner.
11. Dress appropriately while attending class or college social activities.
12. Comply with all smoking regulations.
13. Refrain from the use, possession or distribution of alcoholic beverages on college-owned or controlled property. If a college social event is held at an off-campus site that serves alcoholic beverages, compliance with New York State laws related to the possession and/or consumption of alcohol must be adhered to (i.e., 21-year-old alcohol consumption law). The President of the College reserves the right to allow alcohol to be served on campus for special events.
14. Any use, possession or distribution of any drug considered illegal by Federal or State laws or a controlled substance not permitted by law at the college or at college sanctioned events is prohibited. The college regards any illegal drug involvement as an educational, as well as a legal issue, and offers counseling opportunities to members of the college community who wish to use those services.
15. "The health and safety of every student at the Utica School of Commerce (USC) is of utmost importance. USC recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. USC strongly encourages students to report domestic violence, dating violence,

stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to USC officials or law enforcement will not be subject to USC's code of conduct section for violation of alcohol and/or drug use policies occurring at or near the time of the commission of domestic violence, dating violence, stalking, or sexual assault."

16. Obstruction or disruption of the classroom, administrative office or meeting(s), disciplinary proceeding(s), social events (on and off campus), or other functions (on or off the campus) of the College; or the inciting and or encouraging of others to obstruct or disrupt the campus environment or College activities is a violation of the Student Code of Conduct.
17. To ensure student safety, the College will follow the provisions of NYS Education Law Article 129-A and 129-B in regard to sexual assault, dating violence, domestic violence, and stalking prevention. The definition of affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions, create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression".

The following are guidelines for consent:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consequences or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

"All students have the right to: 1. Make a report to local law enforcement and/or state police; 2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously; 3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution; 4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard; 5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available; 6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations; 7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident; 8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution; 9. Access to at least one level of appeal of a determination; 10. Be accompanied by an advisor of choice who may assist and advise a reporting individual,

accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.”

In addition, each victim may be assisted by campus authorities in notifying law enforcement authorities if he/she so chooses or the victim may decline to notify law enforcement authorities.

### **Confidential Disclosure**

USC offices and employees will maintain the privacy of the reporting individual to the greatest extent possible. The information provided to any office or college employee will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution. If a reporting individual discloses an incident to a college employee who is responsible for responding to or reporting domestic violence, dating violence, stalking, or sexual assault but wishes to maintain confidentiality or does not consent to the College’s request to initiate an investigation, the Title IX Coordinator must then weigh the request against the College’s obligation to provide a safe, non-discriminatory environment for all members of the college community. The College shall assist with academic, employment, and other reasonable and available accommodations regardless of reporting choices.

### **Referrals List**

Vera House, Syracuse, NY  
24 Hr. Crisis and Support Line  
315-458-3260

Liberty Resources  
Victims of Violence Program  
218 Liberty Street  
Oneida, NY  
24 Hr. Hotline  
315-366-5000

NYS Police Troop D  
Campus Sexual Assault Victims Unit  
315-366-6106

YWCA Mohawk Valley  
24 Hr. Support Line  
Herkimer County  
Sexual Violence Services  
315-866-4120  
Oneida County  
Domestic and Sexual Violence Services  
315-797-7740

## **Sanctions for Violating the Code of Conduct**

1. An oral warning - An informal communication notifying the student that if his/her behavior is not altered, the student faces the possibility of receiving an Incident Report.
2. A written warning - An Incident Report, with attachment, if necessary, will be issued detailing penalties that may be imposed by the college in the event that a future violation occurs.
3. Removal from a course - An Incident Report will be filed with attachments if necessary detailing concisely why a student was removed from a particular course.
4. Loss of course credit - An Incident Report will be filed with attachments outlining behavior violations from a previous semester that was discovered at a later date.
5. Disallowance of involvement in all college-sanctioned social activities - An Incident Report will be filed.
6. Suspension from the college - An Incident Report will be filed with attachments. A letter will be mailed to the student outlining details of the suspension and when/if the student is eligible to return to the college.
7. Dismissal from the college - An Incident Report will be filed with attachments. A letter will be mailed to the student outlining details of the dismissal and under what conditions the student may be eligible to return to the college.
8. Revocation of an Academic Honor, Certificate or Degree - An Incident Report will be filed with attachments. The student will also be notified by letter.
9. Arrest - The College reserves the right to suspend a student until a verdict is reached by a court of law.

## **Student Right of Appeal**

All students have the right to appeal a sanction within seven (7) days of the issuance of the sanction. The appeal should be a clear statement of why the student claims the sanction should not be administered. The student must appeal in writing to Mrs. Wendy Cary, Compliance Officer, Utica School of Commerce, Route #5 & Dominick Bruno Boulevard, Canastota, NY 13032. Electronic submissions may be made to [wcary@uscny.edu](mailto:wcary@uscny.edu). In the case that the Compliance officer administers the sanction, the appeal will be made to Mr. Scott Williams, Executive Vice President, Utica School of Commerce, 201 Bleecker Street, Utica, NY 13501 or electronically to [swilliams@uscny.edu](mailto:swilliams@uscny.edu).

Upon the conclusion of the appeal process, if the student is not pleased with the findings of the Compliance Officer or Executive Vice President, he or she may appeal within five days in writing to President Philip M. Williams, Utica School of Commerce, 201 Bleecker Street, Utica, NY 13501 or electronically to [pwilliams@uscny.edu](mailto:pwilliams@uscny.edu) and request a Presidential Hearing. If the request for a hearing is granted, the President will issue a decision to maintain the sanction or set it aside within ten (10) days.

## EDUCATIONAL COSTS

Effective May 2014

### Tuition Rates

#### MATRICULATED

##### FULL-TIME (12 or more credit hours per semester)

Tuition (per Semester)	\$6,480.00
College Fee (per Semester)*	270.00

##### PART-TIME (Less than 12 credit hours per semester)

Tuition (per Credit Hour)	\$540.00
College Fee (per Credit Hour)*	22.50

#### NON-MATRICULATED (Limited to 8 credit hours each semester)

##### ELECTIVE (First 15 credit hours of total enrollment)\*\*

Tuition (per Credit Hour)	\$99.00
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##### Professional Development Classes\*\*\*

Tuition (per Credit Hour)	\$99.00
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*\*The College Fee is a universal fee covering fees normally associated with admissions, student activities, labs, online fees, and graduation.*

*\*\*After 15 credit hours, a student must declare a major and matriculate. Non-matriculated students are not eligible for Financial Aid.*

*\*\*\* These classes are made available, as space permits, to USC AOS/AAS Graduates at the reduced non-matriculated tuition rate.*

The Utica School of Commerce reserves the right to modify, alter, or change the tuition and/or fees without prior notice at the discretion of the college administration.

### Institutional Refunds

Students intending to withdraw totally from school after beginning attendance for any semester must notify their Campus Director or the Chief Academic Officer of their intent to withdraw from school in writing, in person, or by telephone. Calculations of refunds for students who withdraw without notification will reflect back to their last date of documented attendance.

When a student withdraws from school:

Tuition for the semester will be calculated from the following refund policy:

Week of Withdrawal	Percent of Refund
1	100%
2	75%
3	50%
4	25%

### NO REFUND AFTER WEEK 4 OF THE SEMESTER

The amount of federal financial aid "earned" is calculated based on the percentage of the enrollment period completed up through the 60% point of the enrollment period. Students may no longer be eligible for the full amount of the Federal Pell Grant, Federal SEOG, TAP or

Federal Student Loans that they were originally scheduled to receive. If the student receives more Federal Aid than the amount “earned”, it is the student’s responsibility to repay any overaward to the U.S. Department of Education.

***All student fees are non-refundable after week one of the semester.***

### **Books and Supplies**

The average cost of books per semester for full-time students is normally in the range of \$600-\$700 per semester. This cost can vary from semester to semester depending upon the books purchased. This cost may be reduced by the purchase of used books. Students are expected to pay for books with cash, personal check, or credit card. Books may also be charged to the student account if sufficient financial aid is available.

Supplies including pens, notebooks, pencils, disks, etc., average \$20 per semester for full-time students.

## FINANCIAL AID AT USC

The Financial Aid programs at USC are made available to ensure that students and families have available to them the resources necessary to meet the students' educational costs including tuition, fees, books, supplies, transportation, and personal and miscellaneous expenses.

Every effort is made to provide a student with a personalized Financial Aid package that takes into account the family's ability to contribute and the resources available from federal, state, institutional, and private sources.

### Financial Aid Eligibility

In order to be eligible for financial assistance at USC, the applicant must:

- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma or equivalent
- Not be in default on a student loan, or have borrowed in excess of established Title IV loan limits
- Not owe a refund on a Federal or State grant received at any previously attended school(s)
- Be registered with Selective Service, if a male
- Be accepted for enrollment at least half-time in an associate degree or certificate program
- Complete the required Federal, State and Institutional aid applications
- Meet the academic progress and program pursuit standards for the purposes of determining eligibility of student aid at USC

## STANDARDS OF SATISFACTORY PROGRESS-TUTION ASSITANCE PROGRAM

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at the Utica School of Commerce. Students will be evaluated at the end of each semester using the following criteria to establish their eligibility for TAP.

### Standard of Satisfactory Academic Progress for Determining Eligibility for State Student Financial Aid

Institution: Utica School of Commerce 7870

Calendar: Semester

Program: 2-year Associate and 1-year Certificate

Before being certified for this payment,	First	Second	Third	Fourth	Fifth	Sixth
a student must have accrued at least this many credits	0	6	15	27	39	51
with at least this grade point average.	.0	1.3	1.5	1.8	2.0	2.0



## **Pursuit of Program**

In addition to the Standards of Satisfactory Progress, students are required to receive a passing or failing grade (A-F or P letter grade) in a certain percentage of courses each term.

### **Number of TAP Payments (including enrollments prior to USC):**

**Semesters 1 & 2**

**Student must receive a grade for:**

**50 percent of the minimum full-time requirement (Six credit hours)**

**Semesters 3 & 4**

**75 percent of the minimum full-time requirement (Nine credit hours)**

**5 or more semesters**

**100 percent of the minimum full-time requirement (Twelve credit hours)**

The change of academic standards of progress for the receipt of TAP was promulgated by the Governor's Office and included in the 2010-2011 New York State Budget.

All courses appearing on the student's transcript (including W, WP, WF, FT and Inc.) will be included in the number of credits attempted. Grades of A, B, C, D, P and PR will be counted as courses successfully completed. Grades for repeated courses will be utilized for the previous course failures in the computation of a student's GPA and successful course completion rate. Remedial courses will also be included in successful course completion rate.

A student, who successfully completes only the minimum percentage of courses attempted at each evaluation point as described above, will undoubtedly have to continue enrollment beyond the standard length of the program for which he/she enrolled.

Furthermore, no full-time matriculated student can exceed one and one-half times the standard program length in terms of credit hours as a regular student and receive a degree or a certificate.

Students who fail to maintain **Standards of Academic Progress** and/or **Pursuit of Program** will lose all Title IV and New York State financial assistance until a **Request for Academic Appeal** has been reviewed and approved.

A student who is permitted to re-enroll because of an exception to the satisfactory academic progress policy is not necessarily eligible for financial aid. The Appeals Committee may reinstate eligibility for Federal and/or New York State financial aid programs if the student can demonstrate mitigating circumstances.

Provisions for eligibility for a **TAP Waiver** allow a student no more than one waiver as an undergraduate student throughout his/her collegiate career. **TAP Waivers** will be considered only for documented medical emergencies after concurring with the student that issuance to the **TAP Waiver** is in his/her best interest.

## **Accelerated Study**

For a student to be eligible for a third consecutive TAP payment, he or she must have been enrolled full time in the prior term and must also have earned 24 semester hour credits in the prior two semesters. The 24 semester hours must be credits earned and applicable to the student's program of study. The equivalent of three credits in non-credit remedial hours in each semester can be included to meet the 24-prior-credit requirement. Transfer credits cannot be used to meet this requirement

## PROGRAMS REGISTERED BY THE NEW YORK STATE EDUCATION DEPARTMENT

The following programs are offered at Utica and Canastota Campuses

<u>Program Title</u>	<u>HEGIS</u>	<u>Award</u>
Business Administration Accounting, Management, Small Business Management, General Concentrations	5004	AOS
Administrative Specialist Executive, Legal, Medical, Coding and Billing, Medical Transcription, Computer Applications, General Concentrations	5005	AOS
*Health Service Management	5004	AAS
Information Security	5004	AAS
*Non-Profit Agency Management	5004	AAS
Legal Office Assistant	5005	Certificate
Medical Office Assistant	5005	Certificate
Computer Office Applications	5005	Certificate
Accounting	5002	Certificate
Administrative Assistant	5005	Certificate
Computer Technician	5101	Certificate
Insurance Associate	5003	Certificate

\*Not currently offered in Canastota

### CONDITIONS OF ENROLLMENT

As a condition of enrollment at the Utica School of Commerce, each enrolled student agrees to the following:

Unless the student states otherwise in writing, he/she grants permission to the Utica School of Commerce to release college grades, attendance, and college references to employers, high schools, colleges, and government offices without any notice to him/her, except no release of the foregoing will take place if any payment due Utica School of Commerce is outstanding and payable, or the student is in default of a student loan.

The college exerts itself to protect the personal property of students. However, Utica School of Commerce shall not be responsible or liable for any property brought into or left at the Utica School of Commerce (including contents of student lockers).

Lockers are provided to students at the Utica Campus. The lockers are provided with locks that must be used at all times. All contents of lockers will become property of Utica School of Commerce three weeks after the student's last day of attendance. A ten dollar (\$10.00) fee will be assessed for lost locks.

Upon enrollment, students give consent to allow pictures and/or video to be taken by or for the school, and hereby give Utica School of Commerce release of such pictures and/or video for reproduction, for publicity or promotional purposes and to list in school promotional material names, high schools attended, and names of employers, upon graduation from the Utica School of Commerce.

The Utica School of Commerce Placement Office is authorized to release academic information to prospective employers.

The student also releases the Utica School of Commerce and acknowledges that the Utica School of Commerce has a right to any and all materials, data and/or files obtained, sent, stored, received, searched, attained, and/or etc. via the internet or otherwise and further acknowledges any such material, data, and/or files so obtained or created are the property of the Utica School of Commerce. Any data created or obtained at Utica School of Commerce belongs to the Utica School of Commerce and not to any particular function, unit or individual. Protection of individual privacy rights and compliance with legal and fiduciary requirements mandate that the data are owned by the institution.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review his/her education records within 45 days of the day the school receives a request for access.

Students should submit to the Chief Academic Officer a written request that identifies the record(s) they wish to inspect.

2. The right to request an amendment of his/her education records that he/she believes are inaccurate.

Students may ask the college to amend a record that they believe is inaccurate. They should write the Chief Academic Officer and clearly identify the part of the record they want changed, and specify why it is inaccurate.

3. The right to consent to the disclosures of personally identifiable information contained in his/her education records.

FERPA permits disclosure without consent to school officials with legitimate educational interests.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

FERPA allows schools to release “directory information” from the student’s educational information without prior consent. USC considers the following data to be “directory information”:

- Name
- Address and telephone number
- Date and place of birth
- Major field of study
- Participation in recognized campus activities
- Dates of attendance
- Degrees and awards received

As directory information, USC may use this data internally as well as release it at the college’s discretion without prior consent.

Under the provisions of FERPA, students may request (in writing prior to the start of each semester) USC to withhold any or all of this directory information.

### **Publicity Releases**

The college routinely publishes or prepares news releases on President’s and Chief Academic Officer’s Lists, participation in college-sponsored activities, or special items that are newsworthy in addition to information used for publicity or promotional purposes (this can include but not be limited to student names, high schools attended and names of employers upon graduation and may involve pictures and/or video as well). Upon enrollment, students give consent and release to the Utica School of Commerce to divulge any such information – written, video or digital – to such reporting or promotional media. Students wishing to rescind this consent and release must complete, sign and date a rescission form and file it with the Director of Development. The effective date of rescission is fifteen (15) business days after date of receipt by the Director of Alumni and Media Relations. Rescission may be revised at any time.

## **STUDENT REGULATIONS**

### **Attendance Requirements**

Regular attendance in classes is expected. Cultivation of correct habits and punctuality is just as important as the acquisition of knowledge and the development of skill. Although USC recognizes that unanticipated absence may occur, the student should notify the Campus Director immediately. Whenever possible, direct communication with instructors is also recommended. Notification of absence or tardiness does not necessarily mean the time off is authorized or deemed acceptable.

At times, a scheduled absence may arise. Situations such as jury duty, military or reserve leaves, a medical procedure, and bereavement leaves are examples of times when a scheduled absence may be needed. As soon as these absences are anticipated and in an effort to provide as much notification as possible in advance of the requested time, the student should notify the Campus Director.

Every effort will be made to reasonably accommodate an anticipated absence. Each case may be reviewed individually by a Campus Director, Chief Academic Officer, or Executive Vice President. USC reserves the right to request verification of need for leave and/or documentation of request.

Additionally, each instructor will maintain individual student attendance records and establish attendance policies. Excessive absence may result in the student being dropped from the course, receiving a failing grade or receiving a grade reduction. A faculty review will evaluate situations necessitating student dismissal or removal from a course.

Any student who misses a test or final exam may be charged a make-up fee. The responsibility for making up work missed because of absence rests directly upon the student.

### **Student Responsibility**

Students are held responsible for abiding by all regulations set forth in this Student Handbook. While one may seek the advice of an advisor, final responsibility for any decision reached or action taken is the student's.

### **Dress**

All students are expected to dress neatly, modestly, and to be properly groomed.

### **Drug/Alcohol Regulation**

USC adheres to the "Drug-Free Schools and Communities Act Amendments of 1989" (Public Law 101-2261) which states that USC prohibits the illicit use of drugs and the abuse of alcohol by students and employees.

Any person, either student or employee, arrested for the use and/or sale of illegal drugs will be immediately terminated from USC upon conviction.

For further information, read the pamphlet, "Drug & Alcohol Abuse Preventative Information", available in the Academic or Director's office.

### **Make-up Exam Policy**

The make-up exam fee is a mandatory \$5 for regular exams and \$10 for a final exam. These fees will be charged to any student who misses an announced test. The only exceptions are for documented medical reasons or court appearances on the day of the exam.

Make-up exams may only be taken under supervision and after the fee is paid. The highest grade for a make-up exam is "B" unless the medical or court waiver has been granted. A student may only take one make-up exam per course, per semester. The make-up exam must be taken within five days of the announced exam. Special exceptions may be approved only by the instructor of the course and/or the Chief Academic Officer.

### **Course Requirements**

It is responsibility of each student to complete, within the specified period allotted, the requirements (practice sets, speed attainments, projects, etc.) of each course. The instructors will inform their classes as to when the requirements are due. Failure to submit the required material by the end of the semester will result in an "F" or incomplete if deemed appropriate.

### **Appointments**

Each student is expected to arrange medical, dental, and other appointments so as not to conflict with his or her scheduled classes, or if necessary, during free periods, allowing enough time so the student is certain of returning for the next class.

### **Telephone**

Personal calls are discouraged as they are in any business office. No student will be called from class for a telephone call except for extreme emergencies.

**Smoking**

The State prohibits smoking indoors at any campus as well as in the parking garage at the Utica campus.

**Meals**

Food may be eaten in the Student Lounge only. Food may not be eaten in any other section of the college. Students are expected to place wrappings, bottles, and litter in the trash baskets and to leave all areas clean.

**Campus Credit Card Policy**

Utica School of Commerce prohibits the advertising, marketing, or merchandising of credit cards on campus.

**College Property and Equipment**

Good business manners require that we should respect the property of others. Do not leave litter on tables or in desks. Do not deface any property. The equipment the college supplies for your use is valuable and expensive to maintain, repair, or replace.

**Entrance and Fire Exits**

Please be aware of the fire exit outlines posted in various locations in our buildings. "Exit" signs indicate FIRE EXITS. In the event of fire, proceed according to the directions of the class instructor.

**Disciplinary Action**

USC reserves the right to terminate the enrollment of any student who does not follow the rules and regulations of the college. The student will be responsible for any damage he or she causes to the college property.

**Cheating Policy**

All assignments, quizzes, examinations, projects, etc. that a student represents as his or her own work must in fact be that of the student. Students assume full responsibility for the content and integrity of the academic work they submit. Students shall be guilty of violating the Utica School of Commerce's cheating policy if they:

1. Represent the work of others as their own.
2. Receive unauthorized assistance in any academic work.
3. Assist other students in misrepresentation.
4. Misrepresent the content of submitted work.

Any student who is accused of any of the above will be subject to a hearing with the Chief Academic Officer or Campus Director. If a student is found to have violated any of the above, he or she may face dismissal or less severe reprimand from college administration.

**STUDENT COMPUTER USAGE POLICY**

Utica School of Commerce owns and operates computing systems, which are provided for registered students, faculty, and staff for support of the programs and administration at the college. USC is respectful of freedom of expressions, values, and beliefs of the individuals who engage in research, academic development, and computing in relationship to a student, academic or employment task. All individual computer users, including non-students who are given permission to use the college's electronic medium, are expected to use all equipment in an ethical and lawful manner in accordance with USC policies, as well as Local, State, and Federal Laws.

Utica School of Commerce does not condone censorship. USC does, however, reserve the right to place limited restrictions on the use of its computers and systems in response to verified complaints.

### **Responsibilities**

Utica School of Commerce users must maintain the following conditions:

1. Equitable use of all computers, computer systems, software, and Internet access and instructional services.
2. An educationally sound environment conducive to teaching, research and learning.
3. An environment free of illegal, unethical, malicious, harassing, or hostile acts.
4. A secure environment based on academic honesty and integrity.

### **Prohibited Computer Usage**

Prohibited computer use is defined as intentional behavior that violates any of the following:

1. Federal, State, or Local Law.
2. Family Educational Rights and Privacy Act of 1974 (transmitting identifiable information of an individual without a written consent).
3. USC's sexual harassment policy. This includes, but is not limited to, creating, displaying, printing, downloading, or in any way transmitting sexually explicit, pornographic, graphically disturbing, or sexually harassing images or text.
4. Knowingly installing or running any program, virus, or conducting any other activity that threatens or contaminates the integrity of the computers, server, or software of the college.
5. Installing, changing, or deleting software on any of the computer systems.
6. Using electronic messages to harass, intimidate, or that in any manner violates the personal and property rights of others.
7. Using equipment for financial or commercial gain.
8. Violating copyright laws, usage policies, or violating network regulations.

The Executive Vice President will administratively handle all alleged violations. A hearing will be held with the party to ascertain the individual's future access to any of the college's computers. In extreme cases, a student's computer access rights may be suspended immediately. Criminal offences will require the college to advise local law enforcement agencies.

### **Policy on Network Monitoring**

Faculty, staff, and students should be aware that comprehensive logs are generated by the various services and software used on USC campuses, including Email, Web access, and application software. While it is not the policy of the college to monitor all activity on the network, it is sometimes necessary to examine such logs when a problem has occurred.

Network traffic logs are used as part of ongoing efforts to make the most effective use of our limited and expensive intranet access circuits. This includes the identification of inappropriate (e.g., material which clearly bears no relation to any academic or research work) and excessive (e.g., more than several megabytes of traffic in a few hours) use of Web services. Traffic, which falls into such categories, is likely to be restricted to hours during which it has less of an adverse effect on other network users (i.e., outside normal working hours).

The administration of the college has the right to enforce one or more of the following sanctions:

1. Official Reprimand: A written warning will be sent to the student or approved visitor (non-student) outlining the course of action that will take place if the violation continues.
2. Restitution: The student or approved visitor (non-student) will be responsible for any monetary damages that are deemed necessary due to his/her behavior.

3. **Administrative Removal From Classes:** A student may be removed from a class that requires computer usage for a violation. The student will not receive a refund and will be given the appropriate grade as stated in the college catalog.
4. **Termination:** In severe cases, the administration may dismiss a student from the college. No monetary refund will be given. The Executive Vice President will make this final decision. Non-students will be banned from future computer use.

Utica School of Commerce reserves the right to amend this policy at any time without notice.

## **STUDENT EMAIL POLICY**

### **College Use of Email**

Email is considered an official method for communication at USC. Official Email communications are intended to meet the academic and administrative needs of the campus community. The college has the right to expect that such communications will be received and read in a timely fashion. No college business will be conducted with students who use a non-USC Email account in place of their official USC account.

To enable this process, the college ensures that all students can be accessed through a standardized, college-issued Email account throughout their academic years at USC.

### **Assignment of Student Email**

USC accounts are automatically assigned to all students upon the start of their first class at the college. In order to use their USC Email address and password, students should contact the main office at their appropriate campus, or students can request the information be mailed to the address in their student records at USC.

### **Redirecting of Email**

Since security and spam are big issues in the Email world of today, USC does not allow students to redirect their Email to another account.

### **Expectations About Student Use of Email**

Students are expected to check their USC official Email on a frequent and consistent basis in order to remain informed of college-related communications. Checking Email on a daily basis is recommended. There are many computer stations and labs placed around campus for free student use, such as in the Library and The Learning Center as well as computer classrooms that are not in use. Students have the responsibility to recognize that certain communications from the college may be required via Email.

### **Protection From Email Viruses**

All Email arriving and leaving USC's Email system is scanned for viruses. In the event a message is received with a virus, it will be deleted. The student may not always receive a notice of deletion. In the event an attempt is made to send a file containing a virus, it will not be sent, and the sender will be notified.

### **Appropriate Use of Student Email**

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that Email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s), especially when using the "reply" command during Email correspondence.

- All use of email will be consistent with other college policies.
- All use of email will be consistent with Local, State, and Federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA).



### Educational Uses of Email

Faculty will determine how email will be used in their classes and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with Email-based course requirements from the faculty. Faculty can, therefore, make the assumption that students' official @uscny.edu accounts are being accessed and can use Email for their classes accordingly.

### PLACEMENT INFORMATION

USC has maintained an excellent placement record for many years.

The college's interest in its students does not end as graduation draws near. USC maintains an active Placement Service which assists students in finding jobs and also provides counseling and assistance for graduates who desire to further their education. Prior to graduation, students participate in a comprehensive employment seminar course that covers topics such as personal career goals, community resources, appropriate business attire, resume preparation, effective interview techniques, and more. USC graduates develop the skills and gain the confidence needed to achieve success in the business world. An excellent reputation in the business community has earned USC graduates the respect of employers in industry, education, health care, banking, law, and all facets of business. One of USC's most valuable assets is the individualized placement service provided to every student and graduate requesting its service.

#### UTICA SCHOOL OF COMMERCE PLACEMENT INFORMATION AUGUST 2013 - MAY 2014\*

	UTICA	CANASTOTA	ONEONTA
AOS Administrative Specialist	95%	89%	86%
AOS Business Administration	92%	91%	75%
AAS Health Services Management	100%	n/a	n/a
AAS Non-Profit Agency Management	100%	n/a	n/a
AAS Information Security	100%	100%	n/a
Accounting Certificate	100%	n/a	n/a
Computer Office Applications Certificate	n/a	n/a	100%
Computer Technician Certificate	n/a	n/a	n/a
Insurance Associate Certificate	n/a	100%	n/a
Legal Office Assistant Certificate	n/a	n/a	n/a
Medical Office Assistant Certificate	80%	100%	n/a
Administrative Assistant Certificate	100%	n/a	n/a

PLACEMENT RATE *	<u>UTICA</u>	<u>CANASTOTA</u>	<u>ONEONTA</u>
	92%	92%	83%

**TOTAL PLACEMENT RATE \*: 91%**

\* GRADUATES WHO RESPONDED TO A COLLEGE SURVEY THAT WERE PLACED, CONTINUED THEIR EDUCATION AT ANOTHER INSTITUTION OR PROVIDED ADDITIONAL INFORMATION RELATED TO EMPLOYMENT STATUS.

## UTICA SCHOOL OF COMMERCE PLACEMENT INFORMATION AUGUST 2013 - MAY 2014\*\*

	UTICA	CANASTOTA	ONEONTA
AOS Administrative Specialist	91%	89%	86%
AOS Business Administration	85%	91%	75%
AAS Health Services Management	100%	n/a	n/a
AAS Non-Profit Agency Management	100%	n/a	n/a
AAS Information Security	100%	100%	n/a
Accounting Certificate	100%	n/a	n/a
Computer Office Applications Certificate	n/a	n/a	100%
Computer Technician Certificate	n/a	n/a	n/a
Insurance Associate Certificate	n/a	100%	n/a
Legal Office Assistant Certificate	n/a	n/a	n/a
Medical Office Assistant Certificate	80%	67%	n/a
Administrative Assistant Certificate	100%	n/a	n/a

PLACEMENT RATE **	UTICA	CANASTOTA	ONEONTA
	88%	88%	83%

**TOTAL PLACEMENT RATE \*\*: 88%**

\*\* GRADUATES WHO DID NOT RESPOND TO A COLLEGE SURVEY WERE CONSIDERED NOT PLACED.

### Graduation Rate

The average graduation rate for September 2012 Cohort of first-time, full-time freshman was 46%. For detailed list of programmatic graduation rates, please contact Mr. Scott K. Williams, Executive Vice President at 201 Bleecker Street, Utica, NY 13501.

### RETENTION AND ATTRITION RATE

The Undergraduate Persistence Rate for first-time, full-time freshmen entering the institution in September 2015 and attending classes during the next semester was 67%. Those students who withdrew did so for medical reasons, employment, change in career objective or relocation. Many of these students returned at a later date to continue their education. The 2014 Retention Rate was 50%.

### THE LEARNING CENTER

The Learning Center provides students tutoring, support, labs and workshops to help them understand and improve their learning processes. All students use The Learning Center voluntarily; however, its use may be recommended to some students by faculty or staff.

### THE LIBRARY

The Library at each campus is designed for study and research, focuses on educational program support, and emphasizes reference works, current periodicals, professional journals, and access to electronic resources, ranging from the Internet to specialized research databases. The Library provides the services of a library professional at each campus, maintains a Library at each campus, participates in the OCLC Interlibrary Loan System, and is a member of the Central New York Library Resources Council.

## **COLLEGE TRANSFER CREDIT**

Utica School of Commerce graduates who desire to earn four-year baccalaureate college degrees may transfer to other colleges and apply credits earned.

## **CAMPUS SECURITY**

The Advisory Committee on Campus Security will provide, upon request, all campus statistics as reported to the U.S. Department of Education. For more information, go to the following Web site: <http://ope.ed.gov/security>.

## **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The student Right-To-Know and Campus Security Act amends sections of the Higher Education Provisions Act. The Act is in two parts. The first concerns information on graduation rates, and the second concerns campus crime.

### **I. Students Right-To-Know Act**

Title I of the Act is called, "The Student Right-To-Know Act". It requires colleges and universities to compile and release institution-wide graduation rates to all students and more detailed statistical information concerning graduation rates of students to the Department of Education and certain individuals. The effective date for these amendments is July 1, 1992. Colleges and Universities will not be required to file the first report until July 1, 1993.

### **II. Campus Crime Awareness And Campus Security Act Of 1990**

Title II of the Act is called, "Campus Crime Awareness and Campus Security Act of 1990." It requires colleges and universities to make available to all current students and employees and to all applicants for enrollment or employment two types of information:

1. description of policies related to campus security, and
2. statistics concerning specific types of crimes.

### **Crime Statistics**

The Act requires colleges and universities to provide statistical information on a variety of crimes. The information and the manner of distribution required by the Act depend on the type of crime.

#### **A. Violent Crime**

These statistics must include:

1. Motor vehicle theft
2. Murder
3. Rape
4. Robbery
5. Aggravated Assault
6. Burglary

#### **B. Non-Violent Crimes**

The institute must report the number of arrests for the following non-violent crimes:

1. Liquor law violations
2. Drug abuse violations
3. Weapons possessions

Utica School of Commerce is required to report certain crimes which are included in the College's annual security report pursuant to the Clery Act and such reports are made in an anonymous way that neither identifies the specifics of the crime nor the identity of the reporting individual.

The College is obligated to issue timely warnings of crimes stated in the Clery Act occurring within relevant geography that represents a serious or continuing threat to students and employees, except when the warning would compromise current law enforcement efforts or when the warning would identify the reporting individual.

The Family Educational Rights and Privacy Act (FERPA) allows the College to share information with a parent when there is a health or safety emergency or when the student is a dependent on either parent's prior year federal income tax return. Generally the College will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

## **CAMPUS SEXUAL VIOLENCE ACT/THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT**

Effective March 7, 2014, colleges and universities are required to report domestic violence, dating violence, stalking, and sexual assault.

### **CAMPUS SAFETY**

Utica School of Commerce tries to provide a safe environment in which students can fully realize the educational mission of the college. All students and staff are urged to report incidents, emergencies, missing students and suspicious activity to the Campus Director. All complaints are responded to.

#### **Utica School of Commerce Sexual Assault Policy**

1. Any student, faculty member, administrator, or other employee of the Utica School of Commerce will be dismissed immediately following his/her arrest and conviction for a sexually related crime committed while on the premises or property rented or owned by the Utica School of Commerce.
2. Any student, faculty member, administrator, or other employee of the Utica School of Commerce will be subject to a review by the President, Vice President, Title IX Compliance Coordinator, Chief Academic Officer and designated faculty member if arrested for a sexually-related crime occurring at any site other than property owned or rented by the Utica School of Commerce. The conviction of this individual for a felonious crime will lead to immediate dismissal.

#### **The Legal Ramifications of Sexual Assault**

Sexual assault not only inflicts physical and mental anguish on its victim, but the legal burden that is placed upon the accused can be enormous. Large fines and/or imprisonment ranging from one month in jail to life in prison may be adjudicated to an individual found guilty of a sex-related offense. The following information is presented to you in compliance with Chapter 739 of the New York State Laws of 1990.

### **SEXUAL OFFENSES AND CRIMES**

**Sexual Misconduct**-involves an individual engaging in sexual intercourse with another without his or her consent, or deviate sexual intercourse with another person without consent. (Class A Misdemeanor)

**Rape in the Third Degree**-involves sexual intercourse with an individual when one party (the accused) has attained the age of 21 and the other party is younger than seventeen years. (Class E Felony)

**Rape in the Second Degree**-involves sexual intercourse when one party (the accused) has attained the age of 18 and the other party is younger than fourteen years. (Class D Felony)

**Rape in the First Degree**-An individual is guilty of rape in the first degree when he or she engages in sexual intercourse with a female: (1) by forcible compulsion; or (2) who is incapable of consent by reason of being physically helpless; or (3) who is less than eleven years old. (Class B Felony)

**Sodomy in the Third Degree**-When an individual engages in deviate sexual intercourse with a person who is incapable of consent by reason of some factor other than being less than seventeen years old, or being twenty-one (the accused) or older engaging in deviate sexual intercourse with a person under the age of seventeen. (Class E Felony)

**Sodomy in the Second Degree**-When an individual (the accused) engages in forcible deviate sexual intercourse with the victim, engages in deviate sexual intercourse with an individual who is physically helpless, or deviate sexual intercourse with an individual less than eleven years old. (Class B Felony)

**Sexual Abuse in the Third Degree**-A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person. (Class B Misdemeanor)

**Sexual Abuse in the Second Degree**-A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is incapable of consent by reason of some factor other than contact with a person less than fourteen years old. (Class A Misdemeanor)

**Domestic Violence**-Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence**-Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking**-Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Sexual Abuse in the First Degree**-When an individual subjects another person to sexual contact by (1) force; or (2) when the victim is physically incapable of consent; or (3) when the victim is less than eleven years old. (Class D Felony)

### **What is Date Rape?**

Date rape is the act of forcing sex on a date. The rapist could be anyone you go out with, an acquaintance, classmate, co-worker, boss, ex-husband, family member or neighbor. To prevent date rape, it's important to understand the attitudes that contribute to it.

### **Why Does Date Rape Happen?**

Date rape can occur when a man, thinking a woman is "playing hard to get," believes she really means "yes" when she means "no." Mixed messages may be communicated verbally (through what a person says) or nonverbally (through body language). The potential for date rape exists when two people do not have a clear understanding of each other's sexual intention and expectations. Lust is not the cause. Date rape isn't about or over lust. It isn't something that happens in the heat of the moment. Date rape is sexual violence that's directed at a woman.

**How to Avoid Date Rape**

Express what you want clearly; make it clear before you get into a sexual situation what your limits are. Beware of alcohol and other drugs; keep the situation under control. Avoid secluded places and have your own transportation.

**What to Do if You are Raped**

Go to a hospital. See a doctor immediately for treatment of any injuries and for other tests, which can provide important medical evidence. Do not douche, bathe, shower, or change clothes before you go. Report the rape. Seek counseling; consult a trained rape-crisis center or mental health center.

**Referrals**

YWCA Rape Crisis Services  
(315) 797-7740

Herkimer County Rape Crisis  
(315) 866-4120

Opportunities for Otsego  
Rape Hotline  
(607) 432-8088

Liberty Resources  
(315) 366-5000

The Advisory Committee on Campus Security will provide, upon request, all campus statistics as reported to the U.S. Department of Education. Contact Mr. Scott K. Williams, Executive Vice President. For additional information, go to the following Web site: <http://ope.ed.gov/security>.

**SEX OFFENDER REGISTRATION**

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. In New York State this information can be accessed at [www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov).

**EMERGENCY NOTIFICATION PLAN**

In the event of a significant emergency at a campus, all students, faculty, and staff will be notified by text message. A significant emergency is a dangerous situation involving an immediate threat to the health or safety to students and employees occurring on the campus.

The college will immediately notify all students, faculty, and staff upon confirmation of a significant emergency. A text message will be sent and include instructions to follow.

A test of the college emergency notification system is conducted each semester at each campus. Each student, faculty, and staff should notify their campus of any change in their text messaging number.

## ON-CAMPUS CRIME

During the 2014-2015 academic year, there were no felonies reported at any of the campuses. If there are any questions or concerns with regard to campus safety, they should be directed to Mr. Scott K. Williams, Executive Vice President. His telephone number is 315-733-2309, ext. 2215.

## GRIEVANCE PROCEDURE

All Utica School of Commerce students are guaranteed the right of having Utica School of Commerce-related complaints resolved through the procedure established by the college.

Any student who feels that he/she has been treated unfairly, or discriminated against with regard to race, creed, sex, ethnic or national origin, religion, marital status, age, handicap, sexual orientation or dealt with in a manner which is inconsistent with Utica School of Commerce regulations, may seek redress at any time within fourteen (14) days of the alleged occurrence. This nondiscrimination policy covers admissions, access to and treatment in college programs, services, and activities. **ALL GRIEVANCES MUST BE SUBMITTED IN WRITING. PLEASE BE AS DETAILED AS POSSIBLE.**

The Utica School of Commerce welcomes the handicapped, and, in compliance with Section 504 of the Rehabilitation Act of 1973 (as amended), does not discriminate on the basis of handicap.

Questions about this policy may be directed to the Utica School of Commerce Title IX and Section 504 Compliance Coordinator, Mrs. Wendy Cary, Canastota Branch Director.

### Compliance Procedures

1. Any violation of the rules of this institution which might warrant disciplinary action shall be reported to the Compliance Coordinator within fourteen (14) days from the date of the alleged occurrence.
2. The Compliance Coordinator shall then investigate the matter within fourteen (14) days.
3. If the Compliance Coordinator determines that it is necessary to proceed further, she shall transmit in writing, within fourteen (14) days, to the student that the individual(s) being charged have received written communication regarding the incident.
4. The Compliance Coordinator shall also inform the individual(s) being charged that he/she has the right to respond to the charges either in writing or in person within fourteen (14) days.
5. Also, within fourteen (14) days after receipt of the charges by the student, a meeting will be scheduled between the Executive Vice President, Compliance Coordinator, student, and individual(s) being charged to discuss the charges.
6. After the individual(s) being charged and the student have had an opportunity to respond to the charges, the Executive Vice President and/or Compliance Coordinator will render a written determination on the charges which will be transmitted to the individual(s) being charged and the student within fourteen (14) days.
7. If the determination of the Executive Vice President is that the individual(s) being charged is guilty of any of the charges against him/her, the Executive Vice President may impose a penalty of reprimand or termination within fourteen (14) days.
8. The student and/or the individual(s) being charged may request in writing that the President of the institution review the determination of the Executive Vice President within fourteen (14) days.
9. Upon such an appeal, the President of the institution shall review the record in the matter and may affirm, reverse, or modify the determination of the Executive Vice President within fourteen (14) days of receipt.



## **Sexual Harassment Defined**

Sexual harassment takes many forms, from constant joking to physical assault. It happens when a person with power abuses that power to intimidate, coerce or humiliate someone because of gender or sexual preference. It may involve threats that a person will lose his/her job, not be promoted or that he/she will fail in class. Sexual harassment creates confusion because the boundary between professional roles and personal relationships is blurred. Your co-workers, supervisors, professors or fellow students may make your work or learning environment uncomfortable because the harasser has introduced a sexual element into what should be a learning situation.

According to the guidelines issued by the U.S. Department of Education office of Civil Rights and Equal Employment Commission, the following behavior constitutes sexual harassment:

- (1) submission to sexual advances as a condition of your employment or education;
- (2) acceptance or rejection of these advances or comments affects your job status, your grades, or your professional advancement; or
- (3) unwelcome sexual advances or comments which interfere with your work study.

## **Levels of Harassment**

<b>Gender Harassment:</b>	Generalized sexist remarks and behavior, which convey insulting, degrading, or sexist attitudes.
<b>Seductive Behavior:</b>	Unwanted, inappropriate, and offensive physical or verbal sexual advances.
<b>Sexual Bribery:</b>	Solicitation of sexual activity or other sex-linked behavior by promise of reward.
<b>Sexual Coercion:</b>	Coercion of sexual activity or other sex-linked behavior by threat of punishment.

## **What are Common Forms of Harassment?**

- Insistent invitation for drinks, dinner, dates
- Unwanted touching
- Obvious sexual gestures
- Uninvited visits to someone's room
- Offensive graffiti
- Threats of physical assault
- Subtle or overt pressure for sexual interactions
- Sexist comments
- Assault and rape

## **What are Common Reactions to Harassment?**

- Changing college or graduate school major
- Leaving job, college, or city
- Depression, anxiety, loss of self-esteem
- Headaches, nausea, weight loss or gain, insomnia, high blood pressure, gastrointestinal disorders
- Stress in relationships with co-workers, friends, and family

### **What Can You Do If You Are Harassed?**

- Say no immediately. Be Direct. Do not ignore the problem.
- Write a note to the harasser. Describe the incident and how it made you feel. State that you would like the harassment to stop. Send letter by certified mail; keep a copy.
- Keep a log. Document each incident. Describe it. Include the dates, time, place, person involved, witnesses and exactly what occurred: who said what or who did what and to whom.
- Talk to someone. There are advisors available at the college. Speak to a faculty member you trust. He or she will be able to help you. The college has policies to protect you and assist you in resolving issues of sexual harassment. The first step is an informal one that allows you to bring your complaint privately to Ms. Wendy Cary, Title IX Compliance Coordinator. An unbiased investigation will be conducted in an attempt to resolve the matter swiftly and quietly.

### **Applicable Laws Related to Sex Offenses on Campus**

The New York State Penal Law is the legal instrument which defines what are criminal offenses in the state and what the penalties are for committing those offenses.

Although sexual harassment can be a traumatizing experience, one person forcing him/herself upon another for sexual favors generally perceives it as a non-violent psychological assault. The actor pursues consent or approval. Physical force is not an element of sexual harassment. Once a sexual act is committed upon a person without consent, because of physical compulsion, incapacity to consent, (due to mental deficiency, incapacitation, physical helplessness, under the age of 17) it becomes a violation of the NYSPL and becomes a criminal offense. Acts defined as "sex offenses" in the P.L. must have the element of "sexual offenses" in the P.L. and must have the element of "sexual contact." This means any touching of a sexual or other intimate part of a person not married to the actor for purpose of gratifying sexual desire. It includes the touching of the victim by the actor, whether directly or through clothing.

### **COMPLAINTS RELATED TO STANDARDS FOR INSTITUTIONAL ACCREDITATION**

The following policies and procedures apply to students' complaints related to the standards applicable to the institutional accreditation of the Utica School of Commerce. These standards are set forth on the following Web site of the New York State Education Department:

<http://www.highered.nysed.gov/ocue/accred/home.html>. A hard copy of these standards is available from the President, Chief Academic Officer, and Campus Directors.

#### **1. Informal Resolution Process**

A student having a complaint related to the college's compliance with one or more accreditation standards is strongly encouraged to attempt to resolve the issue through informal means, first with the staff member most responsible for the area of complaint. The informal complaint resolution process may then extend to the staff member's supervisor, either at the initiation of the USC staff person and the student together, or on the student's own initiative.

#### **2. Formal Complaint Process**

A student at any time may file a written, formal complaint using the USC complaint form. A written complaint must be addressed initially to the staff person directly responsible for the area of complaint. If satisfactory resolution is not concluded, a complainant may, within twenty (20) days of the unsatisfactory determination, file a complaint with the Campus Director at the Branch Campuses, or with the Executive Vice President at the

Main Campus, providing all pertinent documentation. This person (the appeals officer) must act on the complaint with a written determination following review of material provided by the complainant and the affected office or staff member and interviews with the complainant and with staff in the affected office, within thirty (30) days of receiving the complaint. Previously undisclosed material may be provided to the appeals person for good cause by an affected party to the complaint within thirty (30) days from the date of the request. A transcript of any recommendation or decision of the appeals officer may be made at the request of either party. The decision of the appeals officer may be appealed to the President of the college within twenty (20) days of the appeals officer's written determination. The President shall take the entire written record into account. The President shall render a written determination within thirty (30) days of receiving the notice of appeal together with all supporting documentation. The President's written determination, together with the reason(s) for it, shall be provided to the complainant within ten (10) days of the determination. The President's determination shall be final. If a complaint directly involves an appeals officer, an alternative person at the same appeals level shall hear the appeal (for example, a different branch director) with the alternative appeals office chosen by the President of the college.

**3. Student and Staff Rights Protection**

In all instances, no action shall be taken, either implied or otherwise, against any student or staff member while a complaint is under active review.

**4. Retention of Records of Complaints**

The college shall retain the full record of each formal complaint covered under these procedures for a period of at least six (6) years, or longer, at the college's sole discretion. The record shall include the complaint, documentation related to the complaint, the transcript of any oral presentations that have been made, and the written determination of the appeals officers.

**5. Total Time Period for the Complaint Process**

The period possible for the complaint process extends 180 days from the date of the alleged violation of any standard.

These policies and procedures shall not apply to any complaint in which any party of the complaint is a named or material party in litigation on substantially the same matter.

## **UTICA CAMPUS**

### **Physical Complex**

The Main Campus of USC moved to its present location at 201 Bleecker Street, downtown Utica, in September of 1978. The 40,000 square foot building boasts modern classrooms that were designed specifically for business education functions. Special purpose and multi-purpose classrooms provide an environment appropriate for all types of classroom situations.

A spacious Student Lounge offers the students the chance to get acquainted over a game of pool, darts, or foosball. One may also enjoy talking with fellow classmates over a cup of coffee or other light meals that are available. Adjacent to the Student Lounge are lockers, provided for all students at registration.

The USC Bookstore offers all the necessary books and supplies one needs for classes. Also available are book bags, sweatshirts, and other articles usually found in college bookstores.

Students may park in the attached indoor parking garage for a semester fee. There are other parking facilities available locally as well.

**Student Life**

Any academic program is made more meaningful by student activities. At USC, a coordinated level of academic and social activities is maintained through clubs and organizations, trips and tours, and other social functions.

Students are encouraged to participate in the following:

**Student Association**

Officers of the Student Association are chosen each year by ballot according to the various programs of study. Throughout the year, the Association sponsors many social activities and other events that may be of particular interest to the student body. All students are invited to participate at any meeting. Charity and community events include March for Breast Cancer Awareness, Food Drive, America's Greatest Heart Run & Walk, the Spring Fling Dinner Dance, NYS Organ & Tissue Donation Registration, voter registration drives, March of Dimes Walk America, and Toys for Tots.

**Student Service Club**

Membership is available to students whose cumulative average is 3.25 or better and who are of outstanding character. Service Club members assist with student orientation, provide tutorial assistance, and help staff and faculty with college-related projects throughout the year.

**Local Tours**

The college organizes tours of local industries and places of interest. Local banks, manufacturing companies and professional offices are visited.

**Other Trips and Tours**

The Student Association and the college offer trips throughout the school year.

**Social Functions**

Traditional fall and spring outings such as bowling parties and picnics are planned. The Student Association plans activities such as holiday parties and semesterly gatherings. The Student Lounge offers a place to meet informally with classmates, play a game of pool, or just visit.

**Community**

Utica, New York, located in the Mohawk Valley, is 90 miles west of Albany and 50 miles east of Syracuse.

Rich in cultural assets, Utica is the home of the Munson-Williams-Proctor Arts Institute, the Stanley Performing Arts Center, the Players Theater Company, the Boilermaker Road Race, the National Distance Runners Hall of Fame, and Broadway Theatre League, among others.

Sports enthusiasts are fortunate to have many fine facilities nearby. The city park system includes an 18-hole golf course, many tennis courts, and a ski area with chair lift, T-bar, rope tow, and cross-country ski trails.

Performances by various rock, blues and jazz entertainers are scheduled regularly in the Utica Memorial Auditorium and the Stanley Performing Arts Center.

The Utica area has many fine educational institutions that provide various educational opportunities.

## **CANASTOTA CAMPUS**

### **Physical Complex**

USC opened its Branch in Canastota in April 1986, moving to its new location on Route 5 in September 1992.

The facility houses seven classrooms, a student lounge, faculty lounge, Library/Learning Center, and an office complex. This lends itself to providing for small classes and a friendly atmosphere. Flexible scheduling allows for maximum use while encouraging excellent faculty-student relationships.

The Student Lounge offers a place to relax, talk with fellow students, and have a snack. Books and supplies are available for the convenience of students. The large parking lot provides off-street, free parking for all students. Those students living along the Route 5 corridor are also serviced by public transportation.

### **Student Life**

Student activities are held throughout the year. Traditional activities include a Halloween party and a summer picnic held on campus. Wednesdays are "Dress for Success Day." Annual shopping and sightseeing trips are planned within New York State.

### **Student Service Club**

Membership is available to students whose cumulative average is 3.25 or better and who are of outstanding character. Service Club members assist with student orientation, provide tutorial assistance, and help staff and faculty with college-related projects throughout the year.

### **Community**

Canastota, New York is a small community accessible by Route 5 or the NYS Thruway (Exit 34). The International Boxing Hall of Fame is located just off the Thruway in Canastota.

A growing Industrial Park complex borders the campus. The small businesses there and throughout the Canastota area provide placement opportunities for USC graduates, while four-year colleges are easily available to those seeking further education.

The Syracuse area has many museums and art galleries, plus theaters and musical events from symphonies to rock concerts. Enjoy country living with the convenience of city shopping only 20 minutes away. Nearby state parks such as Chittenango Falls, Green Lakes and Verona Beach offer picnicking, swimming and boating facilities.

## **ALUMNI ASSOCIATION**

The Utica School of Commerce has an active Alumni Association governed by elected officers and bylaws. The object of the Alumni Association is to promote and encourage close relationships among graduates, administration, faculty and students and to conduct educational and social programs of interest.

### **Services for Alumni**

The college is always ready to assist alumni in securing advanced positions or in solving career problems through the Placement Office. USC values the goodwill of graduates and former students. USC Associate Degree graduates may take refresher courses that they have successfully completed at the non-matriculated elective tuition rate.

The Association keeps alumni up to date on activities and changes through its newsletter, *The Commerce Commentary*, and USC's Web site. USC also wants to stay informed of changes in the lives of its graduates: marriage, address, career, etc. Information about changes is available online at [www.uscny.edu/index.php?cID=233](http://www.uscny.edu/index.php?cID=233) or call Alumni Relations at (315) 733-2309, ext. 2235, or Email at [alumni@uscny.edu](mailto:alumni@uscny.edu).

Being a member of USC's Alumni Association enables graduates to stay in touch with classmates, for both personal and professional reasons. All-class Alumni Banquets and Association meetings take place every two years, with other events held occasionally in each campus community.

## **PUBLICATIONS**

*The Commerce Commentary* is the college's student-alumni newspaper which is published on a regular basis.

*The USC Times* is a monthly newsletter published at the Utica Campus to inform everyone of the various college associations' activities and to keep students up to date on monthly meetings and functions.

## **USC FOUNDATION**

The USC Foundation, Inc. was formed in 1997 as a New York not-for-profit corporation for the benefit of Utica School of Commerce and its students. The Internal Revenue Service has approved the Foundation as a 501 (c) (3) tax-exempt organization.

Contributions, which are used to support student scholarships and other educational purposes, are tax-deductible as itemized deductions. The new USC Foundation, Inc. is an initiative in USC's ongoing effort to make college-level business education more affordable and more accessible to the communities it serves.

The USC Foundation provides financial assistance to students in the form of emergency student loans and scholarships.

### **John A. Robertaccio Scholarship**

An award is given at commencement by The USC Foundation in the name of John A. Robertaccio to a student who exemplifies strong academic achievement and has proven to be active in the community.

### **Kathleen E. Kaucher Outstanding Service Award**

The Kathleen E. Kaucher Memorial Service Award is given at commencement by The USC Foundation to a student(s) who, in the estimation of the administration, has given outstanding service to the USC community during his or her time at USC. Kathleen Kaucher, a former USC Dean of Students, died tragically in a car accident while performing community service.

## INDEX

Academic and Student Regulations	12-13	Learning Center	34
Academic Rules	15-17	Library	34
Academic Standards of Satisfactory Progress	14-15	Mission Statement	5
Alumni Association	45-46	Non-Discrimination Policy	3
Board of Trustees and Administration	6	On-Campus Crime	40
Campus Safety	37	Placement Information	33-34
Campus Security	35	Programs Registered by the NYS Education Department	26
Canastota Campus	45	Publications	46
Cell Phone Usage and Text Messaging	3	Retention and Attrition Rates	34
College Calendar	11	Right-to-Know and Campus Security Act	35-36
College Transfer Credit	35	Sexual Offenses & Crimes	37-39
Complaints Related to Standards for Institutional Accreditation	42-43	Staff and Faculty	7-10
Conditions of Enrollment	26-27	Student Code of Conduct and Student Bill of Rights	18-21
Educational Costs	22-23	Student Computer Policy	30-32
FERPA	27-28	Student Email Policy	32-33
Emergency Notification Plan	39	Student Regulations	28-30
Financial Aid	24-25	USC Foundation	46
Grievance Procedure	40-42	Utica Campus	43-44
History	4		

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