Advanced Studies
Reference Guide
For Teachers, Counselors, Administrators

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6/25/2013
What is the Erie Community College Advanced Studies Program?

The Erie Community College Advanced Studies Program is an opportunity for high school students to enroll in a college course and receive official college credit. Advanced Studies Program courses are taught in the high schools by high school faculty working collaboratively with ECC faculty. ECC faculty could teach the college courses to high school students in the high school, through distance learning, or the high school students could attend classes on one of ECC’s three (3) campuses.

Advanced Studies Program courses are offered at the college freshman level. The course curriculum, course syllabus, selection of textbooks, assessment strategies, and the credentials of the high school faculty teaching the course are reviewed and approved by the faculty from the appropriate ECC Academic Department.

In order to ensure student success and to maintain academic standards, the college faculty supervises formal evaluation of student learning or performance.

A financial advantage for Advanced Studies Program students is the fact that the tuition fee is one-third the cost of tuition plus fees. Once the student has registered for the course a bill will be sent to the student’s home address.

Academic advantages for students include the opportunity to earn college transcript credit while in high school and the experience of working to college standards prior to graduating from high school. Erie Community College courses that are completed with a grade of “C” or better are generally transferable to colleges and universities throughout the country.
**Erie Community College Responsibilities**

In an effort to provide effective administration of the Advanced Studies Program, Erie Community College has identified Deborah Schmitt as Coordinator of Advanced Studies. It is the coordinator’s responsibility to oversee and coordinate the administrative duties to ensure that the program meets the needs of both partners. The coordinator works with college faculty as well as with personnel in the offices that deal with admissions, registration, financial, and counseling matters. As the program facilitator, the Advanced Studies Program Coordinator ensures that the following tasks are carried out:

- Meets with college department chairs and faculty to recommend and determine courses for the program
- Distribute information and give presentations to interested faculty and staff on the Advanced Studies Program
- Arrange opportunities for college and high school faculty to meet and exchange information on possible Advanced Studies Program course offerings
- Finalize the Articulation Agreement
- Register students and responsible for routing forms to the ECC Registrar offices
- Perform program evaluation
- Manage budget issues

**High School Personnel Responsibilities:**

The following steps are carried out through coordination of the appropriate college and high school personnel:

- Provide an ECC Articulation Agreement for each course, delineating scope of work, dates, financial arrangements, and responsible persons
- Distribute the contract for signatures to appropriate ECC and high school personnel
- Collect master schedule information from high school and college personnel and ensure the courses are listed on the college master schedule
- Work with ECC to arrange payment for high school students tuition costs
- Cooperate with ECC departments to establish faculty of record for Advanced Studies Program
- Review class lists, track payments made/received
- Troubleshoot and manage problems that may arise
**Erie Community College Faculty Responsibilities**

Erie Community College faculty who decide to participate in Advanced Studies Program courses assume certain responsibilities. ECC faculty is responsible for carrying out the following associated tasks:

- Faculty will determine such issues as textbook selection, course outline/syllabus, and grading standards. It is the responsibility of the lead faculty to determine course length for high school students.
- Coordinate the submission and approval of the high school faculty member’s credentials for department review. It is expected that high school faculty will have the same credentials as college faculty who are approved as adjuncts.
- Observe classroom instruction and provide discipline specific professional development. The site visit form must be completed and submitted to AS coordinator by the end of the semester.
- Review student performance and all assessments.
- Assist high school faculty member in the evaluation of student performance; lead faculty will review the final grade before being submitted on web advisor by either the lead teacher or the CEP adjunct.
- Work with Advanced Studies Program Coordinator in resolving issues that may arise.

**High School Faculty Responsibilities**

In the Erie Community College Advanced Studies Program, high school faculty collaborates with college faculty in the planning and delivery of courses that have been approved for Advanced Studies Program. The high school teacher is responsible for the day-to-day instruction and is expected to carry out the following associated tasks:

- Submit academic credentials to the ECC Human Resources to be forwarded to the department sponsoring the course. It is expected that high school teachers of Advanced Studies Program courses will have the same credentials as do ECC adjunct faculty.
- Meet with college faculty to align the secondary course with college standards. Faculty will meet with lead ECC faculty on such issues as textbook selection, course outline/syllabus, and grading standards. It is the responsibility of the lead faculty to determine course length for high school students. Communicate with students regarding the value of the Advanced Studies Program, registration procedures, how to log into web advisor and distribute transcript release forms at the end of the course.
- Contact ECC faculty or Advanced Studies Program Coordinator if concerns arise regarding student progress.
- Cooperate with ECC faculty to establish methods of student evaluation and the submission of final grades.
- **Participate in Advanced Studies Program discipline specific professional development activities is strongly encouraged once every three years.**
- **Non Compliance with the college’s expectations for courses offered through the Advanced Studies Program can be withdrawn with one semester notice.**
High School Administrative Responsibilities
The high schools that elect to offer Erie Community College Advanced Studies Program courses will assume the following responsibilities:

- Approval of the contract
- Recommend students for the Advanced Studies program
- Provide facilities and other resources typically available to high school teachers
- Provide textbook and other resources typically available to high school students
- Promote Advanced Studies Program
- Assist in the identification of courses for the program
- Assist in annual evaluation of the program

Student Responsibilities
High school students may benefit in a number of ways from the Advanced Studies Program courses.

- They earn college credit while completing high school.
- They can apply the credit toward a program of study at Erie Community College or they may elect to transfer the credit to another college.
- Students get an opportunity to experience college level courses while still attending high school.

Along with the benefits of the Advanced Studies Program courses, there are student responsibilities associated with the opportunity to earn college credit:

- Prior to registration, students work with their advisors to determine whether they meet the requirements and/or prerequisites of the course.
- Students register for the course by completing the ECC Advanced Studies online application and fill out the registration form with parents signature and turn into CEP teacher. The student will be sent a bill in the mail for payment of one-third the cost of tuition and fees.
- Once a student has registered for an Advanced Studies Program course, it is expected that they will work to fulfill all the requirements of the course. Dropping or withdrawing from an Advanced Studies program course is serious, and students are urged to talk with their advisor to be sure to follow the official ECC/High School policy. Tuition may not be reimbursed.
- Once the course is completed and final grades have been recorded at the college, the student can obtain their grade on web advisor. To request an official college transcript, students must fill out a transcript request form, include $5.00 (check or money order) for each copy requested and send to:

Registrar’s Office, Erie Community College,
South Campus, 4041 Southwestern Blvd.
Orchard Park, NY 14127
Admissions information is available at any time by calling the Admissions Office at Erie Community College.

**City Campus**  121 Ellicott St, Buffalo, NY 14203  
*Admissions: 851-1155*

**North Campus**  6205 Main St., Williamsville, NY 14221  
*Admissions: 851-1455*

**South Campus**  4041 Southwestern Blvd., Orchard Park, NY 14127  
*Admissions: 851-1655*

### FECC Contractual Responsibilities

Advanced Studies is the delivering of college courses to high school students utilizing the following methods:

- A member of the ECC Faculty teaches the college course to high school students in the high school or through Distance Learning.
- High school students attend college classes on one of ECC’s three campuses.
- ECC authorizes a high school teacher to provide college credit-bearing coursework to students in the high school.

The terms and conditions to authorize a high school teacher to teach college credit-bearing courses are contained in the approved attached Articulation Agreement. It is further understood that for the college to enter into this agreement with a high school, an Academic Unit must be willing to participate in the review of the courses and that the courses offered will be considered regular load as an alternative to retrenchment.

### Attachments

- Sample Advanced Studies Agreement
- Human Resources Procedures
SAMPLE
ADVANCED STUDIES AGREEMENT
WITH
HIGH SCHOOL

Erie Community College is committed to offering quality college-level coursework to interested and qualified high school students in order to enhance student learning in high school and better prepare students for the transition into the first year of college. The methods of delivering college courses to high school students include the following options:

1. A member of the ECC faculty teaches the college course to high school students in the high school or through distance learning.

2. High school students attend college classes on one of ECC’s three campuses.

3. ECC authorizes a high school teacher to provide college credit-bearing coursework to students in the high school.

In the event that the school district chooses to offer ECC credit courses for high school students taught in the high school by an ECC authorized high school teacher, the college and the school district agree that a quality experience will be best provided through a collaborative effort between the faculty of the school district and the college. The following procedures shall apply:

1. The high school principal will identify an instructor who is qualified to teach the intended course. A resume of qualifications for the instructor will be forwarded to the college. Credentials will be reviewed by the appropriate academic department’s appointments committee for the determination of possible placement of the instructor into the unit’s part-time job bank.

2. The college department chair will collaborate with the high school administration on course related matters.

3. The high school principal will identify eligible students.

4. The appropriate college academic department will provide a course outline for each course, outlining the topics and depth of coverage for each course. The lead teacher and the high school teacher will provide a course syllabus outlining topics, coverage, objectives and methods of evaluating student performance. (The college will provide samples.)

5. The appropriate college academic department will be the department that offers the course at the campus that is closest in distance to the high school that is requesting the ECC course.

6. Assessment of student learning in the course will be comparable to on-campus offerings. The quality of the teaching will be reviewed periodically by any or all of the following means:
A. Review of course materials, assignments and expectations of students by the
department lead faculty member.

B. Peer Observations:

a) The sponsoring department will designate a full-time faculty
member of record whose name will be assigned to the course on
the master schedule. This lead faculty member will be designated
by using the FFECC contractual method of selecting overload.
The lead faculty member will be responsible for all record
keeping aspects of the course including such activities as
orientation of the high school teacher, record student attendance,
review of all instructional materials, course outline and
examinations, observations of classroom teaching, review of
student performance in cooperation with the high school teacher,
assignment of final grades, sign-off of the final grade report and
coordination with ECC administrative officers. Provide
discipline specific professional development opportunities.

b) The number of students in an ECC section will be determined by
the class size used on the lead teacher’s campus for that course.

c) The lead faculty member will receive one contact hour credit for
the assignment of each dual credit course per site. When
multiple sections of a course occur, the lead faculty member will
receive one-half contact hour credit for each additional section of
the same course with the same high school teacher. Each new
course and each new high school teacher assigned will constitute
a new contact hour and multiple sections of that course with that
high school teacher will give the lead faculty member one-half
contact hour credit for each additional section of the same course
with the same high school teacher. In the case where a high
school would like to extend instruction of the ECC course to
match their one year course, the lead faculty member will receive
one-half contact hour credit for each semester, i.e. one-half
contact hour credit for Fall and one-half contact hour credit for
Spring.

d) In the case where a high school would like to present material all
year but enroll in January, the sponsoring department would still
have to have a lead faculty member working with the high school
teacher and the lead faculty member would receive credit for this
assignment as outlined above even if the high school does not
enroll any students in the college.

e) The credit received by a lead faculty member may be used for
on-load or overload credit.

f) The appropriate department’s reappointment committee will
accomplish student evaluations of the course and the instructor.
1. In the event of an extended faculty absence of five (5) consecutive days or more, the college department chair will be notified and will provide instructional support for the replacement faculty.

2. Applicable academic policies and regulations, as stipulated in the ECC catalog, shall apply to such courses, including basic skills and prerequisite course requirements.

3. The college academic department lead faculty member will determine textbooks used in each course. Textbooks and supplies purchased through the college bookstore will be the responsibility of the school district or the student.

4. The course will be recorded on the ECC college transcript in the same manner as all other college courses.

5. Tuition shall be set at one-third the cost of tuition plus fees for each course taught during the normal high school course of operation. Students enrolled in these courses are not eligible for financial aid. Students will be billed directly by the bursar for the appropriate tuition and fees unless other arrangements are made with the college.

6. The established tuition rate will be the only element of finances transacted and neither party will bill the other for implicit facilities operation or administrative costs.

7. This agreement will be reviewed annually and can be withdrawn by either party with one semester’s prior notice.

8. Courses to be taught will be determined by the needs of the high school and the willingness of the ECC academic department to participate in this agreement.

Courses to be taught:

<table>
<thead>
<tr>
<th>ECC Signatures</th>
<th>High School Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Quinn</td>
<td>Date</td>
</tr>
<tr>
<td>President</td>
<td>Superintendent Date</td>
</tr>
<tr>
<td>Richard C. Washousky</td>
<td>Date</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>Principal Date</td>
</tr>
<tr>
<td>for Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>Deborah Schmitt</td>
<td>Date</td>
</tr>
<tr>
<td>Coordinator, Advanced Studies</td>
<td></td>
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</tbody>
</table>
HIGH SCHOOL FACULTY PROCEDURES FOR THE ADVANCED STUDIES PROGRAM

The Academic Department approves a high school faculty member to be placed in the job bank of the reviewing department. If a high school faculty member would like to teach more than one course, approval by additional academic units of the college would then be necessary. The Coordinator of Advanced Studies will send the application to the Human Resource department who will forward the application, resume and official transcripts to the appropriate academic department for review, interview and approval.

Interested faculty must provide:

- A completed Erie Community College employment application
- A letter of intent stating the ECC course(s) you would like to teach
- Three (3) letters of recommendation
- unofficial copies of college transcripts for all college work
- Current resume

Mail to:

Erie Community College
Advanced Studies Program
North Campus
6205 Main Street,
Williamsville, NY 14221

Please contact Deborah Schmitt, Coordinator of Advanced Studies at 851-1270 or email Schmitt@ecc.edu if you need assistance with these procedures. Please visit the Advanced Studies website at http://www.ecc.edu/highschool/advstudies
Registration and Records

Student Records

The Registrar’s Office is responsible for all student records. These records are kept confidential and will be released upon approval of the campus Registrar to appropriate faculty, administrators or federal, state or county officials.

Campus Registrars are located at the following:

City: 45 Oak Street, Room 146
South: Room 5222
North: Room S-144

Dropping or Adding a Course

Officially known as Schedule Adjustment, the Drop/Add period allows the student to change his/her semester class schedule. The period begins on the first day of classes and runs through the fifth day.

Withdrawal from a Course

To withdraw from a course, request a withdrawal form from the Registrar’s Office or download from WebAdvisor. This form must be signed by the student and submitted to the Registrar’s Office for processing.

Remember: No registration transaction is complete until the Registrar’s Office receives the proper forms.

Official Enrollment/Attendance in a Course

Attending a class is not a method of official registration, and final grades will not be issued to anyone whose name does not appear on an official roster. Students who have never attended class within the first three weeks of instruction may be noted as “never attended” on the third-week roster and will be deleted from the course section by the registrar. These students will be financially liable according to New York State law.
Transfer of Credit

The term “transfer” refers to those courses and programs for which students expect to receive credit at any other college or university. All credits to be transferred are subject to review by the receiving institution.

Transcripts

Students who are currently enrolled or attended ECC may obtain transcripts either by sending a request to the Registrar’s Office or by visiting the office and filling out the available form. There is a $5 fee for an official transcript copy.

Confidentiality of Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- the right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;

- the right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing;

- the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another
school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll; and

- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**600 Independence Avenue, SW**  
**Washington, D.C. 20202-4605**

Student information is protected by the Family Educational Rights and Privacy Act (FERPA) established by the Department of Education on November 19, 1974. The regulation provides explicit directions governing the disclosure of student information. College Registrars are designated to be the holders of the cumulative academic record. As such, they are charged with the responsibility, other federal/state regulations and professional standards asset by the American Association of Collegiate Registrars and Admissions Offices (AACRAO).

Information regarding a student’s personal file should be disseminated to third parties only by the office responsible for the collection and maintenance of that information. With the advent of an integrated file system, student information is more readily accessible to faculty and staff. Each individual associated with Erie Community College has a responsibility to be conscious of the rights of students and a need to protect the appropriate office which collects and maintains the information before conveying verbally or in writing information about a student to a third party.

Students may elect to have withheld what is termed Directory Information. The registrars have on file the names of students who have requested that certain information not be released. Individuals may, should they convey information regarding a student to a third party, be in violation of Federal Regulation and a student’s right to privacy.

**Out-of-County Residents**

All students residing outside of Erie County must provide the Bursar’s Office with an out-of-county certificate. Failure to do so will result in double tuition being charged. Certificates can be obtained from the student’s County Treasurer. Certificates must be renewed yearly and filed before the start of the semester of enrollment.
Out-of-County Form and Instructions

For out-of-county instructions and the application form for an out-of-county certificate, visit the Bursar’s Web page at www.ecc.edu.

Attendance Policy

Students are expected to attend class regularly in every course for which they have registered. Attendance regulations for specific courses are established by the course instructor, announced and distributed in writing at the beginning of the semester, and may have a bearing on the student’s grade. Additional requirements are found in individual course syllabi. Students are obligated to contact their instructors if they are unable to attend class during the first week. Students not attending class during the first week may be dropped from the class by the instructor.

Absences from Class

Students who anticipate an absence should contact the appropriate instructor(s) in advance. In the case of an unexpected absence, students should speak to the instructor(s) as soon as they return to campus or during their absence. Of course, in either case, the student is responsible for all material covered. As required by law, instructors are responsible for keeping accurate attendance records.

Grading System

The grading system which is utilized by faculty and computed in a student’s quality grade point average (GPA) is described as follows:

<table>
<thead>
<tr>
<th>Grade Definition</th>
<th>Quality Pts. Per Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Outstanding Achievement</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B  Above Average Achievement</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C  Average Achievement</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D  Below Average Achievement</td>
<td>1.33</td>
</tr>
<tr>
<td>D-</td>
<td>1.00</td>
</tr>
</tbody>
</table>
F  Unsatisfactory Achievement/or
   Unsatisfactory Attendance, Cheating or Plagiarism *.
   67
P  Pass
   0
I  Incomplete**
   —
Z  Audit
   —
W  Official Withdrawal
   —

Transfer Credit
   CC External Transfer: 2 year
   —
   CU External Transfer: 4 year
   —
   HS High School
   —
   AP Advanced Placement
   —
   LP Life Experience Assessment Program
   —
   CL College Level Examination Program
   —
   AS Armed Services
   —
   IN Internship Credit
   —

* A final grade of F will be issued for cheating or plagiarism. No other grade will be given.
** Must be completed in one year or it will change to F.

P (Pass/Fail) - A student may take up to four courses (not in the major field of study) on a pass/fail basis through written agreement with the instructor within the first month of the semester. If passed, the course will be credited toward fulfillment of the degree requirements, if appropriate, but will not contribute to the quality point average. NOTE: Many four-year institutions will not transfer credit for courses taken on a pass/fail basis.

I (Incomplete) - Instructors may give an incomplete grade to a student who has completed at least three quarters of the required work for a course but, because of a personal emergency, finds it impossible to finish the coursework within the usual time frame. To receive an “I” grade, the student must sign a contract, prepared by the instructor, outlining the coursework to be undertaken and the time frame for completion. A copy of the contract must accompany the instructor’s grade report. Upon satisfactory completion of the course requirements, the faculty member will submit a change of grade form. In no case may the grade be changed to a “W.” If the student has not completed the contract within the one-year time limit, the grade automatically becomes an “F”.

CR (Credit) - When a student has been awarded credit by virtue of advanced placement courses, transfer courses, departmental examinations, life experiences or non-collegiate education, the credits will carry a CR notation on the official transcript and will not be computed in a student’s GPA.

Z (Audit) - A student may register to audit a course with the permission of the instructor, provided there is room in the class. The audit privilege permits the student to attend class and to do the assignments. However, the student may not take examinations or have work evaluated.
NOTE: Regular tuition is charged for audit privileges; performance courses are generally not available for audit; during the first month of classes, students must inform the instructor that they are auditing the class; and the course that is audited will not be calculated in the total number of hours considered for TAP purposes.

**W (Withdrawal)** - Students may officially withdraw from a course without academic penalty if they do so before the Last Day to Withdraw, as noted in the Academic Calendar of this catalog. A full-time student who withdraws from all registered courses will be considered withdrawn from the college. A student who withdraws from several courses and fails to satisfactorily complete a minimum of six credit hours in a given semester will be placed on academic probation. (For further information, see the Dismissal and Probation Policies section on page 82).

**Unit of Academic Credit**

In general, one credit (one-semester hour) represents the equivalent of one hour of lecture or recitation or two hours of laboratory work each week for a fifteen-week semester.

**Grade Point Average (GPA)**

Academic standing is based on the cumulative grade point average (GPA), a mathematical calculation determined by dividing the total quality points earned by the number of semester (credit) hours attempted. To arrive at the quality points earned in a particular semester, the letter grades earned for each course are translated into numerical equivalents (See Grading System explanation) which are then multiplied by the number of credit hours assigned a particular course. For example, if a student takes four, three-hour courses (12 credit hours for a particular semester) and receives one “A”, two “B’s” and a “C,” this translates into 36 quality points to be divided by the 12 credit hours. The resulting GPA would be 3.0, an above average achievement. The cumulative GPA is derived by dividing the total number of course semester hours taken while at the college into the total number of quality points earned for those courses.

**Library Resource Centers**

*We provide space to create, tools to explore, and inspiration to succeed.*

The ECC Library Resource Centers (http://elinks.ecc.edu/library) support excellence in teaching and learning in every department and discipline, both within and beyond the classroom. Each campus library serves as an information center, providing resources in all formats and point of need services focused on the individual needs of students, faculty
and staff. The library staff take pride in carrying out our mission to assist students in attaining their educational goals and in developing life-long research skills.

Library Services

- Reference/Research help
- Course reserves/materials
- Laptop lending
- Library instruction
- Inter-library Loan
- Photocopying
- Scanning
- Lab workstations
- Group study areas

Space to Create

Each campus has its own Library Resource Center, open six days a week with a reference desk staffed at every hour of operation. We strive to provide a learning space that is supportive and engaging. Within each library, students have access to information and educational technologies, a discipline-based book collection, tens of thousands of periodicals -- newspapers, magazines and journals -- via online databases, and assistance from a dedicated staff. ECC libraries welcome faculty, students, and staff to use its services and borrow materials. Users are not limited to library access within our walls or hours of operation.

Tutoring

Students have the opportunity to enhance their classroom learning by taking advantage of the tutoring services available in a variety of locations such as: the computer labs, English skills centers, math labs, libraries, Campus Access Centers, and ESL lab, as well as numerous academic departments. For further information, contact the appropriate academic department chair or Office of the Associate Vice President for Student Affairs.

Student Code of Conduct and Discipline

Purpose

The purpose of this policy and procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.
Applicability of the Policy and Procedure

The policy and procedure applies to all visitors and students enrolled in credit and non-credit course work.

Erie Community College, sponsored by the County of Erie and under the supervision of the State University of New York, realizes that the rights and privileges exercised by any person are always a function of his/her relationship with others. Taken in the context of the college, this makes students responsible for their actions while members of the college community. The college has a responsibility in establishing a Student Code of Conduct to protect, as a whole, the unique properties of this college organization and to provide an atmosphere for sound academic and co-curricular learning.

Therefore, Erie Community College expects its students to assume a professional attitude in their conduct. This simply implies that the student has a seriousness of purpose and is here to grow both personally and academically. By enrolling at Erie Community College, the student agrees to abide by all college regulations, and it is understood that he/she is aware of the Student Code of Conduct and its procedures.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in disciplinary action, and or a hearing. Loss of privileges, specified discipline action, or more severe sanctions, for example, separation from the college may be imposed on any student whose conduct on or off campus adversely affects his/her stature as a member of the academic community. The Deans of Students reserves the right to deny students the privilege of participating in student activities for disciplinary reasons, based upon the Code of Conduct.

Violation of Law and Discipline

Students charged with a violation of the Code of Conduct and the charges are also violation of any law, disciplinary action may be applied against a student without regard to any pending civil or criminal proceedings criminal arrest or prosecution at the discretion of the Campus Safety and Security.

Violation of the Student Code of Conduct

The following is a list of infractions of the Code of Conduct, which might lead to probation, suspension or dismissal:

A. Physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the college staff. Sexual harassment, bullying, intimidation, or assault of any other person (person is defined by State or Federal law). This includes rape, regardless of the nature of the relationship between the persons involved, or engaging in hazing, stalking, harassment, bias or hate crimes or threats of violence based on, but not limited to, a person’s ethnicity, national
original religion, creed, sexual orientation, disability, age, or gender. Examples of hazing include, but are not limited to, paddling or other physical abuse or brutality, activities involving illegal acts of excessive fatigue and/or stress, and verbal and/or psychological abuse that compromise the dignity of individuals.

B. Tampering with safety alarms or equipment, violation of specific safety regulations, possession or use on campus of firearms, knives, other weapons, explosives, or fireworks. Making a false report of a bomb, fire, or other emergency in any building, structure or facility on college property. Alter or make unwarranted use of firefighting equipment, safety devices, or other emergency safety equipment.

C. Forcible disruption or obstruction of regular college activities, including administration, classes, campus services, and organized events interfering with free speech and movement of academic community members; or refusal to provide an identification card when requested or to obey any other legitimate instruction from a college public safety officer, faculty member, teacher, college administrator, or any other identified representative of the college.

D. Dishonesty, such as cheating or plagiarism is handled by academics and will be referred to the appropriate department chair or head.

E. Falsifying information to the college, such as forgery, alteration, or reporting felony convictions, intentional misuse of college documents, records or identification

F. Any conduct that constitutes a violation of the laws of the United States, the State of New York, County of Erie, City of Buffalo, or any other civil jurisdiction.

G. Picketing, assembly, and demonstrations and all activities in the nature of peaceful picketing, assembly (other than scheduled and approved) and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the building, unless permission is granted by the appropriate vice president.

H. Misuse of the name, seal, or logo of Erie Community College or claiming to speak or act in the name of the college without due authorization of the president or an approved representative.

I. Unauthorized gambling in any form on the campus or in any of the College buildings.

J. Open or public possession, sale, use or exchange of illegal substances or intoxicants on campus.

K. Theft, abuse, or unauthorized use of public or private property, including unauthorized entrance into college facilities, and/or possessions of stolen property. Vandalizing, damaging, destroying, or removing personal property from another individual.
L. Smoking tobacco products or use of is prohibited on all campuses. For further information, contact your campus Dean of Students Office.

M. Activation of cellular telephones, pages or other communication devices in classrooms, libraries, or inappropriately use of such devices in violation of others. Cell phones may not be used in the libraries.

N. According to the Acceptable Use Policy, students may not improperly use college computers for the purpose of accessing pornographic or obscene materials or websites, harassing or stalking.