Advanced Studies
Student Rights and Policies Guide

Earn college credit while still in high school

Erie Community College
North Campus, Room G-143
6205 Main Street
Williamsville, NY 14221
Deborah Schmitt
Coordinator of Advanced Studies
Phone: 716-851-1270
Fax: 716-851-1272
schmitt@ecc.edu
https://www.ecc.edu/advanced-studies/
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>4</td>
</tr>
<tr>
<td>Advanced Studies</td>
<td>4</td>
</tr>
<tr>
<td>- What is the Advanced Studies Program?</td>
<td>4</td>
</tr>
<tr>
<td>- What is an Advanced Studies Course?</td>
<td>4</td>
</tr>
<tr>
<td>- Who Teaches Advanced Studies Courses?</td>
<td>4</td>
</tr>
<tr>
<td>- What Does an Advanced Studies Course Cost?</td>
<td>5</td>
</tr>
<tr>
<td>- What Payment Methods Are Available?</td>
<td>5</td>
</tr>
<tr>
<td>- What Benefits Do Advanced Studies Students Receive?</td>
<td>5</td>
</tr>
<tr>
<td>- Contact Information</td>
<td>5</td>
</tr>
<tr>
<td>Student Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>- Attendance Policy</td>
<td>6</td>
</tr>
<tr>
<td>- Absences from Class</td>
<td>6</td>
</tr>
<tr>
<td>Registration and Records</td>
<td>6</td>
</tr>
<tr>
<td>- Student Records</td>
<td>6</td>
</tr>
<tr>
<td>- Dropping or Adding a Course</td>
<td>7</td>
</tr>
<tr>
<td>- Withdrawal from a Course</td>
<td>7</td>
</tr>
<tr>
<td>- Official Enrollment/Attendance in a Course</td>
<td>7</td>
</tr>
<tr>
<td>- Transfer of Credit</td>
<td>7</td>
</tr>
<tr>
<td>- Transcripts</td>
<td>7</td>
</tr>
<tr>
<td>- Transcript Request</td>
<td>7</td>
</tr>
<tr>
<td>- Out-of-County Residents</td>
<td>8</td>
</tr>
<tr>
<td>- Out-of-County Form and Instructions</td>
<td>8</td>
</tr>
<tr>
<td>Confidentiality of Records</td>
<td>8</td>
</tr>
<tr>
<td>Grading System</td>
<td>9</td>
</tr>
<tr>
<td>- Grade Definition</td>
<td>9</td>
</tr>
<tr>
<td>- Transfer Credit</td>
<td>10</td>
</tr>
<tr>
<td>- Unit of Academic Credit</td>
<td>11</td>
</tr>
<tr>
<td>- Grade Point Average (GPA)</td>
<td>11</td>
</tr>
<tr>
<td>- Grade Retrieval</td>
<td>11</td>
</tr>
<tr>
<td>- WebAdvisor</td>
<td>11</td>
</tr>
<tr>
<td>Library Resource Centers</td>
<td>11</td>
</tr>
<tr>
<td>- Library Services</td>
<td>12</td>
</tr>
<tr>
<td>- Space to Create</td>
<td>12</td>
</tr>
<tr>
<td>Tutoring</td>
<td>12</td>
</tr>
</tbody>
</table>
Student Code of Conduct and Discipline
  – Purpose 12
  – Applicability of the Policy and Procedure 12
  – Violation of Law and Discipline 13
  – Violation of the Student Code of Conduct 13

Campus Maps
  – North Campus 15
  – South Campus 16
History

In April 2011, Erie Community College celebrated its 65th anniversary. In the past six decades, the college has grown from a small two-year technical institute to a three campus college serving almost 21,000 students. Today, ECC is the second largest college in Western New York.

On April 4, 1946, the Legislature of the State of New York, recognizing the need for technical vocational education at the junior college level, established the New York State Institute of Applied Arts and Sciences at Buffalo as one of the five, tuition-free, two-year technical institutes for high school graduates.

Two years later, in 1948, when the New York State Legislature founded the State University of New York, the Institute at Buffalo became one of the units of the University. On September 1, 1953, while maintaining ties with the State University of New York, Erie County assumed sponsorship of the college, changing its name to the Erie County Technical Institute.

Subsequently, in 1960, the Erie County Technical Institute moved to the present site of the North Campus at 6205 Main Street in Williamsville, NY. In 1969, the name of the college was once again changed, this time to its present designation, Erie Community College.

In 1971, the City Campus, housed in the former Bishop O’Hare High School in downtown Buffalo, opened, making ECC the first multi-campus college in New York State outside of New York City.

The South Campus opened in the fall of 1974, providing accessibility for those in the southern parts of the county. In January of 1982, the City Campus moved into its refurbished quarters in the heart of Buffalo.

Through the years, ECC has undergone significant changes as it has moved to serve its constituents with state-of-the-art facilities, professionally accredited programs and an outstanding teaching faculty.

Advanced Studies

What is the Advanced Studies Program?

The Advanced Studies Program is an opportunity for high school students to enroll in a college course and receive college credit. The program is open to all high school juniors or seniors of average or better academic ability. (Sophomore students may be recommended by their teacher or school counselor.) A minimum of 4 students must enroll before a course can run.

What is an Advanced Studies Course?

An Advanced Studies course is taken during the high school day and is identical to the ECC course as described in the college catalog. Textbooks, course materials, and assessments of student work are the same as those used by ECC faculty.

Once a student has registered for the ECC course, it is expected that they will work to fulfill all the requirements of the course. Dropping or withdrawing from an Advanced Studies course is serious. Students must follow the ECC withdrawal policy and tuition will not be reimbursed.

Who Teaches Advanced Studies Courses?

Courses in the Advanced Studies Program are taught in the high school by high school teachers who are adjunct faculty members of ECC. Your teacher will assign a grade based on homework assignments, classroom participation, projects, and exams throughout the year – not just one grade on a final exam.
What Does An Advanced Studies Course Cost?

For the academic year, the student will pay a discounted tuition rate of one-third the cost of tuition. This tuition rate is provided under the guidelines of the State University of New York tuition discount. Advanced Studies students are not eligible for financial aid.

The student will receive a bill addressed (not their parents) in the mail in October for Fall classes and March for Spring classes after the registration form is submitted. The payment will be due within 10 days. Payments not received by the due date indicated on the bill will be charged $50 per late fee not to exceed $100 per semester plus 30% collection fee if unpaid.

What Payment Methods Are Available?

The college will accept cash, check, money order, (payable to Erie Community College) or credit card (Visa, MasterCard or Discover). You can make your credit card payment in person, by phone or by using the online payment feature on WebAdvisor. Please have the cardholder's name, card number, card expiration date, and student's social security number ready when making a payment.

A bill can be paid at any campus's Bursar's Office

<table>
<thead>
<tr>
<th>North Campus</th>
<th>South Campus</th>
<th>City Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>6205 Main Street</td>
<td>4041 Southwestern Blvd.</td>
<td>121 Ellicott St.</td>
</tr>
<tr>
<td>Williamsville, NY 14221</td>
<td>Orchard Park, NY 14127</td>
<td>Buffalo, NY 14203</td>
</tr>
<tr>
<td>Spring Center, Room S-117</td>
<td>Building 1, Room 1209</td>
<td>45 Oak Street, Room O150E</td>
</tr>
<tr>
<td>716-851-1463</td>
<td>716-851-1888</td>
<td>716-851-1164</td>
</tr>
</tbody>
</table>

What Benefits Do Advanced Studies Students Receive?

- Earn college credit while completing high school.
- Apply the credit toward a program of study at ECC or elect to transfer the credit to another college.
- Experience college level course while attending high school.
- Access to the same facilities and services as other ECC students including the library (http://libguides.ecc.edu/home), gym, pool, student services and academic advisement with an ECC ID card.

A student may get an ECC ID card by going to the security office at any ECC campus. They will need their ECC ID number and a form of ID. (*The ECC ID number can be found on the high school teacher's class roster or bill.*)

Contact Information:

Deborah Schmitt
Advanced Studies Coordinator
ECC North Campus, Room G 143
6205 Main Street
Williamsville, NY 14221
(716) 851-1270
Schmitt@ecc.edu

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 in full the ECC Advanced Studies online application and fill out the registration form with a parent or guardians signature and turn into CEP teacher. The bill addressed to the student will be sent 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 will not be reimbursed.
- Once the course is completed and final grades have been recorded at the college, the student can obtain their grade on WebAdvisor. To request an official college transcript, students must fill out a transcript request form, which can also be found on WebAdvisor, include $5.00 (check or money order) for each copy requested and send to:

  Erie Community College,
  South Campus Registrar's Office
  4041 Southwestern Blvd.
  Orchard Park, NY 14127

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.

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 Registrar’s are located at the following locations:
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 each semester 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 the form 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. Most colleges will accept courses with a grade of C or better. Students may transfer the course credit to SUNY colleges and most two or four-year colleges and universities. Students are encouraged to contact the college of their choice to ensure that the course will be accepted. An ECC transcript request form must be completed in order to forward grades to other colleges. All credits to be transferred are subject to review by the receiving institution.

Transcripts

A transcript is a written record of your grades. 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.

Transcript Request

Transcripts are available through the Registrar’s Office on all three campuses. Student copy (unofficial) transcripts are free and can be printed from your Web Advisor account or you may pick up a copy at the Registrar’s Office.

Students requiring official transcripts must submit a signed request in writing and pay a $5.00 processing fee (checks made payable to Erie Community College). Students must include the complete address of where the official transcript is going. Please allow 7 days for processing official transcript requests.

All mailed transcript requests should include:

- ID or SS#,
• Student’s complete name
• Approximate dates of attendance.

The request forms can be found on WebAdvisor.

You may request a transcript from any campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus</td>
<td>6205 Main Street, Williamsville, NY 14221</td>
<td>716-851-1466</td>
</tr>
<tr>
<td>South Campus</td>
<td>4041 Southwestern Blvd., Orchard Park, NY 14127</td>
<td>716-851-1666</td>
</tr>
<tr>
<td>City Campus</td>
<td>121 Ellicott St., Orchard Park, NY 14203</td>
<td>716-851-1166</td>
</tr>
<tr>
<td>Spring Center</td>
<td>716-851-1466</td>
<td></td>
</tr>
<tr>
<td>Building 5, Room 5222</td>
<td>45 Oak Street, Room O146</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

**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+</td>
<td>1.33</td>
</tr>
<tr>
<td>D  Below Average Achievement</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
</tr>
<tr>
<td>F  Unsatisfactory Achievement/or Unsatisfactory Attendance, Cheating or Plagiarism *</td>
<td>0.00</td>
</tr>
</tbody>
</table>
P Pass
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.
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.

Grade Retrieval

Once the course is completed and final grades have been recorded at the college, the student will need to go to WebAdvisor to retrieve their grade.

WebAdvisor

Log onto MyECC at www.ecc.edu.

- Enter your “login” and “password” with your ECC username and password and then click on “login.”
- Your ECC username is: the first six letters of last name + first initial + middle initial + two digit day of birth + last digit of birth year.
- Your initial ECC password is: the last four digits of social security number + two digit birth year.
- Resetting your password will change your password for myECC, WebAdvisor, Angel, ECC email, campus computers, and wireless access.

Within WebAdvisor you can:

- View your final grade
- Pay a bill
- Register for classes, if you become an ECC student after graduation.

Any student who needs assistance, can call the CITS HelpDesk at 716-851-1835.

Library Resource Centers

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

The ECC Library Resource Centers (http://libguides.ecc.edu/home) 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 inappropriate 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.

**Campus Maps**

North and South Campus maps are located on the following pages.