

III. COLLEGE POLICIES

**APPROVED BY THE BOARD OF TRUSTEES
11/10/2016**

As of 3 2022

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ACADEMIC ADVISEMENT

An Advisement Program in keeping with the mission of Tompkins Cortland Community College shall be maintained.

The College is committed to provision of competent, well-informed advisement for all students.

4/24/86

5/10/2007

11/10/2016

ACADEMIC DIFFICULTY

Standards of satisfactory academic progress shall be established. Further procedures shall be established for provision of appropriate assistance and counseling to students in academic difficulty.

4/24/86

5/10/2007

11/10/2016

ACADEMIC FREEDOM AND TENURE

The Board of Trustees supports the principles of Academic Freedom and Tenure as set forth in the agreement between the College and the Faculty Association.

7/20/72

4/24/86

5/10/2007

11/10/2016

ACADEMIC STANDARDS

The Board of Trustees expects that the highest academic standards will be established and charges the Provost with the responsibility for providing such standards.

5/17/84

4/24/86

5/10/2007

11/10/2016

ACADEMICALLY DISADVANTAGED STUDENTS

The College is committed to provision of services for academically disadvantaged students to prepare them for full participation in program courses and activities.

4/24/86

5/10/2007

11/10/2016

ADMINISTRATOR EMERITUS POLICY

The Board of Trustees of Tompkins Cortland Community College wishes to establish the status of Administrator Emeritus to honor Tompkins Cortland Community College professional staff members who have served with outstanding distinction.

Criteria – The criteria for selection as Administrator Emeritus may include but is not limited the following:

- Served with great distinction for ten or more years
- Achieved distinction as Tompkins Cortland Community College in areas such as service to students, service to the College, service to SUNY and service to the greater Tompkins and Cortland communities
- Must be nominated by a Board Resolution to be accompanied by any and all such supporting materials as may be deemed necessary and appropriate by the Board and must be approved by a majority vote of the Board of Trustees

The status of Administrator Emeritus shall confer the following privileges:

- Use of the title “Administrator Emeritus” in community and professional activities
- Listing as Administrator Emeritus in the College catalog and on the College website
- Continued access to Tompkins Cortland Community College email
- Invitation to College events and activities
- Any other privileges that the Board may confer from time to time in its discretion.

Resolution #2017-2018-39 – Policy on Administrator Emeritus

ADVISORY COMMITTEES

There shall be Advisory Committees established by the President for each A.A.S. program, as well as for A.A. and A.S. programs upon the recommendation of the Provost.

12/16/71
4/24/86
5/10/2007
11/10/2016

ANIMALS ON CAMPUS POLICY

Policy Statement

Tompkins Cortland Community College prohibits animals inside College facilities or at any other location where the College offers courses, sponsors events, except service animals may be used by individuals with documented disabilities who require this assistance, and assistance animals may be present in College housing, as described below, to support residential students with documented disabilities who have been approved for this form of accommodation. Animals may be allowed on campus for College sponsored events with prior approval from the administration.

The College has established this policy to foster the orderly operation of the College, the safety and well-being of students, employees, visitors and vendors, and compliance with applicable laws related to the accommodation of persons with disabilities. State and local leash laws are applicable to the College's facilities and grounds.

Rationale

Tompkins Cortland Community College recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Assistance Animals" under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. Tompkins Cortland (TC) is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College's programs and activities. Tompkins Cortland is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy TC's residence life program. This Policy explains the specific requirements applicable to an individual's use of an Assistance Animal in campus housing. Tompkins Cortland reserves the right to amend this Policy as circumstances require.

Definitions

Service animal – an animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items. Service animals are allowed by law in all areas, except food preparation areas outside a student's assigned residential unit.

Assistance animal (also referred to as support animal) – an animal that is prescribed or otherwise documented by a healthcare or mental health professional as treatment for a disabled individual and that is beneficial in alleviating one or more identifiable symptoms or effects of that individual's disability. Approved assistance animals are only permitted within the owner's on-campus housing agreement, unless additional permission is received based on documented need for other campus facilities.

Process and Potential Outcomes

Students requesting the allowance of an assistance animal in the residence halls or other facilities should contact Carolyn Boone, Coordinator of Access and Equity Services. Faculty, staff and visitors requesting the allowance of an assistance animal in any facility should contact Sharon Clark, Director of Human Resources.

Acceptable documentation should verify the disability as well as describe the need for an assistance animal.

Reports of inappropriate behaviors should be reported to Campus Police.

Damages – If a service or assistance animal damages the assigned residence hall room or other College property, the cost of the damage will be assessed and assigned to the student's account or billed to the faculty/staff member or visitor. The owner is responsible for insuring cleanliness and proper care and treatment of the animal and its environment.

Removal of Approved Animals – The owner may be directed to remove an animal that is unruly or disruptive (e.g. barking, jumping on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into College facilities or events until the owner can demonstrate appropriate steps taken to mitigate such behavior. Any animal that exhibits aggressive (including growling) or unsafe behavior (including urinating and/or defecating in any building) may be prohibited from College facilities or events. Any violation of this guideline may result in immediate removal of the animal from the College, pending disciplinary action.

The College may remove an authorized animal when the animal poses a direct threat to the health or safety of others, the animal's presence results in a fundamental alteration of the College's program, the owner does not comply with the responsibilities outlined in this guideline, or the animal or its presence creates an unmanageable disturbance or interference with the community.

Grievance Procedures

If the decision is made to deny a request or remove a service or assistance animal, the owner may appeal in writing. Procedures for appeal can be accessed at: [Disability-Related Accommodation](#).

Applicability of the Policy

This policy applies to all College employees, students, visitors and vendors.

Effective Date

January 16, 2020 - Resolution 2019-2020-30

ATHLETICS, INTERCOLLEGIATE

The Board of Trustees encourages the development of an active program of Intercollegiate Athletics under the auspices of the Faculty Student Association. The college will actively support the development of such programs as an integral part of student development.

8/12/84

4/24/86

5/10/2007

11/10/2016

ATTENDANCE POLICY

The Board of Trustees reaffirms this college attendance policy as follows with the revised clarifying language included.

The Board of Trustees authorizes the administration to implement this policy.

To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work.

It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Unless otherwise provided for by the instructor, all students are expected to promptly attend, on time, every class session for which they are registered. If absence from class is anticipated, it is the student's responsibility to inform the instructor as far in advance as possible. If the student is absent on the day of an examination or the day an assignment is due, the instructor will decide whether the exam or assignment may be submitted late. In all cases, the student is responsible for material covered in class.

Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. A copy of this law can be found in the Office of the Dean of Instruction.

The College reserves the right to schedule additional class time to compensate for time lost because of weather, road conditions, or other reasons.

Any student who wishes to challenge the application of the attendance portion of a course grade should refer to the student grievance process outlined in the student handbook.

7/16/92 – Resolution #1992-93-6 Attendance Policy
5/19/94 – Resolution #1993-94-82 Attendance Policy
5/10/2007
11/10/2016

AUDIT FOR SENIOR CITIZENS

Should space be available in courses, and with the permission of the instructor, the Board of Trustees approves auditing of courses by Senior Citizens of Tompkins and Cortland Counties. The College Administration may limit the number and specify the courses. Persons granted this tuition waiver will not be counted in determining whether a course will be offered. Auditing courses will be for non-credit. Attendance papers and tests will not be mandated.

11/20/69 – Senior Citizens Auditing Courses at Tompkins Cortland Community College

– no resolution

4/24/86

5/10/2007

11/10/2016

BASIC SKILLS POLICY

All matriculated students and nonmatriculated students enrolling in six or more credit hours of work shall be required to complete an assessment process, which may include testing. The results of this process shall be used to determine appropriate course placement.

The College shall offer basic skills courses and support services to provide students the opportunity to develop the skills necessary for success in college level academic work. The College shall also further develop basic skills by emphasizing their continued development across all curricula at the College.

3/17/88 – Resolution #1987-88-63 – Basic Skills Policy

5/10/2007

11/10/2016

BIDDING, COMPETITIVE

The College shall comply with the New York State General Municipal Law regarding competitive bidding. All purchases exceeding current competitive quote and/or bid thresholds must be made through the Purchasing Office. The Budget and Finance Director has the responsibility of oversight of purchase orders.

1/19/84 – Resolution #1983-84-44 – Competitive Bidding
Resolution #1983-84-49 – Change in Municipal Law Regarding Competitive Bidding

4/24/86
Resolution #1991-92-63 – Change in Municipal Law Regarding Competitive Bidding

5/10/2007

11/10/2016

BUDGET TRANSFER POLICY

The Board of Trustees of Tompkins Cortland Community College delegates the responsibility and authority to the President of the College to approve the transfer of appropriations from one function or object of expense account to another, of an amount not to exceed \$5,000 per transfer. Any such transfers approved by the President of the College will be reported in a timely manner to the Board of Trustees. The Board of Trustees adopts the accompanying Budget Transfer Policy which incorporates the aforementioned delegation of authority.

ACCOMPANYING BUDGET TRANSFER POLICY

The Board of Trustees of Tompkins Cortland Community College has the responsibility and authority for making amendments to the College Operating Budget (within the total budget) as stated in the Commissioner's Regulations Section 602.9 and the Board of Trustees' by-laws. In order to maintain efficient College operations, the Board delegates certain authority and responsibility to the College administration in the following manner:

Operating budget transfers within the same object of expenditure and functional area may be made with budget manager or dean/president approval.

Operating budget transfers between objects of expenditure and/or functional areas not exceeding \$5,000 may be made with the President's approval. Any transfers of this nature will be reported in a timely manner to the Board of Trustees.

Operating budget transfers between objects and/or functional areas exceeding \$5,000 require Board of Trustee Approval.

8/15/96 – Resolution #1996-97-11 – Budget Transfer Policy

5/10/2007

11/10/2016

CHANCELLOR'S/TRUSTEES' AWARDS FOR EXCELLENCE

The Board of Trustees of Tompkins Cortland Community College will acknowledge the contributions of exceptional members of the professional community through annual awards known as "The Chancellor's/Trustees' Awards for:

- Excellence in Faculty Service
- Excellence in Librarianship
- Excellence in Professional Service
- Excellence in Scholarship and Creative Activities
- Excellence in Teaching Performance
- Excellence in Adjunct Teaching
- Excellence in Classified Service
- Other Faculty and Staff Awards as initiated by the SUNY Chancellor and deemed appropriate by the administration of the College

These awards are to be presented to individuals who, through their continuous and exceptional service, represent the highest level of commitment to the College. Each of the employee awards will have a monetary value of \$1,000. The application packets and criteria reflect the appropriate categories.

The Board of Trustees of Tompkins Cortland Community College will also acknowledge students who have best demonstrated and been recognized for their integration of academic excellence with other aspects of their lives to include the arts, athletics, career achievement, leadership and community service by participating in the Chancellor's Award for Student Excellence program.

11/19/92

2-17-82 (Executive Committee)

8-20-87 – Resolution #1987-88-16 – Modification to Trustees Award for Excellence in Professional Service.

5/10/2007

11/10/2016

CHILD CARE CENTER

The Board of Trustees authorizes the President to establish through agreement with the Faculty Student Association, a child care center in college facilities. This center will provide developmentally appropriate early childhood education for the children of Tompkins Cortland Community College students and staff, and to the community, when space is available.

The Faculty Student Association Charter, Article 2 of the Certificate of Incorporation, has been amended as of April 27, 2001, to authorize development of such a center and its related programs, services, and staff.

Tompkins Cortland Community College is authorized to provide facilities, maintenance and cleaning services, and utilities in support of this important service to students and staff of the College.

12/21/79

4/24/86

5/10/2007

11/10/2016

CHILD PROTECTION POLICY

Tompkins Cortland Community College recognizes a fundamental obligation and is committed to protecting minor children in its care. Accordingly, the College has adopted safeguards to protect the safety and well-being of minor children when they are participating in College-related programs, whether on or off campus, or utilizing campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs, and research studies.

Child: An individual under the age of seventeen years who is participating in a Covered Activity. The term “child” shall not include a matriculated student of the College or a person accepted for matriculation.

Children’s Camp: A camp defined under New York Public Health Law §1392.

College-Affiliated Organization: Faculty Student Association, Tompkins Cortland Community College Foundation, Inc., TC3 Farm, TC3 Bistro, or any other entity designated by the Board of Trustees or College President.

Covered Activity: A program or activity sponsored or approved by the College or a College-affiliated organization, or an activity conducted by a vendor, licensee, or permittee for which a license or permit for use of College facilities has been approved, occurring on or off campus, for the duration of which the responsibility for custody, control, and supervision of children is vested in the College, College-affiliated organization, or the vendor, licensee or permittee so approved. This policy is not applicable to College on-campus child care centers.

Covered Person: A person who is responsible for the custody, control, or supervision of children participating in the Covered Activity and who is:

- a. an employee of the College or College-affiliated organization;
- b. a College student;
- c. a volunteer of the College or College-affiliated organization; or
- d. a vendor, licensee, permittee, or other person who is given permission to come onto campus or to use College facilities for Covered Activities; or
- e. an employee, agent, or volunteer of “d” above.

Abuse: Physical contact with a child by a Covered Person which is intended to cause or causes pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury, or any activity, physical or otherwise, which causes material harm or is detrimental to the general health and welfare of a child, including but not limited to harassment or bullying.

Responsible College Official: Employee(s) of the College or College-affiliated organizations designated below in the Applicability Section of this Policy.

Retaliation: Action against anyone acting in good faith who has reported alleged physical abuse or sexual abuse in accordance with this Policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy. Retaliatory acts may include, but are not limited to:

- a. Employment actions affecting salary, promotion, job duties, work schedules, and/or work locations;
- b. Actions negatively impacting a student's academic record or progress; and
- c. Any action affecting the campus environment, including harassment and intimidation.

Sexual Abuse: Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children, including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law, Articles 130, 263, and Section 260.10.

1. Covered individuals must conduct themselves appropriately with children who participate in college-related programs and report instances or suspicion of physical or sexual abuse of children.
2. Consistent with the provisions and applicable definitions of New York State Penal Law, Articles 130, 260, and 263, any Tompkins Cortland Community College or College-affiliated organization employee, student, volunteer, or person or entity engaged in a covered activity and utilizing college facilities or property who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on College property, or while off campus during official College business or College-sponsored events, shall immediately report such conduct to Campus Police and include the name of the alleged victim and alleged assailant (if known), other identifying information about the alleged victim and alleged assailant, the location of the activity, and the nature of the activity.
3. In furtherance to this policy, the College shall, on an annual basis, notify all College and affiliated organization employees, students, and volunteers of the existence of this policy and biennially train employees, students, and volunteers who engage in covered activities on the provisions of this policy and the attendant reporting obligations.
4. Retaliatory acts, as defined in this policy, are prohibited.

5. Any employee found in violation of the provisions of this policy shall be subject to discipline up to termination of her/his employment, consistent with the terms and conditions of the applicable collective bargaining agreement, if any, as well as subject to any applicable criminal prosecution.
6. Nothing contained in this policy precludes mandated reporters from completing their obligation to report suspected child sexual abuse.
7. Covered Persons shall not:
 - a. Be alone with a child nor permit anyone else to be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to the College's procedures associated with this policy. In no event shall a Covered Person who is not a relative or guardian of a child be alone with the child in a rest room, locker room, shower, sleeping area, or vehicle;
 - b. Engage in physical abuse or sexual abuse of a child;
 - c. Engage in the use of alcohol or illegal drugs, be under any influence of alcohol or illegal drugs, or be under the influence of legal drugs to the extent that his or her ability is impaired during Covered Activities;
 - d. Enable, facilitate, or fail to address a child's use of alcohol or illegal/non-prescribed drugs;
 - e. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct;
 - f. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct;
 - g. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.
8. Covered Persons shall:
 - a. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse, or prohibited conduct as defined herein;
 - b. Immediately report any suspected physical abuse or sexual abuse of a child to Campus Police and include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity.

Note: Other reporting requirements not addressed in this policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
 - c. Complete all required training developed pursuant to this Policy;
 - d. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.

9. Responsible College Officials shall:
- a. Confirm that the requirements of this Policy have been communicated to persons defined below as “Covered Persons” (Sections a – c) prior to the commencement of a Covered Activity;
 - b. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches have been obtained and reviewed for Covered Persons (Sections a–c) prior to the commencement of a Covered Activity;
 - c. Confirm that the *Permittee Acknowledgement of Receipt of the Tompkins Cortland Child Protection and Mandatory Child Abuse & Prevention Policy* has been obtained from “Covered Persons” (Sections d and e) prior to the commencement of a Covered Activity;
 - d. Immediately report allegations of physical abuse or sexual abuse of a child to Campus Police. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred;
 - e. Confirm that required training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students, or agents of Tompkins Cortland Community College or a College-affiliated organization.

11/10/2016

CODE OF CONDUCT - NON-STUDENT

The State University Chancellor's June, 1968, guidelines for governing conduct of non-students and any amendments thereto will be used.

Non-students entering upon College property are required to abide by the same guidelines, rules and regulations as regularly enrolled students.

Penal Law Section 240:35 applies.

12/16/71

4/24/86

5/10/2007

11/10/2016

COLLECTIONS DEVELOPMENT POLICY

The policy will govern the selection of print, multimedia and electronic resources to be added to, or withdrawn from, the Library and Media Services collections of the College.

The policy will serve as general guidelines not only for the staff of the Library and Media Services but also for students, faculty, and other college staff whose involvement in the selection process is actively solicited.

6/16/88 – Resolution #1987-88-95 – Collections Development Policy

5/10/2007

11/10/2016

COMPUTER AND INFORMATION SECURITY POLICY

PURPOSE

- 1) To establish the basic policy of the College for the use, protection, and preservation of electronic information generated by, owned by, or otherwise in the possession of the College, including all academic, administrative, and research data ("College Information").
- 2) To ensure compliance with all applicable federal, state, and local laws, including but not limited to, the Family Rights to Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act, the Federal Privacy Act of 1974, confidentiality and privacy of library users as protected by New York state law, and the New York State Personal Privacy Protection Law. Exposure of confidential data to improper disclosure or security risk is a violation of these laws, and can result in the institution's incurring legal liability, financial liability, reputational loss, and loss of trust. New York State has enacted an Information Security Breach Notification Act which requires all state agencies to notify individuals if there is a security breach involving their restricted confidential data.
- 3) Protect the Computer and Network resources of the College

APPLICABILITY

This policy applies to all users of Tompkins Cortland Community College computer facilities and to all College Information.

POLICY

College information and computing resources are vital assets of the College and as such requires protection from unauthorized access, modification, disclosure, or destruction.

RESPONSIBILITIES

Each department of the College is responsible for identifying and protecting all College Information within its area of control.

Management of each Department of the College is responsible for ensuring that all employees in the Department understand and satisfy their obligation to protect College Information. Management is also responsible for developing and implementing such additional policies and procedures as are necessary to implement fully this Policy. Please see the Tompkins Cortland Community College Computer and Information Security Protocol.

All users of Tompkins Cortland Community College computer facilities are responsible for complying with this Policy and with any other applicable policies and procedures

pertaining to the protection of College Information, including the Tompkins Cortland Community College Computer and Information Security Protocol.

Campus Technology will be responsible for developing and implementing The Tompkins Cortland Community College Computer and Information Security Protocol. The President of the College will be responsible for approving these guidelines and future updates as needed.

COMPLIANCE

Non-compliance with this policy may lead to disciplinary action by the College, including revocation of computer use privileges and, in the case of employees, dismissal from the College. Under certain circumstances, unauthorized access to or modification, disclosure, or destruction of College Information and computing resources may give rise to civil and/or criminal liability. Any computer system which fails to comply with security procedures described in the Tompkins Cortland Community College Information Security Management Guidelines or for which no specific procedures are published by the College may be refused access to the Campus Network and may be deemed inappropriate for storing or accessing College Information.

4/21/88 – Resolution #1987-88-70 – Computer Policy

5/10/2007

11/10/2016

CONFERRAL OF DEGREES

The Board of Trustees shall authorize the granting of degrees at the close of each semester and the final summer session each academic year, with a current practice of one commencement per year.

6/21/84 – Resolution #1983-84-90 – Conferring of Degrees

4/24/86

5/10/2007

11/10/2016

CONTINUING EDUCATION WORKSHOPS AND SEMINARS

The Board of Trustees authorizes the College administration to develop regulations and procedures which would enable staff and currently enrolled students to attend Continuing Education Department workshops and seminars on a space-available basis at a minimal fee.

2/19/87 – Resolution #1986-87-47 – Continuing Education Workshops and Seminars

5/10/2007

11/10/2016

CURRICULUM, ASSESSMENT OF

All degree programs shall be reviewed and evaluated every five years, according to a schedule established by an agreement between the College and SUNY, and in accordance with SUNY's guidelines for review of the major. The College will, moreover, engage in all General Education course review according to the schedule established by an agreement between the College and SUNY.

All additions and deletions of academic programs will be made in conformity with the State University and State Education Department guidelines.

4/24/86

5/10/2007

11/10/2016

DEAN'S LIST AND PRESIDENT'S CITATION

Dean's List

At the end of each semester, the Provost and Vice President of the College recognizes students who have demonstrated high academic achievement by naming them to the Dean's List. These students must have completed at least 12 credit hours in residence during the semester, or in the case of part-time students, have completed a block of twelve hours (e.g.: 12, 24, 36, 48, 60). The student must be matriculated in a program of study and must have achieved a grade point average of 3.5 or better. During the time period upon which the award is based, the student must have earned grades of C or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an "I" grade will not immediately be eligible for the Dean's List, but may petition the Provost for consideration after the successful completion of the "I" grade. Only courses providing college credit will be included in the calculation of the grade point average.

President's Citation

At the end of each semester, the President designates those students who have, by their performance in academic course work, shown themselves worthy of receiving the President's Citation. This award will be granted only once to students meeting the following criteria. The student must be matriculated in a program of study, must have completed at least 30 credit hours in residence and have maintained a grade point average of 3.8 or better. During the time period upon which the award is based, the student must have earned grades of C or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an "I" grade will not immediately be eligible for the President's Citation, but may petition the Provost and the President for consideration after the successful completion of the "I" grade. Only courses providing college credit will be included in the calculation of the grade point average.

12/16/71

4/24/86

5/20/93 – Resolution #1992-93-52 – Dean's List/President's Citation Policy

5/10/2007

11/10/2016

DISTRIBUTION AND POSTING OF NON-CAMPUS RELATED MATERIALS

Non-campus related materials designed for posting or distribution at Tompkins Cortland Community College are guaranteed First Amendment protection, except when such materials interfere with the academic process. Materials which promote drug and/or alcohol abuse or unlawful activities will not be accepted for posting or distribution.

The Board of Trustees authorizes the administration of the College to implement this policy.

5/19/94 – Resolution #1993-94-78 – Policy-Distribution and Posting of Non-campus Related Materials

5/10/2007

11/10/2016

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Tompkins Cortland Community College is an equal opportunity employer and institution. It shall not discriminate on any basis prohibited by applicable Federal and/or State law including race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status, or any other protected status with respect to recruitment, employment, promotion, compensation, benefits, educational opportunity or training. This equal opportunity/affirmative action policy shall be carried out and enforced throughout the College. It is the responsibility of all departments and personnel to assure compliance.

Separate detailed policies and procedures have been established, published and distributed in order to implement and enforce the College's equal employment opportunity/affirmative action policy. These policies and procedures also ensure that applicants, employees and students are aware of the procedure to follow in order to report violations and to seek fair redress as a consequence of any such violation.

11/17/77

3/20/86

4/24/86

12/15/88

3/17/94 – Resolution #1993-94-60 – Modification to the Equal Opportunity/Affirmative Action Policy Statement

5/10/2007

11/10/2016

ESTABLISHMENT OF DESIGNATED NET POSITION ACCOUNTS

The Board of Trustees authorizes the administration of the College, to establish Board Designated Operating Fund Reserves and that expenditure of funds from and future additions to the Board Designated Operating Fund Reserves must have prior approval by the President of the College.

2/18/2016

11/10/2016

FACILITY USE

The Board of Trustees, in conformance with State law, authorizes the College Administration to make available college facilities for any responsible community use, after fulfilling the needs of its students.

Appropriate procedures will be established by the administration.

5/10/2007

11/10/2016

FACULTY STUDENT ASSOCIATION

The Tompkins Cortland Community College Board of Trustees authorizes the President to enter into an agreement with the Faculty Student Association to provide such services as are determined to be mutually beneficial to the College and its students.

These services include the following, but are not limited to, student activities, clubs, organizations, athletics, recreation, residence life, child care services, health center, bookstore, and one-card program.

Students will be assessed a fee to be determined by the Faculty Student Association on an annual basis to support the costs of such programs and services.

The College will provide, as agreed to in an annual agreement, facilities, maintenance, cleaning, utilities, and other support as deemed necessary to support the programs and services provided by the Faculty Student Association.

These services may be modified as necessary by mutual agreement between the College and the Faculty Student Association as indicated in the agreement, to be reviewed and signed on an annual basis.

5/10/2007

11/10/2016

FINANCIAL ASSISTANCE POLICY

Tompkins Cortland Community College Board of Trustees recognizes that financial aid is an integral component of its educational offerings as it serves to reduce economic barriers that may restrict the educational development of students.

- A. The College will seek to participate in federal and state student aid programs for which it may be qualified when the purposes and objectives of such programs are consistent with those of the College, provided that the commitment of required College resources is reasonable in the judgment of the College Administration. The terms of such financial aid will be determined by the legislation which created the fund and other government regulations.
- B. The College will cooperate with outside agencies and organizations which furnish direct aid through scholarships and loans to students of their selection and will insure, as far as possible, that the agencies' and organizations' standards and objectives are observed. It is understood that the selection criteria used will be consistent with the general policies and procedures of the College.
- C. The Board of Trustees of the College has authorized the establishment of the TC3 Foundation, Inc. for the purpose of providing support to Tompkins Cortland Community College. Support may be in the form of scholarships, loans, and awards to benefit the students of the College. The administration of non-governmental scholarships, loans, student employment, and other aid programs will be in accord with the general policy of the College.

5/17/84 – Financial Aid Policy, Dryden, New York – no resolution number
4/24/86
5/10/2007
11/10/2016

FRIEND OF THE COLLEGE

The Board of Trustees of Tompkins Cortland Community College intends to recognize the contributions of members of the community through an annual award known as "Friend of the College Award." This award is to be presented to individuals who have provided exceptional service to the College.

2/24/86

9/18/86 – Minutes – Friend of the College Award – page 5 – no resolution number

8/20/87

5/10/2007

11/10/2016

FULL OPPORTUNITY PROGRAM

The Board of Trustees adopts the State of New York Full Opportunity Program and the regulations set forth therein, effective September 1, 1971, and is committed to participation in the Program within the resources of the community.

Resolution 1970-71-43

3/19/71 – Resolution #1970-71-43 – Full Opportunity Program

4/24/86

5/10/2007

11/10/2016

GOVERNANCE, INSTITUTIONAL SYSTEM

The Board of Trustees of Tompkins Cortland Community College hereby adopts its College Governance with the approval of the Bylaws for the College Forum and hereby authorizes the College leadership to facilitate the implementation of this revised Governance system.

4/19/84 – Institutional Governance Council – no resolution number

4/24/86

5/21/98 – Resolution #1997-98-53 – Bylaws for College Governance

5/10/2007

6/17/2010 – Resolution #2009-2010-59 – Revised College Forum Bylaws

9/12/2013 – Resolution #2013-2014-12 – Amended College Forum Bylaws

11/10/2016

GPA RECALCULATION POLICY

The Internal Transfer Policy has been revised and will henceforth be known as the GPA Recalculation Policy. Under the revised policy, students whose Grade Point Average (GPA) and/or Earned/Attempted Ratio has been below the minimum standards for the two most recent semesters and who wish to change their program may petition the Dean of Instruction to discount the credits and grades in certain courses that are not required in their new program. A petition to discount grades will be granted only once to a student. If the petition is granted, all grades of F in courses not required in the new program will be discounted in the cumulative GPA and Earned/Attempted Ratio and grades of D-, D, and D+ or grade notations of W, WP, AW, WF, and MW will be considered for discount. Credit is not retained for courses for which the grade has been discounted. For the purpose of honors recognition, discounted grades and credits will be included in the cumulative GPA unless the course has been repeated.

6/15/89 – Resolution #1988-89-97 – Internal Transfer Policy

6/21/90 – Resolution #1989-90-78 – Internal Transfer Policy

5/16/96 – Minutes – no resolution “...Administration extend the suspension of the Internal Transfer Policy through December 1996 pending review of compliance with new federal financial aid regulations.”

12/12/96 – Resolution #1996-97-34 – Revision of Internal Transfer Policy/GPA Recalculation Policy

5/10/2007

11/10/2016

HUMAN SUBJECT RESEARCH GUIDELINES

HUMAN SUBJECT RESEARCH GUIDELINES

The primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments.

All student researchers must have a Tompkins Cortland faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible to provide information to students regarding ethical principles involved in using human subjects for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the Tompkins Cortland community by an external researcher for the use of Tompkins Cortland records or student or staff subjects shall be forwarded to Tompkins Cortland's Associate Dean of Institutional Research and Organizational Learning.

If subjects are to be drawn from an external population, notice of the project shall be given to the Associate Dean of Institutional Research and Organizational Learning prior to collection of any data.

If subjects are minors or are drawn from an institution or organization which has responsibility for the subjects, appropriate consents must be secured in addition to approval from the Associate Dean of Institutional Research and Organizational Learning.

Written notice of any project that will involve intervention with or manipulation of a human subject's physical or mental state must be provided to the Associate Dean of Institutional Research and Organizational Learning at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need for compliance with federal or state statutes or regulations related to non-exempt "human subject research."

Approved by College Forum December 13, 1999

Revised December 3, 2020

3/23/2000 – Resolution #1999-2000-44 – Human Subject

Research Guidelines 5/10/2007

11/10/2016

HUMAN PARTICIPANTS RESEARCH GUIDELINES

All provisions in this policy are applicable to Tompkins Cortland Community College, and associated entities (e.g. FSA, TC3 Foundation, etc.).

The primary responsibility for protecting the rights and welfare of human participants rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing or other involvement of another person to obtain information for use by a student, faculty or other staff member, or any external person.

All internal and external research proposing to recruit student participants must make clear the voluntary nature of their participation. Students may not be required, as a course requirement, to participate in any research project or in the pilot-testing of any research instruments.

All student researchers must have a Tompkins Cortland Community College faculty or staff supervisor who has accepted responsibility for monitoring the project. Supervisors are responsible for providing information to students regarding ethical principles involved in using human participants for research, including, but not limited to, privacy and confidentiality of response data.

A request made to any member of the College community by an external researcher for the use of College records or student or staff participants must be forwarded to the Office of Institutional Research for approval.

For any Tompkins Cortland Community College funded/sanctioned research where participants are to be drawn from an external population, written notice of the project must be given to the Office of Institutional Research prior to the collection of any data. In addition, if participants are minors or drawn from another institution or organization which has responsibility for the participants, appropriate consents must be secured in addition to the approval of the Office of Institutional Research.

Written notice of any research that will involve intervention with or manipulation of a human participant's physical or mental state must be provided to the Office of Institutional Research at an early stage in planning (i.e., prior to the collection of any data) to allow determination of need for compliance with federal or state statutes or regulations related to non-exempt "human participant research."

Approved by College Forum December 13, 1999/Revised December 3, 2020
3/23/2000 – Resolution #1999-2000-44 – Human Subject Research
Guidelines 5/10/2007
11/10/2016

INVESTMENT POLICY

I. Scope

This investment policy applies to all monies and other financial resources available for investment in Tompkins Cortland Community College's own behalf or on the behalf of any other entity or individual for which the College may hold funds as an agent.

II. Objectives

The primary objectives of the College's investment activities are:

- To conform with all applicable federal, state and other legal requirements.
- To adequately safeguard assets.
- To provide sufficient liquidity to meet all operating requirements.
- To obtain a reasonable rate of return.

III. Delegation of Authority

The Board of Trustees' responsibility for administration of the investment policy is delegated to the Budget and Finance Director.

IV. Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in Tompkins Cortland Community College.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. Authorized Signatures for Checking, Withdrawal or Transfer of Funds

The Treasurer of the Board of Trustees will be the primary authorized signer on all College operating, payroll, federal, grant and capital accounts. The College Budget and Finance Director will be the primary authorized signer for the emergency fund account and student loan account. Original and facsimile signatures are acceptable for all primary signers.

The following accounts will have a second signer as a back up to the primary signer when he/she is unavailable: HSBC Foreign Student Account (operating), First National Bank of Dryden Emergency Fund Account, and the Tompkins Trust Company Student Loan Account. The second signer on the foreign student account will be the College Budget and Finance Director. The second signer on the emergency fund and student loan accounts will be the Assistant Director of Budget and Finance with tertiary signer to be the Dean of Operations and Enrollment Management.

VI. Internal Controls

It is the policy of the College for all moneys collected by any officer or employee of the College to transfer those funds to the Budget and Finance Director within 3 days of receipt, or within the time period specified by law, whichever is shorter.

The Budget and Finance Director is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

For the purposes of carrying out the daily operations of the College, the Treasurer of the Board of Trustees authorizes the use of his/her facsimile signature. The Clerk of the Board of Trustees will be responsible for the appropriate use of the Treasurer's facsimile signature. Documentation of payments made by the College from operating, payroll, federal, grant, and capital accounts will be made available to the Treasurer for periodic review.

VII. Designation of Depositories

The following banks and trust companies are authorized for the deposit of monies:

- First National Bank of Dryden
- Tompkins Trust Company
- HSBC Bank USA
- Manufacturers and Traders Trust Company (M&T)
- NBT Bank
- Citizens Bank

VIII. Collateralizing of Deposits

In accordance with General Municipal Law, Section 10, all deposits of Tompkins Cortland Community College, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of

the Federal Deposit Insurance Act shall be secured by a pledge of eligible securities with an aggregate market value as provided by GML Section 10, equal to the aggregate amount of deposits.

IX. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure College deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the College to exercise its rights against such pledged securities. In the event that the securities are not registered or inscribed in the name of the College, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the College or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the College, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the College a perfected interest in the securities.

X. Permitted Investments

As authorized by General Municipal Law, Section 11, Tompkins Cortland Community College authorizes the Budget and Finance Director to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts
- Certificates of Deposits
- Public Funds Money Market Account
- Obligations of the United States of America
- Obligations of the State of New York
- The Bancorp Bank

All investment obligations shall be payable or redeemable at the option of the College within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided.

XI. Purchase of Investments

The Budget and Finance Director is authorized to contract for the purchase of investments. All purchased obligations, unless registered or inscribed with the name of the College, shall be purchased through, delivered to and held in the custody of a bank or trust company.

XII. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

8/25/94 – Resolution #1994-95-26 – Investment Policy

11/29/01 – Resolution #2001-2002-35 – Amended Investment Policy

3/16/06 – Resolution #2005-2006-34 – Amended Investment Policy

11/10/2016

LIAISON TC3 FOUNDATION, INC.

The Board of Trustees wishes to maintain a continuous, close working relationship with the TC3 Foundation, Inc. and invites a designated liaison from the Foundation to attend all public meetings of the Board of Trustees. The designee may participate in discussions and present materials, but shall not have a vote.

9/20/84 – 1984-85-16 – Request for Liaison from the TC3 Foundation, Inc.

4/24/86

11/10/2016

MAINTENANCE OF ACADEMIC STANDARDS POLICY

It is the policy of the Board of Trustees that Tompkins Cortland Community College is committed to the maintenance of high academic standards while at the same time offering students every practical opportunity to accomplish their individual academic goals and succeed in the college program of their choice.

The College administration is charged with the development and implementation of appropriate academic standards guidelines.

7/21/88 – Resolution #1988-89-12 – Maintenance of Academic Standards Policy

12/2/93 – Resolution #1993-94-29 – Maintenance of Academic Standards – Revisions

Resolution #1994-95-76 – Maintenance of Academic Standards – Revisions

Resolution #2002-2003-38 – Maintenance of Academic Standards – Revisions

11/10/2016

MAINTENANCE OF PUBLIC ORDER

An academic institution cannot function properly in its search for knowledge and truth in an atmosphere that is not open. The college promotes free speech and discussion because of the tremendous benefits this freedom confers on our students' education. As a public institution, the college is also obligated to observe the protections for speech provided by the First Amendment to the United States Constitution and Article 1, Section 8 of the New York Constitution. However, the college must continue to function if the search for knowledge and truth is to be meaningful.

This policy governs the conduct of all students, faculty, staff, licensees, invitees, and all other persons, whether or not their presence is authorized, on property owned or under the control of the college or any affiliated organization.

No person shall, singly or in concert with others, engage in activity that interferes with the operations of the college or its affiliate organizations, including:

- willfully cause injury to another person, nor threaten to do so;
- physically restrain or detain any other person;
- remove anyone from any place where he or she is authorized to remain;
- willfully damage or destroy property of the campus or property under its care;
- remove property of the campus or property under its care without authorization;
- use campus property or property in the campus's care without authorization;
- enter into any private office without implied or explicit permission;
- enter into and remain in any campus building or facility in such manner as to obstruct its authorized use;
- remain in any building or facility after it is closed without authorization;
- refuse to leave a campus building or facility after being required to do so by an authorized personnel or police authority;
- obstruct the free movement of people and vehicles in any place to which this policy applies;
- deliberately disrupt or prevent the peaceful and orderly conduct of college or affiliated organizations' business;
- deliberately disrupt or prevent the freedom of any person to express his or her views, including invited speakers;
- excepting law enforcement officers, knowingly have in his or her possession upon the premises to which this policy applies, any firearm or weapon without the written authorization of the Director of Campus Police, whether or not a license to possess the weapon has been issued to the person;
- willfully incite others to commit immediate acts of violence or immediate acts of destruction of property.

Freedom of Speech and Assembly

No person shall be subject to any limitation or penalty for expressing his or her views or for assembling with others for such purpose so long as there is no violation of the above rules.

Peaceful picketing and other orderly demonstrations in public areas of campus grounds and buildings are not subject to interference provided there is no violation of the above rules.

Hazing

The practice commonly known as “hazing” will not be permitted on the Tompkins Cortland Community College campus and no recognized student organization may practice an initiation rite, or require it as a condition for membership or affiliation, that involves reckless or intentional acts which create risk to the health, well-being, and lives of individuals. Individuals may not be harassed, humiliated, or abused and may not be forced to consume liquor or drugs for the purpose of initiation into or affiliation with an organization.

The charter of all recognized student organizations shall contain a statement prohibiting hazing and all new students shall be made aware of the college position relative to hazing.

Individuals or organizations involved in hazing practices shall be subject to college disciplinary procedures, as well as to applicable local, state, or federal laws.

The Board of Trustees of Tompkins Cortland Community College authorizes the president of the college, or his or her delegate, to develop reasonable procedures to enforce this policy.

6/19/69 – 2nd Working draft/regulation of conduct of TC3 campus memorandum – no resolution number

4/24/86

2/16/17

MICRO-CREDENTIAL

- Tompkins Cortland micro-credentials will be approved via Level 3 Curriculum Committee policy, but do not require SUNY or SED approval.
- Tompkins Cortland micro-credentials will be titled “*name* Credential.” (Example: “*Direct Support* Credential.”)
- Micro-credential proposals must be brought before the Curriculum Committee by a department chair or full-time faculty member, including those developed by adjunct faculty or with staff from outside agencies. As with any Curriculum Committee proposal, department approval is required before consideration by the Curriculum Committee.
- Tompkins Cortland micro-credentials may not be revised. Any revision to an existing credential constitutes a new credential.
- Credentials will consist of no fewer than 6 and no more than 23 credits for completion.
- The Academic Records Office will create and maintain a Credential Requirement Checklist for each approved micro-credential.
- Fifty-percent of required credits must be taken through Tompkins Cortland Community College (not via transfer credit, testing, or experiential learning.)
- Any course may be applied to meet requirements for more than one credential. No minimum number of unique courses/credits are required.
- In accord with existing college policy, no more than six credits may be taken for a pass/fail grade.
- Course substitutions will be considered on a case-by-case basis using the existing Waiver Request process.
- Students must have at least a 2.0 cumulative GPA at the college to be awarded a credential. Any proposed exceptions to this policy will require that the student submit an Appeal for Special Consideration.
- Credentials may be conferred in January, May, August, and December. Students will be awarded a certificate of completion, which will display the title of the credential and list courses completed with credits awarded for each, signed by the registrar. Academic Records will be responsible for maintaining permanent records of awarded credentials. Academic Records will collaborate with Campus Technology to create a process to email students their certificates. Initial or replacement micro-credential hard-copy certificates will be supplied to students

for a fee. (Suggested fee: \$10.00).

12-03-18

January 24, 2019 Resolution 2018-2019-20

MINORITY AND WOMEN-OWNED BUSINESSES

Tompkins Cortland Community College is committed to doing business with capable minority- and women-owned businesses when the College determines that such business can provide the College with quality goods and/or services at a competitive price. A minority- and women-owned business may be given preference over another provider/vendor in a case of otherwise equal proposals.

10/24/85 – 1985-86-19 – Purchasing Policy for Minority and Women-owned Business

4/26/86

11/10/2016

OFF CAMPUS ACTIVITY CONTROL

It is the policy of the College that only responsible and competent individuals shall be permitted to organize and conduct off-campus activities, or transport people to and from such activities.

In such cases where transportation is to be undertaken, all drivers must successfully complete the van/driver training program.

Any student-related activity conducted off-campus in connection with or under the auspices of the College or any academic course offered thereby, shall be subject to the review of the individual so designated in the regulations.

No such activity shall be scheduled or conducted unless the organizer thereof complies with the regulations and procedures as approved by the President of the College and all such activities occurring off-campus shall be covered by the Student Code of Conduct.

6/19/86 – Resolution #1985-86-18 – Off-Campus Activity Control Policy
11/10/2016

POLICY AGAINST DISCRIMINATION AND HARASSMENT

Unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is strictly prohibited by Tompkins Cortland Community College. The College is committed to maintaining an educational and work environment that is free of any discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and invitees, is treated with respect and dignity in a non-discriminatory environment. The educational environment shall be considered to include all academic and nonacademic programs and activities.

The College fully complies with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as Amended, the New York Human Rights Law and all other applicable laws or regulations which prohibit discrimination. Discrimination or harassment of individuals for reasons of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status is a form of unlawful discrimination.

It also is unlawful to retaliate against a person because they have opposed any illegal discriminatory practices or because they have complained of, or testified or assisted in the investigation of any complaint of discrimination or a proceeding conducted in connection with any such complaint.

It is also the policy of the College to promote employment and opportunity for those who have been convicted of criminal offenses, and to assist such individuals in full rehabilitation and re-integration into society. The College will therefore only consider criminal convictions in making employment decisions where there is a direct relationship between the conviction and the employment and the employment would pose an unreasonable risk of harm as set forth in New York State Correction Law sections 752 and 753.

Sexual Harassment

Sexual harassment is a form of misconduct which undermines an individual's integrity and human dignity. It can originate from a person of either sex against a person of the opposite or same sex, and from co-workers, supervisors, instructors, students, or even

non-employees of the College (i.e., vendors or invitees). It is offensive treatment or behavior which, to a reasonable person, creates an intimidating, hostile or abusive work or educational environment.

All acts of sexual violence shall be considered to be forms of sexual harassment. Sexual violence includes rape, sexual assault, sexual battery, sexual coercion and physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to intellectual or other disability or to the victim's use of drugs or alcohol.

Generally, this harassment falls into either of two categories: (i) "quid pro quo", or (ii) causing or allowing a sexually hostile environment to exist within the work place, classroom, or other College-sponsored program, service or activity.

"Quid pro quo" harassment includes unwelcome sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational success (i.e., grades) or employment (i.e., a raise, promotion or assignment); or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or personnel decisions affecting the individual.

Examples of this form of sexual harassment would include but are not limited to:

- Any uninvited or unwelcome physical contact, including touching, petting, pinching, persistent and purposeful brushing up against another individual's body, etc.
- Any suggestion to an individual that sexual favors or relationships will result in a favorable grade, promotion, or other education or employment opportunity.
- Any suggestion or implication to an individual that their refusal to provide sexual favors or relationships will result in a poor grade, demotion, discipline, discharge, or will have an adverse impact on employment or educational results.

A sexually hostile environment exists when an individual's conduct has the purpose or effect of unreasonably interfering with another individual's education or work performance or creating an intimidating, hostile or offensive educational or working environment which interferes with or limits a person's ability to participate in or benefit from the college's programs.

Examples of this type of sexual harassment include, but are not limited to:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Offensive displays of sexually suggestive pictures, magazines, or other objects (e.g., sexually explicit calendars, posters, cartoons, photographs, or graffiti).

- Touching, pinching, holding, grabbing, hugging, kissing or intentionally and persistently brushing against another person's body.
- Inappropriate social conduct such as pressuring a student, employee or colleague to date or socialize and/or take some adverse action against that person for refusing to do so.
- Any other conduct that ridicules or humiliates an individual because of their gender.

Other Unlawful Discrimination/Harassment

These same guidelines also apply to unlawful discrimination or harassment based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

Examples of such hostile environment, discrimination, or harassment include but are not limited to:

- Transfer, demotion or termination of employees on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Interference in or denial of opportunities for educational success on the basis of race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes or gestures related to or referring to an individual's race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- The presence of books, magazines, pictures or other objects that may be reasonably construed as offensive or demeaning based on race, color, creed or religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, creed or religion, national origin, sex, sexual orientation,

gender identity or expression, age, disability, citizenship status, military status, including Vietnam era or special disabled veteran status, HIV/AIDS status, familial status, pregnancy, predisposing genetic characteristics, domestic violence victim status or any other protected status.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should follow the College's Discrimination/Harassment Complaint Procedure which designates staff of the College to whom such occurrences may be reported so that they can be promptly and thoroughly considered, investigated and appropriately resolved.

A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of discrimination or harassment. If an investigation results in a finding that a person who has accused another of discrimination or harassment has acted maliciously or has recklessly made false accusations, the reporting party will be subject to appropriate sanctions. It is important to note that due process considerations may limit the ability to investigate or resolve anonymous complaints.

Retaliation in any manner (i.e., coercion, intimidation, retributive acts) against any individual for making or filing in good faith a discrimination or harassment complaint, or for assisting or participating in the investigation of such a complaint is illegal and will not be tolerated. Such retaliation will be treated like any other form of discrimination and the party found to have retaliated shall be subject to appropriate discipline, including dismissal.

Questions regarding this policy and its enforcement should be directed to Sharon Clark, Affirmative Action Officer and Senior Title IX Coordinator, Office of Human Resources, Room 219, 607.844.8222, Ext. 4440, SCD@tompkinscortland.edu.

3/13/04

5/10/2007

7/16/09 – Resolution #2009-2010-7: Policy Against Discrimination and Harassment

12/08/11 – Resolution #2011-2012-17

11/10/2016

10/15/2020 – Resolution 2020-2021-07

POLICY FOR COORDINATED DEVELOPMENT EFFORTS

The Board of Trustees of Tompkins Cortland Community College approves a coordinated development effort.

All actions to request or receive external resources, both public and private, will be coordinated through the Development Office and must have prior approval of the College President.

1/23/92 – Resolution #1991-92-55 – Policy for Coordinated Development Efforts
11/10/2016

POLICY FOR FLYING THE COLLEGE FLAG AT HALF STAFF

1. The college flag cannot fly higher than the national and state flags. Whenever the college is instructed to fly either the national or state flag at half-staff, the college flag will also be flown at half-staff.
2. On the death of any member of the current college community, the college flag will be flown at half-staff starting immediately upon notification of decease and will continue to be so flown for the next 3 full days. Current members of the college community are: members of the Board of Trustees; members of the Board of the TC3 Foundation; faculty (full-time and adjunct), administrative and support staff; FSA staff; full-time and part-time students enrolled in credit-bearing courses; support service staff of the bookstore and cafeteria.
3. The President has discretionary powers to order the flying of the college flag at half-staff in exceptional cases not covered by #2 above, e.g. to honor the passing of a former president of the college or any other person who in the past has offered exceptional service to the college.

12/12/2002 – Resolution #2002-2003-16 – Policy for Flying the College Flag at Half Staff

11/10/2016

POLICY FOR NAMING PHYSICAL FACILITIES

The Board of Trustees of Tompkins Cortland Community College supports the naming of physical facilities with at least a minimum gift of \$50,000. The Board of Trustees must approve all naming opportunities. The naming opportunities are a permanent recognition.

7/21/2005 – Resolution #2005-2006-6 – Policy for Naming Physical Facilities
11/10/2016

POLICY ON CAMPUS CRIME AND SECURITY

The Board of Trustees of Tompkins Cortland Community College directs the President of the College to comply with the federal law, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) 20 USC §1092 (f). The Clery Act, formerly known as the Crime Awareness and Campus Security Act, requires colleges and universities across the United States to disclose information about crime on and around their campuses.

In compliance with the Clery Act, the College will provide timely warnings of crimes that represent a threat to the safety of students or employees and will make our campus security policies available to the public. The college will also collect, report and disseminate crime data to everyone on campus and to the Department of Education annually. In order to be in full compliance, the College will:

- Publish and distribute an Annual Campus Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
- Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Campus Police Office will keep a detailed public crime log of all crimes reported to them in the past 60 days.
- Keep the past three years of crime statistics detailing crimes that have occurred on campus, in residential facilities, and in public areas on or near campus.
- Report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

5/10/2007

11/10/2016

POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS AND DRUG ABUSE EDUCATION PROGRAMS

The United States Congress has enacted the Crime Awareness and Campus Security Act; and

The Board of Trustees of Tompkins Cortland Community College intends to comply with the requirements of that Act; and

The Board of Trustees recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal law governing possession, use, and sale of alcoholic beverages and illegal drugs including but not limiting to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989.

Therefore, the Board of Trustees adopts the following policy:

- a. Students and employees are prohibited from possessing or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made by direction of the president or his/her designee in specific circumstances and designated campus areas.
- b. The Dean of Student Life and Campus Police Office shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession, and sale of alcohol and illegal drugs on and off campus at college activities and prepare educational programs on alcohol or drug abuse.
- c. Students who violate the state or federal law or the college alcohol or drug policy on campus or at college activities off campus are subject to prosecution by local state and federal officials and are subject to discipline under the Student Code of Conduct. Moreover, where appropriate, students will be informed of opportunities for counseling.
- d. Employees who violate state or federal law or the college alcohol and drug policy while on campus or at college activities off campus are subject to prosecution by local state or federal officials and are subject to discipline under collective bargaining agreements, campus policies and where appropriate, reference to counseling.
- e. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of 25,000 and students who are Pell Grant recipients must notify the college within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting college business or activities. The college shall, within ten days after receiving

such notice, inform the federal agency providing the grant of such conviction within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employees or students. Employees or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

The Board authorizes the administration to develop appropriate procedures and guidelines for the consumption of alcoholic beverages at approved College events.

5/10/2007
11/10/2016

Preferred Name Gender and Pronoun Policy

A preferred name is a first name that you may choose to be called that is different from your legal/official name. Tompkins Cortland Community College recognizes that many students, faculty, and staff prefer to use a name other than their legal name to identify themselves. As long as use of this preferred name, gender identity, and pronouns are not for the purpose of misrepresentation, the college acknowledges that a preferred first name, gender identity, and pronouns will be used when and where possible, in the course of college business and education.

The college reserves the right to remove a preferred name if it is inappropriate, offensive, or will incite another person or group of people. For students, this determination is made at the discretion of the office of VP of Student Services upon submission of the required form. Employees must submit the required form to the Office of Human Resources. There is no charge to designate or change a preferred name; however, the standard replacement ID card fee applies. You may change your preferred name no more than once per academic year.

Please be advised that requesting a preferred name is not the same as legally changing your name. Wherever reasonably possible, preferred first name, gender identity, and pronouns will be used in Tompkins Cortland Community College's systems. However, official transcripts, enrollment verifications, diplomas, third party database systems, paychecks, medical records, financial aid documents, federal immigration documents, all external communications such as newspapers (Deans/President's list announcements, etc.), or any other College business requires the use of your legal/official name.

The College will attempt to display the preferred first name to the College community where feasible and appropriate and make a good faith effort to update reports, documents, and systems accordingly. However, to change the name that is printed on official academic records, such as those noted in the previous paragraph, students must complete the process for a legal/official name change and then submit a Change of Student Data Request Form with supporting documentation to the Office of Academic Records. Employees must contact the Office of Human Resources.

Approved 2/21/2019 – Resolution 2018-2019-23

PRESIDENT EMERITUS POLICY

The Board of Trustees of Tompkins Cortland Community College wishes to establish the status of President Emeritus to honor Tompkins Cortland Community College Presidents who have served with outstanding distinction.

Criteria – The criteria for selection as President Emeritus may include but is not limited the following:

- Served with great distinction for ten or more years
- Achieved distinction as Tompkins Cortland Community College in areas such as service to students, service to the College, service to SUNY and service to the greater Tompkins and Cortland communities
- Must be nominated by a Board Resolution to be accompanied by any and all such supporting materials as may be deemed necessary and appropriate by the Board and must be approved by a majority vote of the Board of Trustees

The status of President Emeritus shall confer the following privileges:

- Use of the title “President Emeritus” in community and professional activities
- Listing as President Emeritus in the College catalog and on the College website
- Continued access to Tompkins Cortland Community College email
- Invitation to College events and activities
- Any other privileges that the Board may confer from time to time in its discretion.

Resolution #2017-2018-1

PRESIDENTIAL SCHOLARSHIP

The Tompkins Cortland Community College administration is authorized to develop appropriate procedures and implement a Presidential Scholarship Program that would waive the non-resident portion of tuition in support of students from countries with poor economic circumstances and/or a serious political or military environment.

3/16/2006 – Resolution #2005-2006-39 – Presidential Scholarship

5/10/2007

11/10/2016

PREVENTION OF WORKPLACE VIOLENCE POLICY

Policy Statement

Tompkins Cortland Community College is committed to creating and maintaining a workplace and learning environment where violence or threats directed towards any person will not be tolerated. The College will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus. The College will respond promptly and decisively to violence, threatening behavior, and harassment on campus.

Any and all forms of violence, threatening behavior or harassment which involve or affect the College or which occur on the College campus is prohibited by this policy. For purposes of this policy, "the campus" is collectively defined as the College's premises, any off-campus location where an employee is on official duty or travel status and related facilities such as residence halls. This includes threatening behavior, violent actions, and harassment among and between all persons on campus, such as; College employees directed against supervisors, by employees directed against other employees, by employees directed against students, or visitors, and by visitors directed against College employees or students.

Engaging in violent, threatening behavior or harassment has been and is considered a serious form of employee or student misconduct. Reports of such acts will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The College will take action which may include the termination of an employee(s) involved in such acts, disciplining students, and the timely involvement of Campus Police and other law enforcement agencies, when appropriate. Actions may also include removal of third party vendors from campus or termination of contracts with such vendors.

Definitions

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the College's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

- Disruptive behavior is defined as the intent to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).
- Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
- Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.

- Possessing firearms, imitation firearms, knives or other dangerous weapons, instruments or materials. No one within the College community shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to College property. This regulation is in compliance with NYS Law, covered under Section 256.01 and 265.00 of the Penal Law and regulations passed by the NYS Legislature. Law enforcement officers are exempted. Students wishing to bring legal weapons on campus must receive written authorization from the Director of Campus Police.

General Reporting Responsibilities

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the College community. Employees should alert their supervisors, representatives of the Office of Campus Police, or the Human Resources Department of any suspicious workplace activity or situations that they observe or of which they are aware, such as threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, or the presence of weapons on College property. Each person to whom such a report is made shall immediately refer the report to the Human Resources Department.

Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a report under this policy. It is important that all members of the College community take this responsibility seriously to effectively maintain a safe working and learning environment

Implementation

To ensure the awareness and compliance of this policy, the College will develop and implement a “Workplace Violence Prevention Program” in accordance with the NYS Workplace Violence Prevention Act (Labor Law Section 27b). This law requires employers to proactively: (1) evaluate the safety of their workplaces; (2) develop and implement workplace violence prevention programs; and (3) provide workplace safety training to all employees. The Workplace Violence Prevention Act also provides guidance to employers in carrying out their workplace safety obligations. For further information, please contact the Campus Police Office.

Employees Assistance Program (EAP)

The College’s employees assistance program (EAP) provides support for this policy. Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the Board, in its sole discretion, deems offensive or inappropriate, will be referred to the EAP for counseling or other appropriate treatment.

12/3/98 – Resolution #1998-99-43 – Prevention of Workplace Violence Policy.

5/10/2007

11/10/2016

PROFESSOR EMERITUS/EMERITA DESIGNATION – CRITERIA

To be considered for the rank of Professor Emeritus/Emerita, an individual must satisfy the minimum criteria stipulated by the Board of Trustees and must demonstrate outstanding work both in category #1 and in at least two of the other categories listed below. Those eligible must have either retired or passed away having attained the rank of Professor.

1. **Excellence in teaching, librarianship, or counseling** – affirmed by evaluations and/or awards or nominations for awards; includes innovations in curriculum and instruction, and commitment to student learning.
2. **Academic degrees and professional certifications** – attainment of degrees or professional certifications (e.g., CPA) beyond the minimum requirements of the position.
3. **Contribution to the body of knowledge in a field** – including publications, artistic creations, conference presentations, positions of responsibility in professional organizations.
4. **Service to the College** – advisement, committee service, leadership positions, work with student organizations, accomplishments outside the realm of teaching.
5. **Service to the community** – special projects, notable accomplishments, offices held, and service to community organizations.

General guidelines:

Eligibility:

- Those who are eligible must consent to review of their personnel files.
- The committee will consider only half of those eligible in 2006-2007, with the others to be reviewed in 2007-2008.
- For those retiring after 2007-2008, we will require a minimum of two years to pass before a person may be considered, and the decisions will be made every third year.
- There will be no limit to the number of those who may receive this honor.
- Candidates will be given the opportunity to provide information to support their candidacy, but only their accomplishments while employed at the College will be considered.
- Alumni will be invited to participate in this process by providing support for candidates.
- Moral conduct may be a factor in the decisions.

Special designation:

- Those selected for this honor who were part of the College's founding years will be placed in a special category, "Founding Professors Emeritus." To be eligible for this designation, one must have taught full-time on the Groton campus.

Possible benefits to be given to recipients:

- office space with phone, computer, and secretarial support
- a banquet, hosted by the Board of Trustees, to honor new Professors Emeritus
- a special display on campus, including their photos
- access to campus resources such as the library
- invitation to Commencement and a special recognition during the ceremony
- an opportunity to serve on campus committees

6/20/91 – Resolution #1990-91-90 – Policy on Professor Emeritus Status

5/10/2007

11/10/2016

RECORDS RETENTION AND DISPOSITION SCHEDULE MI-1

The State Archives, State Department, pursuant to section 57.25 of the Arts and Cultural Affairs Law, and Part 8 of the *Official Compilation of Codes, Rule, and Regulations of the State of New York*, has requested for the legal disposition of office records and adoption of Disposition Schedule MI-1.

The Board of Trustees of Tompkins Cortland Community College thereby adopts the Records Retention and Disposition Schedule MI-1, issued pursuant to Article 57.25 of the Arts and Cultural Affairs Law and Part 8 of the *Official Compilation of Codes, Rule, and Regulations of the State of New York*, which contain the minimum retention periods for public community college records for use by all college officers in disposing of public community college records listed therein.

1. Ensure that records are retained as long as needed for administrative, legal, and financial purposes;
2. Ensure that state and federal record retention requirements are met;
3. Ensure that record series with enduring historical and other research value are identified and retained permanently; and
4. Encourage and facilitate the systematic disposal of unneeded records.

3/18/76 – Resolution #1975-76-23 – Records Retention and Disposition

4/24/86

3/23/89 – Resolution #1988-89-68 – Records Retention and Disposition Schedule CC-1

5/10/2007

11/10/2016

RECYCLING POLICY

Tompkins Cortland Community College is committed to the reduction of waste and to the recycling of materials to the maximum extent possible. The College's purchasing and acquisition practices will be developed so as to minimize the receipt of materials that are not essential to the functions of the College and will promote the acceptance of materials that can more easily be recycled. Whenever practical, the College will seek to acquire products made of recycled material.

The College will recycle all materials accepted by the Tompkins County transfer station.

The Board of Trustees directs the administration of the College to develop guidelines and procedures for recycling at the College.

5/20/93 – Resolution #1992-93-68 – Recycling Policy

5/10/2007

11/10/2016

REMOTE WORK POLICY PILOT PROGRAM

Policy Statement

Tompkins Cortland Community College's pilot remote work policy is to support remote work where it is reasonable, based on the College's mission, operational and program needs.

Rationale

This pilot program's purpose is to support implementation of remote work programs, where desired, establish guidelines designed to clearly articulate employee and campus expectations, and provide an additional vehicle for employee development while offering campus management the flexibility to operate a successful remote work program and plan for future workforce needs. This pilot program will afford the College the opportunity to explore the value of having remote faculty/staff members to better carry out its mission.

The needs of workforce have changed drastically during the pandemic, especially as it relates to the possibility of working remotely. There is an increased demand for employees to work remotely across the globe. This leaves management groups seeking policies that can meet this demand without sacrificing the missions, values, and goals of institutions. Higher education is no different, and TC3 hopes to implement a pilot remote work policy that is equitable, is transparent, and can help retain and recruit employees. Prior to this pilot, the College has primarily allowed remote work as a sporadic option rather than a recurring plan of employment. While not every position may be eligible for remote work based on job duties, the College hopes to identify positions where this is possible and provide a means for faculty/staff to request recurring remote work options as appropriate.

Definitions

Official Work Site -- The employee's TC3-provided, on-campus, workstation. This is the employee's usual and customary work address.

Alternate Work Site – A specific location away from the TC3-provided work site where the employee is authorized to conduct business. This location must meet all criteria set forth in this document and be approved in advance by the employee's immediate supervisor/manager and the campus senior leadership. Any changes in the location of the Alternate Work Site must be approved in advance.

Employee – a member of the College or FSA staff.

Fully remote - the entirety of one's work would take place away from the Official Work Site location. During this pilot, staff members working remotely and who currently have a campus-based office, will retain that office even though they will not be working in it. If

one is agreeable, their office could be shared with other staff members during this period.

Partially remote - a portion of one's work would take place away from the Official Work Site location. It is expected that the employee would have a campus-based office and would conduct a portion of their work through remote means and the remainder on campus.

Remote Work Application – An application form, furnished by management, and completed by the employee and their supervisor/manager following their discussion. Each approved application shall be effective for a specified period, not to extend beyond the effective dates of this program. Decisions regarding working remotely will be made semester-by-semester rather than for the full academic year.

Remote Work Plan – A document, part of the remote work application, completed by the employee following a meeting with their supervisor/manager which identifies the specific work to be performed on remote work days, consistent with the employee's normal obligation. The remote work application must indicate when the employee will be available during the work day and through which mode(s) of communication (e.g. Teams, telephone, Zoom, etc.).

Senior Leadership – A single cabinet level employee at the campus who has authority over the department/division reviewing/approving remote work.

Participation

The College recognizes the importance of faculty, staff, student, and community members' interactions and how such interactions impact the student experience. This remote work policy is not intended to shift entire departments to a remote work environment; it is to offer flexibility to departments to meet operational needs with staff flexibility. Remote work is not an employee entitlement and is not operationally feasible for many job functions. Determinations as to which job functions are eligible for remote work is subject to management discretion, based on operational need. Every application will be considered on an individual basis.

The remote work policy is not intended to address singular requests for workplace flexibility. Single instances for flexibility should be determined between the employee and their immediate supervisor/manager.

Process and Potential Outcomes

To request to participate, an interested employee must have a discussion with their immediate supervisor/manager to discuss their interest in a remote work. The employee should identify the preferred remote work schedule and articulate how work responsibilities will be completed in the remote work environment. Any possible modification by the supervisor/manager to the identified days requested by the employee should be discussed with the employee prior to processing the application. The

employee, following the discussion with their supervisor/manager, must submit a remote work application. Applications may be submitted at any time; there is no specified application period. The application then will be sent to the Department Head/Senior Leadership for review/approval which should be provided within 7 (seven) calendar days of receipt. All responses will be in writing. If the request for remote work is denied, an explanation of the basis for the denial will be provided to the employee.

Once a remote work application has been approved, participation and start dates may be subject to equipment availability and management discretion. A remote work arrangement shall not commence until it has received written final approval.

An individual's participation in the remote work arrangement can be modified, suspended or cancelled at any time by management with 2 (two) weeks advance written notice to the employee where feasible and consistent with operational needs. Employees who have had an arrangement cancelled or suspended may reapply 6 (six) months from date of cancellation or suspension. An employee may suspend or cancel their participation with 2 (two weeks) advance written notice to their immediate supervisor/manager unless the immediate supervisor/manager agrees to a shorter period of time.

Appeal Process

If an employee in a job function deemed eligible for remote work has their remote work application disapproved, they may appeal to the senior Human Resource Officer or their designee in writing within 7 (seven) calendar days following receipt of the denial. The appeal shall state the reasons for disagreement with management's determination. A decision on the appeal shall be rendered by the senior Human Resource Officer or their designee(s) within seven (7) calendar days of receipt of the appeal stating the reasons for the decision if denied. Denials of applications for remote work under the Remote Work Pilot Program are not grievable under any collective bargaining agreements. Employees who have had an application denied may reapply 6 (six) months from date of the decision on the appeal referenced herein.

General Guidelines

Employees must comply with all NYS, SUNY, Tompkins Cortland CC laws, rules, regulations, policies, and guidance required at the official work site when working remotely. Failure to abide by all laws, rules, regulations, policies and guidance may result in exclusion from the Remote Work Pilot Program and/or administrative action, including disciplinary action.

Remote employees are responsible for submitting remote work plans to their immediate supervisor/manager which identify the specific work to be performed on approved telecommuting days. The work plan originally submitted with the remote work application may be modified at a later date by the immediate supervisor/manager, with written notice to the employee. An employee must provide to their immediate supervisor/manager regular updates/check-ins (as identified in the remote work plan) describing work

completed while remote working on a periodic basis.

Employee ability to effectively perform work functions in a remote work setting should be one factor considered in approval of remote work plans.

Remote employees will treat remote work days like regular workdays and will be expected to maintain their normal work schedule/workday (including overtime when appropriate and authorized in advance) and routine while remote working. Supervisors/managers should make clear expectations for meeting core service to students, other college offices, as well as internal and external constituents while remotely working.

Remote employees must request time off in advance and submit all leave requests as currently required. All current laws, regulations, contract provisions and standard rules governing employee work schedules apply including, but not limited to, existing call-in procedures.

A remote employee may be required to report to the official work site on a scheduled remote work day to engage in functions which require an in-person presence and cannot be scheduled for an in-office workday.

When remote employees are required to report to the official work site on a scheduled remote work day, there is no expectation that the remote employee will be granted a substitute remote work day in return. However, with flexibility as a key component of the program, with management approval, a scheduled remote work day may be changed within the same pay period.

If a remote employee is required to report to their official work site, they will not be paid or reimbursed for their commute to/from the official work site.

Remote employees must be available via all required methods of communication throughout the workday. Should a remote worker not be available through official channels, management may contact the remote employee via their personal contact information provided in the Work Plan.

Remote employees may be required to forward their official work site phone to the phone that will be used while remote working or have other technical support to ensure phone calls related to work are attended to in a timely fashion.

In-Person meetings at the remote employee's alternate work site are *prohibited*. This restriction does not preclude a remote worker from participating in, or being required to participate in, phone or web-based meetings from their alternate work site.

Remote employees agree that, with job-related cause, the College may inspect campus-issued equipment or records for the purposes of assessing safety concerns and/or data security concerns. Employees are obligated to return campus-issued equipment within a reasonable time following separation of service.

Unless otherwise directed, remote employees will not be excused from work when a directed departure is issued for the official work site. Conversely, if an emergency occurs at the alternate work site and the remote employee is unable to work at the remote work site that day or if the remote worker is unable to, for any reason, continue working during their scheduled hours, the immediate supervisor/manager may direct the employee to come to the official work site or grant authority to charge accruals.

Employees must safeguard all passwords used in connection with agency/facility/campus service files or programs and ensure sensitive information is protected.

We trust that those selected for remote work will honor the trust placed in them by their supervisor/manager. In the rare case where an individual is found to be misusing their time, disciplinary steps as outlined in the contract will be followed. Additionally, the opportunity to work remotely may be terminated.

Supervisor Considerations

- The proposed remote work does not require in-person student/constituent interaction, classroom presence and/or contact and the work is typically performed away from the end customer (i.e. the student).
- The work can be performed as effectively from a remote work location as a campus location.
- The remote work arrangement does not necessitate the transfer of work which increases the workload to co-workers on campus.
- The assignments completed in the remote work location are consistent with the employee's performance program and scope of responsibilities, or job description.
- Key performance metrics such as quality of work products, quantity of work produced, response time/turnaround time, level of service, etc., are measurable and are routinely measured and assessed consistent with the employee's regular professional obligation or job description.
- The immediate supervisor/manager is accountable for communicating performance expectations, monitoring and measuring performance, providing ongoing performance feedback and formally addressing performance issues via established policies and collective bargaining agreements.
- Recognizing that remote work arrangements cannot be approached in a one-size fits all manner, supervisors/managers must ensure equity when evaluating the operational need for remote work arrangements.
- Remote work arrangements shall not close entire offices completely. Supervisors/managers should work with employees to arrange schedules to ensure an on-campus presence exists to serve the community.
- Remote work arrangements must be evaluated, reviewed, documented, and approved by the immediate supervisor/manager, department head, and senior campus leadership.
- Remote work arrangements are reviewed for effectiveness on an ongoing basis and in conjunction with the ongoing assessment of the employee's performance.
- Remote work arrangements may be modified or terminated at any time following appropriate notice (as discussed above) by an immediate supervisor/manager in

consultation with HR, based on operational needs, performance concerns, or any other non-discriminatory reason.

Equipment and Supplies

The employer will not provide remote employees durable equipment such as desks, chairs, file cabinets, or other office related furniture. The employer will provide a laptop or other similar device to remote workers to facilitate work at the remote worksite; alternatively, employees may be allowed to bring work-assigned equipment to the remote worksite where authorized in advance. Employees are discouraged from utilizing personal laptop or desktop devices for conducting official college business.

Generally, the remote employee must have an internet connection with bandwidth that is appropriate for conducting the telecommuter's full professional obligation/job description and TC3 official business without disruption. The remote employee must be able to demonstrate their internet connection is stable and adequate to meet the needs of the work assignments (e.g. audio, visual/camera). The employee is responsible to secure and pay for an internet connection. The College will not reimburse internet costs. In limited instances, remote work assignments that do not require an internet connection may be available. Where such assignments meet operating needs, they may be made/approved.

The remote employee is responsible for having a phone for all work-related calls or having other technical support to ensure phone calls related to work are attended to in a timely fashion.

If assigned work equipment or other work item is lost or stolen, the remote employee must immediately notify their immediate supervisor/manager and refer to the College's usage agreement and complete all steps outlined within the policy/procedure.

When the Remote Work Pilot Program ends, the employee must return all College issued devices and equipment, provided to facilitate work at the alternate worksite, if applicable, and any supplies issued on their next workday unless otherwise specified by management.

Guidelines and Employee Expectations

Remote work arrangements allow work to be performed in settings other than the traditional on campus worksite. All policies, work rules, performance expectations, professional obligations and codes of conduct apply as they normally would in a traditional campus setting. Specific employee responsibilities include:

- Employees are actively working towards and are fully focused on business goals and professional obligations during normally scheduled hours of work. Employees are easily accessible throughout the workday, answer phones, and respond to emails and other inquiries in a prompt and timely manner.

- Employees meet or exceed all performance goals and expectations as outlined in performance program and/or in alignment with special projects and other duties as assigned.
- Employees ensure effective and productive communication with their immediate supervisor/manager, team members and all other constituents or campus partners. Employees' behavior is professional, courteous, service oriented and aligned with codes of conduct, campus values, etc.
- Employees return to campus for onsite meetings, teambuilding activities, trainings etc., as required.
- Employees submit requests for scheduled time off (vacations, sick leave, etc.) in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees notify immediate supervisor/manager of unanticipated absences or lateness in accordance with established policies and/or union contracts and charge appropriate leave benefits.
- Employees are expected to manage any personal obligations and make any such arrangements so as not to adversely impact remote workflow and productivity (e.g. child or elder care).
- Employees who have obligations that would prevent them from focusing their full time attention on work, must follow all leave policies as needed.
- Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.
- Employees understand and acknowledge that remote work arrangements are not an entitlement and can be modified or discontinued by management at any time following appropriate notice (as discussed above). Likewise, remote work arrangements may be terminated at any time by an employee following appropriate notice to their immediate supervisor/manager and HR.
- While it is expected that those working remotely may not be on campus with any regularity, working remotely does not preclude an employee from stopping by campus if necessary. In those cases, employees will comply with protocols (e.g. COVID protocols) in place prior to arrival and notify their supervisor/manager.
- Employees understand and acknowledge that remote work arrangements do not change the employee's terms and conditions of employment including an employee's classification, base compensation, or benefits.
- Employees understand and acknowledge that the College is not responsible for equipping their remote work location(s) and the College policy related to loaning, borrowing, transporting and/or supporting supplies and equipment will apply.

Return to On-Campus Status

If the supervisor/manager and/or the employee decide that a return to campus is warranted and/or necessary to ensure satisfactory job performance, then notification must be made in writing by the party initiating the request to the secondary party (i.e., either the supervisor or the employee) and Human Resources at least five (5) calendar days in advance of the anticipated return to their official work site or sooner if mutually agreed upon. If the individual does not currently have an on-campus office, one will be assigned at the time of return.

Effective Date

This Remote Work Pilot Program is a pilot that is effective as of February 24, 2022 and shall end August 31, 2022, unless extended by the College. Where required by exigent operational concerns, Tompkins Cortland Community College reserves the right to suspend or terminate this remote work pilot program prior to that date. Should the President or their designee determine that such action is necessary, advance consultation *with affected unions* and reasonable advance notice to program participants will be provided to the greatest extent allowed by the exigent operational concerns on which the President's determination is based. The College will review and assess the Pilot Program following August 2022 prior to any revision or extension of the policy.

Additional Resources

Application Request form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=bwT0jebZikiC-oRFLwqtSYtfE4W16tpLhYEc6ickrTIUMThOMDFINE0yQlczSFVJR0gzMjIVQTNDry4u>

Approved 2/24/2022

SATISFACTORY ACADEMIC PROGRESS

The Board of Trustees expects students receiving financial aid to maintain satisfactory academic progress according to minimum standards set by the approving agency. Annual reports shall be provided by the Dean of Student Life.

5/17/84 – Interim Guidelines Regarding Satisfactory Academic Process – no resolution
4/24/86
5/10/2007
11/10/2016

SEXUAL AND ROMANTIC RELATIONSHIP POLICY

Policy Statement

Tompkins Cortland Community College prohibits sexual or romantic relationships between College employees, or between College employees and students if there is an existing direct or indirect supervisory, evaluative or instructional relationship. There is an exception if the relationship is disclosed to the College, and supervision, evaluation or instruction is terminated.

Rationale

Tompkins Cortland Community College is committed to providing a work environment free of employment discrimination, sexual harassment, and conflicts of interest. To fulfill this obligation and commitment, persons in positions of supervisory, evaluative or instructional authority are prohibited from initiating or engaging in sexual relationships with any employees or students over whom they have any authority or responsibility, either directly or indirectly.

Sexual and romantic relationships between College employees and students and/or managers or supervisors and their subordinates create potential conflicts of interest and power differentials. Potential conflicts of interest may arise when individuals have responsibility for advising, supervising or evaluating the academic or work performance and/or making personnel decisions involving those with whom they have an intimate relationship. When faculty, staff and students exercise power and authority over other faculty, staff and students whether due to current supervisory, instructional or other professional responsibility, or perceived influence or control over an educational or work experience, a power imbalance is created, which may impede the real or perceived freedom of the faculty, student or employee not to enter into a sexual or romantic relationship or to terminate or alter that sexual or romantic relationship.

To address this imbalance, the State University of New York Board of Trustees requires all SUNY campuses (State operated campuses, community colleges and statutory colleges) adopt a specific sexual and romantic relationships policy.

Definitions

Sexual and Romantic relationship – shall mean and refer to any relationship, either past or present, which is romantic, intimate, or sexual in nature and to which both parties consent or consented.

Student – shall mean and refer to any person applying to the College or currently enrolled, either full-time or part-time, in any course or academic program associated with the College.

Employee – shall mean and refer to any person whose primary role within the college community is as a member of the faculty or staff.

Supervisory, instructional, evaluative, or other professional responsibility – shall mean and refer to any of those situations where the employee is responsible for evaluating, teaching, supervising, advising, mentoring, coaching, counseling, providing extracurricular oversight, supervision of research, and/or employment of a student and/or staff, and/or otherwise participating in or influencing votes or decisions that may reward or penalize a student and/or staff.

Process and Potential Outcomes

If a sexual or romantic relationship exists between faculty, staff, or students where there is a supervisory or reporting relationship, the employee must inform the Department of Human Resources.

Alternative supervisory, evaluative or instructional roles will be created to ensure that any supervision, evaluation, or instruction of the employee and/or student, and from any activity or decision that may appear to reward, penalize, or otherwise affect the status of the employee or student.

Alternative reporting structures will be established for pre-existing relationships or marriages provided that the relationship is reported as required.

Discipline may be imposed for any individual failing to follow the terms of the policy, up to and including termination.

Applicability of the Policy

This policy applies to all College employees and students.

Effective Date:

March 1, 2019

SMOKING POLICY

No smoking is permitted in any buildings per New York State law. Smoking is permitted adjacent to campus or campus-related buildings only in designated areas. These areas are designated by signage. Any stricter local laws or other regulations will supersede this policy.

9/17/81

4/24/86

8/18/88

6/16/11

11/10/2016

SPONSORSHIP POLICY

Tompkins Cortland Community College will not approve external sponsorship contracts that do not meet minimum standards of quality and/or good taste or are judged to be dangerous or carry high product liability. The College will not approve sponsorships to promote the following: tobacco, controlled substances, sexually oriented products, or games of chance. The Director of Athletics is authorized to execute sponsorship agreements under \$2,500 and with a duration of less than six months. The College President shall execute all sponsorship agreements with a duration of six months or longer. The Board of Trustees of Tompkins Cortland Community College shall approve all sponsorship agreements of \$10,000 or more, regardless of duration.

7/21/2005 – Resolution #2005-2006-7 – Sponsorship Policy

5/10/2007

11/10/2016

STUDENT EMPLOYEE WAGE RATE POLICY

For any scheduled increase in the federal or state minimum wage, the College will automatically adjust its wage scale to whichever of the two is greater.

The Board of Trustees of Tompkins Cortland Community College hereby authorizes the College administration to adjust automatically the student wage scale as appropriate in relation to the federal or state minimum wage rate.

5/17/90 – Resolution #1989-90-76 – Student Employee Wage Rate Policy

5/10/2007

7/17/14 – Resolution #2014-2015-8

11/10/2016

STUDENT LEAVE OF ABSENCE POLICY

Currently enrolled matriculated students will be automatically granted a leave of absence for the next consecutive semester (not including summers). A leave of absence means that matriculation status will be maintained when a student returns to the College. A student who does not enroll in the semester immediately following his/her leave must re-apply for admissions to the College. The Provost is authorized to develop and implement a medical leave policy for a period of two semesters.

9/19/91 – Resolution #1991-92-28 – Student Leave of Absence Policy

5/10/2007

11/10/2016

STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

Tompkins Cortland Community College recognizes its obligation to offer the opportunity for freedom of inquiry and expression to all members of the college community. It encourages students to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of these goals. It is also the obligation of students to conduct themselves in such a manner so as not to interfere with the rights of others in the college community and to comply with all rules and regulations established by the College.

The President is authorized to establish rules, regulations, and procedures clearly defining rights, responsibilities and obligations for all members of the student body. Generally, student conduct will refer to that which occurs on-campus or at college-sponsored events and activities. However, jurisdiction and discipline may also be applied at the discretion of the College for conduct which occurs off-campus and which adversely affects the College, the college community, or the interests and mission of the College.

5/10/2007

11/10/2016

STUDENT TRUSTEE

There shall be one student trustee who is currently enrolled in this College, elected by the student body. He or she shall serve a term not to exceed one year.

4/24/86

5/10/2007

11/10/2016

SURPLUS PROPERTY, PURCHASE OF

To take advantage of low prices of surplus government equipment and supplies which become available on short notice, the Board authorizes the President of the College to purchase surplus property, not to exceed the monetary limitations set by the Board from time to time by resolution.

4/24/86

5/10/2007

11/10/2016

TC3 EQUIPMENT CAPITALIZATION POLICY

Under the Government Accounting Standards Board Pronouncement No. 34, Tompkins Cortland Community College will be required to capitalize and depreciate all equipment purchases. SUNY Requires the College to implement these new procedures effective September 1, 2001. The College recommends a new threshold for the purpose of capitalization and Board of Trustees' approval for equipment of \$5,000. The College administration recognizes the importance of inventory control over all tangible assets to minimize risk of loss. Therefore, it is recommended that a physical inventory be maintained for all tangible assets with a useful life greater than two years. The Board of Trustees of Tompkins Cortland Community College hereby adopts a new equipment classification of \$5,000 and inventory control procedures as recommended by the College administration.

8/23/2001 – Resolution #2001-2002-10 – TC3 Equipment Capitalization Policy

5/10/2007

11/10/2016

TRUSTEE EMERITUS STATUS

The Board of Trustees of Tompkins Cortland Community College wishes to recognize outstanding Board members upon completion of their term(s) as a Board of Trustee member.

Criteria – The criteria for selection as Trustee Emeritus may include but is not limited the following:

- a minimum of one complete term as a Board member
- offices held
- programs sponsored
- length of service
- contribution to the Board meetings
- involvement in the community at large
- support for Tompkins Cortland Community College activities
- dedication to the mission of the College

Current members of the Board of trustees may propose Trustee Emeritus status for a past member of the Board of Trustees to be approved by a two-thirds majority vote of the Board.

Privileges associated with Trustee Emeritus status include notification of all regular board meetings, receipt of newsletters, information and annual reports sent to current Board members, and attendance at Board meetings without voting rights.

2/26/98 – Resolution #1997-98-39 – Policy on Trustee Emeritus

5/10/2007

11/10/2016

TUITION AND FEE REFUND POLICY – Revised

The state-wide refund policy will be applied to all students in accordance with the following schedule:

Prior to start of classes	100%
During the first week of classes	75%
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%

Certain fees will not be refunded. They are related to services already provided and will be specified on the College tuition and Fee Schedule.

8/19/93 – Resolution #1993-94-12 – Amended Tuition and Fee Refund Policy
5/16/96 – Resolution #1995-96-74 – Revised Tuition and Fee Refund Policy
7/22/98 – Resolution #1998-99-3 – Revised Tuition and Fee Refund Policy
6/19/2000 – Resolution #1999-2000-64 – Revised Tuition and Fee Refund Policy
5/10/2007
11/10/2016

TUITION/FEE DEFERMENT POLICY

Tuition deferments shall be granted to students when required by public law. The collection of delinquent accounts shall be the responsibility of the Dean of Operations and Enrollment Management, assisted by the Enrollment Services Center staff.

4/24/86

5/10/2007

11/10/2016

TUITION RATES FOR VETERANS AND FAMILIES

The Board of Trustees of Tompkins Cortland Community College authorizes the administration to develop procedures to assess tuition for qualified active duty military personnel, veterans, dependents and spouses at the in-state tuition rate.

11/10/2016

TUITION WAIVER PROGRAM

The Board of Trustees authorizes a tuition waiver program to recognize agencies which provide field placement and supervision for student interns. The program shall provide to the agency a waiver of tuition for one Tompkins Cortland Community College course for the field placement supervisor or other designated employee, such waiver to be valid for a period of time specified by the College.

8/22/85 – Resolution #1985-86-12 – Tuition Waiver Program

4/24/86

5/10/2007

11/10/2016