



FIVE TOWNS COLLEGE



STUDENT HANDBOOK

2022-2023



# FIVE TOWNS COLLEGE

## STUDENT HANDBOOK

### NOTICE FOR ACADEMIC YEAR 2022-23

The institution complies with all requirements and regulations of the USDOE, NYSED, NYSDOH and the CDC as relates to the Coronavirus, its variants, and any other global pandemic concern. FTC Public Bulletins and Institutional Policies posted on FTC.EDU supersede and are fully incorporated by reference herein.

## WELCOME TO FIVE TOWNS COLLEGE!

*Long Island's College for Creative Students*

A warm welcome to all students! This *Student Handbook* provides references to the various College offices, personnel, and services that may be needed during your college years. It has helpful information related to personal, educational, and professional goals. The College's Code of Conduct should be read thoroughly. Together with the *Five Towns College Catalog* and website [www.ftc.edu](http://www.ftc.edu), you will know what to expect and how to participate fully and enjoy all that College has to offer.

For Five Towns College students, being aware of institutional codes, policies, and procedures as well as local, state, and federal laws will help you to navigate through the next four years in a respectful, honorable, and dignified way. Students are encouraged to prioritize and focus on their academics but to also get involved in student life so that they will thrive holistically, and benefit from their time here. The institution hopes that our students create a future here that meets their personal objectives. The entire administration is here to support you so please reach out whenever you need assistance!

### MISSION STATEMENT

*Five Towns College is a creative learning community that develops in students the knowledge, skills, and competencies necessary to pursue careers in the performing arts, media and communications, business and industry, and the teaching professions.*

*Through programs that combine general education and content specialty areas, the undergraduate and graduate curricula integrate rigorous academic inquiry, industry standard technologies and facilities, experiential learning, and respect for diversity and*

*ethical values. In so doing, the College helps each student to expand their unique talents to the fullest, while also preparing graduates to contribute to the advancement of society.*

*Goal Statements:*

- *To develop in undergraduate students' college-level proficiencies in general education.*
- *To develop in undergraduate students' content expertise within the context of specific career objectives.*
- *To strengthen graduate students' professional-level proficiencies in content-specific areas.*
- *To engage in strategic planning activities that nurture a culture dedicated to institutional and student learning assessment and leads to clearly articulated student achievement outcomes.*

## **TABLE OF CONTENTS**

HOW TO SUCCEED IN COLLEGE.....	1
WHERE TO GET ASSISTANCE ON CAMPUS.....	1
ACADEMIC INFORMATION.....	4
ONLINE EDUCATION.....	5
PLANNING YOUR PROGRAM.....	10
STUDENT LIFE .....	12
COLLEGE STUDENT SERVICES.....	17
MORE USEFUL INFORMATION.....	21
CODE OF CONDUCT.....	23
NYS Education Law, Article 129-B (Sections 6439-6449):.....	30
Students' Bill of Rights (Section 6443).....	35
Information to File a Report and Seek a Response, .....	36
Pursuant to Section 6444 of Article 129-B.....	36
Options for Confidential Disclosure (Section 6446) .....	41
GUIDE TO A DRUG-FREE CAMPUS.....	45
CAMPUS SECURITY AND SAFETY .....	47
24/7 RESOURCES: WHERE TO GET HELP.....	50

## **HOW TO SUCCEED IN COLLEGE**

Ask questions! The FTC faculty and staff are here to help you be successful. Seek them out for answers and advice. Don't forget to say hello to the professional staff in the FTC Counseling Center, a place for discussions about anything. Of course, other students will provide friendship, support, and engagement but remember to consult with FTC professionals. Many have been here for years and will be happy to help.

Read, research, and be resourceful! Many answers may be found in this *Student Handbook*, the *Residence Life Handbook*, the *Five Towns College Catalog*, the Code of Conduct, the College website, ftc.edu, and reference materials in the College Library.

Attend campus activities and events that provide information pertaining to academic skills, time management, and other common student issues. As a performing arts and technology college, FTC offers many interesting workshops, productions, and enjoyable concerts. Happenings on campus are usually interactive, involve technology, and are just fun. FTC strives to educate students holistically. So, get involved! You will benefit from all that you do here.

## **WHERE TO GET ASSISTANCE ON CAMPUS**

Staff and faculty members are readily available to assist you. Although there will be many occasions when they will reach out to you, you should not hesitate to contact them.

### **Instructors:**

Aside from what they teach in their courses, your instructors can give you information about elective courses, careers, college activities and services, and off-campus events of possible interest to you. Importantly, you can learn from them as experts in their professional fields.

### **Academic Advisors:**

These are the professors/College staff you are assigned to as an advisee. Academic Advisors will help you plan your program of study each semester and discuss any problems you may be having in your courses. You should meet with your Academic Advisor on a regular basis to discuss your academic goals, interests, skills, and course progress so that together you will clarify and redefine future academic decisions. They are here to help you!

### **Division Chairs:**

Division Chairs supervise and administer the various academic degree programs offered by the College. They are fully knowledgeable about the curriculum and are a resource about course content, both required and elective courses.

### **Provost:**

The Provost's primary responsibilities are the supervision and administration of matters dealing with curriculum and instruction. As the Chief Academic Officer, the Provost oversees many institutional and faculty committees, and serves as an appellate officer for judiciary matters, among other things.

**Dean of Students:**

The Dean of Students administers and supervises all aspects of student affairs. The Dean of Students also oversees Academic Support Services and supports holistic student concerns. Should you need assistance with anything related to your studies on campus, the Dean of Students' office is always willing to help and is a great resource.

**Director of HEOP:**

The Director of the Arthur O. Eve Higher Education Opportunity Program (HEOP) oversees the administration of this N.Y.S. funded program that provides support services, including college counseling, residence life, and student activities, to academically and economically disadvantaged students. The College hosts one of the few programs in Suffolk County, NY.

**Director of Residence Life:**

The Director of Residence Life is responsible for supervising the Residence Halls and ensuring a safe and secure environment for all resident students. The Director of Residence Life serves as the leader of the residence life staff; oversees level one disciplinary matters; is integrally involved with programming in the Residence Hall Association and campus events; and provides emotional, academic, and social support for students living on campus.

**College Counselors:**

The College Counselors provide *confidential* counseling services to students on all matters of concern. The Counseling Center may also refer students to professional agencies for additional support, if deemed necessary.

**Registrar:**

The Registrar's staff is available to assist with registration transactions, graduation information, obtaining official transcripts, and many other academic questions.

**Financial Aid Officer:**

The Financial Aid Office assists students and their families by supplying information on federal, state, institutional, and alternative aid programs; processing financial aid applications; determining eligibility; and providing counseling on money management and loan repayment options. The office is staffed with full-time professionals who provide financial aid information while you are in school and after you have graduated.

**Bursar:**

The Bursar is responsible to receive College tuition and fees, and to distribute funds payable to students under the Tuition Assistance Program (TAP), the Pell Grants program, and any other financial aid program.

**Director of Athletics (AD):**

The Athletics Director oversees the Sound Athletic program. Students interested in basketball, soccer, volleyball, cross-country or esports should confer with the AD to learn about eligibility and the other requirements for participating as well as general concerns.

**Director of Student Access Office (SAO):**

Students with disabilities may be provided with reasonable accommodations after following

the appropriate procedure, submitting required supporting documentation, and meeting with SAO. The SAO is part of the Student Success Center and located in the 100-wing of Main.

### **Assistant Dean of Campus Life:**

The Assistant Dean of Campus Life supervises all extracurricular and student life campus events for both residential and commuter students. The Student Government Association (SGA) works closely with the Assistant Dean of Campus Life, whose office is in the Downbeat Student Center. There, students work collaboratively to implement programs, plan, budget, and promote rewarding and interesting events for the student body. Check there if you want to start a club or organization or seek advice on getting involved!

### **Director of Career Services:**

The responsibilities of the Director of Career Services are to arrange internships and to provide placement opportunities for students. The Director and Career Services staff assist students in all facets of employment searches by providing workshops on résumé writing, interview skills, and networking opportunities. A Roundtable Series with professional speakers and a FTC Career Fair- where industry professionals from the entertainment, sports, music, theatrical, and other interesting fields-are offered on campus during the year. Students should visit the Career Services Center as freshmen to learn about summer and intersession job opportunities and internships and to begin their professional networking early.

### **Director of Information Technology:**

The Director of Information Technology (IT) helps students with all types of technological difficulties, establishes College email accounts, and aids in network effectiveness. The College has a Mac Lab, a computer lab in the FTC Library, and hosts Wi-Fi in both the Main building and the Residence Halls. Any concerns about connectivity can be brought to the IT staff.

### **Library Director:**

The Library Director serves as an institutional resource for all kinds of reference materials. The FTC Library possesses voluminous hardcopy publications but also boasts a broad range of online databases. In addition, a select collection of music, recordings, CDs, DVDs, and other varied resources are available in the library. Printers and scanners are available in the library as well as computers for students to do research, collaborate, and study.

### **Title IX Coordinator and Deputy Title IX Coordinators:**

The Title IX Coordinator and designee or Deputy Title IX Coordinators are trained and educated about potential violations that may fall under federal law called Title IX of the Education Amendments of 1972. Reports of possible instances related to sexual harassment, sexual misconduct or discrimination may be directed to the Title IX Coordinator, designee, or Deputy Title IX Coordinators. Students, faculty and staff are directed to visit <https://www.ftc.edu/title-ix/> for contact information and to learn about grievance policies and procedures. These communications remain as private as is practicable. Education/training and onboarding about the NYS *Enough is Enough* law is overseen by the Title IX Coordinator and team. Email [titleix@ftc.edu](mailto:titleix@ftc.edu) for concerns.

### **Public Safety Officers:**

Public Safety Officers are available 24/7 to keep the campus safe and secure. Students who find themselves in need of emergency or other protection should not hesitate to contact the FTC Public Safety Office, located in the rear of the Main building or call (631) 656-2196.

## **ACADEMIC INFORMATION**

The *Five Towns College Catalog* and the College's website [www.ftc.edu](http://www.ftc.edu) contain the regulations, requirements, standards, policies, procedures, and general information that affect every aspect of your status and progress as a student. They should be utilized regularly as a reference tool and to learn about what is going on campus.

This section contains specific suggestions about how you can best achieve academic success. Knowledge of study habits and techniques, awareness of the tremendous potential that lies in managing oneself, and a positive attitude coupled with enthusiasm and motivation will improve your academic performance.

At the beginning of each semester, you will be required to access the College's Learning Management System (LMS) called *Canvas* and preview course requirements. If clarification is needed, do not hesitate to ask your instructor to explain more fully. Regular, persistent attention to *Canvas* will help you to stay current in your courses and acquire valuable information about course requirements.

The items in all Course Overviews on *Canvas* include the following: a description of the course's content; the objectives of the course; the instructional approaches or methods to be used by the instructor; a list of requirements, including quizzes, mid-semester and final examinations, class participation, and a research paper or project in many courses; the criteria, which will be used to determine your grade; the title of the course textbook(s); the topics to be covered during each week of the semester together with the assigned readings; and an annotated course bibliography. In those courses in which research papers, projects or artifacts are required, you will also be given an assignment rubric containing guidelines.

In writing courses, your instructor will discuss with the class each of the following items: the selection of the paper or project's topic; the required length; the due date; suggestions for preparing the paper or project; formal requirements; and the criteria by which the paper or project will be evaluated. Given this information at the very beginning of the semester, you can begin to think about a possible topic, discuss its suitability with your instructor, determine if information about it is available in the library, and note the due date on your calendar.

In addition to grades on quizzes you receive before the mid-semester examination and the grades you will receive for certain class assignments (performance or written), you will be given an indication of how well you are doing in class if you receive an Individual Deficiency Report (IDR). This indication given during the fifth week of the semester as well as a mid-semester grade based upon all your work through the mid-semester examination during the eighth week of the course will help you to evaluate your progress. Your instructors will also update *Canvas* regularly, so you can access your progress there.

To refresh your memory about the details contained in the Course Overviews and research paper or project assignment rubrics, you may want to review this content on occasion throughout the semester.

## **ONLINE EDUCATION**

The Online Education Division at Five Towns College provides the opportunity for students to enroll in and complete several courses remotely or from a distance. In tandem with the FTC academic programs, a select number of fully online and blended courses are made available to students. Prior to being enrolled in an online course, students are required to complete virtual training to ensure preparedness for remote/online or distance learning.

To help ensure academic success, all students enrolled in online classes are assigned an Online Support Mentor who is a member the FTC Student Services team. Online students are also enrolled in the Support for Online Students (SOS), *Canvas* course. The SOS course serves as a learning and supportive virtual meeting place providing valuable resources to students.

### **Online Support Mentor**

Online Support Mentors provide comprehensive and targeted guidance to all online students at Five Towns College. Online Support Mentors provide strategies for academic success and communicate important college information to each student they mentor (their mentee). The goal of an Online Support Mentor is to boost online students' confidence in their technical and academic abilities.

Online Support Mentors advocate on behalf of all their mentees by:

- Communicating with each mentee's professor(s) and academic advisor.
- Diligently monitoring student progress in all online courses.
- Facilitating one-on-one status updates with students (via email, *Canvas* messages or Microsoft Teams) throughout the semester to get insight into how each student is adjusting to learning online;
- Troubleshooting any potential issues, alleviating concerns related to navigating the colleges LMS and answering all questions related to online learning.
- Referring students to helpful campus resources (i.e., online tutoring, counseling); and
- Developing new ways to provide strategic academic interventions to help students succeed.

## **MEETING COLLEGE REQUIREMENTS**

As soon as you can, try to resolve your financial matters with the Bursar. Follow through promptly on all the regulations and procedures that are required of you if you expect to obtain funds under one of the state or federal financial aid programs. If you have a transportation or housing problem, make every effort to address it early in the semester. Seek the assistance of the Director of Financial Aid for financial issues. Difficulties of a personal nature can also stand in your way of working efficiently; please reach out to any faculty or staff for help. Academics are most important. Some suggestions to help you address those issues more effectively are included throughout this Handbook.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (S.A.P.) requirements refer to guidelines set for completing the academic degree in which a student is enrolled. If the student has not achieved 67% of his/her earned credits with a G.P.A. of 2.0 or better with 30 or more credits of completed course work, the student will be ineligible to receive State and Federal Funding and may lose any scholarships they are entitled to receive.

## **ACADEMIC PROBATION**

Students who acquire a Grade Point Average (G.P.A.) of less than a 2.0 will be placed on academic probation. Students on academic probation are required to report to their academic advisor monthly or more often and have tutoring in the courses they have failed. Students who have accumulated two consecutive semesters of being on academic probation may be dismissed from the college. To reside in the residence halls, students must have G.P.A. of 2.0 or better.

## **THE WRITING CENTER**

The Writing Center provides one-on-one help to all students who need help with their assignments. Located in the Liberal Arts office, the Writing Center is provided by the Liberal Arts faculty to assist students with assignments dealing with essays, reports, resumes and as well as creative writing. Stop by or go online to connect at [writingcenter@ftc.edu](mailto:writingcenter@ftc.edu).

## **TUTORING SERVICES**

Another form of academic assistance given to students who require help in their courses is the tutoring service provided by faculty members and peer tutors. A student can see his/her instructors during their office hours. A student can also receive assistance in the Academic Support Center. Math assistance is available by appointment to all students through Tutoring Services.

Students who have specific questions or need extra attention to master course material in Keyboard, Harmony, Sight Singing, or Ear Training classes may obtain assistance from a member of the music faculty in the Music Division Office, the Keyboard Lab, or the Student Success Center.

## THE LIBRARY: A MAJOR RESOURCE

A trip to the Library a/k/a The Kleinman Cohen Learning Resource Center will help you to:

- Obtain the materials needed for research and other projects.
- Seek assistance with proper citation of research sources.
- Use the textbooks for all College courses offered.
- View or check out classic and contemporary films.
- Find both popular and rare sheet music.
- Listen to (or check out) CDs, ranging from Broadway musicals to Jazz to classical music.
- Access a PC computer to complete course work.
- Work collaboratively with other students.
- Scan and digitize artifacts and other course materials.

The library provides both general research databases and those specific to the academic fields of music, business, audio recording technology, film/video, education, theater, and mass communication. The Five Towns College Library collection consists of approximately 16,000 print books, 17,000 collections of printed music, 9,000 audio recordings, 3,600 video recordings, and access to more than 235,000 eBooks. The library also provides access to dozens of different full-text databases that contain information from periodicals. These databases are accessible for online, ground or hybrid courses by students, and can be accessed remotely through Canvas.

To access the library's physical collection, use the *Eos Library Catalog*, which is available on the library's website <https://www.ftc.edu/academics/libraries/> and through *Canvas*.

**Digital Library:** You can access the library's eBook collection using *Canvas*. If you are off campus, you will need the login information that is provided within *Canvas*.

### **Digital Databases:**

*Academic Search Complete:* The gold standard of periodicals databases for college and university libraries. This collection will provide authoritative, in-depth information on any academic topic you are researching. Access to more than 6,300 full-text academic journals, most of which are peer reviewed, is available.

The library also provides access to many specialized databases, including *Business Source Elite*; *Business Insights: Essentials*; *Communications and Mass Media Collection*; *Fine Arts and Music Collection*; and the *Music Index*.

**Music Audio Databases:** Access to the *Naxos Music Library* (171,000 full-length albums) is available through *Canvas*.

**Further**, one copy of each College textbook is kept on reserve for use in the library only. Computers, a printer, a scanner, as well as charging stations, are available for students' use. The library staff is available to help you find and cite materials for your research. You will need your FTC ID card to check materials out of the library.

Please stop in and ask one of the librarians for assistance or feel free to email them at [ftclibrary@ftc.edu](mailto:ftclibrary@ftc.edu) with questions. They are happy to help!

## **HOW TO APPROACH MID-SEMESTER AND FINAL EXAMINATIONS**

To plan, you should note the following about mid-semester and final examinations at Five Towns College:

- The mid-semester examination generally includes the material and skills covered in class during the first six weeks of the semester, and the final examination includes the material and skills covered since the mid-semester examination (although some professors do give cumulative final exams).
- The mid-semester examination is usually given during the seventh week of the course; the final examination is always given during the fifteenth week.
- Your professor will often tell you which types of questions to expect on these tests. In most courses, objective, short-answer, and essay questions are included in exams. In other courses, exams may focus on performances or demonstrations, such as playing an instrument, giving a speech, or acting out a scene.
- The grades you receive on these tests are a percentage of your final grade. Between them, they can be worth up to 50% of your semester grade. The Course Overview specific to each class will list the weighted percentages.
- Mid-semester exams may be returned to you with both the examination grade and the mid-semester grade. This makes it possible for you to determine how you can improve your test-taking skills, know where you stand in the course, and seek academic support should you need it.
- Mid-semester Final Exam dates are on the Academic Calendar.

### **Long-Range Strategy to Prepare for Mid-semester and Final Examinations**

The optimal preparation for examinations calls for a solid study program beginning with the very first day of class. Such preparation is a continuous process in which you build a mastery of the subject matter and skills from session to session. You master material and skills by completing your assignments when they are due, by getting the most out of each class session, and by reviewing what you have learned. Psychologists concur that we tend to forget and unlearn rapidly right after a learning experience. The way to keep newly learned material from slipping away is to review it right after you have learned it. Review is different from repetition: to review a topic is to “view” it again, to get a different perspective on it. You can do this in many ways, one of which is to ask yourself questions about the topic that have not been posed before.

### **Short-Range Strategy to Prepare for Mid-semester and Final Examinations**

There is continued debate over whether “cramming” for exams is ever a good idea. Granted, cramming can never be regarded as a substitute for hard work over a long period of time, but some authorities believe that in special cases it does pay to cram, but to cram sensibly. If cramming is the only possible answer to a special situation in which the student may find himself/herself, the student should not try to learn everything but rather select some topics or areas to concentrate on.

Using your own class notes or those of a classmate and reading selected chapter summaries, you might compile a summary sheet consisting of main ideas from both the notes and text summaries. It is important to write and recite in addition to reading to make the best of such last-minute studying.

Some recommendations for preparing for examinations during the week they are given include the following:

- Discuss the subject with fellow students. Ask one another questions and supply answers.
- Give special attention to areas of the subject in which you know you are weak.
- Prepare your own objective/short-answer and essay questions with answers.
- Read, review, and recite all classroom and textbook notes.

## **DOING RESEARCH PAPERS, PROJECTS, AND ARTIFACTS**

A research paper or other project, often counted as the artifact, is required in many courses offered at the College. As an important phase of coursework, it can count for as much as 25% of the semester's final grade. The Course Overview for the course you are taking will tell you exactly how much it is worth.

A research paper, project, or other artifact assignment can be a daunting task, even for those students who usually address daily assignments calmly and competently. However, if you break the task down into its component parts, into small units and even smaller sub-units, you need now face only one small step at a time. Thus, what appears to be challenge initially can be changed into a series of small challenges, each of which can be met comfortably.

When assigned a research paper or project, you could use the following strategy:

Lay out a schedule of work, prepare an overall time schedule to accompany this schedule, tackling each task on the schedule as if it were the first and only one to be concerned about. This focus and attitude should help you achieve your goal—a credible research paper ready to be turned in on time—with a minimum sense of discomfort and a maximum sense of satisfaction.

### **Books That Can Help You with Your Research Paper**

The textbooks used in English Composition I and II contain materials on the research process and how to use Library resources. Other English textbooks on our Library shelves contain similar material. Further, take time to explore *The Purdue Owl Online Writing Lab* (OWL) website [www.owl.english.purdue.edu/](http://www.owl.english.purdue.edu/) where you will find guidelines for A.P.A. an M.L.A. citation. This is a must in today's technological academic environment and will help you tremendously to complete your research paper properly.

Most study skills books include chapters on the preparation of research papers and projects; some volumes address only the research paper. There are also manuals with instructions on how to use the library and its various databases and resources.

## **PLANNING YOUR PROGRAM**

### **Class Schedules**

The Class Schedule for the spring semester is issued in the middle of October and the course schedule for the fall semester is issued in March. The summer Class Schedule is issued in March. These schedules are posted on the Five Towns College website and in the Registrar's Office.

The courses listed in the Class Schedules are selected in accordance with the recommended sequence of courses listed in the *College Catalog*. You should try your best to take the required courses in those semesters specifically recommended. This will be determined during meetings with your designated Academic Advisor. The Class Schedules contain the following information about each course: (1) course title and number; (2) section; (3) number of credits the course bears; (4) day, time, and room number; and (5) name of the instructor.

### **Preparing a Program**

You will receive assistance in the preparation of your program for your first semester at the College from the Academic Advisement Office. As a continuing student, you must prepare your program for the second and subsequent semesters in consultation with your Academic Advisor.

## **IT'S REGISTRATION TIME!**

### **The Importance of Prompt and Accurate Registration**

Registering promptly will ensure admission to classes before they are closed because of size, which does occur on occasion. Current students, after a certain date, are subject to a late registration fee and could lose a tuition lock, if applicable. These dates are published in the *Five Towns College Catalog* and on the College website.

### **Preparing for Registration**

Review your Advising Worksheet for the sequence of courses recommended for your degree as well as the descriptions of the courses you are thinking of taking. Verify this information with your Academic Advisor. Discuss the content of the next level course(s) in your field of interest with your professors. Consult with your Academic Advisor regarding your next semester's program. You will need his/her written approval at the time of registration.

### **Registration Procedures**

1. Check the courses you wish to take on a *Course Schedule* for Students up to the maximum number of credits for which you wish to register. A full-time program generally consists of 15-17 credits. For official purposes, such as financial aid, full-time status is defined as 12 or more credits.
2. Check the Class Schedule on the Five Towns College website. Enter your courses on a Schedule Worksheet to be certain that there are no conflicts in your schedule.
3. Complete the Initial Registration Form. Have your Academic Advisor check the form for accuracy, and then, indicate his/her approval by signing and dating the Registration Form.
4. Go to the Registrar's Office with your Registration Form.
5. Go to the Financial Aid Office to complete any outstanding application forms and submit requested supporting documentation.

## **Changing or Withdrawing from Classes**

Students who withdraw from a course(s) are required to notify their Academic Advisor, secure his/her approval, and complete an official Schedule Change for the class.

Students may withdraw from courses without penalty prior to Final Examinations. During this time, he or she will receive a “W,” which is not computed in the grade point average.

A student who is not attending class and who has not filed an official Schedule Change will be assigned a grade of “WU” (Unofficial Withdrawal), this is equivalent to an “F”.

Withdrawing from classes or from the College may impact financial aid eligibility and satisfactory academic progress. Students must maintain a minimum enrollment of half-time (6 credits) to be eligible for financial aid each semester. The effects of withdrawing on financial aid include funds being revoked, loss of future funding, account balances due to the College, length of time to complete degree and increased debt. Students are encouraged to consult with the Financial Aid Office prior to dropping, withdrawing, or adding classes.

## **Financial Aid Questions to Consider Prior to Dropping Classes or Withdrawing from College**

- When my financial aid package was complete was it based on full-time enrollment, and after I drop the class, will I still be considered full-time?
- Did I drop after the last day permitted to receive a refund of my tuition?
- Will any of my financial aid funds have to be returned?
- Will I owe the College money?
- How will dropping a class or withdrawing effect my *Satisfactory Academic Progress (SAP)*?
- Have I taken this class previously and if so, was it completed even with an “F” grade?
- How much have I borrowed in federal and private loans? Will I have enough aid to cover future semesters?

The more knowledgeable you are about your degree requirements, College rules and regulations, and Financial Aid guidelines, will help you stay on track for graduation with minimal debt.

## **STUDENT LIFE**

An essential part of your education can, in fact, take place outside of the classroom. You will need to involve yourself in activities that will: (1) Enable you to share your interests with others; (2) Engender new leisurely pursuits; (3) Provide opportunities to capitalize on your talents; (4) Encourage you to socialize with fellow students; (5) Afford you an opportunity to develop and exercise leadership skills; and (6) Make it possible for you to work with other students and faculty members on College-wide issues and projects.

### **The Student Government Association (SGA)**

The Student Government Association (SGA) serves as the representative governing body for all students enrolled at Five Towns College. The mission/purpose as stated within the SGA Constitution, in part, provides:

We, the Student Government Association, elected by the students of Five Towns College, hereby draft this document to advocate students' rights, facilitate communication between administration, faculty, staff, and student body. It is also our goal to promote the qualities of justice, leadership, and integrity, and to better the Five Towns College community, and the community in which we live.

The purpose of SGA is:

- a. To act as official representatives of the student body.
- b. To ensure communication between the student body, administration, faculty, and staff.
- c. To develop student leadership by example and through SGA activities.
- d. To pursue warranted initiatives to benefit the student body.
- e. To provide a structured medium in which club and activity funding can be allotted in such a way as to benefit all segments of the student body.
- f. To hold special meetings at the request of members of SGA or the student body.
- g. To submit an end of the year report from the Executive Board and Senate to the President of the College, the administration, and all faculty and staff.
- h. To perform any additional duties necessary and proper to the fulfillment or activation of the functions contained in the SGA Constitution.

The SGA works closely with all other governance groups of the College to ensure the realization of the mission and goals of the institution.

### **College Committees**

Students are invited to participate in the work of selected College Standing Committees. A minimum of two students serves on the Advisory Committee on Campus Safety. Students are selected and encouraged to serve on and participate in additional Standing and Ad-hoc Committees.

### **Office of Campus Events**

The Office of Campus Events serves as a resource for students to participate in co-curricular learning that supports student development, integration, diversity, and encourages our institutional mission of nurturing life-long learning. With the support of the institutional community, the Office

of Campus Events facilitates opportunities through its range of services and programs to develop a student's educational, vocational, and personal identity and achievement. Get involved and have fun!

## **Office of Public Safety**

Public Safety Officers are available 24/7 to keep the campus safe and secure. Students who find themselves in need of emergency or other protection should not hesitate to contact the FTC Public Safety Office, located in the Main building or call (631) 656-2196.

Personal safety and security is a concern and responsibility of everyone. Some things you can do to help yourself, fellow students, faculty/staff are: (1) Don't prop open outside doors-these doors are closed to prevent others from entering and leaving campus so that the Office of Public Safety can safety monitor the area; and (2) Report all incidents to Public Safety, faculty, or staff. They are here to help!

The Campus Safety Committee monitors safety conditions and ensures compliance with applicable Federal and State campus security regulations. In accordance with the Crime Awareness and Campus Security Act of 1990, and the Amendments under the Campus Sexual Violence (SaVE) Act, and Section 304 of the Violence Against Women Reauthorization Act (VAWA) of 2013, the College collects information, which is available to all students/employees and the public and is reported in the Annual Campus Security & Fire Safety Report with Clery statistics to the U.S. Department of Education and posted here: [www.ftc.edu/publicsafety](http://www.ftc.edu/publicsafety). The Campus Safety Committee provides, upon request, all campus crime statistics as reported to the United States Department of Education.

The Campus Safety Committee acts in an advisory capacity for the College's compliance with the requirements of the N.Y.S. Education Law, Article 129-B, *Enough is Enough*. At regular monthly meetings, issues related to onboarding, ongoing education and related topics are reviewed, discussed, and followed.

## **Sound Athletics Program**

Intercollegiate athletics offers Men's and Women's Basketball teams and is a member of the Unites States Collegiate Athletic Association (USCAA). In addition, Men's and Women's Soccer, Volleyball and Cross-Country are offered. The College is a member of the Hudson Valley Intercollegiate Athletic Conference (HVIAC). Students interested in basketball, soccer, volleyball, or cross-country should confer with the Athletic Director (AD) to learn about eligibility and other requirements for participating as well as general concerns. The College also has an active Esports Club Team that is active and Esports Lounge. Go to [athletics.ftc.edu](http://athletics.ftc.edu) to learn more.

## **Student Clubs**

At the beginning of each academic year, students who wish to organize a club can file an application in the Office of Campus Events. The Student Government Association reviews all applications to determine approval or not. Clubs represent the various academic fields of study offered at Five Towns College as well as the shared social interests of our students. These are great opportunities to get involved in campus life. Go to <https://www.ftc.edu/student-life/clubs-and-organizations/> to review relevant forms.

## **The Record Online**

The Mass Communication Division oversees the production on the College's student online publication of *The Record Online*. Students interested in writing, editing and journalism, generally, should connect with the Division Chair to learn more about how to get involved.

## **College Yearbook**

*Keynotes*, the College yearbook, is compiled by students interested in writing, art, and photography under the guidance of FTC professional faculty/staff.

## **COLLEGE FACILITIES**

### **The Downbeat Student Center**

The Downbeat is the Five Towns College Student Center. In the Downbeat, you will find the FTC Campus Store, Fader's Fitness Center, and the Office of Campus Events. The Downbeat features recreational equipment, lounge space, television, and a weekend food service counter. It is used for Common Hour, Student Activities and Residence Life events, recreation, musical, and social events. The Downbeat area showcases student talent throughout the year. Special events and catered parties are also scheduled in the Downbeat.

### **The Five Towns College Performing Arts Center (FTC PAC)**

The FTC PAC is home to the Theatre and Main Stage with a 600-seat capacity. There is a state-of-the-art audio and video Live Sound console, an online ticketing system, and Box Office. The FTC PAC provides a wide variety of musical and theatrical entertainment open to students, faculty, staff, and the surrounding community. The College's Theatre Arts Division boasts hands-on design and technical experience for students who can often be seen busy at work in the PAC. All academic divisions use the FTC PAC for culminating events such as musical concerts, and The Luminaries Award Ceremony hosted by the Film and Television Division. Students regularly film and record performances in the PAC.

### **The Upbeat Café**

The Upbeat Café is the main dining hall on campus for students, faculty, and staff where breakfast, lunch, and dinner are served. In addition to hot meals and grill service, Deli sandwich station and a salad bar, and daily specials are offered, including personal pizzas, paninis, and salads. The College's weekly cultural hour called Common Hour, is occasionally scheduled on the Upbeat Café stage. During this time, the College's community attends educational and entertaining events such as Instrumental Showcases and Jazz Sessions, Career Services Roundtable Speaker Series, and other interactive College activities.

### **The John Lennon Center for Music and Technology**

The John Lennon Center for Music and Technology is a tribute to this famous Beatle and accomplished musician. It is showcased, in part, with posters and memorabilia in the center hub of the Main building. John Lennon's memory lives on at Five Towns College since the time when Yoko Ono visited and commemorated this esteemed Center.

### **The Studio Theatre**

The Studio Theatre is a performing arts venue used by students in the Theatre Arts Division for small dramatic productions, classes, rehearsals, and meetings. The versatility of this theatre permits seating around the perimeter and opportunities to observe many other creative theatrical

presentations typical of a black box production and more.

### **Center for Applied Music**

The Center for Applied Music (CAM) is where many of the College's musical ensembles practice. There is a large open performance/practice area. In addition, there are many small private practice rooms for students to spend time in, and where Instructors provide lessons. There is also a Drum Room for practicing.

### **Film and Television Division Labs/Sets**

The Film and Television Division has established a new lab/set space where professional backdrops and sets are used for student films and productions. Located adjacent to the main Film and Television Division classrooms, this space is ideal for students desiring to create interesting stories and plots for their coursework and independent filmmaking opportunities. A second film studio is set-up in the basement of Rhapsody Hall. Students wishing to use these studios for filming can submit requests to the Film and Television Division.

### **Audio Studio Labs**

The Business, Music Performance and Mass Communication Divisions have Audio Recording Technology concentrations. Students in these programs are scheduled to use any of the College's Audio Recording Technology Studio Labs. Industry standard equipment and accomplished faculty assist students who not only learn how to operate audio consoles but also record a range of sound for stage, film, musical concerts, and more.

### **The Courtyard**

The Courtyard is an extension of the Upbeat Café. It is a great venue for concerts, events planned by the Student Activities Office, relaxation, study and, of course, barbeques!

### **The Ticket Box Office**

The Ticket Box Office is a resource for those attending theatrical and musical performances on campus. Recently, the College transitioned to a fully online digital ticketing system and so patrons are encouraged to purchase tickets in advance and online through the service available via the FTC Performing Arts Center. Go to <https://www.ftc.edu/ftcpac/> for more information about upcoming shows and productions.

### **Sound Gymnasium and Athletic Field**

The Sound Gymnasium is home to the Five Towns College Sound Athletics program. College students practice and participate in inter-collegiate basketball and volleyball games and belong to the U.S. Collegiate Athletic Association (USCAA). There are Men's and Women's Basketball, Volleyball, Soccer and Cross-Country Teams. Many of these games are broadcast Live on the internet by students in the Mass Communication Division who can be seen on the FTC Television Sound Stage filming and producing the sports events in real time and over the College's Internet and radio station, WFTU. The Sound Esports team is active on Twitch and spectators can follow the players throughout the playing season.

During off-peak times, the Sound Gymnasium may be used for other College purposes, including Theatre Arts and Music Division classes, student life activities, and other recreational sports, Career Fairs, and the annual Long Island High School Media Arts Show. The Athletic Field also known as the Sound Yard, is used for recreational sports, and is the occasional site for outdoor concerts, such as the FTC Fest. As a special treat, students know that the College mascot, *Fader*, typically makes surprise appearances here.

## **WFTU**

WFTU is the College's student-generated, student-operated radio station. "The Sound of Five Towns College" broadcasts at 1570 AM and WFTU.net. Students, faculty, and staff are encouraged to create customized on-the-air radio programs about any range of topics that interest them. Stay tuned for ongoing upgrades and excitement online while listening to "The Sound of Five Towns College"! WFTU can be accessed here: <http://www.wfturadio.com>.

## **Residence Halls-Living/Learning Center**

The Five Towns College Residence Halls-Living/Learning Center provides a residence life experience for those students who live on campus. The private, residential section of the Living/Learning Center is open only to students residing on-campus. This portion includes the gated courtyard separating the residence halls, the common areas of each building, and the private rooms assigned to students and staff. The public sections of the Living/Learning Center are open to the entire College community; this includes the Downbeat, Center for Applied Music and, on occasion, the Residence Quad area when authorization is given to attend a campus event.

On occasion, a non-resident student may be in a residential portion of the Living/Learning Center. This is only when properly authorized as an invited guest of a resident student, when attending a college-wide event, or when permission is given from the Office of Residence Life. Non-resident students are bound by the terms and conditions of the Code of Conduct and the *Five Towns College Residence Life Handbook* when they are present in the residential section; must obtain a Visitor's Pass to enter; and must be hosted by a residence life student.

Non-resident students who wish to stay on campus overnight should familiarize themselves with the Living/Learning Center Overnight Guest Policy, included in the *Residence Life Handbook*. Guests who wish to park a vehicle on campus overnight must obtain a Temporary Overnight Parking Permit from the Public Safety Office. Non-resident vehicles parked on campus overnight are subject to fines and towing.

If you are a non-resident student interested in residing on-campus in the future, please contact the Office of Residence Life.

## **COLLEGE STUDENT SERVICES**

### **Orientation Sessions**

Orientation sessions are usually held in September and January. Incoming students receive notification about Orientation and are expected to attend. Not only is essential information given to new students, but also students can meet informally with faculty, staff, and administration members, who explain the functions of each Division/Department and answer any question. Further, required onboarding and ongoing education/training related to N.Y.S. Education Law, Article 129-B, Title IX, and other necessary regulations are provided.

### **Financial Aid**

Financial aid packages may consist of any combination of grants, scholarships, and federal student loans. Each package is specific to individual personal income and circumstances. Students interested in any type of financial aid must complete the Free Application for Federal Student Aid (FAFSA) on the web at <https://fafsa.ed.gov> each academic year. A Federal Student Aid I.D. (FSA ID) is required for the FAFSA for every student and for the parent of dependent students. To obtain an FSA ID, apply at <https://fsaid.ed.gov>. The recommended filing deadline for FAFSA each academic year is April 30. **Five Towns College Federal Code: 012561** New York residents should also complete a NYHESC TAP grant application online at [www.hesc.ny.gov](http://www.hesc.ny.gov). **Five Towns College NYHESC Code: Undergrad:2075.**

Five Towns College requires each financial aid applicant to supply the Financial Aid Office with detailed information necessary to package and process aid, including:

- 1) All income information and supporting documentation, supplied upon request, when selected for federal Verification or for the purposes of clarifying information.
- 2) Award Letter Notification must be signed and returned to the Financial Aid Office.
  - a) Students interested in borrowing Federal Direct Stafford loans must return the Award Letter Notification specifying the loan amounts desired for each semester.
  - b) An electronic master promissory note (MPN) and Entrance Counseling must be completed online by Five Towns College first-time borrowers at <https://studentloans.gov>. Your FSA ID will be required.
  - c) Loan proceeds will be electronically transferred to Five Towns College and applied by the Bursar to your account. You have fourteen days from the date of notification of disbursement to cancel any loan applied to your account.
- 3) Applications for Federal Work Study are completed annually. Applications are available in the Financial Aid Office or may be downloaded from the FTC website. Applications are due to the Financial Aid Office by September 15th to be considered. Federal Work Study funds and jobs are limited and require a meeting with Career Services.
- 4) Parent PLUS Loans may be borrowed by a parent or stepparent up to the total cost of attendance less any other aid applied. To apply, go to <https://studentloans.gov>. The parent's FSA ID will be required.

The Financial Aid Office provides computer kiosks and personal assistance to guide you with the completion of the FAFSA and other financial aid forms/processes. Please contact the Financial Aid Office with any questions or concerns you may have at (631) 656-2164 or [financialaid@ftc.edu](mailto:financialaid@ftc.edu). They are here to support and assist you throughout your education at Five Towns College.

## **Bursar**

The Bursar keeps track of your tuition account, confirms its accuracy, and is responsible for timely billing. The Bursar also accepts and processes payments on your account. You will need to talk to the Bursar when you (1) register for classes; (2) add or drop a course; and (3) make a payment.

### **Tuition Bills May Include:**

- tuition refunds and stipends;
- purchase of meal plans;
- laundry payments;
- transcript fees;
- graduation fees;
- parking ticket payments; and/or
- other charges and credits.

Student Billing Statements are available within your Student Portal account. If you would like to make a payment or to view current charges, verified Financial Aid, Scholarships, and Grants, please click on the “[View Charges/Make a Payment](#)” link, and then, click the “[PAY](#)” button to submit a payment. Paper statements, although available if requested, will not be mailed. You will receive a credit each time a payment is made by you or a financial aid program. These payments will be reflected on your Statement. Unpaid balances are subject to finance charges and late fees.

## **Payment Plan**

Some students prefer to pay their balances in monthly installments. To accommodate you, the College partners with Nelnet Business Solutions to let you pay tuition and fees over time, making college more affordable. The Bursar can provide you with additional information on how to enroll.

## **Payroll**

Students who will participate in the Work Study Program are required to complete the new hire paperwork before the first day of work. To complete the payroll documents, students need to schedule an appointment with the Payroll Manager (Business Office, Room 316), and provide original I-9 documents. To sign up for the payroll direct deposit, students need to present a copy of a void check or a bank letter.

## **Academic Advisement**

Each entering student is assigned an Academic Advisor. Your advisor’s name is on your student information folder, which is distributed on Orientation Day. Further, freshman and/or first time students are initially advised by members of the College’s Academic Advisement Office. Then, after a year, are typically reassigned to appropriate faculty in the student’s academic program

## **Counseling**

The College Counselors meet individual students to discuss a broad scope of concerns related to academic, emotional, social, mental, and overall well-being. Services provided are strictly **confidential**. Students are encouraged to either schedule appointments or come in as needed. Their contact information is in the **24/7 Resources: Where To Get Help** section.

## **Student Success Center**

The Student Success Center is the area where the Student Access Office, HEOP, Career Services and International Student Advisement Services are located. The purpose of the Student Success Center is to provide the support and necessary tools for all students to achieve academic success. Students improve or maintain strong grade point averages by learning to set goals, manage their time, complete assignments, and perform well on tests and quizzes. Most importantly, students are encouraged to ask for help when needed, and as a result establish a rapport with peers and faculty. Student Support Services are open to registered Five Towns College students. Hours of operation are Monday through Friday, 9:00a.m. to 5:00 p.m.

## **Career Services**

The Career Services Center assists student with professional development skills, internships, and job opportunities. Students are offered individual counseling in résumé' and cover letter development, interviewing techniques, and internship and job placement. Offering cutting edge materials for research and a broad array of contacts in the entertainment field, the Career Services Center encourages students to start exploring professional goals early as part of their college career. Learn more at <https://www.ftc.edu/career-services/>.

## **Canvas**

*Canvas* is the College's Learning Management System (LMS) and online course platform aimed at providing class content to students. This includes announcements, notes, forums, online tests, and a grade book. Students are required to check *Canvas* on a regular basis for the classes they are enrolled in. To login to *Canvas*, go to: <https://fivetowns.instructure.com/> Your username is the same as your FTC email. For assistance, please send an email to [support@ftc.edu](mailto:support@ftc.edu). For the AY 2022-23, *Canvas* will be the institution's platform for Student Learning Assessment, which will be used for assigning, collecting, and assessing student work or artifacts, which evidence student learning.

## **Email**

Five Towns College provides every student with an email address. Students are required to use this appropriately and with acceptable use. *You must check your Five Towns College email on a regular basis.* Important messages, news updates, and correspondence with faculty and staff will be sent to you via the Five Towns College email. You may access your email through the College's website. Your username and password are the same as for *Canvas*.

## **STUDENT LEARNING ASSESSMENT STANDARDS**

The College's Student Learning Assessment System (SLAS) is organized around the degree programs and general education. Each program has several learning outcomes called proficiencies. Each of these represents a collection of knowledge, skills, or dispositions that a successful student should be able to demonstrate. Every proficiency has a description called the graduation standard. This is a behavioral, objective, and measurable description of what is expected from students. Rubrics based on these standards are used to evaluate student work.

For each proficiency, a student must provide a specified document, final examination, presentation, research paper, project, or other type of work. This is evaluated by the appropriate Division faculty and becomes evidence to determine if the student has met the graduation standard. The student work required to document the attainment of proficiency is referred to as an artifact. Artifacts are stored electronically in the College's assessment software for reporting and analysis by academic units and the College.

Each newly enrolled student at the College pays an assessment fee that entitles the student to a lifetime subscription and access to the software, while enrolled and after graduating. Separate training and learning materials on Portfolium are provided to students during their years at the College.

For the Academic Year 2022-23, the institution will be using Portfolium for its SLAS. Any questions or concerns about this can be directed to the College Provost, the Director of Institutional Research and Assessment or the College's *Canvas* Administrator.

## MORE USEFUL INFORMATION

### **Fire Drills and Other Emergencies**

Several practice fire drills are held each year. Please note the locations of fire extinguishers in all corridors and the procedure for such drills.

### **ID Cards**

These cards are prepared for distribution to incoming students during Orientation. Students will receive different colored stickers for each semester they are enrolled. All students are required to wear their college ID cards whenever they are on campus for identification purposes and to use College facilities, including the library. A \$25.00 fee is charged for the replacement of a lost card.

### **FTC Campus Store and [ftcbookstore.com](http://ftcbookstore.com) and [ftcgear.com](http://ftcgear.com)**

The FTC Campus Store is in the Downbeat. The FTC Campus Store sells all FTC branded items, including t-shirts, sweatshirts, hats, water bottles, totes, school supplies, and other sundry items and toiletries for residential students. Store hours are posted at the entrance to the store. Be sure to stop at the FTC Campus Store and check out the apparel with the College's mascot, Fader!

For textbooks and course materials, the College also hosts an online store at [www.ftcbookstore.com](http://www.ftcbookstore.com) where these items may be purchased. It is competitive to other online bookstores and allows students the option of purchasing/renting used books, or digital and e-textbooks at affordable prices. The book list is made available pre- registration on the College's website. Purchases can be shipped directly to the College or to your home, often arriving the next day.

In addition, there is an online store where a wide variety of other FTC branded items can be purchased. To see what is available there, go to [www.ftcgear.com](http://www.ftcgear.com).

### **Snow Emergency/College Closing**

The Emergency Notification System contacts students, faculty, and staff via text when weather situations (or other emergencies) require the institution to close. All students must enroll in the Emergency Notification System in the Public Safety Office (Room 302) to receive this notification. The form is also available here: <https://www.ftc.edu/emergency-notification-and-contact-form/>.

When the College cancels classes because of inclement weather conditions, you will be informed by the following radio/television stations/channels: WCBS (880 AM), WABC (770 AM), WALK (97.5 FM), WBBL (106.1 FM), WBAB (102.3 FM) and News 12 Long Island (Cablevision Channel 12) or call the Five Towns College Snow Phone (631) 424-7000.

### **Student and College Property**

Students are responsible for the protection of their property on college premises and may choose to insure such against loss with their own broker. Any loss or damage to equipment borrowed by students from the College will be their responsibility and charges may be assessed to accounts in certain situations for loss or damage.

### **Lost and Found**

The Lost and Found is in the Public Safety Office (Room 302).

## **Faculty Office Hours**

These hours, posted on the Faculty Office doors or in Division offices, show when and where faculty members and Academic Advisors are available for consultation. You can also contact your professors directly via email.

## **Use of College Facilities**

All college groups wishing to use the College's facilities for an event are to comply with the following procedures: (1) Obtain a faculty sponsor for the event (The faculty sponsor is to be present during the event and takes responsibility for the orderly completion of the event.).

(2) File an online Facility Use Application available here: <https://www.ftc.edu/facility-use-application-institutional-events-calendar-approval/> and submit it to [Calendar@ftc.edu](mailto:Calendar@ftc.edu) for consideration and review of venue availability well in advance of the time of its intended use. All sections of the Application need to be completed for consideration and approval.

## **Road Safety**

The roads adjacent to the College do not have sidewalks and can be dangerous to walk on. Thus, please avoid walking on Burr's Lane, Half Hollow Road, and the North Service Road.

## **Immunization**

New York State Law requires that all students show proof of full immunity against Measles, Mumps and Rubella (MMR). Any student failing to fulfill this important State mandate will be barred from attending class. In addition, current revision of N.Y.S. Health Law demands that all students sign a Meningococcal Meningitis Vaccination Response Form indicating whether they have been vaccinated to protect-against meningitis. This inoculation is mandatory for all Residence Hall students. Proof of vaccination for Covid-19 is required for all residential students for the Fall 2022. Check the College's website for any Public Health Bulletin updates.

## **Attendance**

Each student is expected to attend classes regularly and be on time to achieve maximum benefit from educational programs. Students are responsible for all missed class work regardless of the reasons for absence. Excessive, unexplained absence will result in a lowered grade especially when it affects participation in class activities. Absence from more than twenty percent of the total class meetings of a course may result in a failing grade. Please adhere to requirements stated in College Catalog.

Class attendance is a vital part of your class grade. You may contact your instructor via *Canvas* or email to explain your absence and to check assignments. If long-term absences are anticipated due to illness, hospitalization, or accidents, contact the Dean of Students Office so that your instructors can be notified but also contact your instructors through *Canvas*, so they are informed.

If a student misses two weeks of class without a valid, documented explanation, such as a medical emergency, he/she will be automatically dropped from the class. To be considered for reinstatement, the student must present the required information to the Dean of Students.

## **Absence/Lateness**

All lateness will be recorded. Two latenesses will be marked as an absence from class. Students arriving more than twenty minutes late will be recorded as absent, but the student may remain in class. Students who enter the class and leave without permission will be marked absent.

## **CODE OF CONDUCT FOR STUDENTS AND EMPLOYEES**

The Five Towns College **Code of Conduct** articulates the standards of behavior that an institution of higher education expects from its students and employees. This Code of Conduct is intended to reflect the maturity, values, and personal expectations that students and employees in a higher education setting should demonstrate. This includes accepting responsibility for their own behavior and conducting themselves in a manner that shows compliance with the College's standards and adherence to the codes, rules, policies, and procedures stated in the *Five Towns College Catalog*, the *Five Towns College Student Handbook*, the *Five Towns College Residence Life Handbook*, any other applicable institutional publications, and local, state, and federal laws.

Students and employees at Five Towns College, individually and collectively, are obligated to make judgments in the best interests of the College community. Therefore, this Code of Conduct identifies, but is not limited to, the ethical standards and acceptable behaviors that the College deems appropriate and is applicable to conduct both on and off-campus and when studying abroad. Infractions of the Code of Conduct may be subject to a disciplinary hearing and/or the imposition of sanctions.

Further, this Code of Conduct includes reference to the N.Y.S. Sexual Harassment Prevention law, New York State Education Law, Article 129-B, *Enough is Enough*, and incorporates by reference the Five Towns College Policies and Procedures related to Title IX of the Education Amendments of 1972, as adopted, stated and posted on the Five Towns College website, [www.ftc.edu](http://www.ftc.edu), and should be referred to accordingly.

### **General Standards of Conduct**

- There shall be no disorderly, indecent, violent, subversive, defiant, or unruly behavior or conduct in violation of any College or governmental law or regulation that leads to a hostile, offensive, intimidating, abusive, learning/living environment. This includes behavior that is discriminatory or harassing based on gender, race, color, creed, ethnicity, religion, age, marital status, veteran status, national origin, sexual orientation, or disability.
- Further, as this includes any conduct or behavior, i.e. sexual misconduct that violates provisions of the N.Y.S. Sexual Harassment law, N.Y. S. Education Law Article 129-B and the federal Title IX of the Education Amendments of 1972, as more fully stated at <http://www.ftc.edu/forms/FINAL%20Title%20IX.4.18.16.pdf>
- Students and employees are prohibited from bringing, possessing, or using on campus any weapons (or device that has projectiles), firearms, knives, box cutters, pepper spray or the like. Similarly, any prop weapons are prohibited unless approval for use in film and television production has been given.
- Alcoholic beverages, or controlled substances, are prohibited including marijuana, narcotic, chemical, or inhalant, unless prescribed by a student's treating physician, for use solely by that student as directed, documented, and approved for use on campus. Please note that medical marijuana, even if prescribed, is still deemed to be an illegal drug under federal law and, thus, not a permitted use on campus. Please note that the use of alcohol, drugs and other controlled substances are also prohibited in the wooded areas surrounding the academic and residence hall buildings.
- Students and employees are expected to use socially acceptable language and to always conduct themselves in a mature and socially acceptable manner in person,

online, and in all communications in the real and virtual campus environments, and on the Internet. This refers to conduct, and behavior related to the use of campus facilities i.e. the Upbeat Café and Downbeat Student Center, gymnasium, library, parking lot, etc. Individuals are expected to act politely and respectfully towards others. College property should be used properly, including adherence to regulations pertaining to health, safety, and security. Further, guidelines or rules are posted in the computer labs and other areas where equipment is being used and should be followed. Violation of these guidelines is subject to sanctions.

- Students and employees shall not interfere with institutional affairs or operations; or with the educational process, whether in person or online, through conduct or behavior that disrupts academic endeavors or interferes in any way with the administration of the College. This includes prohibition against endangering life or property of the College community, infringing on the rights of other members of the College community or acting in any way to violate provisions of the N.Y.S. Sexual Harassment Prevention law, New York State Education Law Article 129-B, Title IX of the Education Amendments of 1972, or other applicable local, state, or federal statutes.
- Students and employees shall comply with the directions of college officials acting in the performance of their duties. This includes the requirement to bring, show and carry ID cards upon arrival on campus to gain access and entry, and to display/carry ID cards always to help Five Towns College Public Safety officers ensure a safe and secure environment.
- Based upon the facts, anyone who is found to be complicit with any of the provisions of the Code of Conduct may be held to the same standards as the individual (s) who committed a violation.

*In addition to the various codes, rules, policies, and procedures stated in the institution's publications, Five Towns College specifically reserves the right to take appropriate action with respect to any student or employee who, in its sole judgment, may endanger the health and/or safety of any other student, staff or faculty member.*

### **Academic Misconduct**

Academic Misconduct includes, but is not limited to, face-to-face and/or online dishonesty, and/or unethical behavior that violates academic standards expected of Five Towns College students and employees such as cheating on an examination, plagiarizing, submitting work from another course (unless receiving prior approval to do so), using complete or partial information from Internet sources without citing and giving proper credit, improper citation, taking a test for or completing an assignment for another student, working collaboratively on homework assignments or take-home exams (unless instructed to do so by the professor), and other conduct that is inappropriate for students in attendance at an institution of higher education.

In either case - plagiarism or cheating - the penalty may be a failing mark in the particular activity or examination. Should there be a repetition of either, the student is subject to failure in the course, and dismissal from the College. Academic misconduct will result in disciplinary action and/or appropriate sanctions depending on the facts of each case.

**Copyright Law, Fair Use, Digital Millennium Copyright Act, and Creative Commons, etc.**  
Students and employees are expected to act ethically and respect the federal Copyright, Fair Use, Digital Millennium, Creative Commons, and other relevant statutes. Guidelines are available in the Five Towns College Library and at <http://www.ftc.edu/forms/IT-Network-Policy.pdf>.

### **Financial Obligations**

Students are required to fulfill their financial obligations to the College. The signing of promissory notes or any agreement to pay has legal consequences that students should take seriously.

### **Fundraising Policy**

Students are not permitted to engage in fundraising at performances at the Performing Arts Center (FTC PAC) unless specific guidelines are followed, and written permission granted. Students are permitted to fundraise for academic projects and clubs within the College community during regular school hours so long as policies are followed. A formal request on a college form must be signed by the Academic Chair or by the Club Advisor, and should be approved by and filed with the Dean of Students office before any fundraising may take place.

### **Gambling**

Gambling-live or online-is not permitted in any building or on campus grounds.

### **Smoking**

Smoking is not permitted in college buildings or Residence Halls. This includes a prohibition against cigars, vaping and e-cigarettes, and compliance with the New York State Clean Indoor Air Act. Smoking any of the above is not permitted on campus but may be allowed only in a few designated areas around the campus away from the entrance to buildings. Violations will be subject to disciplinary process.

### **Pets**

No pets are allowed on campus (including fish). Service and emotional support animals are not considered pets. While service animals are generally permitted on campus as long as procedures and policies of the Student Access Office have been followed, emotional support animals are not permitted yet may, on a case-by-case basis, be considered as a reasonable accommodation in the Residence Halls if a residential student has a documented disability and has submitted the Student Access Registration Form with supporting documentation and was granted approval. Adherence to all relevant policies stated in the Residence Life Handbook apply and must be followed.

### **Hoverboards, Skateboards, Rollerblades & Similar Equipment**

Students and employees are prohibited from using hoverboards, including self-balancing scooters, battery-operated scooters and hands-free Segways, on campus and in college buildings and residence halls as they possess a risk of fire and other serious injuries.  
As such, hoverboards may not be charged, used, or stored in any building.

Due to safety concerns, students should refrain from using skateboards, rollerblades, and similar equipment in college buildings and on campus. The use of hoverboards, skateboards, rollerblades and similar equipment could create a potentially dangerous, unsafe situation to users, individually and to others, and in the campus parking lots and other areas where College constituents walk, drive, or wait for the bus. Students interested in using skateboards should

explore the Town of Huntington recreational facilities for this located in Greenlawn, N.Y. not far from the College. Further information can be found at: <http://www.huntingtonny.gov/content/13749/13843/15187/17903/25703/default.aspx>

## **Parking**

Eligible students and employees are required to register their motor vehicles with the Public Safety Office and adhere parking stickers to their vehicle to legally park on campus.

Students and employees should only park in the College's designated parking area and comply with any posted restrictions. There is ample parking in the front lot on campus. Local laws should be followed, and students and employees should refrain from parking on any public road in the vicinity of the campus.

## **Social Media Use**

Students and employees should uphold this Code of Conduct when interacting and communicating online in the virtual environment and in their use of social media. Faculty and staff should refrain from engaging online with students and be mindful and respectful of personal and professional boundaries. Similarly, students should respect professional boundaries and communicate with faculty/staff only via FTC email as stated on course overviews.

The College strives diligently to address, appease, and engage in conversation with students and employees in a positive and productive way. Students and employees having concerns related to social media use, other online communications and/or face-to-face communications should feel free to approach the Dean of Students, Provost, Director of Residence Life, Public Safety Office, or other College personnel to have these concerns resolved.

Further, the College prohibits cyberbullying and online harassment of all types and content. This type of misuse of electronic devices or communication or engagement on social media and in the virtual environment is seriously discouraged and will be disciplined appropriately.

Students and employees should reflect upon comments posted on social media and make every attempt to engage in a positive way, always considering the ramifications of what is said in a public forum, and the potential impact certain behaviors may have on career/professional endeavors. Communications found to violate the Code of Conduct will be subject to disciplinary process.

## **Theft/Vandalism**

Theft or vandalism of college property and/or property of a member of the College community will not be tolerated. The College is proud of its library materials, musical instruments, audio and film/video equipment, theater arts props, and other resources. While it has implemented procedures to lend these items for students' use, students are responsible to ensure that College property is handled carefully and returned in a timely fashion to avoid disciplinary action and/or charges to their account.

## **Use of Electronic Devices: Classroom, Required Consent**

Technology, including smartphones, cell phones, tablets, laptops, etc. must be properly authorized for classroom use. Unauthorized use of electronic or other devices to make an audio/video recording of any person (instructor, student, or staff member) without consent is prohibited. Further, students and employees must obtain the required consent prior to posting any media content in the virtual environment, including on social media. Students should be respectful and honor individuals requests not to post and/or confirm that the requisite consent is obtained.

Mobile and/or cell phones and/or other devices that have audio/video recording capabilities are not to be used in restrooms or locker rooms. Every reasonable effort must be made to respect the personal space and privacy of other members of the College community or guests to the College.

Students and employees should not misuse the College's IT systems (computers, networks, telephones). Prank, threatening or harassing calls, texts, emails, misuse of social networking sites, or any inappropriate face-to-face, online, or virtual messages are entirely prohibited. Further, it is not permitted to use the College network for any unlawful activity, such as illegal file sharing or buying/selling weapons or drugs. Hacking or otherwise dishonest accessing of college accounts or other sensitive or confidential information is prohibited.

There is no expectation of privacy on the College network by users and students/employees should keep that in mind as they use electronic devices on campus.

All personal files should be deleted from the College computers and your account logged out. Any use of the College technology and resources for personal use or financial gain can lead to disciplinary action.

### **Visitors/Guests to the College**

Students and employees desiring to have visitors or guests on campus must follow College procedures. Parents and other family members fall into this category.

Visitors and/or guests to the College require proper authorization and should wear a Visitor's Pass. To be granted access, visitors and/or guests must bring proper identification to the Public Safety security desk, be signed in, and wear a Visitor's Pass until they exit the campus.

Visitors/Guests on campus is a privilege and will not be permitted if there is no legitimate educational purpose for the visitor, is abused, or in any way may jeopardize the institution's operations. As such, the College reserves the right to deny access to any visitor/guest on campus.

Residential Students seeking authorization to invite day visitors and/or guests on campus should follow the policies and procedures stated in the *Residence Life Handbook*. In any instance, when security at the front entrance is unavailable, visitors and/or guests should go to the Public Safety entrance, sign in and seek access after showing proper identification.

Commuter students who are guests of residence hall students must follow all policies and procedures that resident students are held to abide. Further, any guest or visitor on campus is expected to be made aware of the Code of Conduct by his or her host. Both host and visitor/guest may be held responsible for any infractions of the Code of Conduct.

Visitors/guests must be with the host at all times. The College reserves the right to suspend visitor/guest policies at any time in the interest of keeping the campus safe and secure.

### **Disciplinary Procedure**

Students and employees in violation of the Code of Conduct are subject to penalties, such as, but not limited to: Warning, No Contact Letters, Probation, Suspension, or Expulsion, depending on the facts of each case, the evidence submitted, and the findings of the appropriate decision-making body, including the Disciplinary Committee, Dean of Students, Associate Dean of Students/Director of Residence Life, Provost, or designee or other judicial body. Other sanctions appropriate to the individual circumstances may also be imposed. In some cases, students may be required to pay restitution to the College or others.

An administrative decision may require that a student or employee follow particular instructions or refrain from engaging in certain conduct or behavior. Failure to follow this instruction may result in a request to immediately leave the campus. A refusal to obey an instruction given as to

conduct and/or behavior shall be grounds for immediate disciplinary action. If, in the judgment of the College administration, continued attendance by the individual charged with misconduct will endanger the safety and well-being of the individual and/or members of the College community, the student may be suspended from the College until the disciplinary hearing is conducted. Also, the following procedures shall be followed:

- 1) The student(s) or employee(s) receives notice of a Code of Conduct violation (preferred notice is FTC email; then, in-person, phone, or text, as appropriate);
- 2) A disciplinary hearing is held before a committee consisting of faculty and/or administrative personnel;
- 3) At the hearing, the student(s) or employee(s) may present a written statement or state his/her case orally (the parent or guardian of student may be present, if requested and approved by the judicial body but cannot participate);
- 4) The Disciplinary Committee and/or other judicial body will notify in writing the student or employee of the findings, determination and/or penalties and decision;
- 5) An appeal to the Provost is permitted within three (3) days as long as the reason for the appeal is based upon (i) new evidence; (ii) a belief that the decision was based on erroneous fact or conclusion of law; or (iii) was arbitrary or capricious.
- 6) The decision of the Provost or his/her designee is final.

### **Grievance Procedure**

Generally, as pertains to students/employees, and this Code of Conduct, a **grievance** is defined as a charge that a student/employee believes he/she has been adversely affected in a direct, personal, and material way by a decision or action of another individual. Such a dispute may involve another student, faculty, College administrator, or a staff member. There are two ways to resolve a grievance-informally and formally. These procedures are set forth below:

#### *Informal:*

A student/employee who believes he or she has been personally aggrieved by a staff or faculty member in a matter dealing with his/her coursework or the carrying out of a college regulation should first seek to resolve the problem through discussion or email with the individual involved.

If speaking with the individual, i.e., staff or faculty, does not bring a resolution, students/employees are encouraged to contact the Department/Division Chair. Should further assistance be needed, the Dean of Students Office or the Office of the Vice President of Finance and Administration should be consulted.

#### *Formal:*

Failing a resolution of the matter informally, the student/employee may then file a formal complaint with the Dean of Students Office. The Dean of Students, Associate Dean of Students/Director of Residence Life, or appropriate designee will investigate this complaint. The student/employee may be asked to provide additional information and/or the results of such investigation will be forwarded to the complainant. Students/employees are assured that no adverse action will be taken as a result of filing a complaint. If the student/employee remains dissatisfied with the decision reached at this level, he/she may appeal within three (3) days to the Provost or his/her designee for redress.

In some instances, depending on the nature of the grievance, the Provost or his/her designee has the discretion to assemble a panel of three members, including staff, faculty, or students to review the facts, informal decision, and may request additional investigation, hearing, or supplemental documentation. In any event, the decision of the Provost or his/her designee, including panel, is final.

All formal complaints in the form of Incident Reports should be filed through the Public Safety

Office. Depending on the nature of the grievance, the above procedures will be followed. If the alleged complaint potentially falls under the ambit of Title IX of the Education Amendments of 1972 or the N. Y. S. Education Law, Article 129-B, or the N.Y.S. Sexual Harassment Prevention law, the particular policies and procedures adopted and promulgated thereunder by the College will take precedence and be followed. In such instance, the matter will be forwarded to the attention of the Five Towns College Title IX Coordinator. The FTC Sexual Misconduct Policies and Procedures are located here: <https://www.ftc.edu/nys-education-law-article-129-b/?preview=true> and [https://www.ftc.edu/wp-content/uploads/2014/09/FINAL-Title-IX.7.27.18\\_links-1.pdf](https://www.ftc.edu/wp-content/uploads/2014/09/FINAL-Title-IX.7.27.18_links-1.pdf).

### **Student Complaints**

A Student Complaint relates to an incident, concern, or institutional process at the College that does not necessarily fall under the definition of a grievance as stated above but is a matter of fact that a student would like to present for administrative attention. To do so, a form entitled "Student Complaint" is provided in the Dean of Students Office. Individuals who have a matter that warrants institutional attention should complete this form and submit it there. More information is here: <https://www.ftc.edu/current-students/>

### **Applicable Laws, Ordinances and Regulations on Sex Offenses**

Because the commission of a sexual offense is a criminal matter, Article 130 of the New York State Penal Law makes the commission of a sexual offense punishable by imprisonment. You should also be aware that sexual misconduct, unconsensual sodomy, sexual assault, aggravated sexual assault and rape are punishable under the law and may have penalties of fines, imprisonment, or both.

### **College Procedures for Dealing with Sex Offenses**

- Any incidents of sexual misconduct that occur on campus should be reported immediately. Students consulting with the Five Towns College Counseling Center are assured of confidentiality under the law. Reports made to the Five Towns College Public Safety Office and the Title IX Coordinator or any of the Title IX Deputies are kept as private as is practicable under the provisions of N.Y. S. Education Law, Article 129-B and/or Title IX of the Education Law Amendments of 1972.
- Any allegation of sexual misconduct levied against a member of the Five Towns College student body or member of its faculty or staff shall be handled pursuant to the regulations promulgated under N.Y.S. Education Law, Article 129-B and/or Title IX, above, and which have been adopted and published by the College and posted on its website. Students are urged to familiarize themselves with those regulations/policies of the College.
- They can be found here: [https://www.ftc.edu/wp-content/uploads/2014/09/FINAL-Title-IX.7.27.18\\_links-1.pdf](https://www.ftc.edu/wp-content/uploads/2014/09/FINAL-Title-IX.7.27.18_links-1.pdf).
- Students, faculty, or staff members charged with or convicted of sex offenses shall be immediately suspended from the College, and, pending the outcome of trial, subject to disciplinary proceedings, all consistent with state and/or federal law.

### **Counseling and Other Support Services for Victims of Sex Offenses**

The Counseling Center is available to all members of the Five Towns College community and provides confidential services. In addition, the Family Violence & Rape Crisis Center/VIBS provides counseling, advocacy, and related services all without cost to victims. These services should be used whenever needed. In some cases, victims and/or reporting individuals may be referred to an outside health care professional or can refer to the **24/7 Resources/Where to Get Help** provided herein.

**NYS Education Law, Article 129-B (Sections 6439-6449):  
Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention and  
Response Policies and Procedures**

In July 2015, N.Y. S. Governor Andrew Cuomo signed the “Enough is Enough” law. This legislation is intended to communicate and provide definitions, require education and training, and articulate policies and procedures aimed at addressing sexual assault, dating violence, domestic violence and stalking prevention and response. Five Towns College has adopted and implemented the regulations under Article 129-B of the Education Law, as required. Provisions of the statute can be found here: <https://www.ftc.edu/five-towns-college-enough-enough/> Regularly throughout each semester, education and training about this law will be offered on campus. Please take the time to learn and become educated to help prevent these acts from happening.

- As a general statement, Five Towns College does not tolerate acts of harassment or sexual assault and will discipline perpetrators as provided by institutional policy, state, and federal law. Thus, sexual harassment or sexual assault, as defined herein, and as stated in Article 129-B and Title IX, is, in any form, unacceptable behavior.
- Affirmative Consent, as defined in Article 129-B, is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Students, faculty, and staff are required to act and conduct themselves with mutual respect for all members of the College community, so the campus is a safe and secure work and academic environment. Any reports of conduct deviating from the expectations under this Code of Conduct will be taken seriously and vigilantly.
- Sexual harassment, in part, is defined as unwelcome sexual advances, requests for sexual favors, oral or written communications or physical conduct of a sexual nature. This type of behavior by any member of the college community is in direct violation of college policy, is unacceptable, and must be reported. Students found to have engaged in such conduct shall be dismissed from the College and/or other appropriate action will be taken.

Members of the College community are advised that **confidential** resources are available from the Five Towns College Counseling Center and from off-campus Crisis Hotlines available 24/7

and referenced under **24/7 Resources: Where to Get Help**. Further, FTC has entered a Memorandum of Understanding with the Family Violence and Rape Crisis Center a/k/a/ Victims Information Bureau of Suffolk County (VIBS) and confidential counseling and resources are available there. All other communications with College Administrators, Public Safety Officers, faculty, or other personnel are afforded as much privacy as is practicable as provided under local, state, and federal law.

### **Alcohol and/or Drug Use Amnesty Policy**

The health and safety of every student at Five Towns College is of utmost importance. Five Towns College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Five Towns College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Five Towns College officials or law enforcement will not be subject to Five Towns College Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault. Further, depending on the facts of any incident, the College may provide amnesty in additional circumstances. (Article 129-B, section 6442)

### **Evidentiary Standards in Disciplinary, Grievance, N.Y.S. Education Law, Article 129-B, Title IX of the Education Amendments of 1972, and Federal/State Penal Codes**

Students/employees should be apprised of the different standards applied to the evidence submitted in various instances by the appropriate judicial bodies when making decisions.

For complaints, charges, or incidents that fall under the Five Towns College Code of Conduct and may be general discipline or grievance matters, the preponderance of the evidence standard is applied or a more likely than not standard based on the evidence submitted.

For complaints, misconduct, or reports that may fall under the Five Towns College Code of Conduct and may be deemed to be either sexual harassment, sexual assault, or any type of domestic violence, dating violence, stalking and/or sexual assault, the standard applied is a preponderance of the evidence standard.

For criminal conduct, violent crimes etc. subject to the Penal Codes, a beyond the reasonable doubt will be applied by the local, state, or federal governing body but this is outside the scope of Five Towns College.

*Further*, students are advised that, in some instances, if certain conduct is deemed to be a violation of the Code of Conduct and treated as a disciplinary matter, that is a separate proceeding from any other proceeding being investigated in accordance with the College's Title IX/Enough is Enough policies and procedures and/or as a criminal matter subject to investigation by police or other investigation outside of the institution's disciplinary scope.

## **Additional Information About NYS Education Law, Article 129-B**

Five Towns College adopts and publishes for its constituents, the following additions as required under NYS Education Law Article 129-B, as part of its Code of Conduct, and as part of its policies and procedures, generally, and incorporates by reference relevant sections and definitions that fall under the Annual Campus Safety Report, including the Clery Act provisions of the Higher Education Act, as amended by the Violence Against Women Act, and which apply if potential conduct is deemed to fall under its provisions and occurred either on campus, off campus, or while studying abroad.

Recognizing that parts of state and federal law may vary but to be comprehensive, Five Towns College reiterates the definitions and other provisions of NYS Education Law, Article 129-B below which may apply in certain instances.

### **Definitions (Section 6439):**

*Accused-* shall mean a person accused of a violation who has not yet entered an institution's judicial or conduct process.

*Affirmative consent-* is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

*Bystander-* shall mean a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

*Code of Conduct-* shall mean the written policies adopted by an institution governing student behavior, rights, and responsibilities while such student is matriculated in the institution.

*Confidentiality-* may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to 20 U.S.C. 1092 (f) and 20 U.S.C. 1681 (a). Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

*Domestic Violence, Dating Violence, Stalking and Sexual Assault-* shall be defined as those terms are referred to in the Clery Act provisions of the Higher Education Act, as amended by the Violence Against Women Act found at

<http://www.gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf> and as adopted by Five Towns College and incorporated by reference at [www.ftc.edu/publicsafety](http://www.ftc.edu/publicsafety).

*Dating Violence-* is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the student. The existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship.
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

*Domestic Violence-* is defined as violence committed by a current or former spouse of the student, by someone who is or has cohabited with the student as a spouse, by someone with whom the student has a child, by others to whom the student is related by consanguinity

(blood) or affinity (marriage), or by unrelated persons who are (or have been in the past) continually living in the same household.

**Examples of domestic and dating violence include:**

- *Slapping, kicking, pinching, biting, pulling hair or punching a girlfriend*
- *Threatening to hit, harm, or use a weapon on a boyfriend or a boyfriend's family*
- *Pushing, grabbing, or choking an intimate partner*
- *Physically restraining a spouse*
- *Burning an intimate partner*
- *Hurting or threatening to hurt the pet of a boyfriend*

*Stalking-* is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. Stalking also includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

**Examples of stalking include:**

- *Constantly following a student*
- *Repeatedly appearing at the student's home, place of business, vehicle, or classroom for no legitimate purpose*
- *Leaving unwanted messages, objects, or gifts at the student's home, place of business, vehicle, or classroom.*

*Privacy-* may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this and other applicable laws, including informing appropriate institution officials.

*Respondent-* shall mean a person accused of a violation who has entered an institution's judicial or conduct process.

*Reporting individual-* shall encompass the terms victim, survivor, complainant, claimant, witness with victim status, and any other term used by an institution to reference an individual who brings forth a report of a violation.

*Sexual activity-* shall have the same meaning as "sexual act" and "sexual contact" as provided in 18 U.S.C. 2246(2) and 18 U.S.C.2246 (3). To determine when affirmative consent is required prior to sexual activity, the definition of sexual activity refers to 18 U.S.C. 2246(2)- (3), it states:

**(2) The term "sexual act" means -**

- contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
- the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

**(3) the term “sexual contact” means-** the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Individuals must obtain affirmative consent prior to engaging in any of the activity referenced above.

*Sexual Assault*- consists of any of the following:

- **Non-Consensual Sexual Contact**- which is defined as any intentional sexual touching or fondling either directly or through the clothing, of a person’s genitalia, anus, groin, breast, inner thigh, or buttocks without Affirmative Consent. Non-Consensual Sexual Contact also includes an individual making a person touch him or her with, or on, any of these body parts.
- **Non-Consensual Sexual Intercourse**-which is defined as any sexual penetration (anal, oral, or vaginal), however slight, with any object or body part, without Affirmative Consent.

*Title IX Coordinator*- the Title IX Coordinator and/or his or her designee or designees.

## **Students' Bill of Rights (Section 6443)**

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution (Note: Students have three options: (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (3) decline to notify such authorities. This is required under the Clery Act, 20 U.S.C. section 1092 (f)(8)(B)(iii)(III)(aa)-(cc) and institutions must be neutral in providing these options while reporting individuals should control their own decision-making.);
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

**Information to File a Report and Seek a Response,  
Pursuant to Section 6444 of Article 129-B**

Reporting Individuals have the right to:

- At the first instance of disclosure to an institution representative, be presented with the following information: “You have the right to make a report to the Five Towns College Public Safety Office; local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.”
- Notify College Public Safety or campus security, local law enforcement, and/or state police;
- Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney.
- Such official shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy, and shall inform the reporting individual of other reporting options;
- Disclose confidentially the incident to institution representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
- Disclose confidentially the incident and obtain services from the state or local government;
- Disclose the incident to institution representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
- File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with institution policy and a reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy;
- Disclose, if the accused is an employee of the institution the incident to the institution’s human resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate human resources authority;
- Receive assistance from appropriate institution representatives in initiating legal proceedings in family court or civil court; and/or
- Withdraw a complaint or involvement from the institution process at any time;
- Have information about resources, including intervention, mental health counseling, and medical services, which shall include information on whether such resources are available at no cost or for a fee. Information on sexually transmitted infections, sexual assault forensic examinations, and resources available through the New York state office of victim services, pursuant to Executive law section 622 shall be provided;
- When the accused or respondent is a student, to have the institution issue a “no contact

order" consistent with institution policies and procedures, whereby continued intentional contact with the reporting individual would be a violation of institution policy subject to additional conduct charges; if the accused or respondent and a reporting individual observe each other in a public place, it shall be the responsibility of the accused or respondent to leave the area immediately and without directly contacting the reporting individual. Both the accused or respondent and the reporting individual shall, upon request and consistent with institution policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Institutions may establish an appropriate schedule for the accused and respondents to access applicable institution buildings and property at a time when such buildings and property are not being accessed by the reporting individual;

- Further, when the accused or respondent is a student, to receive a copy of the order of protection or equivalent when received by an institution and have an opportunity to meet or speak with an institution representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the accused's responsibility to stay away from the protected person or persons; to an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; to receive assistance from university police or campus security in effecting an arrest when an individual violates an order of protection or, if university police or campus security does not possess arresting powers, then to call on and assist local law enforcement in effecting an arrest for violating such an order, provided that nothing in this article shall limit current law enforcement jurisdiction and procedures;
- When the accused or respondent is a student determined to present a continuing threat to the health and safety of the community, to subject the accused or respondent to interim suspension pending the outcome of a judicial or conduct process consistent with this article and the institution's policies and procedures. Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of an interim suspension, including potential modification, and shall be allowed to submit evidence in support of his or her request;
- When the accused is not a student but is a member of the institution's community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and rules and policies of the institution;
- To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment, consistent with the institution's policies and procedures. Both the accused or respondent and the reporting individual shall, upon request and consistent with the institution's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her and shall be allowed to submit evidence in support of his or her request.
- For **confidentiality**, Five Towns College constituents are directed to contact the Five Towns College Counseling Center or off-campus Crisis Hotlines for 24/7 services and/or the Family Violence and Rape Crisis Center/Victims Information Bureau of

Suffolk (VIBS), and **24/7 Resources: Where to Get Help** should be consulted with, too. All other communication to the Five Towns College Public Safety Office, Title IX Coordinator or designees or other College administrators or personnel are afforded as much privacy as is practicable.

- The right to request that student conduct charges be filed against the accused in proceedings governed by this article and the procedures established by the institution's rules.
- The right to a process in all student judicial or conduct cases, where a student is accused of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, that includes, at a minimum: (i) notice to a respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions; (ii) an opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, where appropriate, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recording or other appropriate record; and (iii) access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest. To effectuate an appeal, a respondent and reporting individual in such cases shall receive written notice of the findings of fact, the decision, and the sanction, if any, as well as the rationale for the decision and sanction. In such cases, any rights provided to a reporting individual must be similarly provided to a respondent and any rights provided to a respondent must be similarly provided to a reporting individual.

Throughout proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's Code of Conduct, the right:

- For the respondent, accused, and reporting individual to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. Rules for participation of such advisor shall be established in the code of conduct.
- To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault.
- To an investigation and process that is fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest.
- To have the institution's judicial or conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.

- To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the conduct case, consistent with institution policies.
- To exclude their own prior sexual history with persons other than the other party in the judicial or conduct process or their own mental health diagnosis and/or treatment from admittance in the institution disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction and procedures.
- To receive written or electronic notice, provided in advance pursuant to the college or university policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
- To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.
- To be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process and the rationale for the actual sanction imposed.
- To choose whether to disclose or discuss the outcome of a conduct or judicial process.
- To have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.
- For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Each institution shall publish a policy on transcript notations and appeals seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Five Towns College has close association with existing community-based organizations, including rape-crisis centers and domestic violence shelters and assistance organizations, to refer students for assistance or make services available to students, including counseling, health, mental health, victim advocacy, and legal assistance, which may also include resources and services for the respondent. In particular, the College has entered a Memorandum of Understanding with the Family Violence & Rape Crisis Center/Victims Information Bureau of Suffolk (VIBS) to provide FTC students with all these services. These resources are provided under **24/7 Resources: Where to Get Help** and students should familiarize themselves with it.

Further, the College strives to ensure that students have access to sexual assault forensic examiner (SAFE) and a sexual assault nurse examiner (SANE) and VIBS provides this as well.

### **Campus Climate Assessments (Section 6445)**

As required under NYS Education Law, Article 129-B, section 6445, it is the policy of Five Towns College to conduct, no less than every other year, a campus climate assessment to ascertain general awareness and knowledge of the provisions of this article, including student experience with and knowledge of reporting and college adjudicatory processes, which shall be developed using standard and commonly recognized research methods.

The assessment shall include questions covering, but not be limited to, the following:

- the Title IX Coordinator's role;
- campus policies and procedures addressing sexual assault;
- how and where to report domestic violence, dating violence, stalking or sexual assault as a victim, survivor or witness;
- the availability of resources on and off campus, such as counseling, health and academic assistance;
- the prevalence of victimization and perpetration of domestic violence, dating violence, stalking, or sexual assault on and off campus during a set time period;
- bystander attitudes and behavior;
- whether reporting individuals disclosed to the institution and/or law enforcement, experiences with reporting and institution processes, and reasons why they did or did not report;
- the general awareness of the difference, if any, between the institution's policies and the penal law; and
- general awareness of the definition of affirmative consent.

Five Towns College will take steps to ensure that answers to such assessments remain anonymous and that no individual is identified. The results of the surveys will be published on the website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared.

Information discovered or produced as a result of complying with this section shall not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against the College, unless, in the discretion of the court, any such information is deemed to be material to the underlying claim or defense.

## **Options for Confidential Disclosure (Section 6446)**

In accordance with Article 129-B, Section 6446, Five Towns College ensures that reporting individuals have the following:

- (a) Information regarding privileged and confidential resources they may contact regarding domestic violence, dating violence, stalking or sexual assault;
- (b) Information about counselors and advocates they may contact-on and off-campus regarding domestic violence, dating violence, stalking, or sexual assault;
- (c) Confidentiality and Five Towns College offices and employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution;
- (d) Further, if a reporting individual discloses an incident to an institution employee who is responsible for responding to or reporting domestic violence, dating violence, stalking, or sexual assault but wishes to maintain confidentiality or does not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh the request against the institution's obligation to provide a safe, non-discriminatory environment for all members of its community. The institution shall assist with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of reporting choices;
- (e) Information about public awareness and advocacy events, including guarantees that if an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, the institution is not obligated to begin an investigation based on such information. However, the College may use the information provided at such an event to inform its efforts for additional education and prevention efforts;
- (f) Information about existing and available methods to anonymously disclose including, but not limited to, information on relevant confidential hotlines provided by New York state agencies and not-for-profit entities;
- (g) Information regarding institutional crime reporting including, but not limited to: reports of certain crimes occurring in specific geographic locations that shall be included in the institution's annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymous manner that identifies neither the specifics of the crime nor the identity of the reporting individual; that the institution is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual; that a reporting individual shall not be identified in a timely warning; that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, allows institutions to share information with parents when (i) there is a health or safety emergency, or (ii) when the student is a dependent on either parent's prior year federal income tax return; and that generally, the institution shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

- (h) The institution may take proactive steps, such as training or awareness efforts, to combat domestic violence, dating violence, stalking or sexual assault in a general way that does not identify those who disclose or the information disclosed.
- (i) If the institution determines that an investigation is required, it shall notify the reporting individuals and take immediate action as necessary to protect and assist them.

The institution should seek consent from reporting individuals prior to conducting an investigation. Declining to consent to an investigation shall be honored unless the institution determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit the institution's ability to meaningfully investigate and pursue conduct action against an accused individual.

Factors used to determine whether to honor such a request include, but are not limited to:

- (1) Whether the accused has a history of violent behavior or is a repeat offender;
- (2) Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- (3) The increased risk that the accused will commit additional acts of violence;
- (4) Whether the accused used a weapon or force;
- (5) Whether the reporting individual is a minor; and
- (6) Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group.

These factors are included on the Title IX Intake Worksheet posted here: [https://www.ftc.edu/forms/Intake\\_Documents\\_titleIX.pdf](https://www.ftc.edu/forms/Intake_Documents_titleIX.pdf) and students should be familiar with this prior to and/or before a report is made.

### **Student Onboarding and Ongoing Education (Section 6447)**

To comply with Article 129-B, section 6447, Five Towns College does the following:

1. The College has adopted a comprehensive student onboarding and ongoing education campaign to educate members of the institution's community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal laws, including the Clery Act as amended by the Violence Against Women Act reauthorization of 2013, 20 U.S.C. 1092(f). The Education Law 129-B codifies some of the education and training requirements of the Clery Act, 20 U.S.C. 1092(f)(8)(B) and 34 C.F.R. §658.46 (j) as amended by the Violence Against Women Act relating to primary and ongoing prevention and awareness programs while providing plain language and consistent requirements for colleges to implement those federal requirements. In addition to programs presented by VIBS, Five Towns College strives to work together and with statewide and local organizations to develop and offer interesting and useful trainings. Also, the College may see strong results by calling on students, faculty, staff, and community members to assist in developing tailored programming and for student leaders and athletes.

2. Five Towns College provides all new first-year and transfer students training on the following topics, using a method and manner appropriate to its institutional culture. This includes summer Orientations, and training in sexual assault prevention during new student

Orientation, Professional Development Day, Student Leadership retreats, and at many other times during the semester. The College, consistent with its best practices and culture, develops a series of programs over the course of the new student experience to further its onboarding requirement under the law. These are some of the included topics:

- (a) The institution prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution;
- (b) Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, confidentiality, privacy, and consent;
- (c) Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
- (d) The role of the Title IX Coordinator, university police or campus security, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response;
- (e) Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact;
- (f) Bystander intervention and the importance of taking action to prevent violence when one can safely do so;
- (g) Risk assessment and reduction, including but not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on-campus or off-campus, and the availability of institution officials who can answer general or specific questions about risk reduction; and
- (h) Consequences and sanctions for individuals who commit these crimes and code of conduct violations.

3. Five Towns College will train all new students, whether first-year or transfer, undergraduate, graduate, or professional.

4. Five Towns College will use multiple methods to educate students about violence prevention and shall share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

5. Five Towns College will also share information on sexual and interpersonal violence with parents of students. This is accomplished in several ways. One way is by providing information directly to parents, either by mail or to parents attending programming on occasion. Another method that is used is that Five Towns College posts information on the Parents webpage here: <https://www.ftc.edu/for-parents/> and on the *Enough is Enough* webpage <https://www.ftc.edu/enough-is-enough/>.

6. In compliance with section 6447, Five Towns College offers to all students general and specific training in domestic violence, dating violence, stalking and sexual assault prevention and conducts a campaign that complies with the Violence Against Women Act, 20 U.S.C. 1092(f), to educate the student population.

The College, as appropriate, provides or expands specific training to include groups such as international students, students that are also employees, leaders, and officers of registered or recognized student organizations, and online and distance education students. The College also

provides specific training to members of groups that the institution identifies as high-risk populations.

7. Further, Five Towns College requires that each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to receiving recognition or registration, and requires that each student athlete complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to participating in intercollegiate athletic competition.

This training is offered in addition to the training offered as onboarding to incoming students.

### **Reporting Aggregate Data to the Department (Section 6449)**

In compliance with Article 129-B, section 6449, Five Towns College understands its responsibility as stated below:

1. Institutions shall annually report to the department the following information about reports of domestic violence, dating violence, stalking and sexual assault:

- (a) The number of such incidents that were reported to the Title IX Coordinator.
- (b) Of those incidents in paragraph (a) of this subdivision, the number of reporting individuals who sought the institution's judicial or conduct process.
- (c) Of those reporting individuals in paragraph (b) of this subdivision, the number of cases processed through the institution's judicial or conduct process.
- (d) Of those cases in paragraph (c) of this subdivision, the number of respondents who were found responsible through the institution's judicial or conduct process.
- (e) Of those cases in paragraph (c) of this subdivision, the number of respondents who were found not responsible through the institution's judicial or conduct process.
- (f) A description of the final sanctions imposed by the institution for each incident for which a respondent was found responsible, as provided in paragraph (d) of this subdivision, through the institution's judicial or conduct process.
- (g) The number of cases in the institution's judicial or conduct process that were closed prior to a final determination after the respondent withdrew from the institution and declined to complete the disciplinary process.
- (h) The number of cases in the institution's judicial or conduct process that were closed because the complaint was withdrawn by the reporting individual prior to a final determination.

## **GUIDE TO A DRUG-FREE CAMPUS**

Five Towns College maintains a zero tolerance policy regarding any drug or alcohol violations on campus. In fact, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited. Federal Trafficking Laws for drug usage have been revised and the link is included below. Students needing assistance and support should consult with the Counseling Office.

In compliance with the Federal Drug Free Workplace Act, Five Towns College is committed to addressing the problems of alcohol and other substance abuse on the College campus. The College adheres to its alcohol policy and does not sponsor activities on or off campus where alcohol will be served. Violation of the College alcohol policy will not be tolerated. Further, in compliance with *The Drug-Free Schools and Communities Act* and the U.S. Department of Education's supporting regulations, Five Towns College adopts and implements programs "**to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities**" (EDGAR Part 86 Subpart A 86.3).

Applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol may be found at Title 21 US Code 801 et. seq.; New York State Penal Law 220-221; and New York State Public Health Law § 3306.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm).

In compliance with the federal statute, a description of the health risks associated with the abuse of alcohol or use of illicit drugs includes this excerpt from *What Works: Schools Without Drugs*:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.

Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. (U.S. Department of Education, 1992; retrieved from: <http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>)

A list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students is available at the Five Towns College Counseling Center. Further, online resources can be found at the National Institute on Drug Abuse: <http://www.nida.nih.gov/>

Five Towns College will impose disciplinary sanctions on students and employees for

violations of these standards of conduct, including any of the sanctions mentioned herein, up to and including, expulsion or termination of employment and referral for prosecution.

N.Y. Penal Law, Article 220, Controlled Substances, carries severe penalties for drug violators who sell or use controlled substances ranging from one year in prison to life. See <http://ypdcrime.com/penal.law/article220.htm#p220.00> for the full text. No special privileged status is granted to students, and it is expected that all students will abide by the law or be subject to its penalties. Counseling and referral programs will be available for those students or persons who need this type of assistance.

### **New York State Alcoholic Beverage Control Law**

The Amendments to sections 65-b and 65-c of the Alcoholic Beverage Control Law (“ABC” Law) provide:

**Effective January 1, 1990,** 1) Persons under the age of 21 are prohibited from possessing any alcoholic beverage with intent to consume the beverage. Exceptions are provided for consumption in an instructional setting and in cases where the alcoholic beverage is provided by a parent or guardian.

Violators are subject to a fine of up to \$50.00 per offense but are not subject to arrest. If alcoholic beverages are involved in alleged violations of this law, authorized law enforcement officials will seize them.

**Effective November 1, 1989,** 2) Persons under the age of 21 who present falsified or fraudulently altered proofs of age for the purpose of purchasing or attempting to purchase alcoholic beverages are guilty of a violation, punishable by a fine of up to \$100.00 and a community service requirement of up to thirty (30) hours. Previously, violations of this section were punishable only by the imposition of a one- year probationary period and a fine.

**Effective October 19, 1989,** 3) A person under the age of 21 who presents an altered New York State driver’s license for the purpose of illegally purchasing an alcoholic beverage may be subject to a suspension of that driver’s license for up to ninety (90) days, and may also be required to apply to the Department of Motor Vehicles for a restricted use driver’s license following the suspension.

## **CAMPUS SECURITY AND SAFETY**

Campus security and safety is the responsibility of the Public Safety Office which is open and operating 24/7 and available to assist students as needed. Please refer to the section under Public Safety for more information about campus security and safety.

### **Missing Persons Policy**

Five Towns College takes student safety very seriously. To this end, the following policy and procedures have been established concerning students who live in on-campus housing who, based on the facts and circumstances known at the time to FTC officials, are presumed and/or determined to be missing.

Most missing person reports in the College environment result from students changing their regular routines without informing roommates, friends and/or family members of the change. For purposes of this policy, a student will be presumed missing, if a roommate, classmate, faculty member, friend, family member or other campus person has not seen or heard from the student in a reasonable amount of time.

In general, a reasonable amount of time is 24 hours or more but may vary with the time of day and information available regarding the missing student's daily schedule, habits, and reliability. Students will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Anyone who believes that a student who lives in on-campus housing is missing should report his/her concern immediately to Campus Security. Missing student reports can be made to the Security Supervisor or any Security Officer.

At the beginning of each semester, Residence Hall staff will inform students residing in on-campus housing that an official from FTC will notify the appropriate law enforcement agency and the parent/guardian (if the student is under 18 years of age and not emancipated) within 24 hours of the determination that the student is missing.

At the beginning of each academic year, students living in on-campus housing will be asked to provide, on a voluntary basis, confidential emergency contact information in the event they are reported missing while enrolled at FTC. The contact information will be registered, and the information will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel, in furtherance of a missing person investigation. This emergency information will be gathered and/or updated each semester by the Office of Residence Life.

**FTC will follow these general notification procedures for a missing student who resides in on-campus housing:**

1. Any and all official missing person report(s) relating to students residing in on-campus housing shall be referred immediately to the Residence Life and the Public Safety Office/Campus Security.
2. The official receiving the report will try to collect and document the following information:
  - a. The name and relationship of the person making the report.
  - b. The date, time, and location the missing student was last seen.
  - c. Description of the student, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule.
  - d. The general routine or habits of the suspected missing student (e.g., visiting friends who live off-campus, working off-campus) including any recent changes in behavior or demeanor.
  - e. The missing student's cell phone number (if known by the reporter).
  - f. Every missing student report will be followed up with an investigation to determine the validity of the missing person report. Once FTC receives a missing student report, the following officials/offices may have a need to know and be informed: President's Office; Provost's Office; Dean of Students; and Director of Residence Life.

If Public Safety/Campus Security, after investigating the official report, makes the initial determination that the student subject of a missing person report is missing, the processes listed below will be followed: (1) Public Safety/Campus Security will notify the appropriate law enforcement agency within 24 hours of the determination by Public Safety/Campus Security that the student is missing. (2) If the student is under 18 years of age and not an emancipated individual, the Dean of Students or his/her designee will also notify a custodial parent or within 24 hours of the determination by Public Safety/Campus Security that the student is missing.

Upon notification from any entity that a student who resides in on-campus housing may be missing, Five Towns College may use any or all of the following resources to assist in locating the student:

- 1) Contact the student via e-mail or phone.
- 2) The Director of Residence Life and staff may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known associates.
- 3) Security may search campus locations to find the student and utilize the student's ID picture for assistance in obtaining pertinent information.
- 4) Staff and/or Public Safety/Campus Security will contact roommates, floor mates, known friends, family, faculty members or advisors to seek information on last sighting or additional contact information.
- 5) Staff and/or Public Safety/Campus Security will check the student's social networking sites (e.g., Facebook, MySpace, Twitter, etc.).
- 6) Security may access security camera and video recordings to determine last sightings of the missing student.
- 7) Security may access vehicle registration or license information for vehicle location and distribution to authorities.
- 8) Information Technology staff may be asked to research last login and use of FTC systems (e.g., e-mail, network, Schoology, etc.).
- 9) If there is any indication of foul play or an immediate safety/security concern, the

appropriate law enforcement agency will be notified.

Five Towns College considers these requirements of investigations of felony offenses and missing student's policy crucial to the welfare and safety of the College community. Therefore, all Public Safety Officers are well versed in the procedures and all College constituents are informed as to the severity of timely reporting.

Notification of this policy is distributed to the entire College community. It is included on the FTC website, discussed during the beginning of term at mandatory Residence Hall meetings, discussed at Student Orientation, and included in the annual Campus Security Report. Faculty and staff are advised during professional development workshops.

## **24/7 RESOURCES: WHERE TO GET HELP**

**FTC Public Safety Office: (631) 656-2196**

**FTC Counseling Services: (631) 656-3191**

**FTC Title IX Coordinator: (631) 656- 2185**

**Family Violence & Rape Crisis Center/**

**Victims Information Bureau of Suffolk (VIBS):**

**(631) 360-3730; [www.vibs.org](http://www.vibs.org)**

**Access: (631) 952-6357** (NYSED offers services in counseling and vocational training for the mentally, physically, and emotionally handicapped and learning disabled.)

**AIDS Hotlines: LIAC: (631) 385-2437; HIV Counseling Hotline: 1-(800)-872-2777**

**Alcoholics Anonymous: (631) 669-1124** (AA is a fellowship of men and women who share their experience, strength and hope with each other so that they may solve their common problems and help others to recover from alcoholism. There are no fees.)

**American Diabetes Association: (800) 342-2383**

**American Heart Association: (516) 777-8447**

**Catholic Charities-Mental Health Counseling: (516) 733-7045**

**Domestic Violence Hotline (24 Hour):**

**Suffolk County: (631) 360-3606; Nassau County: (516) 542-0404.**

**Suffolk County Coalition Against Domestic Violence, Shelter, and Hotline: (631) 666-8833**

**Epilepsy Foundation: (516) 739-7733** (Learn about epilepsy and seizure first aid.)

**Gay Men's Health Crisis Hotline: 1-(212) 807-6655**

**Family Service League: (631) 234-7807** (Individual, marital, family and group counseling, psychological testing, psychiatric services, and psychiatric placements. Psychiatrists, psychologists, and certified social workers staff this.)

**LOCAL HOSPITALS:**

**Huntington Hospital: (631) 351-2000**

**Nassau University Medical Center: (516) 572-0123**

**Northwell Health Systems at Plainview: (516) 719-3000**

**Northwell Health Systems at Syosset: (516) 496-6400**

**University Medical Center at Stony Brook: (631) 689-8333**

**Brunswick Hospital: (631) 789-7000**

**South Oaks Hospital: (631) 264-4000**

**Long Island Gay & Lesbian Youth:** (631) 665-2300 (Social, support, advocacy, and discussion groups offered throughout Long Island.)

**Narcotics Anonymous Help Line:** (516) 827-9500

**National Runaway Switchboard:** 1 (800) 621-4000

**NYS Child Abuse Hotline:** 1 (800) 342-3720

**Planned Parenthood/Women's Health Care Center:** (631) 427-7154

Police Department-Second Precinct: (631) 854-8200

**Public Health-No Cost Immunizations Programs**

**Nassau County:** (516) 227-9697; **Suffolk County:** (631) 853-3055

Sexual Assault/Harassment-

**NYS Sexual Assault Unit:** (631) 231-7059

**State Police 24 Hour Hotline:** 1-(844) 845-7269

**Sexually Transmitted Disease (STD) Hotline:** (631) 853-3147

*(VD counseling & free treatment in Suffolk County)*

**Suffolk County Mental Health Association:** (631) 226-3900 (Referrals to various mental health agencies made by social workers familiar with services offered in the local areas.)

**Suffolk County Rape Crisis Center-Victims Information Bureau of Suffolk County (VIBS):** (631) 360- 3606 (24 Hour service)

(Services include emergency room companion program, crisis intervention, counseling, client advocacy, community education, elder abuse project, and a men's program focused on the elimination of abusive behavior.

**Suicide Prevention-24 Hour Help Line:**

**Nassau:** The LI Crisis Center Hotline (516) 679-1111

**Suffolk:** Response of Suffolk County (631) 751-7500

**Lifeline:** 1 (800) 273-TALK (8255); [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)

**24-HOUR HOTLINE:**

**Online 24-Hour Crisis Center:** [www.longislandcrisiscenter.org](http://www.longislandcrisiscenter.org)

**24-Hour Hotline Response:** (631) 751-7500

**EMERGENCY POLICE: 911**

**Helping a Friend:**

*There may be a time when you are concerned about a friend or family member due to drugs, alcohol, or other serious issues. Your concern may make the difference! We urge you to take advantage of these sources of help and encourage you to consult with the FTC Counseling Center for guidance.*



**FTC.EDU**