



Student Handbook & Right to Know
Information
Fall 2011

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college.
big
results.
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**1.800.321.4USC
www.uscny.edu**

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UTICA • CANASTOTA • ONEONTA

Table of Contents

Non-Discrimination Policy & Cell Phone Usage	3		
History	4		
Mission Statement	5		
Board and Administration	6	Transfer Credit	36
Staff and Faculty	6	Campus Security	36
College Calendar	12	Right-to-Know & Campus Security Act	36
Academic and Student Regulations	13	Campus Safety	37
Academic Standards of Satisfactory Progress	15	Sexual Offenses & Crimes	37
Student Code of Conduct	19	On Campus Crime	39
Educational Costs	21	Grievance Procedure	39
Financial Aid	23	Complaints Related to Standards for Institutional Accreditation	42
Institutional Retention Rate	25	Utica Campus	43
Programs Registered by the NYS Education Department	27	Oneonta Campus	44
FERPA	28	Canastota Campus	46
Student Regulations	29	Alumni Association	46
Student Computer Policy	31	Publications	47
Fresh Start Policy	32	Foundation	47
Student E-Mail Policy	33	Index	48
Placement Information	34		
Learning Center	35		
Library	36		

NON-DISCRIMINATION POLICY

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

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

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

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

CELL PHONE USAGE AND TEXT MESSAGING

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

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

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

A BRIEF HISTORY

The Utica School of Commerce was founded by Thomas J. Risinger in 1896 in response to an early demand for specialized training in commerce and finance. His son, William S. Risinger, joined him in 1904 and, in 1919, became the head of the school. He retained this position until his retirement on March 1, 1966, at which time a new partnership was formed by Eleanor P., granddaughter of the founder, and Roger L. Williams. On July 1, 1976, they incorporated the school under the laws of New York. Philip M. Williams and John L. Crossley, sole stockholders of the Utica School of Commerce, Inc., are two of the Trustees on the Board of Trustees of the Utica School of Commerce, Inc., presently consisting of ten (10) Trustees total. The college has prepared tens of thousands of young men and women during the past 115 years to assume responsibilities of leadership in every area of business, and today we look forward to our second century as a leader in business education.

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

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

USC opened its Oneonta Branch in September 1985, in the former New York Telephone Company Building at 17 Elm Street, Oneonta.

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

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

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

MISSION STATEMENT

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



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*Director of Information Technology and
Distance Education*

WENDY M. CARY

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

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Head Librarian

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MARK MONTGOMERY

Evening Coordinator, Canastota

DANIEL J. MURHPY, Ph.D.

Executive Vice President of Academics

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JOHN H. STORY, JR., JD/CPA

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PHILIP M. WILLIAMS

President

SCOTT K. WILLIAMS

*Executive Vice President/
Assistant to the President*

FRED P. ZUCCALA

Director of Student Financial Aid

UTICA CAMPUS STAFF

SHANNON M. APEL

Financial Aid Assistant

ROSANNE R. BALASKA

Admissions Associate

JARROD BOREK

Web Management Specialist

CECILIA A. GIBBS

Learning Center

JANET K. KELSEY
Receptionist

JIM KOZAK
Maintenance Supervisor

MELISSA A. LAMACH
Finance Assistant
Immunization Compliance Coordinator

DARRIN E. LAWSON
Network Administrator

MARYANNE E. MILOGRANO
Administrative Assistant

COURTNEY L. MOSCICKI
Admissions Assistant

BRIAN K. NIZNIK
Maintenance Assistant

CYNTHIA A. NIZNIK
Financial Aid Coordinator

JAMES. A KOZAK
Facilities Manager

CANASTOTA CAMPUS STAFF

SHEILAH J. CIOTTI
Admissions Associate

ANDREW S. COULTHART
Maintenance

SUZANNE I. NICHOLS
Learning Center

ELAINE D. WALLACE
Administrative Assistant

ONEONTA CAMPUS STAFF

NANCY M. DEVINS
Administrative Assistant

STACY TITUS SINSTACK
Admissions Associate

DEBORAH E. HADDOW
Learning Center

POLETTA LOUIS
Financial Aid Assistant

FACULTY, FULL TIME UTICA CAMPUS

NATALIE M. BAKERT
Administrative Studies
MS SUNY Oswego
BS SUNY Oswego

ALIE B. KACZMAREK
Medical
MA Touro University International
BS-SUNY Cortland

NATALIE T. MASSITA
Administrative Studies
MS SUNY Institute of Technology
BS Husson College

AMY L. McLAUGHLIN
General Studies/Computer
BS Utica College
AOS Utica School of Commerce

MARION S. WALKER, CPC
Administrative Studies/Medical
BPS SUNY Institute of Technology
Certificate Herkimer County Community College

VIRGINIA F. YEOMANS, CPA
Accounting
BS Utica College of Syracuse
AS Mohawk Valley Community College

FACULTY, PART TIME UTICA CAMPUS

ROSANNE R. BALASKA
BA SUNY Institute of Technology
AA Herkimer County Community College

J ANDREA BANSNER
General Education
MEd Grand Canyon University
BS LeMoyne College

JENNIFER M. BESIG
Business Law
JD Albany Law School of Union College
BA St. John Fisher College

CATHRYN A. BONVILLE
Administrative Studies
CAS SUNY Cortland
MS SUNY Oneonta
BS Keuka College

CECILIA A. GIBBS
Accounting
BBA SUNY Institute of Technology
AOS Utica School of Commerce

SHELLEY G. GRANGER
Administrative Studies
MS SUNY Oswego
BPS SUNY Institute of Technology
AOS Utica School of Commerce

BERNARD L. HYMAN JR., JD
Accounting
JD Syracuse University
BS Utica College

KENNETH W. ILES
English/Accounting
BA St. Lawrence University

JOHN F. KENEALY
Business Law
JD Western New England College School of Law
BS Utica College of Syracuse University

CHRISTY S. LANDRY
General Studies
MA Utica College
BA SUNY Oneonta

DARRIN E. LAWSON
Computer Science
BS SUNY Institute of Technology
AOS Utica School of Commerce

EILEEN MARTIN
Computer Science
MS Syracuse University
BS Southern Illinois University

DON REESE
Insurance
MS Drexel University
BS Wilkes College

ROBERT F. RUCKEL
Management
MS SUNY Binghamton
BS Gannon University

JENNIFER MONTANTA
MS Keuka College
BS SUNY Institute of Technology
AAS Mohawk Valley Community College

SUE SHEAFFER
Management
MS SUNY Institute of Technology
BS Utica College
AAS Mohawk Valley Community College

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

ALYSSA D. TREVISANI
English
BA LeMoyne College

FACULTY, ADJUNCT UTICA CAMPUS

DEBRA A. ADAMDOWSKI, CPA
Accounting
MS SUNY Institute of Technology
BS Utica College of Syracuse University
AA Mohawk Valley Community College
AOS Utica School of Commerce

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

TERESA CREEDON
Health Management
MS SUNY Institute of Technology
BPS SUNY Institute of Technology

REGINA M. DODSON
Administrative Studies
BS SUNY Oswego

THOMAS J. GANNON
Management
MBA SUNY Institute of Technology
BA St. John Fisher

JAMES LAPAGLIA, CPA
Accounting
BS Utica College

JULIE ZAYKOWSKI
Health Management
MS Keuka College
BS SUNY Empire State College

JEREMY ZOGBY
Social Science
MA Union College
BA Utica College

FACULTY EMERITUS

JOSEPH V. AMICO
GEORGE A. KALIL
GRANT E. JOHNSON
BETSY M. PHILLIPS
RUTH M. PRITCHARD
EILEEN R. REHM

VISITING LECTURERS

WANDA M. SCHMIDT, CPC, CPC-H
Medical
SUNY Albany
AAS Herkimer County Community College

FACULTY, FULL TIME CANASTOTA CAMPUS

CATHERINE L. BREWER
Computer Science
MLS Syracuse University
BS SUNY Oswego
AA Hillsborough Community College

MICHELE J. KESSLER
Administrative Studies
MS SUNY Oswego
BS SUNY Institute of Technology
AOS Utica School of Commerce

THOMAS PALUMBO
Accounting
MS SUNY Institute of Technology
BS SUNY Fredonia

Dr. MARY A. SLATOR
Medical
DC Palmer College of Chiropractic
BS LeMoyne College

FACULTY, PART TIME CANASTOTA CAMPUS

JAMES L. CARY
Management
BS SUNY Empire State College
AAS SUNY Morrisville

BEVERLY J. FRENCH
Computer Science
BS SUNY Empire State College
AS Sullivan County Community College

LYNNE M. GAGLIANESE
Accounting/Management
BS SUNY Empire State College
AOS Utica School of Commerce

KENNETH W. ILES
English/Accounting
BA St. Lawrence University

JOHN R. HORNYAK
Accounting/Mathematics
MS Syracuse University
BA Hartwick College

JEFF LONCZAK
MS SUNY Oswego
BS LeMoyne College

NORMAN J. PARRY
Computer Science
MLS Syracuse University
BS University of Arizona

CORY SHEDD
MS SUNY – Potsdam
BA SUNY – Oswego
AS Herkimer Community College

WENDY M. SULLIVAN
Accounting
BS Empire State College
AOS Utica School of Commerce

DANIELLE E. WHITMAN
Management
BS Utica College

CELESTE UVANNI
Accounting
BBA SUNY Institute of Technology
AOS Mohawk Valley Community College

FACULTY, ADJUNCT CANASTOTA CAMPUS

SUSAN M. HOFFMANN
General Studies
MS SUNY Oswego
BS Fairleigh Dickinson University

REBECCA KENNEALLY
BS SUNY Institute of Technology

KATHLEEN R. SLADE
Computer Science
Master's Certificate Syracuse University

VISITING LECTURERS

JAMES E. CALDWELL
Insurance
AAS Mohawk Valley Community College

ROSEMARIE HANLEY, CPC
Medical
AOS Utica School of Commerce

MICHELLE HOLT-JARMACZ,
CPC (Provisional)
Medical
AAS Mohawk Valley Community College

FACULTY, FULL TIME ONEONTA CAMPUS

BRIAN J. FORTUNA
Medical
MS SUNY Cortland
BS Western Connecticut State
AA Dutchess Community College

JEFFERY HELD
Management
MA University of Phoenix
BS University of Maryland

JUDITH E. MORRIS
Accounting/Management
MS SUNY Oneonta
BS SUNY Oneonta
AOS Utica School of Commerce

LINDA B. REESE
Administrative Studies
BS Nazareth College
AAS North Country Community College

IRIS Y. SOTO
Administrative Studies
MA University of Phoenix
BS University of Puerto Rico
AS Humacao University

FACULTY, PART TIME ONEONTA CAMPUS

LISA E. BERRYMENT
General Education
MA University of Colorado
BA Hobart & William Smith College

JAMES E. DALLARA
Mathematics
BS SUNY Oneonta

LINDA C. DALLARA
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BS SUNY Oneonta
AS Dutchess Community College

MARINA J. FRISCH
Administrative Studies
BPS Empire State College
AAS SUNY Delhi

DEBORAH E. HADDOW
English/Mathematics
BA University of Maine

RAPHAEL D. WEB
Computer Science
MA Fairleigh Dickinson University
BA Stony Brook University

**FACULTY, ADJUNCT
ONEONTA CAMPUS**

PAUL W. AHERN, CPA
Accounting
BS SUNY Plattsburgh
AAS SUNY Cobleskill

WILLIAM J. BROWN
Business
MBA Baruch College
BS SUNY Oneonta
AAS Fashion Institute of Technology

LINDA J. FISHER
Accounting
MS College of Saint Rose
BS SUNY Oneonta
AOS Utica School of Commerce

MICHAEL K. GREEN, Ph.D.
Computer Science
Ph.D. University of Chicago
MA University of Chicago
BA University of Kansas

JONATHAN I. SCHLOOP
Management
DU, API, AIS-Insurance Institute of America
CPCU American Institute of Insurance
BS Utica College

FACULTY, ONLINE

ANTHONY MASALA
Management
MBA Capella University
BS SUNY Empire State College

DIANE C. PACILIO
Accounting
BS University of Phoenix

ANGELA C. ROGERS
Management
MA Walsh College
BBA Walsh College

CAROL M. SMITH
General Education
MA College of St. Rose
BS SUNY Oneonta
AS Herkimer County Community College

DEANNA TULLISON
Medical
MS University of Phoenix
BSM St. Francis College of Nursing

TODD M. WOLFE
Management
MBA SUNY Albany
BA SUNY Albany
AS Columbia Green Community College

COLLEGE CALENDAR 2011-2012

2011

January 18	Spring Semester Begins	(15 weeks)
February 21	President's Day Break	
February 22	<i>Follow Monday Schedule</i>	
March 14-20	Spring Break	
April 22-24	Easter Break	
May 7	Spring Semester Ends	
May 12	Commencement	

May 31	Summer Semester Begins	(12 weeks)
July 4	Independence Day Break	
August 20	Summer Semester Ends	

September 6	Fall Semester Begins	(15 weeks)
September 5	Labor Day Break	
October 10	Columbus Day Break	
October 11	<i>Follow Monday Schedule</i>	
November 23-26	Thanksgiving Break	
December 20	Fall Semester Ends	

2012 (Tentative)

January 17	Spring Semester Begins	(15 weeks)
February 20	President's Day Break	
February 21	<i>Follow Monday Schedule</i>	
March 19-25	Spring Break	
April 6-8	Easter Break	
May 11	Spring Semester Ends	
May 17	Commencement	

May 29	Summer Semester Begins	(12 weeks)
July 4	Independence Day Break	
August 17	Summer Semester Ends	

September 3	Fall Semester Begins	(15 weeks)
October 8	Columbus Day Break	
October 9	<i>Follow Monday Schedule</i>	
November 21-24	Thanksgiving Break	
December 14	Fall Semester Ends	

ACADEMIC & STUDENT REGULATIONS

Matriculation Requirements

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

Immunization Requirements

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

Financial Aid Recipients

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

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

Transfer Students

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

Transfer and Advanced Standing/Articulation

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

College Bridge

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

Servicemembers Opportunity Colleges

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

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

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

Elective Courses

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

On-Line Classes

Online courses are offered each semester. Students can complete a portion of their entire degree online. A STUDENT MUST TAKE AT LEAST 50% OF HIS/HER PROGRAM'S COURSES BY ATTENDING REGULAR DAY AND/OR EVENING COURSES.

Matriculated Student

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

Credit Hours

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

Minimum Graduation Requirements

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

Academic Recognition

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

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

Course Deficiency

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

ACADEMIC STANDARDS OF SATISFACTORY PROGRESS

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

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

Academic Standards of Satisfactory Progress

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

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

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

Warning, Academic Regulation

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

Academic Dismissal

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

Non-Regular Student

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

Academic Appeal

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

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

After reviewing the student's Request for Academic Appeal, the Executive Vice President of Academics will notify the student in writing of the decision to:

- Reinstatement, and allow him or her to continue on to the next term.
- Renew eligibility for Federal **and/or** New York State* Financial Aid.
- Deny continued enrollment.

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

The decision of the Executive Vice President of Academics is final and no subsequent appeal will be considered unless additional information is provided to warrant further deliberation.

Academic Re-admittance

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

Course or Program Change

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

Adding and Dropping Classes

A student may not add a class after the first week of the semester without approval of the Campus Director or the Academic Executive Vice President of Academics.

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

Grading System

The method of grading is as follows:

Letter	Numerical Value	Letter	Numerical Value
A	93+	C	73-76
A	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	F	62-
C+	77-79		

FT Fail - Administratively Terminated

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

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

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

W Indicates withdrawal within the first 3 weeks from all classes.

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

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

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

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

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

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

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

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

Grade Grievance

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

Learning Disabled Policy

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

UTICA SCHOOL OF COMMERCE STUDENT CODE OF CONDUCT

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

Utica School of Commerce students will:

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

Sanctions for Violating the Code of Conduct

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

Student Right of Appeal

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

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

EDUCATIONAL COSTS

Effective May 2011

Tuition Rates

MATRICULATED

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

Tuition (per Semester) \$5,990.00

College Fee (per Semester)* 245.00

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

Tuition (per Credit Hour) \$499.00

College Fee (per Credit Hour) 20.00

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

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

Tuition (per Credit Hour) \$99.00

Lifetime Professional Development Classes***

Tuition (per Credit Hour) \$99.00

**The College Fee is a universal fee covering fees normally associated with admissions, student activities, labs, online fees, and graduation.*

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

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

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

Institutional Refunds

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

When a student withdraws from school:

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

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

NO REFUND AFTER WEEK 4 OF THE SEMESTER

The amount of federal financial aid “earned” is calculated based on the percentage of the enrollment period completed up through the 60% point of the enrollment period. Students may no longer be eligible for the full amount of the Federal Pell Grant, Federal SEOG, TAP or Federal Student Loans that they were originally scheduled to receive. If the student receives more Federal Aid than the amount “earned”, it is the student’s responsibility to repay any overaward to the U.S. Department of Education.

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

Books and Supplies

The average cost of books per semester for full-time students is normally in the range \$600-700. This cost can vary from semester to semester depending upon the books purchased. This cost may be reduced by the purchase of used books.

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

FINANCIAL AID AT USC

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

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

Financial Aid Eligibility

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

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

STANDARDS OF SATISFACTORY PROGRESS-TUTION ASSITANCE PROGRAM

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

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

Institution: Utica School of Commerce 7870

Calendar: Semester

Program: 2-year Associate and 1-year Certificate

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

Pursuit of Program

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

Number of TAP Payments (including enrollments prior to USC):	Student must receive a grade for:
Semesters 1 & 2	50 percent of the minimum full-time requirement (Six credit hours)
Semesters 3 & 4	75 percent of the minimum full-time requirement (Nine credit hours)
5 or more semesters	100 percent of the minimum full-time requirement (Twelve credit hours)

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

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

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

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

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

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

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

Accelerated Study

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

**Institutional Retention Rate by Initial Program for
Matriculated Students 2004-2009**

Program	For the Academic Year Ending						Annual Average
	2004	2005	2006	2007	2008	(Est) 2009	
One Year Certificate							
Accounting Computer Office Applications	57%	62%	78%	45%	20%	67%	55%
Computer Technician	62%	63%	67%	60%	40%	50%	57%
Medical Receptionist	0%						0%
Legal Office Assistant	69%	67%	55%	50%	33%	67%	57%
Medical Office Asst	74%	58%	59%	45%	70%	68%	62%
Administrative Asst	70%	33%	42%	38%	38%	40%	44%
Word Processing	50%						50%
Insurance Associate				86%	67%	89%	81%
AOS Degrees							
AS/Computer App	100%	33%	71%	100%	71%	55%	72%
AS/Coding & Billing				77%	56%	83%	72%
AS/Executive	83%	83%	40%	60%	100%	71%	73%
AS/General	65%	58%	44%	50%	77%	68%	60%
AS/Legal	46%	31%	69%	42%	57%	63%	51%
AS/Medical	68%	64%	60%	53%	58%	53%	59%
AS/Medical Trans				100%	65%	83%	83%
AS/Undeclared	33%	71%	64%	50%			55%
BA/Undeclared	77%	53%	50%	67%			62%
BA/Accounting	65%	29%	65%	65%	73%	80%	63%
BA/Computerized Acct	1%	0%	29%	50%		50%	26%
BA/General	52%	29%	44%	44%	42%	73%	47%
BA/Management	50%	50%	43%	77%	67%	75%	60%
BA/Small Business Mgt Management	54%	32%	70%	52%	68%	72%	58%
AAS Degrees							
Health Services Management	50%	67%	50%	0%	-	67%	47%
Non-Profit Agency Management	-		100%	100%	50%	100%	88%
Information Systems Specialist					17%	63%	40%
Micro Computer Tech/Networking	50%	68%	58%	67%	38%	40%	54%
Micro Computer Tech/Tech Support	59%	53%	56%	57%	40%	60%	54%
Aggregate Full Time	60%	48%	56%	58%	62%	71%	59%

Population by Program of Matriculated Students 2004-2009

For the Academic Year Ending

Program							Yearly
One Year Certificate	2004	2005	2006	2007	2008	2009	Average
Accounting	10	16	19	12	5	10	12.00
Computer Office Apps	13	11	12	3	4	6	8.17
Computer Technician	13	17	17	11	6	5	11.50
Medical Receptionist	2	Program Suspended					2.00
Legal Office Assistant	17	10	11	7	3	8	9.33
Medical Office Asst	36	39	47	30	25	37	35.67
Administrative Asst	13	10	12	15	15	7	12.00
Word Processing	2	Program Suspended					2.00
Insurance Associate				14	11	14	13.00
AOS Degrees							
AS/Computer Apps	2	3	7	7	8	12	6.50
AS/Coding & Billing				13	20	53	28.67
AS/Executive	7	10	8	6	5	9	7.50
AS/General	66	38	36	27	17	30	35.67
AS/Legal	15	19	18	24	16	21	18.83
AS/Medical	36	38	43	42	30	36	37.50
AS/Medical Trans				6	24	26	18.67
AS/Undeclared	6	7	11	2			6.50
BA/Undeclared	14	16	8	5			10.75
BA/Accounting	31	23	35	43	40	52	37.33
BA/Computerized Acct	5	3	7	4		2	4.20
BA/General	115	111	88	72	74	84	90.67
BA/Management	19	24	36	31	35	41	31.00
BA/Small Business Mgt	19	24	25	42	30	34	29.00
AAS Degrees							
Health Services							
Management	2	3	4	2	1	3	2.50
Non-Profit Agency							
Management	1		2	4	5	3	3.00
Information Systems							
Specialist					6	16	11.00
Micro Computer							
Tech/Networking	46	36	29	26	27	8	28.67
Micro Computer							
Tech/Tech Support	23	22	23	26	10	5	18.17
Aggregate Totals-Full Time							
	513	480	498	474	417	522	484.00
Electives							
	125	186	207	198	207	182	184.17

**PROGRAMS REGISTERED BY
THE NEW YORK STATE EDUCATION DEPARTMENT**

The following programs are offered at Utica, Canastota, and Oneonta Campuses

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

*Not offered in Canastota or Oneonta

CONDITIONS OF ENROLLMENT

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

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

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

Students should submit to the Executive Vice President of Academics a written request that identifies the record(s) they wish to inspect.

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

Students may ask the College to amend a record that they believe is inaccurate. They should write the Executive Vice President of Academics and clearly identify the part of the record they want changed, and specify why it is inaccurate.

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

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

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

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

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

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

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

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

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

Publicity Releases

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

STUDENT REGULATIONS

Attendance Requirements

Regular attendance in classes is expected. Cultivation of correct habits and punctuality is just as important as the acquisition of knowledge and the development of skill. When absences must occur, the student should notify the College immediately.

Each instructor will maintain individual student attendance records and establish attendance policies. Excessive absence may result in the student being dropped from the course, receiving a failing grade, or a grade reduction.

Student Responsibility

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

Dress

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

Drug/Alcohol Regulation

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

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

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

Course Requirements

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

Appointments

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

Telephone

Personal calls are discouraged as they are in any business office. No student will be called from class for a telephone call except for extreme emergencies. Pay telephones are provided for students' use at all campuses.

Smoking

The State prohibits smoking indoors at any campus.

Meals

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

Campus Credit Card Policy

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

College Property and Equipment

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

Entrance and Fire Exits

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

Cheating Policy

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

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

Any student who is accused of any of the above will be subject to a hearing with the Executive Vice President of Academics or Campus Director. Student is found to have violated any of the above, he or she may face dismissal or less severe reprimand from the college administration.

COMPUTER USAGE POLICY

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

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

Responsibilities

Utica School of Commerce users must maintain the following conditions:

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

Prohibited Computer Usage

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

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

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

Policy on Network Monitoring

Faculty, staff, and students should be aware that comprehensive logs are generated by the various services and software used on USC campuses, including e-mail, Web access, and

application software. While it is not the policy of the college to actively monitor all activity on the network, it is sometimes necessary to examine such logs when a problem has occurred.

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

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

1. Official Reprimand: A written warning will be sent to the student or approved visitor (non-student) outlining the course of action that will take place if the violation continues.
2. Restitution: The student or approved visitor (non-student) will be responsible for any monetary damages that are deemed necessary due to his/her behavior.
3. Administrative Removal From Classes: A student may be removed from a class that requires computer usage for a violation. The student will not receive a refund and will be given the appropriate grade as stated in the college catalog.
4. Termination: In severe cases, the administration may dismiss a student from the college. No monetary refund will be given. The Executive Vice President will make this final decision. Non-students will be banned from future computer use.

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

FRESH START POLICY-FOR ASSOCIATE DEGREE PROGRAMS ONLY

Any student who has not attended Utica School of Commerce for three or more years and was not in good academic standing when separating from the College may apply for consideration for Fresh Start status.

Application Process

1. Students may secure an application for Fresh Start from the Admissions, Branch Directors or the Executive Vice President for Academic Affairs Offices.
2. The detailed Fresh Start application should be submitted to the Executive Vice President for Academic Affairs.
3. Upon approval by the Executive Vice President for Academic Affairs, the student will be granted Fresh Start status with this designation status recorded on his or her transcripts.

The student will receive credit for all courses previously passed with a grade of "C" or above, which meet degree requirements for his/her current program of study. Grades for those courses will be listed as if they were transfer courses and will be disregarded when the Fresh Start cumulative grade point average is calculated. The student will receive no credit for courses in which he or she previously received a "C-" or below, and those courses will not be used in the calculation of the cumulative GPA. **All courses and grades will remain on the student's transcripts.**

In addition, the Fresh Start option may be granted only once. Students in good academic standing may not apply for Fresh Start status. USC reserves the right to require students to repeat courses in which the student received a "C" or higher but were completed over five years previous to re-enrolling.

STUDENT E-MAIL POLICY

College Use of E-mail

E-mail is considered an official method for communication at USC. Official e-mail communications are intended to meet the academic and administrative needs of the campus community. The College has the right to expect that such communications will be received and read in a timely fashion.

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

Assignment of Student E-mail

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

Redirecting of E-mail

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

Expectations About Student Use of E-mail

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

Protection From E-mail Viruses

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

Appropriate Use of Student E-mail

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

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

Educational Uses of E-mail

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

PLACEMENT

USC has maintained an excellent placement record for many years.

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

UTICA SCHOOL OF COMMERCE PLACEMENT INFORMATION AUGUST 2009 - MAY 2010*

UTICA		CANASTOTA		ONEONTA	
AS	89%	AS	100%	AS	100%
BA	92%	BA	83%	BA	100%
BHS	N/A	BHS	N/A	BHS	N/A
BNP	N/A	BNP	N/A	BNP	N/A
ISS	N/A	ISS	N/A	ISS	100%
AC	100%	AC	100%	AC	100%
COA	100%	COA	N/A	COA	N/A
CT	N/A	CT	N/A	CT	N/A
IA	100%	IA	100%	IA	100%
LS	100%	LS	N/A	LS	100%
MS	100%	MS	67%	MS	100%
OA	N/A	OA	100%	OA	N/A

PLACEMENT RATES BY CAMPUS *

<u>UTICA</u>	<u>CANASTOTA</u>	<u>ONEONTA</u>
92%	89%	100%

TOTAL PLACEMENT RATE *: 92%

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

UTICA SCHOOL OF COMMERCE PLACEMENT INFORMATION AUGUST 2009 - MAY 2010**

UTICA		CANASTOTA		ONEONTA	
AS	82%	AS	79%	AS	43%
BA	72%	BA	58%	BA	100%
BHS	N/A	BHS	N/A	BHS	N/A
BNP	N/A	BNP	N/A	BNP	N/A
ISS	N/A	ISS	N/A	ISS	100%
AC	100%	AC	100%	AC	100%
COA	100%	COA	N/A	COA	N/A
CT	N/A	CT	N/A	CT	N/A
IA	50%	IA	100%	IA	100%
LS	100%	LS	N/A	LS	100%
MS	100%	MS	33%	MS	100%
OA	N/A	OA	50%	OA	N/A

PLACEMENT RATES BY CAMPUS **

<u>UTICA</u>	<u>CANASTOTA</u>	<u>ONEONTA</u>
78%	64%	79%

TOTAL PLACEMENT RATE **: 74%

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

AS-ADMINISTRATIVE SPECIALIST; BA-BUSINESS ADMINISTRATION; BHS-HEALTH SERVICES MANAGEMENT; BNP-NON-PROFIT AGENCY MANAGEMENT; ISS-INFORMATION SYSTEMS SPECIALIST (ASSOCIATE DEGREES)

AC-ACCOUNTING; COA-COMPUTER OFFICE APPLICATIONS; CT-COMPUTER TECHNICIAN; IA-INSURANCE ASSOCIATE; LS-LEGAL OFFICE ASSISTANT; MS-MEDICAL OFFICE ASSISTANT; OA-ADMINISTRATIVE ASSISTANT (CERTIFICATE PROGRAMS)

Graduation Rate

The Graduation rate for students completing their program within 150% of the normal length of study for the 2007 Fall Cohort was 43%. For a detailed list of programmatic graduation rates, please contact Mr. Scott K. Williams, Dean of Students, 201 Bleecker Street, Utica, NY 13501.

Retention and Attrition Rate

The Undergraduate Persistence Rate for first-time, full-time freshmen entering the institution in September 2006 and attending classes during the next semester was 75%. The 25% that withdrew did so for medical reasons, employment, change in career objective or relocation. Many of these students return at a later date to continue their education.

THE LEARNING CENTER

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

THE LIBRARY

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

COLLEGE TRANSFER CREDIT

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

CAMPUS SECURITY

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

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

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

I. Students Right-To-Know Act

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

II. Campus Crime Awareness And Campus Security Act Of 1990

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

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

Crime Statistics

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

A. Violent Crime

These statistics must include:

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

B. Non-Violent Crimes

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

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

CAMPUS SAFETY

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

Utica School of Commerce Sexual Assault Policy

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

The Legal Ramifications of Sexual Assault

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

SEXUAL OFFENSES AND CRIMES

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

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

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

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

Sodomy in the Third Degree-When an individual engages in deviate sexual intercourse with a person who is incapable of consent by reason of some factor other than being less than

seventeen years old, or being twenty-one (the accused) or older engaging in deviate sexual intercourse with a person under the age of seventeen. (Class E Felony)

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

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

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

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

What is Date Rape?

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

Why Does Date Rape Happen?

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

How to Avoid Date Rape

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

What to Do if You are Raped

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

Referrals

YWCA Rape Crisis Services
(315) 797-7740

Herkimer County Rape Crisis
(315) 866-4120

Opportunities for Otsego
Rape Hotline
(607) 432-8088

Madison County Mental Health Department
(315) 366-2215

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

ON CAMPUS CRIME

During the 2009-2010 academic year, there were no felonies reported at any of the campuses. If there are any questions or concerns with regard to campus safety, they should be directed to Mr. Scott K. Williams, Executive Vice President/Assistant to the President. His telephone number is 315-733-9281.

GRIEVANCE PROCEDURE

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

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

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

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

Compliance Procedures

1. Any violation of the rules of this institution which might warrant disciplinary action shall be reported to the Compliance Coordinator within fourteen (14) days from the date of the alleged occurrence.
2. The Compliance Coordinator shall then investigate the matter within fourteen (14) days.
3. If the Compliance Coordinator determines that it is necessary to proceed further, she shall transmit in writing, within fourteen (14) days, to the student that the individual(s) being charged have received written communication regarding the incident.
4. The Compliance Coordinator shall also inform the individual(s) being charged that he/she has the right to respond to the charges either in writing or in person within fourteen (14) days.
5. Also, within fourteen (14) days after receipt of the charges by the student, a meeting will be scheduled between the Executive Vice President of Administration, Compliance Coordinator, student, and individual(s) being charged to discuss the charges.
6. After the individual(s) being charged and the student have had an opportunity to respond to the charges, the Executive Vice President of Administration and/or Compliance Coordinator

will render a written determination on the charges which will be transmitted to the individual(s) being charged and the student within fourteen (14) days.

7. If the determination of the Executive Vice President of Administration is that the individual(s) being charged is guilty of any of the charges against him/her, the Executive Vice President of Administration may impose a penalty of reprimand or termination within fourteen (14) days.
8. The student and/or the individual(s) being charged may request in writing that the President of the institution review the determination of the Executive Vice President of Administration within fourteen (14) days.
9. Upon such an appeal, the President of the institution shall review the record in the matter and may affirm, reverse, or modify the determination of the Executive Vice President of Administration within fourteen (14) days of receipt.

Sexual Harassment Defined

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

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

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

Levels of Harassment

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

What are Common Forms of Harassment?

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

What are Common Reactions to Harassment?

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

What Can you Do if You are Harassed?

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

Applicable Laws Related to Sex Offenses on Campus

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

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

COMPLAINTS RELATED TO STANDARDS FOR INSTITUTIONAL ACCREDITATION

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

<http://www.highered.nysed.gov/ocue/accred/accredinfo.htm>. A hard copy of these standards is available from the President, Executive Vice President, Executive Vice President of Academics and Branch Directors.

1. **Informal Resolution Process**

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

2. **Formal Complaint Process**

A student at any time may file a written, formal complaint using the USC complaint form. A written complaint must be addressed initially to the staff person directly responsible for the area of complaint. If satisfactory resolution is not concluded, a complainant may, within twenty (20) days of the unsatisfactory determination, file a complaint with the Campus Director at the Branch Campuses, or with the Executive Vice President of Administration at the Main Campus, providing all pertinent documentation. This person (the appeals officer) must act on the complaint with a written determination following review of material provided by the complainant and the affected office or staff member and interviews with the complainant and with staff in the affected office, within thirty (30) days of receiving the complaint. Previously undisclosed material may be provided to the appeals person for good cause by an affected party to the complaint within thirty (30) days from the date of the request. A transcript of any recommendation or decision of the appeals officer may be made at the request of either party. The decision of the appeals officer may be appealed to the President of the college within twenty (20) days of the appeals officer's written determination. The President shall take the entire written record into account. The President shall render a written determination within thirty (30) days of receiving the notice of appeal together with all supporting documentation. The President's written determination, together with the reason(s) for it, shall be provided to the complainant within ten (10) days of the determination. The President's determination shall be final. If a complaint directly involves an appeals officer, an alternative person at the same appeals level shall hear the appeal (for example, a different branch director) with the alternative appeals office chosen by the President of the college.

3. **Student and Staff Rights Protection**

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

4. **Retention of Records of Complaints**

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

5. Total Time Period for the Complaint Process

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

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

UTICA CAMPUS

Physical Complex

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

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

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

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

The Health Club at the Radisson Hotel is available for use by all students at the Main Campus. The Radisson offers Nautilus training equipment, whirlpool, steam room, sauna, free weights and an onsite trainer by appointment.

Student Life

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

Students are encouraged to participate in the following:

Student Association

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

Student Service Club

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

Local Tours

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

Other Trips and Tours

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

Social Functions

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

Community

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

Rich in cultural assets, Utica is the home of the Munson-Williams-Proctor Arts Institute, the Utica Symphony Orchestra, the Players Theater Company, the Great Artists Concert Series, the Boilermaker Race, the National Distance Runners Hall of Fame, and Broadway Theatre League, among others.

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

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

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

ONEONTA CAMPUS

Physical Complex

In September 1985, the Utica School of Commerce began classes at its branch at 17 Elm Street, in Oneonta. The 4,500 square foot complex is located in the Verizon Building.

USC's modern classrooms and state-of-the-art equipment are specifically designed to enhance and facilitate business education functions. Special purpose and multi-purpose classrooms provide a stimulating environment which is conducive to learning. Equipment rooms are open in a lab situation for students' use after classes.

In addition, the Oneonta Branch of USC has entered into an agreement with the Huntington Memorial Library, 62 Chestnut Street, Oneonta, SUNY at Oneonta and Hartwick College, whereby USC students have access to library materials and services, as well as assistance in effectively utilizing library resources.

USC's Oneonta Branch has a Library/Learning Center where students may work, relax and study between classes and during their free time.

USC began offering classes at the Oneonta Job Corps facility in the fall of 2004. Job Corps students may take a semester of exploratory classes offered by USC at the Job Corps facility. Students may continue at USC upon completion of their Job Corps training.

In the fall of 2004, USC entered into an agreement to offer courses in its Insurance Certificate Program to employees of New York Central Mutual Insurance Company located in Edmeston and Sherburne, NY. Classes are held at New York Central's state-of-the-art classroom facilities.

Student Life

USC Oneonta students have the opportunity to participate in many student organizations and clubs. The activities help make the entire academic experience more enjoyable and beneficial. Some of the clubs and organizations a student may participate in include:

Student Association

Representatives to the Student Association are chosen each year by ballot according to the various programs of study. Throughout the year, the Association sponsors many social activities and other events that may be of particular interest to the student body.

USC Secretarial Association

The USC Secretarial Association, an IAAP Student Chapter, is an association that will assist our business students in developing a better understanding of the office professions and the business world today. The student will be inspired to excel in his or her future career by becoming a Certified Professional Secretary.

YMCA

All students can use the YMCA free of charge upon presentation of a valid USC ID Card. Activities include: swimming in a heated pool, track, basketball and volleyball. Students can take part in self-defense classes, aerobics, Nautilus, and weight lifting. The YMCA is located on Ford Avenue in Oneonta.

Student Service Club

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

Social Functions

The social life at USC is as varied as the students make it. Recreational, social, and educational programs are provided each semester. The Student Association plans activities such as holiday parties and other gatherings.

Community

Oneonta, New York, in the heart of Leatherstocking Country, is located 70 miles southwest of Albany, the New York State Capital.

Oneonta is a community that is clearly committed to higher education. In addition to the Utica School of Commerce, Oneonta is home to two fine baccalaureate degree-granting institutions. Hartwick College, the State University College, and the Utica School of Commerce make Oneonta a city rich with educational opportunities.

From a cultural perspective, one can enjoy an abundance of art galleries and a diversity of museums, as well as theater and musical events of all types.

The area boasts two National Halls of Fame of special interest to sports enthusiasts - the Soccer Hall of Fame in Oneonta, and the Baseball Hall of Fame in nearby Cooperstown. In addition, Oneonta is the home to the Oneonta Tigers minor league baseball team. Skiers will enjoy nearby Hunter Mountain and Ski Windham.

CANASTOTA CAMPUS

Physical Complex

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

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

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

Student Life

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

Student Service Club

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

Community

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

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

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

ALUMNI ASSOCIATION

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

Services for Alumni

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

The Association keeps alumni up to date on activities and changes through its newsletter, The Commerce Commentary, and USC's Web site. USC also wants to stay informed of changes in the lives of its graduates: marriage, address, career, etc. You may make these changes online at www.uscny.edu/alumni.asp or call Alumni Relations at (315) 733-2309, ext. 2235, or e-mail at alumni@uscny.edu.

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

PUBLICATIONS

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

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

USC FOUNDATION

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

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

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

John A. Robertaccio Scholarship

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

Kathleen E. Kaucher Outstanding Service Award

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

INDEX

Academic and Student Regulations	13	History	4
Academic Standards of Satisfactory Progress	15	Institutional Retention Rate	25
Alumni Association	46	Learning Center	35
Board and Administration	6	Mission Statement	5
Campus Safety	37	Non-Discrimination Policy	3
Campus Security	36	On Campus Crime	39
Canastota Campus	46	Oneonta Campus	44
College Calendar	12	Placement Information	34
Complaints Related to Standards for Institutional Accreditation	42	Programs Registered by the NYS Education Department	27
Educational Costs	21	Publications	47
FERPA	28	Right-to-Know & Campus Security Act	36
Financial Aid	23	Sexual Offenses & Crimes	37
Foundation	47	Staff and Faculty	6
Grievance Procedure	39	Student Code of Conduct	19
		Student Computer Policy	31
		Student Regulations	29
		Transfer Credit	36
		Utica Campus	43

