

**COLLEGE CALENDAR  
2018-2019**

Fall Term 2018	September 4 – Registration September 5 – Term Begins September 11 – Last Date for Schedule Changes October 8 – Holiday, No Classes October 12 – Session I Ends October 15 – Session II Begins October 25 – Last Date to Drop a Course without Penalty November 15 – Term ends
Winter Term 2018	November 27– Registration November 28 – Term Begins December 3 – Last Date for Schedule Changes December 21 – Break Begins after Classes December 24 & 25 – College Closed December 31 & January 1 – College Closed January 2 – Classes Resume January 10 – Session I Ends January 14 – Session II Begins January 21 – Holiday, No Classes January 29 – Last Date to Drop a Course without Penalty February 18 – Holiday, No Classes February 20 – Session II Ends February 21 – Term Ends
Spring Term 2019	March 4 – Registration March 5 – Term Begins March 8 – Last Date for Schedule Change April 8 – Session I Ends April 9 – Session II Begins April 18 – Break Begins after Classes April 19 – Holiday, College Closed April 29 – Classes Resume April 30 – Last Date to Drop a Course without Penalty May 22 – Term Ends June 1 – Commencement
Summer Term 2019	June 4 – Registration June 5 – Term Begins June 10 – Last Date for Schedule Changes July 4 – Holiday, College Closed July 5 – No Classes July 12 – Session I Ends July 15 – Session II Begins July 23 – Last Date to Drop a Course without Penalty August 14 – Day Classes End August 16 – Term Ends

Calendar is subject to change.



## WELCOME

On behalf of the faculty and staff at JBC, I would like to welcome you to the college.

The information contained in this handbook is designed to make your student life here a comfortable one. It is extremely important that you read it carefully. We hope it will answer many questions you will have throughout the college year. Keep it for reference.

If you have any difficulties with which we can help, I hope you will not hesitate to contact one of the staff.



David Conklin  
President

Jamestown Business College does not discriminate on the basis of race, color, national origin, ethnicity, religion, creed, age, disability, gender, gender identity, sexual orientation, marital status, and military status in its educational programs, activities, or employment.

## ADMINISTRATION

David Conklin  
President  
SUNY College at Buffalo, B.S.  
SUNY College at Fredonia, M.S.

Pamela Reese  
Vice President/Dean  
SUNY Fredonia, B.S. Ed.  
Western Governors University, M.Ed.

Randall Bjork  
Director, Maintenance

David A. Menzies  
Director, Computer Services/  
Institutional Research  
St. Lawrence University, B.S.

Brenda S. Salemme  
Director, Admissions  
Jamestown Community College, A.S.

Barbara Scolton  
Bursar/Executive Assistant to the President  
Jamestown Business College, A.O.S.

Diane M. Sturzenbecker  
Director, Financial Aid

Emily Butcher  
Communications  
Jamestown Business College, A.A.S., B.B.A.

Cynthia R. Cartwright  
Registrar/Compliance Officer  
Jamestown Business College, A.A.S.

Christina Conklin  
Admission Associate  
Jamestown Business College, A.A.S.

Max Martin  
Community Outreach  
Tampa College, B.S.  
Florida Metropolitan University, M.B.A.

Jasmine Nutt  
Associate Director, Admissions  
Jamestown Business College, A.A.S., B.B.A.

Kelly Olmsted  
Financial Aid Counselor  
Jamestown Community College, A.S.

Marty Seiler  
Maintenance

Jared Strickland  
Assistant to Computer Services  
Jamestown Business College, A.A.S., B.B.A.

## FACULTY

**NOTE:** Faculty listed below may teach courses in additional program areas.

Jalila Ali  
Economics  
University of Al-Mustansiriyah, Ph.D.

Mary Jo Andalora  
Business Administration  
SUNY College at Fredonia, B.S.  
Canisius College, M.S. Ed

Sarah Bigney  
Medical/Health Information Management  
Jamestown Business College, A.A.S.  
University of Pittsburgh, B.A.Sc

Amanda Bender  
Medical  
University of Southern Indiana, B.S.  
University at Albany, M.S.

Sara Congdon  
Business Administration  
Hilbert College, B.S.  
SUNY College at Buffalo, M.S.  
St. Bonaventure University, M.B.A.

David Conklin  
Management  
SUNY College at Buffalo, B.S.  
SUNY College at Fredonia, M.S.

Mary Conklin  
Accounting/Medical Office  
University of Pittsburgh, B.B.A.  
Roberts Wesleyan College, M.S.

Patricia Davison  
Computer Science  
SUC Buffalo, B.S.  
SUNY Buffalo, M.B.A.

Carrie Graham  
Business Administration  
Jamestown Business College, A.A.S.  
University of Phoenix, B.S.

Anne Green  
James Prendergast Library  
SUNY Fredonia, B.S.W.  
University of Buffalo, M.S.W.  
Texas Woman's University, M.L.S.

Jeffrey Gustafson  
Accounting  
SUNY College at Fredonia, B.S.

Jessica Halftown  
General Education  
Ithaca College, B.A.  
Seton Hall University, M.A.

FancySun Hare  
Business Administration  
Jamestown Business College, A.A.S.  
St. Bonaventure University, B.B.A.

Deborah Johnson  
Accounting  
Jamestown Community College, A.A. S.  
Empire State College, B.S.

Kevin Karr  
Accounting  
SUNY at Fredonia, B.S.  
St. Bonaventure University, M.B.A.

Katie Lucas  
Business Administration  
Florida Gulf Coast University, B.S.  
New England College of Business and  
Finance, M.S.

Todd Melquist  
Business Administration  
SUNY at Fredonia, B.S.  
Edinboro University, M.Ed.

Max Martin  
Business Administration  
Tampa College, B.S.  
Florida Metropolitan University, M.B.A.

David A. Menzies  
Computer Science  
St. Lawrence University, B.S.

Deborah Miller  
Business Administration  
Jamestown Business College, A.A.S.  
Houghton College, B.S.  
Baker College, M.B.A.

Gary Peters  
Business Administration  
Rochester Institute of Technology, B.F.A.

Jennifer Peters  
Business Administration  
SUNY College at Fredonia, B.A.  
St. Bonaventure, M.B.A.

Elise Pogorzelski  
Business Administration  
SUNY Fredonia, B.S.  
University at Buffalo, M.S.W.

Pamela Reese  
General Education  
SUNY Fredonia, B.S.Ed.  
Western Governors University, M.Ed.

Diane Rogowski  
Medical  
Jamestown Business College, A.A.S., B.B.A.

Thomas B. Stuart  
Marketing  
Xavier University, B.S.  
St. Bonaventure University, M.B.A.

Todd Singleton  
Business Administration  
University of Pittsburgh, B.S.

Michael Thompson  
General Education  
SUNY College at Buffalo, B.S.  
SUNY Fredonia, M.S.

Jared Strickland  
Computer Science  
Jamestown Business College, A.A.S., B.B.A.

## ACADEMIC INFORMATION & GRADUATION REQUIREMENTS

### Associate Degree and Certificate Programs

An Associate in Applied Science Degree or a Certificate is conferred upon those students with the following qualifications:

1. Successful completion of all program requirements including the total hours required for the program.
2. A cumulative Grade Point Average of not less than 2.0.
3. Satisfaction of all Career Development activities.
4. Satisfaction of financial obligations to the college.
5. Degree students must be in resident status while completing the last half of the 96 quarter hours applicable to their program; except that a maximum of 12 quarter credits of non-residence credit may be taken as part of the final 45 quarter credits if approved in advance, and in writing, by the Dean. In no case will a student be awarded a degree with less than 48-quarter credits earned in residence.

Students matriculated in certificate programs must complete the last half of their quarter credits in residence.

### Bachelor in Business Administration

A Bachelor in Business Administration Degree is conferred upon those students with the following qualifications:

1. Successful completion of all program requirements including the total hours required for the program.
2. A cumulative Grade Point Average of not less than 2.0.
3. Satisfaction of all Career Development activities.
4. Satisfaction of financial obligations to the college.
5. Degree students must be in resident status while completing the 84 quarter-credit hours applicable to the program; except that a maximum of 12 quarter credits of non-residence credit may be taken if approved, in advance and in writing, by the Dean.

Additional graduation requirements are obtaining a passing grade for all subjects required in their program and the completion of the Career Development requirements, including Successful U., EDGE and LEAD activities.

A grade point average (GPA) is determined as follows:

Grade points are assigned to grades.	A	=	4
	B	=	3
	C	=	2
	D	=	1
	F	=	0

Grade points received for a course are multiplied by the number of quarter credit hours for the course. The result is the grade points earned for the course. To obtain the grade point average for a term's work, divide all grade points earned by the total number of quarter credit

hours taken that term. When a course is repeated to raise a grade, the student's first grade is not included in computing a cumulative grade point average.

EXAMPLE:	Grade	Credits		Grade Points		Total Grade Points
ENG 151	B	6	x	3	=	18
ACC101	A	6	x	4	=	24
IT131	C	6	x	2	=	12
		18				54
54/18 = 3.00 Grade Point Average						

Students may only repeat a course one time for which they have received an "F." Students may repeat a course in which they have received a grade of other than "F" **only** if the repeated course is taken in addition to the regular full-time course load of 12 quarter credit hours. When a course is repeated, the most recent grade becomes the grade of record and is used in calculating the grade point average. The first grade remains on the transcript but is not used in calculating the grade point average.

A grade of "Incomplete" will be assigned if a student is unable to complete the course requirements because of extenuating circumstances. Documentation of circumstances must be provided to the Dean's office. An "Incomplete" must be resolved within three weeks after the end of a term unless an extension has been approved by the Dean. Failure to do so results in an automatic grade of "F." In certain cases, an "Incomplete" may need to be resolved prior to the start of subsequent courses.

### GRADES

Students who have unsatisfactory grades (Ds or Fs) during the term will meet with their instructors to discuss the reasons for the unsatisfactory performance and the changes that need to take place to improve the grades. These meetings are provided as a counseling service to the student and are very important to satisfactory academic progress. Students experiencing academic difficulties may also receive or seek counseling from the Dean following their meetings with their instructors. Students who are unsure of what their grades might be at any time during a term are encouraged to contact their instructor.

Final grades are mailed to the student's home at the end of the term. Grades may be withheld for any student having a balance due at the college's Business Office.

Students may appeal their final grade with an instructor to ensure accuracy. This constitutes a "sit down" meeting with the instructor reviewing and explaining each evaluation. If students are not satisfied, they can meet with the Dean to have the evaluations reviewed by the Dean along with another instructor or instructors for accuracy.

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

#### Associate Degree and Certificates

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth
A student must have accrued at least this many credits	0	5	9	18	27	41	54	68	86
With at least this cumulative grade point average	0	1.20	1.50	1.70	1.75	1.80	2.00	2.00	2.00

## Bachelor Degree

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh
A student must have accrued at least this many credits	96	102	108	114	120	132	144
With at least this program grade point average	2.50*	2.00	2.00	2.00	2.00	2.00	2.00

\*Required for admission to the upper division

Students must maintain good academic standing by meeting the college's Standards of Satisfactory Progress. Students not in good standing will be suspended or dismissed from the college. Additionally, students not in good standing at the end of a quarter are not eligible for financial aid the following quarter unless they have obtained a waiver as explained below. It is expected that each quarter students will successfully complete a certain portion of the required course work in their programs and maintain a required minimum grade point average as explained in the schedule of good academic standing that follows. Note that any grade of "I" must be resolved before the start of any subsequent quarter or be considered as a grade of "F" for the determination of good academic standing.

If a student withdraws on or before the "Last Date to Change Schedule" date, thus incurring no tuition liability, the enrollment for the term is not used in determining a student's academic standing.

To be eligible for continued participation in the New York State Tuition Assistance Program, a student must have a cumulative grade point average of 2.00 at the beginning of the sixth quarter.

A grade point average of 2.00 is required for graduation in all the college's programs. The maximum time frame in which a student is expected to finish a program is 150 percent of the published length of the program measured in credit hours attempted. For instance, if the published length of a program is 96 credit hours, the maximum time frame in which students are expected to complete their programs is 144 attempted credit hours ( $96 \times 1.5$ ).

Students at any time may appeal their status to Good Academic Standing with the Dean. They will present in writing their reasoning why their current performance is not indicative of their ability to meet standards. They will identify how conditions have changed and how they will be able to meet future SAP standards. This analysis will be sent to a faculty committee to determine outcome of appeal.

The college may grant a student who has lost good academic standing a waiver for one additional quarter of study. The waiver may be granted when such action is deemed in the student's best interest by a faculty committee. Applications for a waiver are available from the Dean. The application must set forth the reasons why the students feels they should be granted a waiver and how the circumstances which caused their academic difficulty have been corrected. As an example, a student who fails to be in good academic standing because of a documented illness might be granted a one-quarter waiver.

Students are expected to use the quarter on waiver to correct the reason for their loss of good academic standing by catching up to where they should have been on the schedule at the beginning of the quarter for which they were granted a waiver. A student may receive only one waiver as an undergraduate student. Students receiving financial aid must also note that to retain their eligibility for these programs they must in each of their first three quarters of study receive a passing or failing grade in courses totaling at least six credits, nine credits in their fourth, fifth, and sixth quarters, and twelve in each subsequent quarter.

For the purpose of determining eligibility for financial aid, students transferring from another institution will have their standing on the schedule determined according to the number of credits accepted for transfer or according to the number of payments of financial aid previously received, whichever is more beneficial to the student. Students dismissed from the



college and not in good academic standing must sit out at least one quarter before requesting re-admittance. To regain eligibility for financial aid, students who have lost good academic standing must wait one calendar year. The eligibility of students dismissed from the college for readmission will be determined by the Dean.

## CREDIT HOUR ASSIGNMENT POLICY

### PURPOSE

This Credit Hour Assignment Policy is intended to ensure that the number of quarter credits awarded for the completion of each Jamestown Business college course reflects USDOE and MSCHE requirements for classroom hours and hours recommended for out-of-class course work and is appropriate for the pursuit of identified learning outcomes. Quarter credits awarded for the completion of programs that do not adhere to the standard definition of a "credit hour," (such as blended learning) are to be consistent with those assigned to traditional onsite courses, considering course content and expected learning outcomes.

### SCOPE

This policy applies to the assignment of credit hours to all Jamestown Business College programs as well as related review and assessment processes.

#### I. DEFINITION OF A "CREDIT HOUR" – QUARTER CREDITS

Consistent with the requirements of USDOE and MSCHE for in-person courses, one-quarter credit shall be equal to not less than one hour (50 minutes) of classroom instruction plus two hours of out-of-class work over a span of not less than 10 weeks.

#### II. QUARTER CREDITS ASSIGNED TO TYPES OF COURSES

In assigning quarter credits to courses, the College shall maintain consistent standards for courses of different lengths and delivery methods.

##### A. Courses of Various Types and Lengths

1. JBC onsite classes are either two-hour or four-hour classes. Two-hour classes meet 30 times per quarter. Four-hour classes meet 15 times per five-week session. There are two sessions in a quarter.
2. JBC Blended Learning classes typically consist of two-thirds time spent in classroom and one-third time online instruction. Quarter credits awarded shall reflect the total time for both components, plus additional time comparable to the out-of-class requirements of traditional onsite courses.
3. All classes earn 6-quarter credits. Each course has 60 hours of instruction.

##### B. Academic Calendar

Consistent with the definition of a quarter credit hour set forth in this policy, JBC's academic calendar shall consist of four quarters. The fall, winter, spring, and summer quarters shall be 11 weeks each in duration. The Academic Calendar shall be posted on the college website and included in its Catalog and Student Handbook.

##### C. Out-of-Class Effort Required

1. Onsite courses consistent with the definition of a quarter credit hour set forth in this policy, students in onsite courses shall be expected to devote approximately two hours outside the classroom on related course work, such as study, preparation of written assignments and course-related projects.
2. For programs that do not adhere to the standard definition of a "credit hour" (such as blended learning), overall effort required shall be consistent with that required in traditional onsite courses, with due consideration given to course content and expected learning outcomes. In addition, standard syllabi shall include a clear notice apprising students of expectations for overall course-related effort.

#### III. ONGOING ASSESSMENT OF QUARTER CREDITS

The number of quarter credits assigned to each course shall be considered in course design and syllabi. Consideration of assigned quarter credits shall be incorporated in the periodic review of syllabi by department chairs, regularly

scheduled annual course assessments involving input from faculty and students, and formal program reviews.

### **EXTRA HELP**

The college has always taken pride in maintaining an atmosphere where students have access to all the help they need to be successful. If you need help outside of class, see your instructor right away to receive assistance. If you have exhibited effort and good attendance, the instructor will be very willing to help you.

Student schedules provide the flexibility to seek academic assistance as needed.

### **CLASS SCHEDULING**

All schedule changes must be made through the Dean.

The last day for schedule changes listed on the college calendar is the last day schedule changes that result in the addition or change of a course may be made. Because JBC's schedule of classes is more compact than most other colleges, the flexibility for schedule changes is limited.

A student taking 12-quarter credits wishing to withdraw from a course should speak to the Dean in advance, because there may be serious financial aid implications or it may affect their status to continue as a student.

The college calendar lists the last day students may withdraw from a course and receive a "W" for a grade instead of what the earned grade for the term would be. A "W" does not adversely affect the student's GPA.

Students interested in taking courses outside the program of study in which they are enrolled (matriculated) must have at least a 2.00 GPA and 12 credit hours in the program of study. While the college appreciates any student's interest in accelerating the time it takes to complete his/her program, its obligation to offer the required courses of any program extends only over the normal time of completion.

It is college policy that, in the best interests of student success, no student may register for more than 18 quarter-hours of credit in any given term.

The times and days that classes are offered when a student begins a program are subject to change from term to term.

If students drop a course, fail a course, change their program, move between day and evening schedules, or make special scheduling requests, the time for completion of their program may be extended.

The session schedule assumes students will attend each term until their program is completed. Students, who take a term off for any reason, may expect scheduling difficulties causing the time required for program completion to be extended. Students may have part-time schedules that can affect financial aid.

### **TRANSFER OF CREDIT POLICY**

Jamestown Business College accepts credits as transfer for coursework that meets the following criteria:

- Credits were earned at an accredited institution
- Course objectives must be a close match to a JBC course in the student's program of study.
- Grade earned is a "C" or better

- Credits are no more than 10 years old.

Students who request transfer credit for work successfully completed at another college have the responsibility of ensuring that JBC has received an official transcript from the other institution. Up to 45 quarter credits of at least a "C" grade earned at another college may be applied toward an associate degree at JBC. Up to 18 credits may be applied toward a certificate program.

### **ADVANCED PLACEMENT CREDIT**

Advanced placement in Computer Applications I and Essential Business Applications is available to students obtaining a sufficient score on inventory tests administered prior to registration for the student's first term. Students qualifying for advanced placement in these areas will be given credit for Computer Applications I (IT131).

### **GENERAL EDUCATION**

Jamestown Business College is dedicated to the idea that, to be successful, students should possess not only technical skills to enter the work force but also the skills to prepare them to fully take part in today's society. Therefore, the college's curriculum is designed around three specific groups of courses: (1) a set of courses that concentrates on skills all students need in a business-related environment; (2) a set of courses that is necessary to complete a specific option within their degree; and (3) a general education component that is designed to develop an individual well positioned for success in today's complex society.

The objective of Jamestown Business College's general education requirement is to develop the total student. This entails providing a philosophy, culture, and environment of free thought allowing the student to discover self-awareness and foster intellectual development. Students should have sufficient understanding of contemporary issues so they may make informed decisions in politics, professional pursuits, and personal endeavors.

#### **General Education Goals**

- To develop strong written and verbal communication skills
- To exhibit an understanding of diverse perspectives and cultures
- To develop critical thinking and utilize problem-solving and decision-making skills
- To work effectively as a team member
- To develop information literacy and strong research skills
- To develop a sense of community responsibility
- To develop quantitative reasoning skills

### **PRESIDENT'S LIST AND DEAN'S LIST**

Full-time students who attain a term grade point average of 3.9 – 4.0 are named to the President's List of the college. Full-time students who attain a term grade point average of 3.6 – 3.89 are named to the Dean's List of the college. The President's and Dean's Lists are posted on the bulletin board and news releases are sent to newspapers of record.

### **FINANCIAL AID**

Students requesting financial aid should contact the Financial Aid Office as soon as possible after application to the college. Although it is the student's responsibility to submit applications and accompanying documentation to meet deadlines, the Financial Aid staff is available to students needing assistance. Students may schedule an appointment with a Financial Aid staff member at any time to discuss questions or concerns they may have regarding the status of their financial aid. Students should notify the Financial Aid Office of changes in their financial situation, status, or address to maintain accurate records of financial aid accounts.

Students need to remain in good academic standing to retain eligibility for financial aid. (See *Standards of Satisfactory Progress* page 7).

## STUDENT ATTENDANCE

The following are the established attendance policies for the college:

Students are required to attend all classes for which they are scheduled. By regulation, the college is required to withdraw students who are not in attendance for a period of time.

- Student achievement and the development of scholarship are responsibilities shared by the student and by the college. It is the responsibility of the instructional staff of the college to provide worthwhile and rewarding learning experiences commensurate with the objectives of the college. It is the responsibility of each student to maintain regular class attendance since such attendance is essential to obtaining optimum benefits from the college program.
- Any absence from class or other assigned educational activity results in lessening, to some degree, the student's progress. It is, therefore, the responsibility of students to study the material and obtain the skills covered during the period that they were absent.
- Absences that lower student accomplishment are deemed excessive, regardless of the cause. The goals of the attendance policy are student achievement and effective instruction; therefore, the policy does not address the cause of absences.
- Students do not have the right to expect instructors to assist them in making up work missed for reasons other than illness or emergencies.

If you must miss class, see your instructor as soon as you return to explain the reason for your absence. **If you have an illness or emergency that will require you to miss classes, day students should telephone the college by 10 a.m. and evening students by 4:30 p.m., and the faculty will be notified.**

Please note: Employers often request attendance information during reference checks.

## PLUS TIME

Students come first at JBC. In keeping with our philosophy of commitment to student success, we provide Plus Time to our students' schedules. Students who fall below a 70 percent average in a class are required to schedule Time with their instructor until their average improves to at least 70 percent.

## CONTACT INFORMATION

While enrolled, students must keep the college informed of their current addresses and phone numbers. If any changes occur, please inform the Registrar.

## COUNSELING

JBC seeks to provide students with appropriate assistance with any of their problems (personal, academic, or financial). Students who feel the need to discuss any of their problems are invited to contact any member of the college staff. If staff members can't help the students directly, every attempt is made to refer the student to the appropriate community agency.

The Dean and the President will be available throughout the term for assistance. Academic advisement is handled through the Dean's office.

Students who wish assistance transferring to other institutions should see the Dean.

## INSIDE JBC

On Inside JBC, the college's Intranet, students will find information essential to life at JBC. Information concerning the college calendar, lab availability, faculty and staff e-mails, financial aid, employment opportunities, and college activities is available through Inside JBC.

At orientation, each student is provided a personal e-mail address. This e-mail box may be used for communication within and outside the college. The college's Internet and e-mail policy is found in this handbook. It is the responsibility of students to check Inside JBC and their e-mail accounts on a regular basis, as they are important modes of communication.

## BULLETIN BOARDS & STUDENT ANNOUNCEMENTS

At JBC, e-mail, bulletin boards, and Inside JBC play important roles in transmitting information to students. **Students should check their e-mail accounts daily.** On the main campus, the bulletin board to the left of Room 51 is for the use of students and student organizations. Nothing should be placed on this bulletin board without the consent and initials of the Registrar. The bulletin board to the right of Room 51 is reserved for information provided by the James Prendergast Library.

Part-time jobs are listed on the Employment Information Board across from Room 101 and on Inside JBC.

## COLLEGE BUILDINGS AND GROUNDS

JBC is proud of its modern and well-maintained facilities. Everyone must cooperate in keeping them that way. Smoking is permitted in designated areas only. Students who wish to smoke (including e-cigarettes) will be allowed to do so in this area if discarded cigarettes are always placed in the containers provided. Should litter become a problem, the use of this area for smoking will be re-evaluated. Please note that smoking will not be permitted outside the main entrance or the student exit.

Beverages are permitted in the classrooms as long as there is a sealed lid, that will not cause spills creating a poor environment for students. Food is absolutely not allowed in the classrooms or the halls, including the breaks between classes. There are student lounges in Swanson Hall and downstairs in the main classroom building.

Students and organizations wishing to hang posters, etc., throughout the college may do so, but only with adhesive provided by the maintenance person or the Dean's assistant. Please do not bring pets into the building. Willful damage to college property must be dealt with severely. This is not a responsibility to be taken lightly.

## SAFEGUARDING STUDENT BELONGINGS

Students should safeguard their personal property. For safety reasons, book bags and other personal items may not be left unattended. JBC is not liable for loss to students resulting from theft.

## STUDENT LOUNGES – MAIN CAMPUS

There are two lounges for student use – one downstairs and another in Swanson Hall. The downstairs lounge has full vending services and a microwave oven. Food purchased from the vending machines in the downstairs lounge may be taken to the lounge in Swanson Hall. Food and drinks are permitted **only** in the student lounges or the courtyard.

## COLLEGE HOURS

The main campus is open at the following times:

Monday – 8 a.m. to 9:50 p.m.\*

Tuesday – 8 a.m. to 5 p.m.

Wednesday – 8 a.m. to 9:50 p.m.\*

Thursday – 8 a.m. to 5 p.m.

Friday – 8 a.m. to 4:30 p.m.

\*College office and lab hours vary during scheduled breaks. Contact the front desk for availability.

The Salamanca location is open from 9 a.m. to 2 p.m. and 5 to 10 p.m. Monday through Friday.

The Dunkirk Extension Center is open from 9 a.m. until 2 p.m. Monday, Wednesday, and Friday, and from 5 to 10 p.m. Monday and Wednesday.

## APPEARANCE POLICY

Student dress should be appropriate and in good taste. Students are reminded that they are training for the business world and that good grooming and dress habits are an important part of that world. Time spent in college can be used to begin building a professional wardrobe. Bare feet, cut-offs, tank tops, halters, flip flops, etc., will not be permitted. No skin should be visible between the shoulders and knees. Hats **may not** be worn in the classroom. Do not abuse the lack of a specific dress code.

## STUDENT CONDUCT CODE

### PREAMBLE

Jamestown Business College is designed to provide students with a quality education and intellectual and emotional growth while they attend our college. The measure of our success will be defined by our graduates finding relevant employment; by the partnerships the college has forged with the business community; and by the opportunities available to students interested in pursuing additional education.

All students are encouraged by the faculty and staff to achieve their highest academic and personal potential. To accomplish these important goals, the college provides a supportive environment in which students have access to a range of academic, personal, and career services.

To reach these goals, the college expects its students to follow certain rules of conduct. This code defines these rules and what process and sanctions will be imposed if a student's conduct violates these rules. The object is to settle issues as informally as possible but to ensure fairness to all parties.

Jamestown Business College supports and complies with the federal Violence Against Women Act (VAWA) and New York State's Enough is Enough (Article 129-B).

## ARTICLE I: DEFINITIONS

1. The term "college" means Jamestown Business College.
2. The term "student" includes all persons taking courses at the college, either full-time or part-time, pursuing degree or non-degree studies.
3. The term "faculty member" means any person hired by the college to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of its faculty.
4. The term "staff" includes any person employed by the college, performing assigned

- administrative or professional responsibilities, other than a faculty member.
5. The term "trustee" means a member of the college Board of Trustees.
  6. The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.
  7. The term "Student Conduct Board" includes the Dean, Mrs. Pamela Reese; Director of Computer Services, Mr. David Menzies; and Faculty member, Mrs. Jessica Halftown, authorized by the President, David Conklin, to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
  8. The term "Student Conduct Administrator" means the Dean, Mrs. Pamela Reese.
  9. The term "Appellate Board" means the President, Mr. David Conklin, and the Chairman of the Board of Trustees and any trustee of the college designated by the President to consider an appeal from a Student Conduct Board's determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the President.
  10. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  11. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  12. The term "complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that he or she has been a victim of another student's misconduct, the student who believes he or she has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the college community submitted the charge itself.
  13. The term "accused student" means any student accused of violating this Student Conduct Code.

## **ARTICLE II: STUDENT CONDUCT CODE AUTHORITY**

1. The President of the college shall determine the composition of the Student Conduct Board and the Appellate Board.
2. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process established in Article IV(D) of this Student Conduct Code.

## **ARTICLE III: PROSCRIBED CONDUCT**

### **A. Jurisdiction of the College Student Conduct Code**

The college Student Conduct Code shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual completion of his/her program of study. This includes conduct which occurs before the term begins or after the term ends, as well as during the academic year and during periods between terms of actual enrollment and conduct that occurred while enrolled but was not discovered until after the student has completed his/her course of study. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Student Conduct

Administrator shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his or her sole discretion.

## B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. JBC Honor Code—Students are expected to conduct themselves honestly on all academic assignments, quizzes, and examinations. Our goal is to foster a trusting atmosphere that is ideal for learning. All JBC students are expected to understand and adhere to the Honor Code. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty. Students who commit acts of academic dishonesty are subject to dismissal. Acts of dishonesty include but are not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any college official, faculty member, staff person, or office.
  - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, any college sponsored activities, either on or off campus, or any authorized non-college sponsored activity conducted on campus.
3. Physical abuse, sexual abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Violation of any published college policy, rule, or regulation.
7. Violation of any federal, state, or local law.
8. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law on college premises or while participating in college activities off college premises is absolutely prohibited. Violation of this policy will result in disciplinary action, up to and including dismissal from the college, and may have legal consequences that could result in fines and/or imprisonment.

The State Penal Code has numerous penalties for the possession and sale of controlled substances, stimulants, LSD, hallucinogenic substances, and marijuana. Possession and sale of controlled substances sanctions range from misdemeanor to felony, with penalties ranging from one year to life. Marijuana possession and sale sanctions range from violations to felonies, with penalties from fines up to \$1,000 and up to 15 years in prison.

Federal law has numerous penalties for the illegal possession of controlled substances, possession of crack cocaine, and trafficking in methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, and fentanyl analogue.

Possession sentences range from up to one year imprisonment and \$1,000 fine to 20 years imprisonment and fines up to \$250,000. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance can be a sanction for convictions. Sanctions can also include denial of federal benefits, such as student loans, grants, contracts, public housing tenancy, eligibility to receive or purchase firearms, and professional and commercial licenses. Federal trafficking sanctions can range from one year imprisonment and \$100 fine to life in prison and a fine of \$8



million. For more information, contact the Compliance Officer or the appropriate Personnel Office.

The health risks associated with the use of illicit drugs and the abuse of alcohol are described in the handout "Not a Minor Problem" and the pamphlet "Common Drugs—Symptoms of Abuse," which are distributed to all students and employees. The college recognizes drug dependency as an illness and a major health problem. Students and employees needing help are encouraged to use community assistance programs. Referral information is available through the Dean's Office. UPMC Chautauqua WCA in Jamestown offers assessment, counseling, and rehabilitation services to those with substance abuse problems. The telephone number for UPMC Chautauqua WCA Outpatient Rehabilitation is (716) 664-8641. The phone number for Seneca Nation Health System Behavioral Health is (716) 945-9001.

9. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under 21 years of age.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
11. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any persons while on college premises without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
13. Abuse of the procedures of the Student Conduct Code, including but not limited to:
  - a. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - d. Failure to cooperate with an investigation of the Student Conduct Administrator/Student Conduct Board.
  - e. Institution of a Student Conduct Code proceeding in bad faith.
  - f. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
  - g. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
  - h. Harassment (verbal, physical, or sexual) and/or intimidation of a member of a Student Conduct Board or any related participants prior to, during, and/or after a Student Conduct Code proceeding.
  - i. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - j. Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

C. Affirmative Consent to Sexual Activity:

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent.

The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

1. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
2. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
3. Consent may be initially given but withdrawn at any time.
4. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
5. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
6. When consent is withdrawn or can no longer be given, sexual activity must stop.

D. Peer-to-Peer File Sharing

Jamestown Business College does not tolerate peer-to-peer file sharing. File sharing happens when a student downloads or shares copyrighted materials without the permission of the copyright owner. Jamestown Business College also recognizes copying student work whether online or with someone you know as an infringement of the peer-to-peer file sharing policy (i.e. cheating and plagiarism). In a digital age nothing is anonymous. You must be aware that your actions are traceable and may result in a significant financial penalty as well as dismissal from JBC.

E. Violation of Law and College Discipline Policies

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Student Conduct Administrator. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

## **ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES**

A. Charges and Student Conduct Board Hearings

1. Any member of the college community may file charges against a student for violations of the Student Conduct Code with a written statement/complaint directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within 48 hours.
2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating college rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, [*not less than five nor more than fifteen calendar days after the student has been notified*]. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of

- the Student Conduct Administrator.
4. Student Conduct Board hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
    - a. Student Conduct Board Hearings normally shall be conducted in private.
    - b. The complainant, accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Administrator.
    - c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, at his or her discretion, may permit the Student Conduct Board hearings concerning each student to be conducted either separately or jointly.
    - d. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his or her own information, and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board hearing. Delays will not normally be allowed due to the scheduling conflicts of an advisor.
    - e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.
    - f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Conduct Board at the discretion of the chairperson.
    - g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
    - h. Failures to make objections to procedures are waived if not presented to the Student Conduct Board.
    - i. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student has violated each section of the Student Conduct Code which the student is charged with violating.
    - j. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Conduct Code.
    - k. Formal rules of process, procedure, and/or technical rules of evidence, such as that are applied in criminal or civil court, are not applicable in Student Code proceedings.
  5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board. Deliberations shall not be recorded. The record shall be the property of the college.
  6. If an accused student, with notice, does not appear before a Student Conduct Board hearing, the information in support of the charges shall be presented and considered.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - Loss of Privileges—Denial of specified privileges for a designated period of time.
  - Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - Discretionary Sanctions—Work assignments, essays, service to the college, or other related discretionary assignments.
  - Revocation of Admission and/or Degree—Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - Withholding Degree—The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Students who withdraw from the college while such conduct charges are pending and decline to complete the disciplinary process, shall have a notation made on the transcript that they “withdrew with conduct charges pending.”
  - a. Transcript notations shall be made when two factors are met:
    - The student is found responsible, after a process (or takes responsibility) for a code of conduct violation that is equivalent to the definitions for Cleary Act Part I Primary Crimes; AND
    - The student is expelled, suspended, and/or withdraws with conduct charges pending.
  - b. Appeals may be made seeking removal of a transcript notation for a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension, while notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.
4. Other than college expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions, other than college suspension, expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than college suspension, college expulsion or revocation, or withholding of a degree shall be expunged from the student’s confidential record 2 years after final disposition of the case.

C. Interim Suspension

In certain circumstances, the Student Conduct Administrator or his or her designee may impose a college suspension prior to the Student Conduct Board hearing before a Student Conduct Board.

1. Interim suspension may be imposed only: (1) to ensure the safety and well-being of members of the college community or preservation of college property; (2) to ensure the student's own physical or emotional safety and well-being; or (3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college.
2. During the interim suspension, a student shall be denied access to the college premises (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the accused student(s) or complainant(s) to an Appellate Board within five (5) business days of the decision on the written complaint. Such appeals shall be in writing and shall be delivered to the President or his designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures for which appropriate objections had been made will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code that the student was found to have committed.
3. If an appeal is not upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and President for re-opening of Student Conduct Board Hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is upheld, the matter shall be considered final and binding upon all involved.

**ARTICLE V: INTERPRETATION AND REVISION**

Any question of interpretation or application of the Student Conduct Code shall be referred to the Student Conduct Administrator or his or her designee for final determination.

## VISITORS

All visitors must be authorized by the President or the Dean.

## TRANSCRIPTS OF ACADEMIC RECORDS

An official college transcript of a student's work is one that carries the college seal and is sent to a third party.

Transcripts can be sent to third parties only upon the written request of the student, made through the Registrar. Official transcripts are sent without charge. Unofficial transcripts do not bear the college seal and are given directly to the student. Each student will be given one unofficial transcript on request. Transcripts will not be sent if the student owes the college money.

Under provisions of the Family Rights and Privacy Act of 1974, students have the right to examine certain files and records maintained by the college pertaining to them. If you have concerns about material in your file, you should consult the Dean.

## GRADUATION CANDIDACY

Students must complete a graduation candidacy form during the term they expect to complete graduation requirements. Completion of this form does not mean a student will graduate. All graduates must meet the academic requirements. It is the student's responsibility to see that he or she is included among those scheduled to graduate.

Be aware that by withdrawing from a course; failing a course; or making special schedule requests; students may extend their graduation date.

## CAREER DEVELOPMENT

It is the combination of academic and soft skills that gives JBC graduates the total package when applying for employment. To add to the value of a Jamestown Business College education, graduates of all programs can utilize the services of the Career Development office at no additional cost. The Career Development Coordinator works to refer qualified graduates with open positions that offer the greatest potential for their success. The college cannot guarantee employment to any graduate, but it does offer career counseling to every graduate requesting assistance.

JBC alumni are entitled to résumé referral services.

## STUDENT HOUSING

The college does not have any institutionally owned housing.

## TELEPHONE CALLS

The college phones are business phones and are not for student use. Phone messages for students are discouraged. Please do not have friends or family call the college unless it is an emergency. The college cannot be responsible for students receiving messages. Cell phone use is not permitted while in class. Ringers must be turned off at all times.

\*There is a phone available for **incoming calls** should someone need to reach a student in an **emergency**. The main campus number is **716-664-5100**. The Salamanca location number is **716-945-1790**. The Dunkirk extension center number is **716-664-5100**.

## EMERGENCIES

Jamestown police, fire, and emergency units use a 9-1-1 telephone system. If you have an emergency requiring their help, you need only dial **9-1-1**.

If you need emergency medical care, UPMC Chautauqua WCA on Foote Avenue provides 24-hour service. Five Star Urgent Care (716-489-3144) at 15 South Main Street in Jamestown provides medical services Monday through Friday from 9 a.m. to 9 p.m. and from 9 a.m. to 6 p.m. on Saturday and Sunday. Jones Memorial Health Center (716-664-8641) at 51 Glasgow Avenue in Jamestown offers mental health services.

The Seneca Nation Health System, Lionel R. John Health Center (716-945-5894) at 987 R.C. Hoag Drive, Salamanca, New York, is open from 7:30 a.m. to 6 p.m. Olean General Hospital (716-373-2600) at 515 Main Street, Olean, New York, provides 24-hour emergency services. Brooks Hospital (716-366-1111) is located at 529 Central Avenue, Dunkirk, New York, also provides 24-hour emergency services.

Hotlines:

- Domestic Violence and Rape Crisis: 800-252-8748
- Alcoholism Rehabilitation: 716-664-8620 (Jamestown); 716-366-4623 (Dunkirk)
- Chautauqua County Suicide Prevention and Crisis Hotline: 800-724-0461
- NYS HIV Counseling for testing sites and referrals: 800-872-2777
- Cattaraugus County 24-hour Crisis Hotline: 800-339-5209
- Hotline to Human and Health Services Programs: 2-1-1
- New York State Police: 716-665-3113
- Project Crossroads: 716-483-7718
- Salvation Army Anew Center: 716-661-3897

## CHILD CARE

The Chautauqua Child Care Resource and Referral number is 800-424-4532. Parents may call this number to get a listing of references for licensed and registered childcare in their area.

## STUDENT IDENTIFICATION CARDS / FRONT DOOR SECURITY

Each student receives a photo identification card. The card is used for a variety of purposes and students should have it on their person and visible at all times when on campus.

On the main campus, the key tag affixed to the back of the student identification card is used to unlock the main entrance during regular school hours. If students do not have their ID cards/key tags, the front desk staff will provide access to the buildings.

Students at the Dunkirk extension site are provided with an ID and a key fob that will open the door just before class starts.

The college takes the security of students very seriously. Students may not allow others access to the college through any door at any time. Violation of this rule will result in disciplinary action. The first offence will be a written warning and the second offence will be a suspension from college. Students entering as a group should all display an ID. If students do not have an ID, they should be reported to the front desk.

Students requiring a replacement ID card and/or key fob will be charged a fee of \$15.

## **EMERGENCY SCHOOL CLOSING**

It is extremely rare that classes do not meet as scheduled. In the case of a closing, students will be notified via call or text through DialMyCalls. If one of the college locations is closed due to bad weather or any other emergency, classes will be held on the Canvas Learning Management System.

In the event of bad weather, it is ultimately the student's responsibility to determine whether or not it is safe to commute to his or her classes.

In addition, JBC closings will be announced as early as possible over the following radio stations – WJTN, Jamestown (1240 AM); WWSE, Jamestown (93.3 FM); WKSN, Jamestown (1340 AM); WHUG, Jamestown (101.9 FM); WKZA, Jamestown (106.9 FM); WDOE, Dunkirk (1410 AM); WBKX (96.5 & 100.3 FM); WMJQ, Buffalo (102.5 FM); WQFX, Russell (103.1 FM); and WGWE, Salamanca (105.9 FM). Closings will also be noted on the closing lists of the following television stations: WIVB, WKBW, and WGRZ, all in Buffalo. Any closings are also published on the college web site.

Any missed classes will be made up before the term ends.

## **EMERGENCY NOTIFICATION SYSTEM / DIALMYCALLS**

Jamestown Business College uses a service provided by DialMyCalls for school emergency and closing notifications.

DialMyCalls allows the college to telephone or text, students, faculty, and staff all at once by sending one message. All calls go out in minutes. All calls are audited so Jamestown Business College knows which calls were answered, which texts were delivered, which went to voicemail, or which were unanswered or undelivered.

College closings are published on the college web site.

Students must understand their role in ensuring that the college has accurate contact information. Students will be asked to provide current contact information each term. If this information changes, students must provide the college with their updated information.

## **CRISIS MANAGEMENT PLAN**

Should the college or community be faced with a crisis or emergency situation on or off campus, Jamestown Business College has a formal Crisis Management Plan to address these situations. Crises may not always be prevented or predicted, but our resulting actions can be planned and implemented effectively should the need arise.

## **PARKING**

Students are encouraged to use JBC parking lots and avoid parking on the streets. All student cars must have a JBC parking sticker displayed in the driver's side rear window. These stickers easily identify the owner of the vehicle if the need arises. Also, the stickers help in making sure that only JBC students use our parking lots. Parking is available in the four student parking lots. Park wisely so that the maximum number of cars may be accommodated. Cars left in the student lots overnight will be towed at the student's expense.

Do not park in spaces reserved for the handicapped or for visitors. Students parking in these spaces may be charged a \$50 fine at the discretion of the college.

The parking lot adjacent to the college entrance is for faculty. Please do not park in that lot. Students are not to use the parking lots of area businesses. Those doing so will run the risk of having their cars towed.



## **STUDENT ACTIVITIES**

JBC organizes various activities each term and encourages all students to become involved.

### **NEWS TO USE**

The “News to Use” is e-mailed to the college community weekly. The “News to Use” is the college’s information newsletter and should be read by all students. The “News” contains a variety of important information.

### **TEXTBOOKS AND SUPPLIES**

All textbooks and supplies required for a student’s course work are the student’s responsibility and may be purchased wherever available. A booklist for the next term is posted on Inside JBC for reference to purchase or rent books online. A college bookstore is open at the beginning of each term during designated hours, and books may be purchased or exchanged only at these times. No refunds can be made for any items returned in used condition (i.e. wrapping removed, writing in book). The college bookstore will be closed after the first week of the term.

Used textbooks may be sold to other students through the use of the JBC Book Exchange on Inside JBC.

### **CANVAS**

Canvas is the college’s learning management system. Students use Canvas for completing coursework, viewing grades, and submitting assignments.

### **COMPUTER LABORATORIES**

Computer labs are normally available for use at each location during building hours. (Hours are listed on page 14.) Students are reminded that Flex Days are an excellent time to do lab assignments. There are also computers available at local libraries.

\*See page 27 for the Jamestown Business College Computer Network, Internet Access, and Electronic Mail Services Policy.

Students are to treat all equipment with care and to report any difficulties with it to a member of the administration. Under no circumstances is any of the equipment to be removed from the labs. No food or drink is permitted in the labs.

### **LIBRARY**

The college has an agreement with the James Prendergast Library to provide library service for JBC students. The James Prendergast Library is located at Cherry and Fifth Streets in Jamestown, approximately four blocks from JBC.

Students are encouraged and often required to make use of its resources. Library orientation classes are a part of ENG151 (Writing and Research). Students who do not have a library card from the Prendergast Library will be provided one at that time. Bibliographical lists and other resources are distributed to students at that time.

In addition to providing academic support for studies, the Prendergast Library offers a quiet study area and an art gallery. Direct access to the library’s catalogs is available through the Internet at [www.prendergastlibrary.org](http://www.prendergastlibrary.org) or by a link on Inside JBC. A computer lab and Wi-Fi access are also available at the library. Library hours are available on Inside JBC.

## **STUDY / TESTING ROOM**

JBC maintains a camera monitored study/testing room for student use. It is located on the second floor of Swanson Hall. This room is intended to be a place for students to study, read, and test; therefore, it is necessary that the room remains quiet. Food and beverages are not permitted in this room.

## **YMCA MEMBERSHIP**

The college is pleased to offer YMCA memberships to all full-time students for only \$100 per academic year giving them access to aerobic classes, swimming, volleyball, Nautilus equipment, indoor tennis, and much more. The membership is renewable on a term-by-term basis. Students pay \$25 each term to keep their membership current. See the Dean's Assistant for complete details of the program. The YMCA has two locations – Fourth and Pine Streets in Jamestown and Fairmount Avenue in Lakewood.

Our weekly newsletter, the "News to Use," will provide information on the procedure to obtain a YMCA membership.

## **HEALTH & COMMUNITY RESOURCES**

**2-1-1** Western NY is a telephone hotline to connect to a variety of human and health service programs.

The Chautauqua Center in Jamestown is located at 110 East Fourth Street. The phone number is 716-484-4334. The Chautauqua Center in Dunkirk (716-366-6050) is located at 319 Central Avenue, Suite B. The following services are available: primary care, dental and behavioral health. The Chautauqua County Family Planning Clinic can be reached at 716-661-8123. Services are also available at the Seneca Nation Health System, Lionel R. John Health Center (716-945-5894) at 987 R. C. Hoag Drive, Salamanca, New York, and the Cattaraugus County Health Department Clinic (716-945-1246) at 69 Iroquois Drive, Salamanca, New York.

Chautauqua Opportunities has a partnership with Jamestown Business College to provide student body support in the areas of family dynamics, financial and living expense assistance, and community connectivity. The COI phone number is 716-661-9430 in the South County and 716-366-8176 in the North County.

Five Star Urgent Care is available from 9 a.m. to 9 p.m. Monday through Friday and from 9 a.m. to 6 p.m. Saturday and Sunday for students needing medical attention. Five Star Urgent Care is located at 15 S. Main Street, Jamestown, New York. The number is 716-489-3144.

Family Service of the Chautauqua Region, Inc. at 332 East Fourth Street is available to students in need of emotional counseling. The number is 716-488-1971.

The Chautauqua County Mental Health Clinic located in City Hall at 200 East Third Street, Fifth Floor, in Jamestown, New York, (716-661-8330) and 319 Central Avenue, #200C, in Dunkirk, New York, (716-363-3550) providing individual and group counseling by appointment only. The Mental Health Clinic also offers a 24-hour crisis hotline at 800-724-0461.

The Salvation Army Anew Center provides emergency and daily assistance to victims of relationship abuse and sexual assault. The Rape & Abuse hotline number is 800-252-8748 or locally 716-661-3897. Both services operate on a 24-hour basis, 7 days per week.

The Seneca Nation Health System, Lionel R. John Health Center, 987 R.C. Hoag Drive, Salamanca, New York, has a 24-hour phone referral service at 716-945-5894.

The Cattaraugus County Health Department has a 24-hour Hotline at 800-339-5209.

CARTS bus transportation is available from various locations in Chautauqua County. For more information, log on to <http://www.co.chautauqua.ny.us/807/Routes-Schedules>.

### **COMPUTER NETWORK, INTERNET ACCESS, AND ELECTRONIC MAIL SERVICES POLICY**

Jamestown Business College reserves the right to modify this policy at any time and may monitor the e-mail system.

The JBC Computer Network, Internet Access, and Electronic Mail Services are to be used for the purposes of research, education, and administration consistent with the goals of the college. The services may be used to research any topic related to courses of study and to advance your understanding of these services as tools of business.

The Internet is a worldwide computer network that provides easy access to a massive body of information. The information and resources available on the Internet expand the college's services beyond the traditional library collections and other electronic resources. The Internet offers access to many valuable local, national, and international sources of information. However, not all Internet sources provide accurate, complete, or current information and some may be offensive. Currently, the Internet is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, and/or illegal. It is not possible for the college to use the same selection criteria for material found on the Internet that are used for other materials found within our library's collection.

The college cannot monitor nor can it control the information accessed over the Internet and is not responsible for its content. The individual user is responsible for the access points reached. Users need to be good information consumers, questioning the validity and accuracy of the information found on the Internet. Often, needed information that may be more reliable is available in other resources at the college's library. The Internet is a global entity with a highly diverse user population, and college students use it at their own risk.

The college assumes no responsibility for any damages, direct or indirect, or loss of privacy, arising from use of its Internet workstations or e-mail system.

Jamestown Business College provides additional electronic services to students through Google Apps for Education and Canvas. These services are subject to their own Terms of Service Agreements. These agreements are provided to new students in advance of registration and are available for review at:

Google Apps for Education Terms of Service:  
[http://www.google.com/apps/intl/en/terms/user\\_terms.html](http://www.google.com/apps/intl/en/terms/user_terms.html)

Canvas Terms of Service: <https://www.canvaslms.com/policies/terms-of-use-canvas>

### **Acceptable Use Policy**

All electronic traffic originating from the college's wired and wireless networks shall be in accordance with the Acceptable Use Policy. Jamestown Business College owns all communications sent, received, and stored by its students, faculty, and employees. Students, faculty, and staff may not expect e-mail privacy. College-provided IT resources are primarily designated for instructional, research, or administrative purposes. Students may use these resources for other purposes as long as that use does not interfere with the primary use and is in accordance with the Acceptable and Unacceptable Use Policies. Failure to abide by the policies will result in the loss of Internet privileges.

## **Acceptable Use**

The Jamestown Business College Network and Internet Access is for the use solely of students, faculty, administrative staff, and alumni.

Use of the college's wired and wireless networks shall be guided by the following principles:

1. Respect for the privacy of others.
2. Attention to the legal protection provided by copyright and license to programs and data.
3. Consideration for the security and functioning of computer networks and systems; for example, users shall not develop programs that harass other users or cause harm to other computer systems.

## **Unacceptable Use**

1. The college's wired and wireless networks may not be used for any purposes that violate U.S. or state laws. They may not be used to transmit threatening, obscene, or harassing materials; or to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms and viruses, and using the workstations to make unauthorized entry to any other machine accessible via the network. Illegal acts involving the college's Internet workstations may be subject to prosecution by local, state, or federal authorities.
2. Users may not represent themselves as another person. Using someone else's log-on and/or password is unacceptable.
3. It is assumed that information and resources accessible via the Internet are private to the individuals and organizations that own or hold rights to those resources and information, unless specifically stated otherwise by the owners or holder of those rights. It is therefore not acceptable for an individual to use the college's Internet workstations to access information or resources unless permission to do so has been granted by the owner or holder of rights to those resources or information.
4. Malicious use is not acceptable. Use of the college's network and Internet workstations in a manner that precludes or significantly hampers its use by others is not allowed.
5. Computer resources shall not be used to access pornographic materials.
6. No purchases may be made via the college's Internet workstations. There is no security for credit card numbers or account numbers in the college's software.
7. Students should never download or install any commercial software, shareware, or freeware onto any college computer without written consent from the Director of Computer Services; nor should students copy other people's work or intrude into other people's files.
8. The college-provided IT resources including e-mail may not be used to transmit threatening, obscene, or harassing materials. Unwanted or unsolicited messages may not be transmitted.

## **COMPLIANCE INFORMATION**

### **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 are:

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

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that *FERPA* authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of *FERPA*. The contact information of the Office that administers *FERPA* is:  
<https://www2.ed.gov/policy/gen/guid/fpco/index.html> or 1-800-872-5327 or Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.

The parents of dependent students may be informed at any time of a student's status academic or otherwise.

### **DIRECTORY INFORMATION**

Directory Information is that information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Jamestown Business College has designated the following as directory information: the student's name, address, telephone listing, photograph, major field of study, dates of attendance, and enrollment status. Students who wish to have any or all directory information withheld must indicate so in writing to the Dean.

### **IMMUNIZATION REQUIREMENTS**

Jamestown Business College must comply with New York State law that requires immunization of most students for measles, mumps, and rubella and requires colleges to distribute information about meningococcal meningitis disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. Students who have questions about the immunization requirements should see the Dean's Assistant.

New York State Public Health Law 2165 requires students attending colleges to demonstrate proof of immunity against measles, mumps, and rubella. This requirement applies to all full-time and part-time undergraduate, graduate, & professional students who were born on or after January 1, 1957. Jamestown Business College must be in compliance with this law, and, therefore, we are asking for your help and cooperation.

The college must have on file copies of documents that prove you have the required immunizations. Please note the law requires TWO measles immunizations and one each of rubella and mumps.

New York State Public Health Law 2167 requires colleges to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus.

The college is required to maintain a record of the following for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian.  
AND EITHER
- A record on meningococcal meningitis immunization within the past 5 years; OR
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

### **JBC POLICY ON SEXUAL HARASSMENT**

Sexual harassment is a violation of the non-discrimination policy of Jamestown Business College and will not be tolerated. Harassment on the basis of sex is a violation of federal law including Section 703 of Title VII of the Civil Rights Act of 1964.

Sexual harassment may include repeated unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature carried out by someone in the workplace or educational setting and could include offensive e-mail messages or displays of a sexual nature such as calendars. Such behavior may offend the recipient, cause discomfort or humiliation, and interfere with job or school performance. Sexual harassment may range from inappropriate sexual innuendo to coerced sexual relations.

Sexual harassment, like harassment based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability will not be tolerated, whether it occurs in our educational programs or among our non-teaching staff. If a student believes that he or she is the victim of sexual harassment, the student should initiate a Student Grievance Procedure.

It is the responsibility of all members of Jamestown Business College, including students, faculty, and staff members to report incidents of sexual harassment whether or not they are directly affected by the incidents. Incidents of sexual harassment should be reported to the President, the Dean, or the Compliance Officer. Retaliation against any employee or student who complains about harassment or cooperates with an investigation of harassment is strictly prohibited.

### **TUITION REFUND POLICY**

Tuition less tuition deposit will be refunded for any quarter not attended. A student will receive a full refund of paid tuition when withdrawal occurs on or before the published "Last Date to Change Schedule" date. If students withdraw or are terminated for any reason, their account will be adjusted according to the refund policy and any unpaid tuition will accrue and be payable according to the same refund policy. Withdrawal will be effective as of the last day of recorded attendance.

Any refunds due the student will be paid within 30 days of the student's last date of recorded attendance or the date of determination of a student's last date of attendance. Students who withdraw and owe a Return of Title IV Funds (Federal financial aid) may have their refunds applied to that obligation. For students registered for 6 or fewer quarter hours of credit, there is no refund policy. Refunds will be calculated as follows: within the first week, 70 percent of tuition will be refunded; within the second week, 40 percent; within the third week, 25 percent. After three weeks, no credit is allowed. A week is defined as a seven-day period not including any scheduled holidays or vacations. The first week of a term begins with the first day of scheduled classes. Charges owed and unpaid by the student are subtracted from the tuition refunded.

### **RETURN OF TITLE IV FUNDS**

The Federal Return of Title IV Funds regulations are in effect. At JBC, Title IV funds include Pell Grants and Federal Direct Loans. The policy requires the college to determine, using

prescribed calculations, the amount of funds a student has earned, based on tuition and fees charged, and the student's last date of attendance when the last date of recorded attendance is within the first 60 percent of the term. The amount to be returned is the amount as determined above subtracted from the amount of Title IV aid disbursed. Should the amount earned be greater than the aid disbursed, the student may be eligible for a post-withdrawal disbursement. **Complete information on the Return of Title IV Funds is available in the Financial Aid Office.**

Financial Grants for students attending one class at a time (Session schedules) are handled differently than other schedules. Most students in the evening program, bachelor degree program, and the cohort groups fall into this category of session schedules.

For session schedules, eligibility for the NYS TAP award is not met until a student attends the Session II class. The Federal PELL grant is earned according to the number of days a student attends during the term for all students. If a session schedule student does not attend the Session II class, 50 percent of the Pell grant is returned and further reductions may be required depending on each individual circumstance.

## **PRIVACY POLICY NOTICE**

### **PURPOSE OF THIS NOTICE**

Title V of the Gramm-Leach Bliley Act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing nonpublic personal information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with the GLBA, we are providing you with this document, which notifies you of the privacy policies and practices of Jamestown Business College.

We may collect nonpublic personal information about you from the following sources:

- Information we receive from you, such as on applications or other forms.
- Information about your transactions we secure from our files or previously attended colleges.
- Information that we receive from others involved in your transaction, such as the student loan agencies.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic personal information will be collected about you.

We may disclose any of the above information that we collect about our students or former students to our affiliates or to nonaffiliated third parties as permitted by law.

**WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.**

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

## **WITHDRAWAL AND PROCEDURES**

Students contemplating withdrawal from the college are asked to consider the action very carefully. It is not uncommon for college students to become discouraged with what might seem to be a lack of progress. They might be confused about their career goals or feel confined by the structure of the college's program. It may also seem as if personal problems won't allow the student to stay in school.

When one of these situations develops, students are urged to discuss the problem with their advisor, the Dean, or anyone on the college staff. Dropping out of college is a very serious action that can affect the rest of a person's life. It should be thought through very well.

A student wishing to withdraw from the college is asked to meet with the Dean to obtain the necessary forms and an explanation of the withdrawal process.

A student will receive a full refund of paid tuition and fees when withdrawal occurs on or before the published "last date to change schedule" date. JBC allows students to be in attendance up to the last date for schedule changes in any given term (4-5 calendar days) without incurring tuition or fee charges. These students also will not receive financial aid unless they remain in attendance after the published date for schedule changes. This benefits a student who changes his or her mind about current attendance at JBC and preserves his or her financial aid for a later date.

Any student, who withdraws or is withdrawn for any reason, will have as his/her official date of withdrawal his/her last date of recorded attendance. A student who stops attending classes and does not complete a withdrawal form may receive final grades of "F."

A student who withdraws from a course before the announced drop date in the student handbook will receive a grade of "W" (withdrew). A student who withdraws from a course after the drop date will receive a final grade of "F."

Students who withdraw from a course after the drop date for reasons other than academic difficulty may receive a grade of "W" with the Dean's consent. Withdrawal from an individual course is accomplished by obtaining the proper form from the Dean's office and then submitting the completed form to the Registrar.

### **CRIME AWARENESS AND CAMPUS SECURITY: THE JEANNE CLERY ACT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. JBC complies with these regulations by providing information relating to crime statistics to all current students and employees. The college's Annual Security Report (ASR) and statistics are available on the college's web site.

### **CAMPUS SECURITY REPORT AS REPORTED TO U.S. DEPARTMENT OF EDUCATION**

*Prepared in compliance with the New York State Education Law  
(Article 129-A, Section 6431)*

In the three years ending December 31, 2015, there were no reportable incidents of crime. The college has no security force. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The President supervises employees in regard to security matters. The policy at Jamestown Business College regarding the reporting of criminal incidents is that they should be reported to the President. An administrative response will be as quick as is required by the situation.

The college's doors are kept locked. Student ID cards provide access. The student exit is monitored by a closed-circuit camera. An alarm system is connected to the Police Department via the monitoring company. In order to ensure safety of the students and the community, the college has a Crisis Management Plan in effect to handle all forms of emergencies. All employees are provided with a copy of the plan.

As part of its sexual assault prevention program, the college provides literature, *Preventing Sexual Assault; Campus Guide: Understanding Intimate Partner Violence, Sexual Assault & Stalking; Stalking Myths and Realities; Project Crossroads: Rape and Sexual Assault Information for Victims, Family Members, and Friends* to students and employees on the



prevention of "date rape" and other sexual offenses. Students receive the information at registration. Faculty and staff receive it at the beginning of each fall term. In addition, information that promotes the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses is placed in the college's weekly newsletter, "The News to Use," which is distributed to all students and employees. Any student or employee not receiving this literature should contact the Compliance Officer at (716) 664-5100. Any individual may request a complete copy of all the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092(f) by contacting the Compliance Officer or at the U.S.D.O.E.'s website, <http://ope.ed.gov/security>.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

*Prepared in compliance with the New York State Education Law  
(Article 129-A, Section 6432, and Article 129-B, Sections 6439-6449)*

Jamestown Business College informs incoming students of sexual assault, domestic violence, dating violence, and stalking prevention measures through programs, which may include pamphlets, workshops, seminars, discussion groups, and presentations.

It is the policy of Jamestown Business College to provide a safe environment; one that is free from violence for every member of its community. Accordingly, the College prohibits and does not tolerate acts of violence that occur on College-owned or controlled premises or at College-sponsored off-campus programs or events. Violent acts covered by this policy include stalking, domestic, dating, and intimate partner violence against any member of the College community.

This policy applies to all students, faculty, and staff, as well as to visitors, guests, vendors, contractors and other third parties. Violators of this policy are subject to criminal prosecution as well as discipline by the College, including, but not limited to, termination of employment, expulsion from the College, and/or other appropriate sanctions that may be imposed by the College.

### **School Sexual Assault Policy**

The purpose and scope of the Sexual Assault Policy is to establish a policy and definition concerning sexual assault.

- 1. POLICY:** It is the policy of Jamestown Business College that no person, including a student or employee, may threaten the health and safety of a member of the School community, or any person on School property or at a School sponsored or supervised activity, through the commission of sexual assault, including domestic violence, dating violence, stalking, and acquaintance rape.

The health and safety of every student at Jamestown Business College is of utmost importance. Jamestown Business College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including, but not limited to, domestic violence, dating violence, stalking or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences of their own conduct. Jamestown Business College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Jamestown Business College officials or law enforcement will not be subject to Jamestown Business College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

- 2. DEFINITION:** The School recognizes the New York state statute and any state statute or regulation as appropriate for the particular location. Additionally, Jamestown Business College acknowledges acquaintance rape in its definition of sexual assault.

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

**Acquaintance rape** is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

**Stalking**, in simplest terms, is the unwanted pursuit of another person. By its nature, stalking is not a one-time event. The individual's actions must be considered in connection with other actions to determine if someone is being stalked. It includes repeated harassing or threatening behavior toward another person, whether that person is a total stranger, slight acquaintance, current or former intimate partner, or anyone else.

**Domestic, Dating, or Intimate Partner violence** is abusive behavior - emotional, psychological, physical, or sexual - that one person in an intimate relationship uses in order to control the other. It takes many different forms and includes behaviors such as threats, name-calling, preventing contact with family or friends, withholding money, actual or threatened physical harm and sexual assault. Stalking can also be a form of domestic/intimate partner violence.

Most domestic, dating, or intimate partner violence is committed against women by their male partners or ex-partners. It occurs in all relationships regardless of sexual identity or sexual orientation and occurs too often in teenage dating relationships. In a small number of cases, men are abused by female partners. Every victim of domestic, dating, or intimate partner violence, irrespective of sexual identity or sexual orientation, has the right to legal relief.

### 3. A PLAIN LANGUAGE EXPLANATION OF DISTINCTIONS BETWEEN THE NEW YORK STATE PENAL LAW AND THE COLLEGE DISCIPLINARY PROCESSES

	<b>Criminal Justice System</b>	<b>College/University Disciplinary System</b>
<b>Goals.</b>	Public safety, deterrence, and punishment.	Education; safety; safe and supportive campus environment.
<b>Governing Law.</b>	New York State Penal Code; New York State Rules of Criminal Procedure (or another state's rules if the crime took place there), Federal Criminal Law, and Rules of Evidence.	Title IX; The Clery Act as amended by the Violence Against Women Act; NYS Education Law sections 129-A and 129-B. More specific rules govern particular colleges and universities.
<b>How to report and whether there must be action once a report is made.</b>	Crimes involving sexual violence may be reported to campus police (if the campus has police officers), the local police agency, or to the New York State Police. Certain crimes may also be reported to federal law enforcement agents. Once a report is made, the decision whether to investigate is made by the police/law enforcement agency, often in consultation with a District Attorney or other prosecuting	Victims may disclose sexual violence to various college employees who are designated confidential resources or to others who will try to ensure privacy to the extent consistent with the institution's obligation to provide a safe educational environment. Disclosures made to a confidential resource will not trigger an investigation. When a report is made to the Title IX Coordinator (TIXC) or another Non-Confidential resource, the TIXC will determine

	agency. An investigation may be conducted without the consent or participation of a reporting individual. The ultimate decision of whether to initiate a criminal prosecution is initially made by a prosecutor. In cases involving felony charges, the final charging decision is made by a Grand Jury.	whether an investigation is necessary by weighing a request for confidentiality by the reporting individual against the continuing safety of that person and the safety and best interests of the campus community.
<b>Who investigates?</b>	Police or other law enforcement officials.	Investigators employed or retained by the college or university; these individuals may work for different departments within the institution, including, but not limited to, the police/public safety department, student affairs and academic affairs.
<b>Procedures</b>	See Governing Law. Procedures established by police departments, prosecutors' offices, etc.	College/University policies and Bylaws, which generally incorporate requirements of Governing Law. Collective bargaining agreements may impact some procedures.
<b>Standard of Evidence</b>	Crimes must be proven "Beyond a Reasonable Doubt"	A violation of disciplinary rules must be found by a "Preponderance of the Evidence" (more likely than not)
<b>Confidentiality</b>	Law enforcement agencies offer some confidential assistance, but a criminal charge and trial must be public.	Colleges and universities offer confidential resources, but a disciplinary proceeding requires that relevant information be shared with those involved.
<b>Privacy</b>	Criminal trials must be public.	Disciplinary proceedings are kept as private as possible, but information must be shared with certain individuals within the college, the parties, and pursuant to law.
<b>Who are the parties?</b>	The prosecution and defendant. The victim/survivor is not a party, but often the critical witness for the prosecution.	Varies by school—some consider the institution and the respondent to be parties, and confer on the reporting individual certain rights to participate, as the law provides. Otherwise, reporting individual and accused/respondent.
<b>Participation in the process.</b>	In limited circumstances, a criminal prosecution can proceed without the participation or cooperation of the reporting individual, but without a reporting individual's participation, it is generally more difficult to prove a crime beyond a reasonable doubt.	Reporting students cannot be required to participate in the college process. However, a college will be limited in its ability to respond if a reporting individual does not participate.
<b>Who initiates the proceedings?</b>	A prosecutor, acting on behalf of the state (or the United States in federal cases).	The college or university initiates proceedings. While rules vary from school to school, they most

		provide an active role for the reporting individual.
<b>Testimony</b>	In a court, testimony is generally public. Other parties are, through counsel, entitled to cross-examine witnesses.	The rules are established by individual colleges and universities, but some institutions provide for alternative approaches that permit students to testify without having other parties in the room and/or to ask cross-examination questions only through the disciplinary panel, investigator, or representative of the reporting individual and/or respondent.
<b>Role of attorneys</b>	Both the state and the defendant are represented by counsel; counsel may question witnesses.	Varies by school. Many permit the parties to be advised by attorneys but some limit the attorney's roles to quietly speaking with their clients or passing notes.
<b>Mental Health and Sexual History</b>	In New York, a reporting individual's prior sexual and mental health history is generally, but not always, inadmissible in a criminal case. There are limited circumstances under which directly relevant evidence of that kind may be admitted.	Generally not admissible, but subject to quite limited exceptions. Education Law 129-b permits parties to exclude information about their prior sexual history with persons other than the other party and also to exclude evidence of their own mental health history in the fact finding phase of the disciplinary process.
<b>Possible Results</b>	If a prosecution takes place, the defendant may <input type="checkbox"/> plead guilty or "no contest" <input type="checkbox"/> have the case dismissed by the judge (on legal grounds) <input type="checkbox"/> be found "guilty" or "not guilty" by a judge or jury	In cases that do not involve sexual assault, some schools permit mediation or similar procedures if parties agree. If there is a formal proceeding, the respondent may be found "responsible" or "not responsible" for violations of the institution's rules. Respondents may also accept responsibility before a finding by an adjudicator.
<b>Sanctions</b>	An individual found guilty may be fined, imprisoned, or both. In some courts, alternative sanctions are sometimes used.	An individual found responsible for violating college policy may be given a range of sanctions (depending on the severity of the conduct and other factors, such as prior judicial history), ranging from a warning to suspension or expulsion from the institution.

**4. CONSIDERATION AND RIGHTS TO BE AFFORDED TO ALL CAMPUS COMMUNITY MEMBERS REGARDING SEXUAL ASSAULT: Students' Bill of Rights**

All students have the right to:

- A. Make a report to local law enforcement and/or state police;
- B. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- C. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the Institution;

- D. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
  - E. Be treated with dignity and to receive from the Institution courteous, fair, and respectful health care and counseling services, where available;
  - F. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
  - G. Describe the incident to as few Institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
  - H. Be protected from retaliation by the Institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the Institution;
  - I. Access to at least one level of appeal of a determination;
  - J. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
  - K. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the Institution.
5. **DISCIPLINARY ACTION:** In addition to any criminal or civil actions that may be pending or in progress the College reserves the right to pursue separate disciplinary action. People found responsible for sexual assault may expect disciplinary actions that could include suspension or dismissal from the College.
6. **EDUCATION AND INFORMATION:** The College, through the student orientation process and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, domestic violence, dating violence, stalking, and other sex offenses. This information is provided through scheduled and on-demand programs in partnership with Project Crossroads and the Salvation Army Anew Center.
7. **JAMESTOWN BUSINESS COLLEGE AND THE LOCAL POLICE:**  
Report all crimes to Jamestown Business College Title IX Coordinator, Administrative Personnel, and to the local police.

Completing a report with Jamestown Business College Title IX Coordinator and/or Administrative Personnel does not commit the student to any subsequent course of action.

Confidentiality is a critical concern for victims of sexual assault. Student victims frequently express fear that family, friends, professors, or police will learn of their experience. Insofar as it does not interfere with the College's legal or ethical obligations, the College will honor the victim's choices regarding additional reporting and follow-up.

While options and alternatives will be presented and discussed, final decisions are left to victims unless they are too seriously injured to make their own decisions.

If any crime happens on campus call the local police and then report the crime to Administrative personnel. The primary concern is the safety and well-being of the person who has been assaulted. Second and third concerns are the apprehension of the assailant and preservation of evidence of the crime including a SAFE exam is applicable.

When police officers arrive, they can assist the victim in obtaining medical assistance, if necessary. At this time, the only information needed is a brief account of what happened, a physical description of the assailant, and the assailant's direction of travel.

Later, a more detailed interview will take place. The sooner the crime is reported, the better the chance that the assailant will be caught. Preserving physical evidence will

increase the chance of prosecuting the assailant. The police may ask for clothing and other items to check for evidence.

If the victim does not want to file an official police report of the incident, he or she can still provide the police with information about the assault. This information may help the police arrest the assailant and prevent another assault. Information may be provided directly or through a friend or advocate.

Help is available from the state attorney's office for victims with questions or doubts about prosecution.

### **Applicable Laws and Penalties**

The Annual Security Report contains detailed information on Sexual Assault including the applicable laws and penalties. Penalties range from a Class B misdemeanor with a penalty of up to 3 months in prison to Class B Felony with a penalty up to 25 years in prison. The report is available in the Dean's office or can be found on the college's website.

### **WHAT TO DO IF YOU HAVE BEEN THE VICTIM OF STALKING OR DOMESTIC/DATING/INTIMATE PARTNER VIOLENCE**

**Safety.** If you have been the victim of sexual assault, stalking or domestic/intimate partner violence you may be fearful for your safety. If so, it is important to get to a place that is safe and secure as soon as you can. It may be helpful to contact someone you can trust and who will stay with you until the crisis has subsided and you feel safe again. This person may be a friend or a counselor or another person of your choosing.

**Medical Attention.** If you have been injured or believe you may have been injured as a result of stalking or domestic/intimate partner violence, seek immediate medical attention. Injuries and medical treatment can be identified during a medical examination.

**Reporting a Crime.** Stalking and domestic/intimate partner violence are crimes and the College urges victims to report crimes. Reporting a crime is not the same as pressing criminal charges; the decision to press criminal charges can be made at a later time. Sexual assault, stalking and domestic/intimate partner violence may be reported to the College's administration and/or to the local police department.

**Counseling.** Immediate crisis intervention referral services are available to victims of stalking, or domestic/intimate partner violence in the Dean's office.

### **INSTITUTIONAL RESPONSE TO INVESTIGATIONS OF VIOLENT FELONY OFFENSES**

*Prepared in compliance with the New York State Education Law  
(Article 129-A, Section 6434)*

**Violent felony offenses** are defined in subdivision one of section 70.02 of NYS penal law to include, but not limited to, degrees/classes of: murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, felony assault, burglary, robbery, arson, criminal possession of a dangerous weapon, or attempt thereof. Members of the campus community are recommended to report all types of violent felony offenses immediately to the Dean's office at 716-664-5100.

Pursuant to a report of a violent felony offense occurring at or on the college grounds, any member of the administration present will notify Jamestown Police Department (911).

The Jamestown Police Department will be informed that a felony offense has occurred on college grounds that may affect the safety of the residents in the city of Jamestown or the members of the college community present.

## **Emergency Suspension Clause**

Upon verbal or written notification of charges, a student may be placed on an emergency suspension pending the hearing and determination of those charges, when the continued presence of such student could constitute a danger to the safety of persons or property on the premises of the school. In the event of such a suspension, the student, upon written request, shall have the right to a hearing in accordance with the Student Grievance Procedure.

## **BIAS-RELATED CRIME POLICY**

*Prepared in compliance with the New York State Education Law  
(Article 129-A, Section 6436)*

Jamestown Business College promotes the personal safety of our entire academic community through awareness and respect for others. The information in this report is available to all incoming and current students, as well as employees. It is made available to prospective students and employees upon request.

### **Applicable Laws, Ordinances, and Regulations:**

A hate crime, also known as a bias-related crime, is a criminal offense committed against a person, property, or society which is motivated, in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, gender identity, or ethnicity/national origin.

According to the Hate Crimes Act of 2000 (article 485), a person commits a hate crime when he or she commits a specified offense and either: (a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence.

### **Criminal Penalties:**

When a person is convicted of a hate crime and the specified offense is a violent felony offense, the hate crime shall be deemed a violent felony offense. When a person is convicted of a hate crime and the specified offense is a misdemeanor or a class C, D, or E felony, the hate crime shall be deemed to be one category higher than the specified offense, whichever is applicable.

When a person is convicted of a hate crime and the specified offense is a class B felony:

- (a) the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
- (b) the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
- (c) the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
- (d) the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
- (e) the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.

When a person is convicted of a hate crime and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than 20 years.

### **Jamestown Business College Sanctions:**

Where there is a probable cause to believe that such violations have occurred, the college will pursue strong disciplinary action through its own channels, in accordance with the procedure outlined in the Student Handbook. This discipline includes the possibility of suspension or dismissal from the college.

Victims of bias-related crimes have the right and the opportunity to bring charges under the Student Code of Rights and Responsibilities by contacting the Dean. Judicial proceedings will follow the format explained in the Student Handbook.

It is important to note that both the accuser and the accused are entitled to have others present during the disciplinary proceedings. Both the accuser and the accused will be informed of the outcome of any campus disciplinary proceedings. Jamestown Business College will make every reasonable attempt to help any student who is a victim of an alleged bias-related crime to change his or her academic situation if so requested.

### **College Procedures:**

When a bias-related crime is reported, the complaint is directed to the Dean's office.

In the event of a physical confrontation or bias-related vandalism, the Jamestown Police Department would be notified by any member of administration present.

### **Counseling and Support Services:**

The College maintains a network of counseling and support services in the local area. The contact person is the Dean. The Dean's office can also serve as a resource and referral agent to students in the event of a bias-related incident.

### **Common Circumstances Related to Bias-Related Crime on College Campuses:**

A common goal of colleges and universities is to bring together students from all types of cultural backgrounds and to provide an environment in which they might live with and learn from one another. As a result, students enter college with diverse backgrounds, experiences, and characteristics, and interact with one another, often for the first time, within the college environment. This can lead to discomfort, distrust, and even hostility. This most commonly manifests itself in the form of name calling, stereotyping, graffiti or other vandalism, or physical assault.

### **College Programming:**

The opportunities for intellectual, social, cultural, and spiritual growth encourage all members of the Jamestown Business College community to develop a respectful attitude toward learning, a reverence toward persons and things, and a desire to fashion their lives and their community for the better. If an incident of bias-related crime should occur, assistance and cooperation of witnesses is needed to ensure that proper action is taken. At orientation, new students receive information on the prevention of bias-related crimes.

### **Reporting a Bias-Related Crime:**

Students are encouraged to immediately report all types of bias-related incidents precipitated by intolerant behaviors. In the case of physical confrontation, assault, threat, or injury, resulting from a bias-related crime, or any other type of bias-related incidents those reporting should contact the Dean.

Upon receiving a complaint, the college will handle the situation in accordance with the student conduct policy listed in the student handbook.



If a student is a witness to a bias-related crime, he/she may provide a valuable resource to the college in reconstructing the incident so that the appropriate response can be made. After reporting an incident, a witness should record his/her observations of what occurred and what precipitated the incident and attempt to identify as many participants in the incident as possible.

**Information on Security Procedures:**

The campus community is advised and updated on the safety and security of the college through the campus security statistics website, [www.ope.ed.gov/security](http://www.ope.ed.gov/security). This site is also listed on the college's Intranet for students to view.

**RULES AND REGULATIONS FOR  
THE MAINTENANCE OF PUBLIC ORDER**

*Prepared in compliance with the New York State Education Law  
(Article 129-A, Section 6430)*

Jamestown Business College believes that academic freedom is a precious liberty, and so while some might protest, the majority should be able to continue their education without interruption. This document shall apply equally to students, instructional faculty, administrative faculty, staff (whether or not under contract), of the college community, or invitees.

Section I

1. In compliance with Article 129-A of the State Education Law, Jamestown Business College recognizes the following as violations of rules of public order.
  - a. The use of force or violence against any member or guest of the college.
  - b. Deliberate interference with academic freedom and freedom of speech (including members of the college community to express his/her views.)
  - c. Forcible interference with the freedom of movement of any member or guest of the college.
  - d. Theft, willful destruction, or interference with college property or of the property of members of the college community.
  - e. Obstruction of the normal function essential to the purposes of the college community. Specific regulations relevant to obstruction are as follows:
    - i. No group may enter a private office unless invited, and they are not in excess of the number designated or invited by the occupant. Passage through reception areas leading to private offices must not be obstructed.
    - ii. Corridors, stairways, doorways, and building entrances of college facilities must not be blocked or obstructed. Clear and unimpeded passageways must be maintained at all times.
    - iii. Rooms or facilities which are used for instruction, research, or study may be used only when assigned through established procedures as set by the college.
    - iv. Any noise or disturbance which interferes with the work or study of persons in a building will not be permitted.
    - v. Buildings must be cleared at the normal closing time for each building unless other arrangements are approved in advance.
    - vi. Any action or situation which recklessly or intentionally endangers mental or physical health, causes bodily or physical harm, or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

Section II

1. The Procedure to be followed by the college in the event of public disorder is:
  - a. The Dean shall have principal authority for the enforcement of these rules.

- b. The Dean shall determine if there is a violation of public order (in this and in all subsequent incidences, the Dean may then issue a warning to the party or parties concerned as to the said violation of the rules of public order.)
- c. Discussion may begin immediately as to the cause of the violation(s). If the party or parties fail to make the prescribed adjustments, the Dean shall rule that the act or actions of said party or parties is a violation(s). Individuals who fail to disperse shall be liable to the discipline described below in Section III.
- d. Any student engaged in an action declared unlawful by the Dean must, upon request, identify him/herself to the Dean. Failure to do so subjects the individual to college discipline.
- e. In the event that a clear and present danger or disorder is imminent or there is an imminent threat to public order, the President of Jamestown Business College or the agent designated by him/her, reserves the right of summary suspension of either students and/or faculty engaged in this unlawful act.

### Section III

#### Disciplinary Proceedings

1. Students—Penalties for students in violation of the rules and regulations of Section I are in accordance with the grievance procedure and policies listed in the Student Handbook. An acknowledgement is signed and kept on file for each student of the college.
2. Faculty—Penalties for faculty members in violation of the rules and regulations of Section I are in accordance with the grievance procedure and policies listed in the Faculty Manual. An acknowledgement of receipt of the faculty manual is kept on file for each faculty member of the college.
3. Staff—and other members of the college community, maintenance personnel, etc., will be asked to accept the rules and regulations of the college as a condition of employment. An acknowledgement of receipt of the staff manual is kept on file for each staff member.
4. Non-Members—of the college community, including all visitors, licensees, and invitees, are granted access to the campus at the invitation of the President or his/her agent of the college and may be considered persona non grata for any attempted violation of Section I.
5. Organizations—the college will rescind permission to operate on campus property and shall prohibit use of the college's name to any organization whose members engage in hazing.

### **ENOUGH IS ENOUGH: THE UNIFORM SEXUAL ASSAULT POLICY TO PROTECT NYS COLLEGE STUDENTS**

On July 7, 2015, the NYS Enough is Enough initiative was signed into law. It is the most aggressive policy in the nation to fight against sexual assault on college campuses.

The new Enough is Enough legislation requires all colleges to adopt a set of comprehensive procedures and guidelines, including a uniform definition of affirmative consent, a statewide amnesty policy, and expanded access to law enforcement. With this law, we will better protect all of New York's college students from rape and sexual assault.

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

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an

individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop. The health and safety of every student at Jamestown Business College is of utmost importance. Jamestown Business College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including, but not limited to, domestic violence, dating violence, stalking, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Jamestown Business College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institutional officials.

A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Jamestown Business College officials or law enforcement will not be subject to Jamestown Business College's code of conduct action for violations of alcohol and/or drug policies occurring at or near the time of the commission of domestic violence, dating violence, stalking, or sexual assault.

Jamestown Business College has adopted the following Students' Bill of Rights:

All students have the right to:

- A. Make a report to local law enforcement and/or state police;
- B. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- C. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the Institution;
- D. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- E. Be treated with dignity and to receive from the Institution courteous, fair, and respectful health care and counseling services, where available;
- F. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- G. Describe the incident to as few Institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- H. Be protected from retaliation by the Institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the Institution;
- I. Access to at least one level of appeal of a determination;
- J. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- K. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the Institution.

Additional information is available in the Jamestown Business College Student Handbook and the college's Annual Security Report, which are available on the college's website: [www.jbc.edu](http://www.jbc.edu)

## **STUDENT GRIEVANCE PROCEDURE**

Students who believe that they have been treated unfairly, or discriminated against in regard to race, color, national origin, ethnicity, religion, creed, age, disability, gender, gender identity, sexual orientation, marital status, and military status or has been dealt with in a manner that is inconsistent with Jamestown Business College regulations, may seek redress at any time within

fourteen (14) business days of the alleged occurrence. This nondiscrimination policy covers admissions, access to and treatment in college programs, services, and activities.

Jamestown Business College is committed to compliance with Section 504 of the Rehabilitation Act of 1973 (as amended), which prohibits discrimination against persons with disabilities and Title IX of the Education Amendment of 1972, which prohibits discrimination based on gender in admission to or employment in its education programs and activities. Questions about this policy may be directed to David Conklin, President/Title IX coordinator, at 716-488-3026 and/or Pamela Reese, Dean/Section 504 Coordinator, at 716-488-3020 or P.O. Box 429, Jamestown, NY 14702-0429.

Jamestown Business College students are guaranteed the right of having Jamestown Business College related complaints resolved through the following procedure:

1. Any violation of the rules of this institution which might warrant disciplinary action shall be reported to the Compliance Coordinator within fourteen (14) business days from the date of the alleged occurrence.
2. The Compliance Coordinator shall then investigate the matter within fourteen (14) business days.
3. If the Compliance Coordinator determines that it is necessary to proceed further, he/she shall transmit in writing, within fourteen (14) business days, to the student that the individual(s) being charged has received written communication regarding the incident.
4. The Compliance Coordinator shall also inform the individual(s) being charged that he or she has the right to respond to the charges either in writing or in person within (14) business days.
5. Also, within fourteen (14) business days after receipt of the charges by the student, a meeting will be scheduled with the Compliance Coordinator, Director of Admissions, student, and the individual 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 Compliance Coordinator will render a written determination on the charges which will be transmitted to the individual being charged and the student within fourteen (14) business days.
7. If the determination of the Compliance Coordinator is that the individual being charged is guilty of any of the charges against him or her, the Compliance Coordinator may impose a penalty of reprimand, or termination within fourteen (14) business days.
8. The student and/or the individual being charged may request in writing that the President of the institution review the determination of the Compliance Coordinator within fourteen (14) business 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 Compliance Coordinator within fourteen (14) business days of receipt.

### **APPEAL TO DEPARTMENT OF EDUCATION**

Any person who has a complaint that discrimination on the basis of race, color, national origin, ethnicity, religion, creed, age, disability, gender, gender identity, sexual orientation, marital status, and military status exists in any program funded by the Department of Education and who has exhausted the college's grievance procedure indicated above may notify the Office for Civil Rights. A complaint should be filed by letter to: Assistant Secretary, Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100 or at <http://www.ed.gov/ocr>.

### **STUDENT LOAN OMBUDSMAN**

A Student Loan Ombudsman has been appointed by the US Department of Education to help borrowers resolve complaints with the Department, colleges, lenders, etc. The Ombudsman may be reached the following ways:

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Via telephone: 877-557-2575 Via fax: 606-396-4821  
 Via U.S. mail: U.S. Department of Education  
 FSA Ombudsman Group  
 P.O. Box 1843  
 Monticello, KY 42633

**STUDENT COMPLAINTS PROCEDURE**

A student who wishes to make a complaint about the educational programs and student services at Jamestown Business College may do so informally by relating the complaint to the faculty or staff person relevant to the situation. If the matter cannot be resolved satisfactorily, the following formal procedure should be followed:

1. Present the complaint in writing to the Dean.
2. If other staff or faculty are relevant to the complaint, a meeting will be arranged between the staff or faculty member(s), the student complainant, and the Dean. The student may be accompanied by a fellow student of his or her choice.
3. If the matter still remains unresolved, a committee of three faculty or staff who are not directly involved in the alleged problem will investigate the matter and report its determination of the complaint within 30 business days.
4. If the student does not agree with the committee's determination, the student may seek legal counsel or register the complaint with the State Education Department.

No adverse action will be taken against the student for filing a complaint at any stage of the process or at any time thereafter.

**CHARGES**

Effective August 1, 2018

Tuition Charges, per term	\$ .....3,900 (Full-time students)
College Fee, per term	\$ .....315
Textbooks, per term	\$ .....200 (Estimated)
Canvas LMS, per year	\$ .....40
Late payment fee	\$ .....75
Returned check fee	\$ .....40
Replacement of College ID	\$ .....15
Late Registration Fee	\$ .....75

Textbooks and supplies may be purchased anywhere. They are available from the college as a convenience to students. The college, required to do so, estimates other personal expenses to be \$2,120 per year and travel expenses to be \$2,000 per year.

**GRADUATION AND TRANSFER-OUT RATES**

JBC is pleased to provide the following information regarding our institution's graduation/ completion and transfer-out rates. The information is provided in compliance with the Student Right-to-Know Act of 1990 (P.L. 101-542).

NCES and Other Grad Rate Data

Due to the nature of our bachelor degree, a 2 and 2 program, we do not have full-time, first-time enrollees in the bachelor program. These statistics are for non-bachelor programs. Jamestown Business College's graduation rate as reported to the National Center for Education Statistics are as follows: Of the 71 full-time, first-time, degree seeking students entering The College in Fall of 2011, 44% graduated within 150% of the "normal time" to completion for their program. The disaggregated statistics by gender and race/ethnicity are as follows:

<b>Overall Rate</b>	<b>Cohort</b>	<b>Rate</b>
Overall Rate	71	44%
<b>Gender</b>		
Female	44	43%
Male	27	44%
<b>Race or Ethnicity</b>		
Hispanic/Latino	2	0%
Native American/Alaska Native	1	0%
White	67	46%
Two or more races	1	0%
<b>By Grant Loan Recipient</b>		
Pell Recipient	57	42%
Subsidized Stafford Recipients(No Pell)	4	75%
No Pell or Subsidized Stafford	11	45%

The most recently completed statistics for our non-bachelor programs are as follows: Of the 113 full-time, first-time, degree seeking students entering The College in Fall of 2014, 49% graduated within 150% of the "normal time" to completion for their program. The disaggregated statistics by gender and race/ethnicity are as follows:

<b>Overall Rate</b>	<b>Cohort</b>	<b>Rate</b>
Overall Rate	113	49%
<b>Gender</b>		
Female	74	49%
Male	39	49%
<b>Race or Ethnicity</b>		
Hispanic/Latino	12	50%
Native American/Alaska Native	3	33%
Black or African American	2	50%
Native Hawaiian or Other Pacific Islander	2	0%
White	85	53%
Two or more races	5	20%
Race or Ethnicity Unknown	4	25%
<b>By Grant Loan Recipient</b>		
Pell Recipient	81	44%
Subsidized Stafford Recipients(No Pell)	2	100%
No Pell or Subsidized Stafford	30	57%

## ACCREDITATION

JBC is authorized to offer its programs by the New York State Board of Regents. The college is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680.

## STATEMENT OF COMMITMENT TO DIVERSITY

In our commitment to fulfilling our educational mission, Jamestown Business College seeks a campus climate that promotes respect for people from all backgrounds. Our commitment to work toward an environment that values diversity requires that we create, promote, and maintain activities which further our understanding of individual and group diversity. We will also promote values that discourage intolerance and discrimination. The college benefits

greatly from the presence of a diverse student body. The individual differences among the students add richness and strength to the teaching and learning process.

Dimensions of diversity shall include, but are not limited to, the following: race, color, national origin, ethnicity, religion, creed, age, disability, gender, gender identity, sexual orientation, marital status, and military status.

### **STUDENTS WITH DISABILITIES**

Jamestown Business College is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The college prohibits discrimination against any student, employee, or applicant on the basis of physical or mental disability, or perceived disability. The college will provide necessary and reasonable accommodations to students and employees. Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability to the Dean's Office.

### **VETERANS**

Jamestown Business College welcomes all active duty military, veterans, and dependents. The Director of Financial Aid will serve as the contact person for all veterans.

### **VOTER REGISTRATION**

To encourage student participation in the electoral process, the college has voter registration forms available at the reception counter in the administrative offices; also, voter registration forms are distributed to each student enrolled each fall.

# INDEX

ACADEMIC INFORMATION & GRADUATION REQUIREMENTS .....	6
ADMINISTRATION .....	4
ADVANCED PLACEMENT CREDIT .....	11
APPEARANCE POLICY .....	14
BULLETIN BOARDS & STUDENT ANNOUNCEMENTS .....	13
CANVAS .....	23
CAREER DEVELOPMENT .....	22
CHILD CARE .....	23
CLASS SCHEDULING .....	10
COLLEGE BUILDINGS AND GROUNDS .....	13
COLLEGE CALENDAR .....	1
COLLEGE HOURS .....	14
HEALTH AND COMMUNITY RESOURCES .....	26
COMPLIANCE INFORMATION .....	28
ACCREDITATION .....	46
APPEAL TO DEPARTMENT OF EDUCATION .....	44
BIAS-RELATED CRIME POLICY .....	39
CAMPUS SECURITY REPORT .....	32
CHARGES .....	45
CRIME AWARENESS AND CAMPUS SECURITY: THE JEANNE CLERY ACT .....	32
DIRECTORY INFORMATION .....	29
ENOUGH IS ENOUGH .....	42
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT .....	28
GRADUATION AND TRANSFER-OUT RATES .....	45
IMMUNIZATION REQUIREMENTS .....	29
INSTITUTIONAL RESPONSE TO INVESTIGATIONS OF VIOLENT FELONY OFFENSES .....	38
JBC POLICY ON SEXUAL HARASSMENT .....	30
PRIVACY POLICY NOTICE .....	31
RETURN OF TITLE IV FUNDS .....	30
RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER .....	41
SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING .....	33
STATEMENT OF COMMITMENT TO DIVERSITY .....	46
STUDENT COMPLAINTS PROCEDURE .....	43
STUDENT GRIEVANCE PROCEDURE .....	44
STUDENT LOAN OMBUDSMAN .....	44
STUDENTS WITH DISABILITIES .....	47
TUITION REFUND POLICY .....	30
VETERANS .....	47
VOTER REGISTRATION .....	47
WITHDRAWAL AND PROCEDURES .....	31
COMPUTER LABORATORIES .....	25
COMPUTER NETWORK, INTERNET ACCESS, AND ELECTRONIC MAIL SERVICES POLICY .....	27
COUNSELING .....	12
CREDIT HOUR ASSIGNMENT POLICY .....	9
CRISIS MANAGEMENT PLAN .....	24
CONTACT INFORMATION .....	12
EMERGENCIES .....	23
EMERGENCY NOTIFICATION SYSTEM / DIALMYCALLS .....	24
EMERGENCY SCHOOL CLOSING .....	24
EXTRA HELP .....	10
FACULTY .....	5
FINANCIAL AID .....	11
GENERAL EDUCATION .....	11
GRADES .....	7
GRADUATION CANDIDACY .....	22
INSIDE JBC .....	13
LIBRARY .....	25
NEWS TO USE .....	25
PARKING .....	24
PLUS TIME .....	12
PRESIDENT'S LIST AND DEAN'S LIST .....	11
SAFEGUARDING STUDENT BELONGINGS .....	13
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS .....	7
STUDENT ACTIVITIES .....	25
STUDENT ATTENDANCE .....	12
STUDENT CONDUCT CODE .....	14
PREAMBLE .....	14
ARTICLE I: DEFINITIONS .....	14
ARTICLE II: STUDENT CONDUCT CODE AUTHORITY .....	15
ARTICLE III: PROSCRIBED CONDUCT .....	15
ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES .....	18
ARTICLE V: INTERPRETATION AND REVISION .....	21
STUDENT HOUSING .....	22
STUDENT IDENTIFICATION CARDS/FRONT DOOR SECURITY .....	23
STUDENT LOUNGES – MAIN CAMPUS .....	13
STUDY / TESTING ROOM .....	26
TELEPHONE CALLS .....	22
TEXTBOOKS AND SUPPLIES .....	25
TRANSCRIPTS OF ACADEMIC RECORDS .....	22
TRANSFER OF CREDIT POLICY .....	10
VISITORS .....	22
WELCOME .....	3
YMCA MEMBERSHIP .....	26