



RULES, REGULATIONS, POLICIES AND PROCEDURES

Statement of Equal Opportunity and Non Discrimination

Brooklyn Educational Opportunity Center, as administered by New York City College of Technology (City Tech) is an Equal Opportunity and Affirmative Action Institution. BEOC is committed to a policy of equal employment and equal access in its educational programs and activities, and to non-discrimination in accordance with federal, state and city laws.

All forms of sexual misconduct, including sexual harassment, gender harassment and sexual violence are prohibited. It is also BEOC's policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or childbirth-related medical conditions, and victims of domestic violence/stalking/sex offenses.

NOTE: Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited.

A student who wishes to make a complaint about a faculty member or employee regarding alleged sexual misconduct or for discrimination based on race, color, creed, national origin, age, gender, sexual preference, or disability should register that complaint with the Title IX Coordinator/ Chief Diversity Officer at New City College of Technology. Once contact is made, she will advise students of the next steps to be taken.

Patricia Cody, Chief Diversity Officer and Title IX Coordinator, pcody@citytech.cuny.edu; 718.260.4983 – for complaints against faculty or staff.

For questions or concerns regarding allegations of sexual misconduct by BEOC students, contact Donna Holloway, Student Services Director at hollowayd@beoc.cuny.edu or 718.802.3325.

Student Rights and Responsibilities

All students enrolled at the State University of New York – Brooklyn Educational Opportunity Center are

1. Protected by FERPA (Family Educational Rights and Privacy Act) – a federal law that protects the privacy rights of students with respect to their educational records, including the right to inspect and review those records. See www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.
2. Protected by the Equal Opportunity/Affirmative Action policy regarding discrimination, and the Americans with Disabilities Act (ADA) which protects the civil rights of people with disabilities

Student Agreement:

All students are required to sign a Student Agreement each academic year at the time of *registration* and new student orientation that verifies that they have received the school rules and regulations and are aware of the Student Code of Conduct.

Student Rules

Attendance

Students are required to attend all classes as scheduled. All absences are recorded and count towards the absence limit, which is 20% of instructional time in each course.* All late arrivals and early

departures are also recorded. Since attendance and participation contribute to midterm and final grades, students with excessive absences may receive lower grades. ****Some programs, for example, OSHA and Security Guard Training, do not allow absences because of state or industry certification requirements.***

Children at BEOC

Children are not permitted at BEOC. Students may not bring their children to classes, labs, tutoring, appointments, testing or any other student activity. Students may not leave their children unattended in offices or in the student lounge. Children are only permitted at BEOC when they are attending a specific activity that has been approved for children, and only for the duration of that specific activity.

Identification Cards

All students are required to show their BEOC student ID cards with current semester validation sticker to security guards upon entering the building. ID cards are to be worn and be visible while on the school premises. ID cards are required to check books out of the library and access additional BEOC services. Pictures for the ID cards are taken at the beginning of each semester. Validation stickers are distributed during the hours that id pictures are taken. Students who do not have BEOC student identification cards, must show government identification and sign in at the security desk.

Personal Property

Students are required to secure their personal property while on premises. BEOC is not responsible for the loss, theft or damage of any student property.

Student Code of Conduct

All students at Brooklyn Educational Opportunity Center are expected to conduct themselves in a manner that is respectful of other people and of BEOC property.

Conduct Standard Defined

From the Bylaws of City University of New York, Section 15.1

Each student enrolled in or in attendance at any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey the laws of the city, state and nation and the bylaws and resolutions of the board and the policies, regulations and orders of the college.

Student Dress Code

All students are required to dress in attire and behave in a manner appropriate for an adult professional and educational environment. Tank tops, strapless tops, spaghetti straps, short shorts, micro skirts, spandex leggings, see-through clothing, and pants worn below the waist are inappropriate attire to wear in a professional or educational environment and are discouraged. Head gear (hats, durags, baseball caps) are not permitted in class, unless worn for religious reasons. Students enrolled in programs that require uniforms must be dressed in the appropriate uniform.

Use of Cell Phones and Other Electronic Equipment

The use of cell phones in classrooms, labs, the library, hallways next to classrooms and labs, is prohibited. Cell phone usage is prohibited during examinations. Students are not permitted to send or receive texts or calls during class sessions, or leave the classroom to do so without instructor permission. Students expecting emergency calls should keep their phone on vibrate/silent. Emergency calls may be taken and made from the student lounge.

Students may use electronic equipment, including laptops in classrooms, with the permission of the instructor. Students are responsible for securing their property.

Food

Eating and drinking are not permitted in classrooms or labs.

Misconduct:

The following acts are considered misconduct. Any student who commits these or similar acts at BEOC or at an internship site is subject to disciplinary action, ranging from verbal warning, up to and including dismissal.

1. Smoking (including use of e-cigarettes) anywhere on the premises
2. Failure to follow the directions of an administrator, faculty member, or security officer, or refusing to provide identification when requested to do so
3. Possession or brandishing of weapons
4. Fighting, cursing, making threats or exhibiting disruptive behavior – (see disruptive behavior)
5. Disorderly conduct including bullying, sexual harassment or stalking of other students or employees
6. Entering the building under the influence of drugs or alcohol, having possession of same or caught using or selling them on school premises
7. Defacing or damaging school property, including use of graffiti
8. Misuse of BEOC computers, including unauthorized use of hardware, software, or acts of piracy
9. Stealing or using without authorization property belonging to the Center or to other people
10. Cheating on schoolwork (see Policy on Academic Integrity)
11. Falsification of information through forgery, alteration or intentional misuse of school documents or records
12. Selling food or services without authorization
13. Posting of notices and announcements that have not been approved by the Director of Student Services

Disruptive Behavior

If students are disruptive or exhibit behavior that impedes the teaching and learning process, the instructor will inform the student to stop the behavior. If the behavior persists, the instructor may ask the student to leave a classroom. If the student refuses to leave, the instructor may seek assistance from an administrator. Students who are asked to leave a classroom for disruptive behavior may not return to class until they have seen an advisor or administrator and approved to return.

Examples of disruptive behavior include the following:

- Eating and drinking beverages other than water
- Use of cell phones and electronic devices in a class
- Entering the class late or leaving early
- Using inappropriate language
- Teasing or bothering other students
- Refusal to comply with directions from instructors
- Not paying attention: sleeping or reading non-class related materials
- Failure to respect other students or allow them to express their views
- Monopolizing classroom discussions
- Making inappropriate or distracting noises
- Poor personal hygiene
- Untimely or excessive breaks (leaving the room frequently)
- Distracting or disturbing the class

If a student's disruptive behavior includes fighting or any physical or verbal altercation, the behavior should be reported to the Director of Student Services. The student will not be allowed to return to class until the Director of Student Affairs or designee has made a final determination on what sanctions to impose.

Reporting Violations of the Code of Conduct

Student Disciplinary Procedures

Any student or staff member who observes student misconduct should report it in a timely manner, within one day of the occurrence. All reports, which may subject a student to disciplinary action, must be submitted in writing. All reports received by staff members should be sent to the Director of Student Services.

Any violation of the Code of Conduct should be reported to the Director of Student Services or designee, who will conduct an investigation, including speaking to the student and any other witnesses and reviewing statements to make a determination of how the matter should be handled. Following the investigation, The Director of Student Services or designee will do one of the following:

1. Dismiss the matter if it does not warrant disciplinary action
2. Refer the matter to mediation, to be conducted by an advisor or other staff member
 - a. If the matter is resolved, the advisor/staff member will inform the Director of Student Services, who will inform the student
 - b. If the matter is not resolved, or the student does not attend the meeting, the advisor/staff member will refer the matter back to the Director of Student Services or designee
3. Refer the matter to a Student Hearing Committee
4. Impose a sanction including warning or probation, or
5. Recommend suspension or dismissal to the Executive Director

Some violations will result in immediate suspension until a review is held.

Student Hearing Committee

Composition

The Student Hearing Committee is responsible for reviewing complaints that are not dismissed or resolved by the Director of Student Services. The Committee may be comprised of a combination of faculty, staff and administrators. Appointments will be made by the Executive Director.

Hearing

When a matter is referred for a hearing, the Director of Student Services will inform the student in writing of the charges, the rule or section of the code in violation and the time and place of the hearing. The student has a right to present his/her side of the story, including witnesses.

The meeting of the Student Hearing Committee will take place within a reasonable time after the violation or mediation. The chairperson will inform the student of the charges, the procedures and his/her rights. The committee will review the statements provided and interview witnesses as needed, giving the student the opportunity to present his/her case.

At the conclusion of the hearing, the committee will review the testimony and evidence provided and make its determination. The committee will submit its findings to the Director of Student Services within five days of the hearing. The decision is final, subject to appeal.

Appeal

Students may appeal the decision of the Director of Student Services within five days of receiving the notice. The appeal must be submitted in writing to the Executive Director, who will respond within ten business days. If a student is suspended, depending on the nature of the violation, the student may remain suspended during the appeal.

Sanctions:

Students, who are found to be in violation of the Student Code of Conduct, may face the following disciplinary actions:

Verbal warning: Verbal alert that further misconduct will cause more severe disciplinary action

Written warning: Written notice that further misconduct will cause more severe disciplinary action

Probation: Limited participation in activities for a specific period of time

Suspension: Temporary exclusion from classes and activities for a specified period of time

Dismissal: Indefinite dismissal from classes and all activities. Conditions of readmission, if permitted, will be stated in the dismissal letter

NOTE: Some violations may result in immediate suspension or ejection from BEOC premises.

Student Complaint Procedures

From time to time, we will have conflicts with each other. Students are encouraged to address disagreements by speaking with the other party informally. If the situation is not resolved, follow the procedures below applicable to your situation to file a complaint:

(NOTE: This procedure is not to be used to file complaints regarding sexual misconduct)

Student/Instructor (grades, classroom issues, etc)

- Speak to your instructor first to try to resolve the issue, preferably during posted office hours
- If the situation is not resolved, file a written complaint with the Director of Academic Affairs within 30 days of the occurrence
- The Director of Academic Affairs or designee will acknowledge receipt of the complaint within five business days
- The Director of Academic Affairs or designee will review and notify the student of the outcome of the complaint
- If the situation is not resolved, the student may write to the Office of the Executive Director

The chain of command is **Instructor > Director of Academic Affairs or designee > Executive Director**

Student/Student

- Speak to the other student first to try to resolve the issue
 - If the issue persists with the student, see a student advisor in the Advisement Center
 - The advisor will mediate the situation by meeting with the involved parties
 - If the problem has not been resolved, the student can then file a written complaint with the Director of Student Services
 - If not satisfied with the decision, the student may write to the Office of the Executive Director

The chain of command is **Advisor > Director of Student Services > Executive Director**

Student/Staff Member

- Speak to the staff member first to try to resolve the issue
- If the issue persists, file a formal written complaint with the staff member's supervisor or head of the department within 30 days of the occurrence
- The supervisor or department head or representative will acknowledge receipt of the complaint within five business days
- The department head or designee will review and notify the student of the outcome of the complaint
- If the problem is not resolved, the student may write to the Office of the Executive Director

The chain of command is **the staff's supervisor > Head of Department > Executive Director**

NOTE: In all cases of formal complaints, if the student wishes to pursue a matter beyond the Executive Director of BEOC, he/she may contact the Office of the President of New York City College of Technology or the University Center for Academic and Workforce Development in Albany, NY.