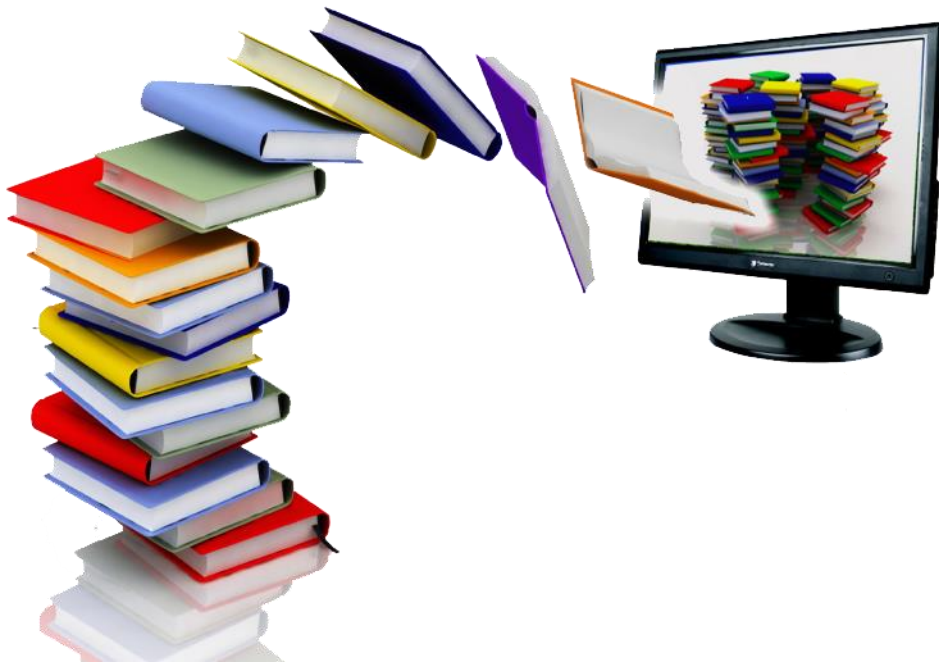


Student Handbook 2023 - 2024



LONG ISLAND EDUCATIONAL OPPORTUNITY CENTER

Charles Miranda
Executive Director/Dean

2023-2024 Student Handbook

Beginning in 1966 and continuing through 1969, the New York State Legislature created college-level opportunity programs throughout the State under the oversight of SUNY. In 1966, SUNY established four Urban Centers to help “disadvantaged youth and adults...to develop skills...for a fuller and more productive life.” These Centers offered tuition-free occupational training and programs to assist students to prepare for and be accepted at colleges.

In 1969 SUNY also implemented seven Cooperative College Centers, which concentrated on college preparatory work along with vocational training. Both models operated under the administrative oversight of a nearby college. In 1973, the two models were merged to form Educational Opportunity Centers, or EOCs. For a chronology of dates relevant to EOC creation, refer to Attachment 1-1. Today, the ten EOCs and two Counseling and Outreach Centers (OCs) exist across New York State and were codified in New York Education law in December of 2020 in recognition of the EOCs as a “vitally important education program within SUNY for 50 years”.

In furtherance of these overall goals, the operational objectives of EOCs include:

- Assisting students to gain foundational skills for academic growth and success; and, specific knowledge and intellectual tools enabling them to achieve their educational and employment goals;
- Assisting students in developing Individual Education and Career Plans;
- Providing education and training designed to meet local and regional needs;
- Increasing opportunities for students to gain and retain meaningful and fulfilling employment;
- Increasing opportunities for students to enroll in and succeed in post-secondary education;
- Providing entrepreneurial training opportunities for students that may lead to economic development in communities in which they reside.

SUNY University Center for Academic and Workforce Development (UCAWD)

Lisa Jackson
Associate Provost and Director

Sponsoring Institution: Farmingdale State College, Farmingdale, NY 11735

John S. Nader, PhD
President

Our Locations

Farmingdale State College
Long Island Educational Opportunity Center
2350 Broadhollow Road
Farmingdale, NY 11735

Long Island Educational Opportunity Center
1090-A Suffolk Avenue
Brentwood, NY 11717

Contact Us

Farmingdale LIEOC Main Desk: 934-420-2280
Brentwood LIEOC Main Desk: 631-434-3740

Director's Office – 934-420-2087
Academic Services Office – 934-420-5306
Career Counseling Office – 934-420-5441
College Connections Office – 934-420-2286
Information Technology – 934-420-2506
Student Services Office – 934-420-2678

Social Media Links



Like us on Facebook@
Long Island Educational Opportunity Center
Farmingdale State College
@suny.lieoc



Follow Us on Twitter
@LongIslandEOC

LinkedIn
Connect with us on LinkedIn @
LIEOC-SUNY

YouTube 
Subscribe to our YouTube Channel @
Youtube.com  LI EOC



Follow Us on Instagram
@longislandeoc



TABLE OF CONTENTS

Long Island EOC Mission	6
Long Island EOC Goals	6
Notice of Non-Discrimination	6
2023-2024 Academic Calendars	7
Disclaimer	8
Curriculum and Instruction	8
LIEOC INSTITUTIONAL POLICIES	
Children on Premises	9
Dress Code	9
Eating in Classrooms and Computer Labs	10
Electronic Device Distribution	10
Emergency Evacuation Plan	10
Emergency and Weather-Related Closings	10
Broadcast Stations & Web Sites Announcing Cancellation of Campus Activities	11
Parking at Brentwood & Farmingdale LIEOC	11
Security at Brentwood & Farmingdale LIEOC	11&12
Student Identification	12
Student Email	12
Technology	12
Textbook Distribution	12
ACADEMIC POLICIES	
Auditing Classes	13
Grades and Grading	13
No-Show and Drop Reporting	13
Program Completions	13
Program-Specific Attendance	14
Student Attendance	14
Student Certificates	14
Student Orientation	14
Virtual Class Attendance	14
Withdrawal from Class	14
TESTING	
English Language Learner Placement Testing	15
TABE Testing for Admission	15
Minimum TABE Scores for Placemen	15
TABE Post-Testing	16
TABE Scores and Grade Determination	16
Vocational Post-Testing	16
LIEOC SERVICES	
ATTAIN Labs	17
Career Counseling	17
College Connection Initiative	17
Disability Services	17
Faculty Office Hours	17
Student Counseling	18
Student Grievances	18
Student Records/Registrar's Office	18

Student Reporting Expectations	19
Student Transcript Requests	19
FARMINGDALE STATE COLLEGE POLICIES & PROCEDURES	
Farmingdale State College Handbook Link	20
Academic Integrity and Disciplinary Procedures	20
Acceptable Use Policy for Computer Facilities	20
Family Educational Rights and Privacy Act of 1974 (FERPA)	20 & 21
Sexual Harassment Policy, Response and Prevention	21
Student's Bill of Rights	21
Student Code of Conduct	21
Equal Opportunity/Affirmative Action	22
Religious Absences and Equivalent Opportunity	22

LONG ISLAND EOC MISSION

The SUNY EOCs are a system of educational institutions that serve eligible adult learners. EOCs deliver comprehensive, community-based academic and workforce development programs and provide support services leading to enhanced employment opportunities, access to further education, and opportunities for personal growth and development.

LONG ISLAND EOC GOALS

EOCs strive for the following outcomes for enrolled students:

- Credential - achievement of a secondary school or national and industry certificate credential for those who lack one;
- Employment - unsubsidized employment; and
- College - enrollment in post-secondary education.

Additionally, EOCs seek to serve both students and the broader community by providing access to and familiarity with:

- Information technology;
- Civic engagement; and
- General information and services that may be of benefit.

NOTICE OF NON-DISCRIMINATION

Pursuant to the Federal and State guidelines and regulations prohibiting discrimination, Farmingdale State College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the University College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

The College's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to the office of the Farmingdale State Vice President of College Diversity, Equity, and Inclusion at tewam@farmingdale.edu. The office is located in Horton Hall, Room 130, telephone 934-420-2622. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; Email OCR.NewYork@ed.gov.

2023-2024 ACADEMIC CALENDARS

Fall 2023

September 5	Classes Begin
September 11 – 14	Textbook and/or Device Pick Up
September 18	Orientation Materials Distribution
September 18	Census Date Fall I
September 26	No PM Classes
October 9.....	Virtual Orientation Materials Due
October 17.....	Last Day for Students to Submit Work For Spring 2023 “I” Grades
October 24.....	Last Day to Submit Change of Grade for Spring 2023 “I” Grades
November 3.....	Fall I Last Day to Withdraw from Classes with “W” Grade
November 7.....	No AM Classes
November 22 - 24	Thanksgiving Break – No Classes
November 27-30, December 4.....	Post TABE Testing
December 4 – 7, 11 – 12	Class E TABE Testing
December 19	Last Day of Classes
December 20 – 22	Textbook and/or Device Return
December 21	Grades Due
December 24 – January 2.....	All LIEOC buildings closed for Inter-Term Break

Spring 2024

January 15 - 19.....	Textbook and/or Device Pick Up
January 22	Classes Begin
February 1	Census Date Spring I
February 5	Orientation Materials Distribution
February 19 & 20.....	No Classes
February 26.....	Virtual Orientation Materials Due
March 1	Last Day for Students to Submit Work For Fall 2023 “I” Grades
March 7	Last Day to Submit Change of Grade for Fall 2023 “I” Grades
March 15	Fall I Last Day to Withdraw from Classes with “W” Grade
March 25	No Classes
March 28	No Classes
April 22 – 26	No Classes Spring Break
April 29-30, May 1-2, May 6-7	Post TABE Testing
May 16	Last Day of Classes
May 20 – 23	Textbook and/or Device Return
May 23	Grades Due

DISCLAIMER

The Long Island Educational Opportunity Center is a tuition free, non-credit institution under the direction of the University Center for Academic and Workforce Development (UCAWD) of the State University of New York (SUNY). The sponsoring institution is Farmingdale State College of the State University of New York. LIEOC courses do not carry awards of credit and are not transferable to other post-secondary programs.

CURRICULUM and INSTRUCTION

The LIEOC offers instruction in the following programs:

<u>Academic Programs</u>	<u>Workforce Development</u>	<u>English as a Second Language</u>
Adult Basic Education	Administrative Assistant	Pre-Beginning English for International Students
College Preparation Academy	Certified Nurse Aide	Beginning English for International Students, Level I
Developmental Education	CNA Recertification Preparation	Intermediate English for International Students, Level II
High School Equivalency Preparation	Digital Marketing Entrepreneurship	Advanced English for International Students Level III, Part 1
	Home Health Aide	Advanced English for International Students Level III, Part 2
	Electronic Health Records	
	Emergency Medical Technician	
	OSHA Certification	
	Pharmacy Technician	
	Pre-Allied Health	
	Security Guard	

During the Fall 2023 and Spring 2024 semesters, the LIEOC will offer both in-person and on-line classes. Not all programs and/or classes will be offered during the semester and, of the programs and classes offered, some will be available in-person only.

LIEOC INSTITUTIONAL POLICIES

For the purpose of the policies described in this handbook, the word “student(s)” and the phrase “LIEOC student(s)” refer to:

- All individuals enrolled in LIEOC classes and/or attending any other program sponsored by or taking place under the auspices of the LIEOC.
- All individuals attending the ATTAIN labs or pursuing ATTAIN programs from remote locations.
- All individuals attending LIEOC-sponsored programs at community locations.

The word “campus” shall be understood to encompass all locations of the LIEOC including exterior property or where the LIEOC offers classes. The acronym LIEOC shall be understood to be the Long Island Educational Opportunity Center.

All LIEOC and ATTAIN students are bound by and are expected to be familiar with the policies of Farmingdale State College (FSC). The Farmingdale State College policies with which LIEOC and ATTAIN lab students are to be familiar are found at the following URL: [student-handbook-20-21.pdf \(farmingdale.edu\)](http://student-handbook-20-21.pdf(farmingdale.edu))

Children on Premises

The LIEOC does not provide childcare. Students may not bring children into classrooms, computer labs, faculty or staff offices, or testing rooms. Children may not be left attended or unattended in any area of the building or LIEOC-controlled property while their parent or guardian is in class or conducting other business at the LIEOC.

Dress Code

LIEOC students are expected to dress appropriately for an institution of learning. Neatness and attention to personal hygiene are expected. Clothing that detracts from activities or is considered offensive will not be permitted. Such inappropriate attire includes, but is not limited to, the following:

- Clothing or jewelry bearing words or drawings that refer directly or indirectly to vulgarity, sex, drugs, alcohol, or tobacco.
- Clothing or jewelry bearing words or drawings that refer directly or indirectly to gangs; personal or group violence; or other illegal or offensive behaviors, actions, or suggestions.
- Hats unless for religious or medical reasons.
- Doo-rags and/or bandanas.
- Clothing that bears the midriff of the wearer.
- Pants or skirts with waistline worn below the hips.
- Shorts or skirts that are not at least fingertip length.
- Clothing that is too tight, revealing, or in any way creates a distraction.
- Tinted glasses or sunglasses that are not required for medical reasons.
- Wallet chains or other chains long and/or wide enough to be used as a weapon.
- Clothing that resembles pajama pants and bedroom slippers.
- Leggings that are not covered under other clothing.

Any student found to be in violation of the LIEOC Dress Code may be asked to leave the building or event in order to change into appropriate attire. Some vocational programs may have program specific dress codes.

Eating in Classrooms and Computer Labs

Eating or drinking is not permitted in classrooms or computer labs. Each LIEOC location has a designated student break area where students may eat or drink.

Electronic Device Distribution

Electronic devices may be made available to students who lack computers and are enrolled in on-line classes. The devices will be available on a first-come-first-served basis and will be distributed and collected during textbook distribution and return. Students who wish to borrow a device will be required to provide a valid New York State ID and to complete and submit a binding agreement to return the device in good working order at the end of the semester. Those who fail to return the device at the end of the semester will be reported to the Farmingdale State College University Police as being in possession of stolen property. Individuals who fail to return borrowed devices will also be ineligible to enroll in any future LIEOC classes and will be unable to obtain proof of attendance or completion.

Emergency Evacuation Plan

At the start of each semester, instructors will call attention to the emergency evacuation map for the assigned classroom and will review the evacuation route with the students. In the event of an emergency evacuation or a practice drill, students are to follow their instructor out of the building according to the evacuation route posted. Elevators must not be used during any emergency evacuation or practice drill. Students with mobility or visual impairments will meet with the unit manager before the end of the first week of classes to discuss an individualized plan for the student's evacuation in the case of an emergency evacuation or practice drill.

Emergency and Weather-Related Closings

On-line LIEOC classes **WILL NOT** be cancelled due to weather unless a weather event causes a wide-spread power outage. Students who experience local power-outages that cause them to be absent from on-line class are responsible for making up any work they missed.

In-person LIEOC classes **will be cancelled only if** Farmingdale State College cancels classes. <https://www.farmingdale.edu/emergency/>

The best way to find out about class cancellations is to check the Farmingdale website. Students may also call the college at 934-420-2000 to hear a message with up-to-date information and/or monitor the college social media accounts for updates on Facebook ([facebook.com/farmingdale](https://www.facebook.com/farmingdale)) and Twitter ([Twitter.com/farmingdalesc](https://twitter.com/farmingdalesc)).

Cancellation of day classes does not necessarily mean that evening classes are also canceled. Evening students are to assume that classes are in session unless there is an announcement specifically canceling evening classes.

Broadcast Stations & Web Sites Announcing Cancellation of Campus Activities

Radio

Station	Location	AM Radio	FM Radio
WCBS	New York	880	
WINS	New York	1010	
WHLI	Farmingdale	1100	
WLNG	Sag Harbor		92.1
WMJC	Farmingdale		94.3
WBAB	West Babylon		95.3
LOVE	Medford		96.1
WALK	East Patchogue		97.5
KJOY	Farmingdale		98.3
WBAB	West Babylon		102.3
B103	Farmingdale		103.1
WRCN	Medford		103.9

**** NOTE: An attempt will be made to notify as many stations as possible.**

Television

Station	Location	Channel
NEWS 12	Woodbury	12
FIOS1	Long Island	1 or 501
WNBC4	New York	3

Websites

<https://www.farmingdale.edu/emergency/>
www.news12.com
www.wbab.com
www.wbli.com
www.walkradio.com
www.1010wins.com
www.wcbs880.com
www.b103.com
www.wmjcfm.com
www.wrcn.com
www.love961.com
www.whli.com

Parking

Brentwood

Parking is allowed only in designated spaces located in front of and to the side of the LIEOC building. At peak times and in order to accommodate the vehicles of all students, LIEOC students may be directed by an LIEOC official to park in such a way as to block other cars. Students whose cars are blocked are asked to wait patiently for the driver of the other vehicle.

Farmingdale

All students who park on campus must register their vehicles with University Police and obtain a campus parking permit. The campus parking permit fee is \$30.00. Applicants visiting campus to attend intake, placement testing, or counselor meetings should stop at the University Police building to obtain a temporary student parking permit. Individuals who do not obtain the appropriate parking permit may be subject to ticketing and fines.

Security

Brentwood

Staff and students assigned to the Brentwood location are under the protection of the Suffolk County Police Department's Third Precinct. In the event of a security emergency, the Building Unit Administrator should be alerted and should be the person to dial 911. Any individual who dials 911 is required to immediately alert the front desk.

Hooper Hall, Farmingdale State College Campus

LIEOC staff and students assigned to the Farmingdale State College campus are provided protection by the State University of New York Police located on campus. The University Police may be contacted via phone at 934-420-2111 for an emergency, 934-420-2112 for a non-emergency, or by picking up any of the Blue Light telephones or campus Emergency Telephones placed across campus including at the front door of Hooper Hall.

Student Identification

Students enrolled in in-person classes and/or vocational programs that require an in person presence will receive an LIEOC photo identification.

Students who receive ID cards are to have their cards with them whenever they attend LIEOC classes or functions. The name used on the identification card will match the name found in the LIEOC database.

Identification cards will not be distributed to students attending on-line courses.

Student Email

Student email accounts are generated upon completion of the intake process at which time applicants will receive a link to set-up their @lieoc.farmingdale.edu account. After the email link is sent, all communication to students from instructors, counselors, and other LIEOC personnel will be to the @lieoc.farmingdale.edu email address only. Applicants and students who need to have the link resent or their @lieoc.farmingdale.edu accounts reset will send an email to lieochelpdesk@lieoc.farmingdale.edu.

The email must include the following:

- Applicant's/Student's full name (first and last)
- Applicant's/Student's phone number
- The name of your class (registered students only)
- A brief description of the issue you are having

Technology

When classes take place virtually, electronic devices will be used as necessary for students to connect to and participate in class. The use of other devices during class time will not be tolerated.

When classes are conducted in the LIEOC buildings, cell phones or other personal electronic communication devices may not be used during class time or in a public forum without the express permission of the instructor or LIEOC official in charge. Cell phones or other electronic devices may not be used within hearing distance of classes in session, computer labs, or faculty or staff offices in such a manner as to be deemed a disruption or interruption by a faculty member or other LIEOC official.

Textbook Distribution

In general, textbooks are provided free-of-charge to students in either hard copy or virtual formats. Certain textbooks are loaned to students for the semester and must be returned. The books must be returned in usable condition.

Hard copy textbooks and codes for gaining access to virtual textbooks are distributed during the second week of class.

ACADEMIC POLICIES

Auditing Classes

Students who have been out of the LIEOC for at least one semester and who have taken and passed a course may request approval to sit in that same course in order to improve their skills before moving on to the next course. Auditing is approved only after all registered students are seated if there are available seats in the assigned classroom. Audits must be approved by the instructor and the appropriate Department Chair and recorded in Banner, the LIEOC Student Information System.

Grades and Grading

Grade Mode 1 Standard Letter (A through F & I)		
Numeric Range	Grade	Points
96-100	A	4.0
90-95	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
65-69	D	1.0
0-64	F	0.0
Incomplete	I ¹	N/A
Withdrawn	W ¹	N/A
In Progress	IP ²	N/A

Grade Mode 2 - Pass / Fail		
Description	Grade	Points
Passed	P	N/A
Failed (non-punitive)	FN	N/A

Grade Mode 3 Satisfactory/Unsatisfactory		
Description	Grade	Points
Satisfactory	S	N/A
Unsatisfactory	U	N/A

Grade Mode 4 -No Grade		
Description	Grade	Points
No Grade	NG	N/A

1. **Incomplete (I)** – A grade of “I” (Incomplete) may be assigned to students who, due to some reason beyond their control, miss the final examination OR are unable to complete a significant piece of the required graded work for the course by the instructor using the grading scheme used for all other students in the same course.
2. **In Progress (IP)** – The IP grade is automatically inserted into a student’s record when the student is enrolled in a program that starts in one semester but ends in the following semester.

No-Show and Drop Reporting

The LIEOC reserves the right to drop from classes any registered student who is absent from all class meetings in the first two (2) weeks of the semester OR who attends fewer than half of all scheduled class meetings during the first two (2) weeks of the semester. Students dropped in this manner may seek reinstatement by speaking with their assigned instructor(s) who, in turn, will discuss the matter with the appropriate counselor.

Program Completions

Students earn a program completion when they earn grades of C- or better, Satisfactory, or Pass in all required courses within the program for which they are registered. Students who earn D grades in any part of a completion will not receive a completion in that program.

Program-Specific Attendance

Certain programs (including but not limited to CNA, EMT, and Pharmacy Technician) have program-specific attendance policies that will be provided to students no later than the first day of class. These program-specific policies may be more restrictive than attendance policies for other programs.

Student Attendance

Students are expected to attend all scheduled on-line and in-person class meetings and to complete all required individual assignments. Attendance will be taken for all scheduled class meetings. Students who are experiencing illness or who are unable to connect to their class, should reach out to their instructor and/or counselor to discuss their situation.

Students who have three (3) unexcused absences will be placed on Academic Probation. Counselors will make every effort to contact students placed on Academic Probation; however, the probation will happen regardless. If there is one more unexcused absence, probationary students will be processed as Administrative Withdrawals. Students who earn Administrative Withdrawals due to poor attendance are not eligible for reinstatement during the semester in which the withdrawal takes place.

Student Certificates

Students who earn grades of C- or better, Satisfactory, or Pass grades in all classes in their program completion will receive a decorative certificate attesting to their achievement.

Certificates are not official proof of completion, so students and graduates wishing to submit official proof of their work at the LIEOC to a potential employer, college, or other entity should request an official transcript.

Student Orientation

All students must attend or complete student orientation as scheduled. New and returning students who do not attend/complete orientation may be removed from class. Students who attend/complete orientation will provide proof of their attendance by submitting an orientation compliance contract or by completing an on-line form provided by the LIEOC.

Virtual Class Attendance

Students in online classes are expected to engage and participate in much the same way as they would in an in-person class. Microphones and camera access must be available to enroll in an online class and may be required to be turned on. Students are expected to respond when called upon and comply with other teacher requests. Failure to do so may result in being marked absent for the class period. Frequent non-response or non-compliance may lead to removal from the class for the semester.

Withdrawing from Class

Students who wish to withdraw from one or more classes will contact their counselor by phone or email. In some cases, withdrawal from one class within a program will require the student be withdrawn from all classes in that program.

TESTING

Cell phones or other electronic devices are not to be used during any testing administration.

English Language Learner Placement Testing

Applicants to the **English for Speakers of Other Languages (ESOL)** program or those applicants who take the TABE but score below the minimum required for entry into an academic or vocational program and who are non-native English speakers will take the computer based Clas-E ESOL placement exam. The results of the placement exam are used to place students within the levels of the ESOL program.

All students taking ESOL Level III, Part 2 classes, including those who do not plan to or who are ineligible to continue their studies at the Long Island EOC, take the Reading and Math sections of the TABE exam at the end of the semester. The scores are used to measure learning and, for those who will continue with the Long Island EOC, to inform the placement decision.

ESOL	CLAS-E Reading
Pre-Beginning English	Level 1
Beginning English	Level 2
Intermediate English	Level 3 & 4
Advanced English Part I	Level 5

TABE Testing for Admission

Most applicants are required to take a placement exam to provide insight into the applicants' basic skills, to aid in making placement decisions, and to provide a baseline for assessing gains in learning.

Applicants to academic and vocational programs will take the computer-based Test of Adult Basic Education (TABE), in a computer lab at one of the two locations of the LIEOC. The results will determine class placements.

Applicants to the following short-term programs are not required to take the TABE placement exam: CNA Recertification, Home Health Aide, OSHA Training, Security Guard, TEAS Test Preparation. Applicants to certain programs will be required to take a brief, program specific qualification test.

Minimum TABE Scores for Placement:

PROGRAM	READING	MATH
Administrative Assistant	535	470
Adult Basic Education	442	449
Certified Nurse Aide	535	535
College Preparation	520	520
Developmental Education	481	481
Electronic Health Records	535	470
Emergency Medical Technician	535	495
High School Equivalency	519	519
Pharmacy Technician	535	535
Pre-Allied Health	470	470

TABE Post-Testing

At the end of every semester, students enrolled in academic classes including Adult Basic Education (ABE), Developmental Education (DEV), High School Equivalency preparation (HSE), Pre-Allied Health programs, and the College Prep Academy (CPA) retake the computer-based TABE as a post-test, the results of which will be used for assessing education gains from the start of the semester and to inform continuing placement decisions.

TABE Scores and Grade Determination

TABE scores are not used to determining final grades; however, TABE scores are used to determine if students are ready to move on to a different program at the LIEOC.

Vocational Post-Testing

Upon completion of their program, students enrolled in vocational programs take standardized assessments other than the TABE. These may be state or national licensing exams, national certification exams, or brand-specific certification exams.

LIEOC SERVICES

ATTAIN Labs

The LIEOC is host to a SUNY ATTAIN lab at the Brentwood location. The ATTAIN Lab is a public-access computer lab sponsored by the New York State Legislature. The lab is available for use by both LIEOC students and community members and serves to enhance the LIEOC educational experience. Students attending the ATTAIN Lab are bound by all policies and procedures that bind LIEOC and Farmingdale State College students.

Career Counseling

Career Counselors provide on-site support to those students who wish to move from the LIEOC into a career. Career Counselors provide workshops and one-on-one guidance on such topics as career exploration, job application techniques, interview skills, and resume writing and provide students with leads on available jobs to which they may apply. The Career Counselors also coordinate student attendance at community and campus job fairs and provide referral assistance to One Stop Centers, the Department of Labor, and employment agencies.

College Connection Initiative

The College Connection Department provides guidance and practical support to those LIEOC students and members of the community who wish to move on to higher education. The College Connections staff shares information about higher education opportunities. They will assist students in college selection, the application process, completing and submitting financial aid documents, and arranging college visits.

Disability Services

To ensure the provision of "reasonable and appropriate services" within the scope of the LIEOC, students must provide current and comprehensive documentation of their disability with a diagnosis, functional limitations, impact on learning, and daily academic functioning.

Generally, documentation must be no more than three years old. Documentation of these records is kept in the student's computer-based files and are **strictly confidential** and are not part of a student's academic record. Documentation may be emailed to mayersde@farmingdale.edu. Students who are seeking "reasonable accommodations" from the LIEOC must self-disclose the presence of a specific disability. In order to receive services, appropriate documentation, complete with diagnosis and/or specific limitations must be provided. No accommodations can be provided until documentation is received. Students should contact us at mayersde@farmingdale.edu to set up an appointment and bring their complete documentation package as soon as possible after admission, well before orientation and classes begin.

All LIEOC students who are approved for services have access to the FSC's Disability Services Center (DSC). Additional information regarding the DSC can be found at <https://www.farmingdale.edu/disability-services-center/>

Faculty Office Hours

Full-time faculty members will post their office hours at the beginning of every semester. Students needing to meet with adjunct faculty members should arrange the meeting individually.

Student Counseling

Both locations of the LIEOC have professional counselors to meet the needs of students. Prior to enrollment in the LIEOC, counselors meet with applicants to review documents, discuss program options, register applicants into classes, or refer applicants to another agency better suited to the individual's needs.

Registered students meet with their counselors to:

- Establish specific educational and/or vocational objectives.
- Establish a program plan "Career Map" to serve as the student's road map through the LIEOC and on to college or a career.
- Review factors that shape their lives and that may impact upon their success.
- Register for subsequent semesters.
- Receive guidance and assistance to resolve personal and family problems affecting learning, achievement, and persistence.
- Obtain referrals to agencies they may be best suited to aid the student in addressing pressing issues relative to their personal and/or family situation.

Counseling sessions are confidential, one-on-one meetings between adult students or applicants and an LIEOC counselor and/or other appropriate LIEOC staff member(s). Students and applicants who wish to allow a third party to sit in on a counseling session must complete and sign and date a counseling session waiver to allow third party attendance.

Student Grievances

In support of student learning and a safe, collegial environment for all students, the LIEOC has a centralized system for collecting and addressing student complaints in the areas of:

- Academic Grievances
- FERPA Violations
- Sexual Harassment and Misconduct
- Student Concerns
- Unlawful Discrimination and Bias Crimes

To report an issue in any of these areas, please email Ms. Mayers at mayersde@farmingdale.edu. Inquiries should ideally be made from an LIEOC Gmail account and include the student's name, a description of the complaint, and a proposed solution.

Student Records/Registrar's Office

Most student records are kept electronically in Banner, the computerized student information system maintained byUCAWD. Select programs require the retention of some paper support documents. These documents are stored securely in the office of the Registrar's Assistant at the LIEOC location attended by the students involved. All student records are kept confidential and can be examined by the student in accordance with the procedures outlined in the related Farmingdale State College policy and procedure statement. Paper documents may be digitized by the LIEOC and stored in a secure electronic format.

Student Reporting Expectations

As part of its mission to serve New York State's economically and educationally disadvantaged population, the LIEOC is required to report the employment and academic achievements of current and former students. As such, current and former students should report such milestones as earning a high school equivalency diploma, being admitted to college, receiving a pay raise, or starting a new job.

Student Transcript Requests

Students who wish to have their transcripts forwarded to a potential employer, college, or other organization or institution must complete an *Official Transcript Request* form and submit it to the office of the Registrar's Assistant at their LIEOC location. Submission of an Official Transcript Request form will constitute the student's waiver of notification rights as described under FERPA.

Students or graduates who wish to have a copy of their transcript for their personal files may submit an Unofficial Transcript Request form which is available from the Registrar's Assistant.

Both the Official and Unofficial transcript request forms are available on-line at www.LongIslandEOC.org/transcripts and may be submitted electronically as per the directions provided on the forms.

FARMINGDALE STATE COLLEGE POLICIES & PROCEDURES

All students enrolled in Long Island EOC classes or working in the ATTAIN lab are bound by the Farmingdale State College/LIEOC Code of Conduct and are expected to be familiar with all facets of the Student Code of Conduct and other policies included herein.

Farmingdale State College – Handbook Link

The following categories can be found in their entirety on the Farmingdale State College Website via the link: <https://www.handbook.farmingdale.edu/stuent-handbook-20-21.pdf>

- Academic Integrity and Disciplinary Procedures – p. 43
- Acceptable Use for Computer Facilities – p. 57
- FERPA – p. 45
- Policies on Sexual Violence Prevention and Response – p. 25
- Sexual Harassment Policy – p. 35
- Students’ Bill of Rights – p. 27

Academic Integrity and Disciplinary Procedures

Each member of the Farmingdale State College campus community is expected to maintain academic integrity. Farmingdale State College has developed regulations concerning academic dishonesty and integrity to protect all students and to maintain an ethical academic environment.

Acceptable Use Policy for Computer Facilities

This policy is designed to guide students, faculty, staff, and others in the acceptable use of computer and information systems and networks provided by Farmingdale State College / the LIEOC. More importantly, it is meant as an application of the principles concerning the use of the network in a legal, ethical, collegial, and nondestructive manner.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In addition to the Farmingdale State College language on FERPA, LIEOC students are advised that UCAWD and the LIEOC have adopted a very strict interpretation of FERPA that *does not* allow the release of the following “directory” information to anyone without the signed consent of the student involved:

1. Student enrollment status including attendance (whether the student was in attendance on a given date or dates).
2. Student grades.
3. Student registration status (whether the student is enrolled or not or plans to enroll in the future).
4. Student home address, full name, birth date, telephone number, and e-mail address.

Students who wish to have their “directory” information shared with parents, guardians, spouses, or any other third parties must complete an **Authorization to Disclose Academic Information** form that is available from their counselors.

Under no circumstances will the Long Island EOC release information about a student over the telephone, even if the caller claims to be a person covered by an existing **Authorization to Disclose Academic Information** form. Information will be given only in in-person situations at which the individual making the inquiry presents photo identification.

Furthermore, FERPA holds that regardless of age, all individuals applying to or attending a post-secondary program are covered by the FERPA protections provided to adult students. The Long Island EOC is a post-secondary institution; therefore, it is a violation of FERPA for Long Island EOC personnel to allow a parent, spouse, or other third party to act or speak on behalf of a student unless that student has submitted a signed FERPA waiver that clearly lists the individual seeking to act on behalf of the student/applicant.

Sexual Harassment Policy, Response and Prevention

The State University of New York (SUNY) and the LIEOC are committed to maintaining campuses free from sexual harassment and from unlawful discrimination. Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Students' Bill of Rights

Farmingdale State College/ LIEOC are committed to providing options, support, and assistance to members of our community that are affected by sexual assault, sexual harassment, intimate partner violence and stalking, regardless of whether the crime occurred on campus, off campus, or while studying abroad. The rights enumerated in the Student's Bill of Rights are afforded to all students reporting sexual violence, as well as all students accused of sexual violence, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

The Students' Bill of Rights can be found on page 27 in its entirety on the Farmingdale State College Website via the link: <https://www.handbook.farmingdale.edu/stuent-handbook-20-21.pdf>

Student Code of Conduct

The President of the College and the Executive Director of the LIEOC recognize the rights of designees including University Police to enforce all regulations, policies, license agreements, laws, and codes on campus and of local police to enforce law at outlying locations of the Long Island EOC. If any individual allegedly violates the laws, Student Code of Conduct, or campus or LIEOC policies, a designee of the Associate Director Student & Community Engagement will institute proceeding against the offender(s). Alleged violations of the law or campus policies may result in EXPULSION/SUSPENSION from the LIEOC and/or other disciplinary action.

Alleged violations of the Student Code of Conduct are listed under two (2) categories: Level I and II. Any violation is strictly prohibited and may result in a disciplinary action ranging from a warning letter, to probation, to suspension or dismissal from the LIEOC.

The Student Code of Conduct can be found in its entirety on the Farmingdale State College Website via the link: <https://www.farmingdale.edu/dean/pdf/fscstudentcodeofconduct20182019.pdf>

Equal Opportunity/Affirmative Action: Discrimination Complaint Procedure Error! Bookmark not defined.

The State University of New York ("State University" or "SUNY") is committed to maintaining campuses and a workplace free from sexual harassment and from unlawful discrimination. SUNY, in its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, has adopted a complaint procedure for the prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, disability, gender identity, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Sex discrimination includes sexual harassment and sexual violence.

The Discrimination and Sexual Harassment Complaint Procedure can be found in its entirety on the Farmingdale State College Website via the link:

<https://www.farmingdale.edu/policies/?pid=214720>

To initiate the procedure, you must complete and submit [Form A External Link](#) to aao@farmingdale.edu.

Please direct any questions you may have regarding the procedure to aaao@farmingdale.edu

Located in Whitman Hall, Room 273, telephone 934-420-5363

Religious Absences and Equivalent Opportunity

Farmingdale State College/LIEOC is committed to ensuring that every student will have the right to pursue their education while practicing their faith. Special arrangements must be made between a student and instructor for religious observances. Special arrangements must be made between a faculty or staff member and his/her department chair or supervisor for religious observances. As stated in the State Education Law:

"It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of his/her religious beliefs, an equivalent opportunity to make up any examination, study or work requirements which he/she may have missed because of such absence on any particular day or days."

All Jewish and Islamic holidays begin at sundown on the evening before the first date shown. Islamic holiday dates may vary between sources based on interpretations of the lunar calendar.