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DENTAL LABORATORY TECHNOLOGY

Program Description

Dental laboratory technicians possess the skills, competencies and knowledge that is invaluable to the practice of modern dentistry. Through the unique Dental Laboratory Technology Program situated at the well-equipped laboratories at SUNY Erie’s South Campus, students are instructed in all aspects of dental laboratory technology. Opportunities are available for second-year students to work with doctors in private practice, at hospitals and at commercial dental laboratories as they prepare to join the profession and the oral health team.

The goal of the Dental Laboratory Technology Program is to train students to be capable of the design, fabrication and production of dental prostheses, including full and partial dentures, crowns, bridges and orthodontic appliances. New state-of-the-art techniques, equipment and materials are emphasized, i.e. Implantology, cosmetic dentistry and CAD/CAM.

The curriculum, offered on a full-time basis during the day, highlights coursework in anatomy, physiology, occlusion, biomedical materials, dental metallurgy, dental prostheses, ceramics technology and computer assisted design. Classroom learning is supplemented with laboratory experiences in our well-equipped laboratories at the college, as well as at local hospitals and commercial laboratories.

The Dental Laboratory Technology laboratories at the South Campus have been designed to accommodate students confined to wheelchairs.

Employment opportunities are available in commercial dental laboratories, private dental practices, hospitals, public dental health facilities, manufacturers of dental supplies, materials and equipment and in research facilities and educational institutions. Our graduates are employed in various types of positions: research and development for large manufacturing companies; quality control; technicians working at the bench; and lecturers and demonstrators. Several are on the faculty of dental and/or dental laboratory schools; some are denturists in Canada and in the several states in the U.S. that license denturism; and some open their own laboratories. Several graduates have gone on to dental school. SUNY Erie also has a transfer articulation agreement with Canisius College. Students who complete all the required courses in the Dental Laboratory Technology program and who use their SUNY Erie electives as advised can earn a B.S. in Professional & Technical Studies degree at Canisius in 60 credits.

The National Board for Certification in Dental Laboratory Technology’s (NBC) Recognized Graduate (RG) Examination is offered to students during the fourth semester of the program. SUNY Erie students traditionally exhibit one of the highest overall averages in the nation. SUNY Erie’s South Campus is also a site for the NBC’s Certified Dental Technician (CDT) examinations.
Accreditation

The program in Dental Laboratory Technology is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is: http://www.ada.org/en/coda.

SUNY Erie's program is one of only fourteen Dental Laboratory Technology programs that have this status.

Degree and Misc. Information

Degree: Associate in Applied Science

Hegis: 5204

Curriculum Code: 0547

Campus Location: South

Health Sciences Division
**Program Competencies**

Upon graduation with an Associate in Applied Science degree in Dental Laboratory Technology, the graduate will be able to:

- draw to scale and carve each permanent tooth;
- identify uses of and list the properties of the various dental materials;
- construct a denture which is functional and aesthetic;
- demonstrate knowledge of surveying and designing by constructing a removable partial denture;
- perform minor repairs on dental lab equipment;
- mount and articulate maxillary and mandibular casts on a semi-adjustable articulator;
- repair all types of oral prostheses;
- construct custom trays and fabricate models and dies;
- develop and construct any type of fixed bridge (single unit and multiple unit);
- identify malocclusions;
- design and construct an orthodontic appliance capable of correcting a specific malocclusion;
- construct various types of crowns (one-piece posted crown and two-piece post, core and crown);
- construct a bridge using semi-precision attachments and a milled lock attachment; also using attachments in conjunction with removable partial dentures;
- construct metal substructure and build, fire and complete porcelain on single and multiple units;
- construct a complete set of implant dentures;
- construct a bridge and removable appliance using implants attachment;
- treat patients of different cultural, racial, ethnic and class backgrounds;
- be cognizant of the health care system;
- prevent contamination by bloodborne infectious diseases.

**Special Admission Requirements/Prerequisites**

Applicants should have a high school diploma or HSE (High School Equivalency). Some of the attributes of a successful Dental Lab Technician are good manual dexterity, color perception and an aptitude for detail. Students are required to purchase a dental tool kit at the approximate cost of $450.

**Program Flexibility**

Required liberal arts and science courses are available at all three campuses, during the day, evenings and summers. Dental Laboratory Technology courses are offered at the South Campus.
**Curriculum**

**Total Degree Credits:** 76.5

**First Year, Fall Semester**
- DL 110 - Introduction to Technical Dentistry Credit Hours: 1
- DL 111 - Dental Anatomy, Physiology, Occlusion Credit Hours: 2
- DL 112 - Lab for DL 111 Credit Hours: 3
- DL 113 - Biomedical Materials and Dental Metallurgy Credit Hours: 1
- DL 114 - Lab for DL 113 Credit Hours: 1
- DL 115 - Complete Denture Technique I Credit Hours: 1
- DL 116 - Lab for DL 115 Credit Hours: 3

**First Year, Spring Semester**
- DL 121 - Removable Partial Denture Technique Credit Hours: 1
- DL 122 - Lab for DL 121 Credit Hours: 3
- DL 123 - Restorative Technique I Credit Hours: 2
- DL 124 - Lab for DL 123 Credit Hours: 3
- DL 125 - Complete Denture Technique II Credit Hours: 1
- DL 126 - Lab for DL 125 Credit Hours: 3

**Second Year, Fall Semester**
- DL 230 - Dental Laboratory Practice I Credit Hours: 3
- DL 231 - Removable Partial Denture Technique II Credit Hours: 1
- DL 232 - Lab for DL 231 Credit Hours: 2
- DL 233 - Restorative Technique II Credit Hours: 1
- DL 234 - Lab for DL 233 Credit Hours: 3
- DL 235 - Ceramics Technique I Credit Hours: 1
- DL 236 - Lab for DL 235 Credit Hours: 1
- DL 237 - Orthodontic Technique I Credit Hours: 1
- DL 238 - Lab for DL 237 Credit Hours: 1.5

**Second Year, Spring Semester**
- DL 240 - Dental Laboratory Practice II Credit Hours: 4
- DL 241 - Senior Seminar Credit Hours: 1
- DL 243 - Restorative Technique III Credit Hours: 1
- DL 244 - Lab for DL 243 Credit Hours: 3
- DL 245 - Ceramics Technique II Credit Hours: 1
- DL 246 - Lab for DL 245 Credit Hours: 1
- DL 264 - Lab II for DL 245 Credit Hours: 1

**Specialty Course Options:**

5 credit hours of Specialty Course Options are required for completion of the program. Not all elective courses are offered every year.

- **DL 250** - Dental Lab Specialties Credit Hours: 2
- **DL 251** - Partial Denture Seminar Credit Hours: 1
- **DL 253** - Complete Denture Seminar Credit Hours: 2
- **DL 255** - Ceramics/Restorative Seminar Credit Hours: 2
- **DL 257** - Maxillofacial Prosthesis Credit Hours: 1
- **DL 258** - Lab for DL 257 Credit Hours: 1
- **DL 260** - Dental Implantology Credit Hours: 2
- **DL 261** - Orthodontic Technique II Credit Hours: 1
- **DL 262** - Lab for DL 261 Credit Hours: 1
- **DL 265** - Cosmetic and Aesthetic Dentistry Credit Hours: 2
- **DL 266** - Lab for Denture Set-Ups Credit Hours: 1
- **DL 270** - Dental Laboratory Internship Credit Hours: 2
- **DL 271** - CAD/CAM Systems for Dental Lab Technology Credit Hours: 1

**Additional Courses:**

Twenty credits of Liberal Arts/General Studies are required. The following four courses are required plus eight additional credits of Liberal Arts/General Studies of the students' choice. **Please note that high school chemistry or CH 140/141 College Chemistry I & Lab is a prerequisite for CH 144.**

- **CH 144** - General Chemistry with Introductory Organic and Biochemistry Credit Hours: 3
- **EN 110** - College Composition Credit Hours: 3
- **EN 111** - Composition and Interpretation of Literature Credit Hours: 3
- **MT 112** - Survey of Mathematics Credit Hours: 3

Note: This is a recommended sequence. Student should consult his/her academic adviser prior to registering.
Policies

Academic Policies and Standards:

Please refer to the Erie Community College Catalog for current academic policies including: Grades and Academic standing, Quality Point Average (QPA), Dean’s list, Grade Reports, Withdrawal from course, Withdrawal from College, Transfer Credit and Graduation requirements. It is important to follow the College policies set forth in order to receive any transfer credit due you and especially important if you plan to withdraw from the college and/or any individual courses so that you will not jeopardize future college attendance. Because we believe that knowing how to calculate your grade point average is something every student should know in order to monitor your academic success, we include the following information in this manual.

Quality Point Average

Your Quality Point Average indicates your academic achievement. It is calculated by multiplying the number of semester hours completed in each course by the quality points earned, then dividing total number of semester hours into cumulative quality points.

**Example 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Cumulative Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3.0</td>
<td>A</td>
<td>4</td>
<td>12.0</td>
</tr>
<tr>
<td>Dental Anatomy, Physiology, Occlusion</td>
<td>2.0</td>
<td>B</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Lab for DL 111</td>
<td>3.0</td>
<td>C</td>
<td>2</td>
<td>6.0</td>
</tr>
<tr>
<td>Complete Denture Technique I</td>
<td>1.0</td>
<td>C</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>Lab for DL 116</td>
<td>3.0</td>
<td>B</td>
<td>3</td>
<td>9.0</td>
</tr>
<tr>
<td>Into. To Technical Dentistry</td>
<td>1.0</td>
<td>B</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
<td></td>
<td></td>
<td><strong>38</strong></td>
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\[
\frac{38}{13} = 2.92 \text{ QPA}
\]
### Example 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Cumulative Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>3.0</td>
<td>A</td>
<td>4</td>
<td>12.0</td>
</tr>
<tr>
<td>Dental Anatomy, Physiology, Occlusion</td>
<td>2.0</td>
<td>B</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>Lab for DL 111</td>
<td>3.0</td>
<td>F</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Complete Denture Technique I</td>
<td>1.0</td>
<td>C</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>Lab for DL 116</td>
<td>3.0</td>
<td>F</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Into. To Technical Dentistry</td>
<td>1.0</td>
<td>B</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
<td></td>
<td></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

\[ \frac{23}{13} = 1.77 \text{ QPA} \]

### NOTICE WHAT “F” GRADES DO TO YOUR QPA

Your QPA will be the key to many aspects of your college life. On the academic side you need a **2.0 QPA** to graduate. The academic regulations in the college catalog will determine your student status in the program. Your advisor will assist you, if necessary, to calculate your own QPA.

### Advisee and Advisor Responsibilities:

#### Advisee Responsibility

- Advisees are ultimately responsible for making their own decisions and for meeting all requirements. Advisors do not make choices for advisees, but assist them in the process of exploring alternatives and becoming self-directed.
- Advises are expected to meet with their advisor at least two times per semester, and check their SUNY Erie email regularly, recognizing that this is the official form of communication at SUNY Erie.
- Advisees must be prepared to discuss their personal and professional goals, interests and abilities with their advisor.
- Advisees must know the graduation requirements and standards for the dental laboratory technology program and use it to monitor their progress.
- Advisees must be familiar with academic and administrative policies, procedures, rules and deadlines of the College and academic program as articulated in the Undergraduate Catalog and Student Code of Conduct and Discipline.
- Advisees must learn how to use Blackboard.
- Advisees must know how to access sources of campus information. Today@SUNY Erie, Blackboard, and myECC.
- Advisees must see their advisors for assistance at the first sign of academic crisis.
**Advisor Responsibility**

- Academic advising is a form of teaching and is a valued responsibility for all faculty members. Advisors are expected to perform their advising duties with the same level of care and attention given to teaching and scholarly work.
- Advisees are ultimately responsible for making their own decision and for meeting all requirements. Advisors do not make choices for advisees, but assist them in the process of exploring alternative and becoming self-directed.
- Advisors discuss and clarify the personal and professional goals, interests and abilities of their advisees, and make connections between academic preparation and goals.
- Advisors guide students toward courses, campus resources and activities that will enhance their individual experience and help them to reach their goals.
- Advisors encourage students and/or direct them toward support services as needed.
- Advisors are accessible and available to students. They are expected to meet with their advisees at least two times per semester, and check their SUNY Erie email regularly.
- Advisors know the academic/administrative policies and regulations of the College.
- Advisors use Blackboard and are able to show students how to perform basic tasks using Blackboard.
- Advisors understand graduation requirements and inform students of these requirements.

**Attendance:**

Students are expected to attend class regularly in every course for which they have been registered. Attendance regulations for specific courses are established by the course instructor, announced, DISTRIBUTED IN WRITING at the beginning of the semester, and may have a bearing on a student’s grade. Students who anticipate absence should contact the appropriate instructor in advance. In the case of an unexpected absence, students should speak to the instructor as soon as they return to campus or during their absence. In either case, the student is responsible for all material covered. In the event you anticipate an absence, please inform your instructors in advance and be certain to ask about any assignments that may be given in your absence. Due to an unexpected absence, please telephone (or have someone else do it) the department at (716) 851-1758 or (716) 851-1759 as early in the day as possible so that your instructor can be informed. This is your responsibility. It is also your responsibility to inform the faculty immediately following any absence (temporary or long –term) to determine the extent of necessary “make-up” sessions or assignments for classes or labs. **After returning from a long-term illness (5 days or more) or maternity leave, a written medical clearance must be presented to your advisor stating your ability to continue classroom and laboratory studies. Also, after an extended absence the student is required to confer with his/her instructors and advisor regarding the ability to complete course requirements.**
**Bilingual Students:**

Any student whose dominant language is not English, and who is struggling with communication and writing skills will be referred to the ESL Student Support Center at SUNY Erie’s City Campus. There are courses and workshops available that can be recommended for the student to take. Students may be asked to take the bilingual placement test. These courses are at **NO** cost to the student.

**Cell Phone Use:**

Routine cell phone use is not allowed during Dental Lab Technology courses and lab sessions. In an urgent situation, a student should request permission to be excused so that they can attend to the matter in private.

**Cheating:**

A health care professional is defined by characteristics of conduct, as well as the acquisition of knowledge and skills. Cheating and plagiarism are inconsistent with ethical professional conduct. Incidents of cheating or plagiarism will be investigated and addressed by the Student Honor Council and the faculty. The outcome will be reported to the Associate Vice President of Academic Affairs of Health Sciences for disciplinary action and possible hearing before the Campus Judicial Board. The Dental Laboratory Technology Department observes a zero tolerance policy regarding cheating and plagiarism. Students are expected to uphold the Student Code of Conduct and Discipline published in the Erie Community College Catalog and Handbook.

**College Safety Office:**

The college employs security officers who are readily recognizable by the distinction of their uniforms. They will assist anyone in the campus community who may be experiencing problems. Do not hesitate to report suspicious persons or incidents to the College Safety Office (Building 5, Room 5223E) or the nearest officer. Within the department, every effort is made by faculty and staff to provide a safe atmosphere for students and security for their personal property. Your efforts to help maintain security are expected and appreciated. However, in the event of loss, please report such loss to the Dental Laboratory Technology Department as soon as possible so that steps may be taken for prompt recovery of lost items. Every SUNY Erie student is also required to have a picture identification badge. This can be obtained in the College Safety Office, Room 5223E.

**Complaints:**

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program may not be in substantial compliance with Commission standards or required accredited procedures. The Commission will review complaints that relate to a program’s compliance with the accreditation standards. Students may direct concerns regarding compliance with accreditation standards to their advisors, to the Department Head or to the Commission. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal.
for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the Dental Laboratory Technology accreditation standards and/or Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission on Dental Accreditation at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

**Criminal History:**

While most states set no minimum qualifications for dental lab technicians, some states require technicians to be certified by the National Board for Certification in Dental Laboratory Technology. A conviction for the illegal practice of dentistry will prevent a person from becoming certified.

SUNY Erie can no longer ask about a student’s prior criminal history at the time of admission. However, the institution is required to gather and review this information prior to students participating in any school sponsored off campus activity. These activities include (but are not limited to):

1) Participation in clinical, field experience or internship
2) Participation in any College sponsored event including:
   a) Service Learning Project
   b) Community Service
   c) Athletics
   d) Any other off campus College event (Student Government, Club event, etc.)
3) Participation in study abroad programs

**Disabilities:**

Any student who requires accommodations to complete the requirements and expectations of this course because of a disability is invited to make his or her needs known to the course instructor and to the South Campus Student Access Center (Room 3120) at 851-1933.

**DLT Department Office Hours:**

The office is normally open Monday – Friday from 8:00 a.m. to 4:00 p.m. It is recommended that students make an appointment to speak to the faculty or staff, but in the event of an urgent matter, appointments are not required.
SUNY Erie Institutional Learning Outcomes:

The specialized Dental Laboratory Technology program competencies are supported by the general education component of the curriculum. Graduates of SUNY Erie will be proficient in:

1. Communication
2. Critical Analysis & Reasoning
3. Information Literacy
4. Scientific Reasoning
5. Quantitative Reasoning
6. Technological Competence
7. Ethics & Values
8. Global Perspectives

Ethics:

As a health care profession, we cannot overemphasize the importance of ethical behavior as a critical dimension of professional conduct and performance. Thus, it is expected that each of us speak and act in ways that always exemplify the ultimate levels of professional behavior and ethics to each other, to the faculty and staff, and visitors to the department. Students are expected to uphold the Student Code of Conduct and Discipline.

Hazard Communication:


Introduction

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers by promoting safe and healthful working conditions.

Employers in all non-manufacturing businesses, including dentistry, are required to comply with the Occupational Safety and Health Administration’s (OSHA) Bloodborne Pathogen and Hazard Communication Standards to ensure that employers, employees, students know about safety and chemicals in the workplace and how to protect themselves from occupational injuries and diseases. Compliance with federal OSHA standards is not optional.
Three Steps for the Hazard Communication Program

1. Hazard Assessment

Hazard Assessment involves listing of all chemicals used in the Dental Laboratory Technology Department and identifying the ingredients, hazards, and emergency procedures associated with each one. A Chemical Inventory list (located in each SDS binder) has been developed for all hazardous chemicals used. The list also contains the SDS page number for each chemical to assist employees in quickly locating the appropriate SDS in case of an emergency. The SDSs are available to all employees in the Dental Laboratory Department. Since exposures to chemicals may have an immediate, delayed or long-term health effect, OSHA requires all chemical records should be kept for a period of 30 years.

- Safety Data Sheets (SDS)
  Safety Data Sheets provide recommended information for safe use, handling, appropriate PPE needed and storage for each chemical used in the Dental Laboratory Department. It also describes the emergency and first aid procedures for a toxic product. One SDS is required for each chemical agent in the inventory. Each SDS is organized in sections to permit easy retrieval of necessary information.

2. Hazard Abatement

Hazard Abatement involves the communication and understanding of hazards through training, container labeling, and signs.

- Training
  Employees and students receive training specifically for the hazardous chemicals they will use, prior to use and as necessary to ensure safe use. Employees are also informed about the location of the chemical inventory and SDSs (and how to read and interpret this document).

- Product Labeling
  Labeling of the original container of hazardous chemicals is the responsibility of the manufacturer. It is primary information source for the proper use of a chemical. Labels must contain the following information: Active ingredients, directions for use, precautionary information, hazard warnings (words, pictures, or symbols), EPA registration number, disposal instructions expiration date, manufacturer’s name and address.

  If a product is transferred to a secondary container for use the secondary (end-use) container must be labeled. The Dental Laboratory Department has selected the National Fire Protection Association (NFPA) format for uniform identification. The secondary label must identify the chemical name and appropriate hazard warning. Required label information may be obtained from the product’s SDS.
3. Hazard Containment

Hazard Containment involves establishing an emergency procedure for exposure incidents. Refer to detailed notebook in the Dental Laboratory Technology Department.

- Information describing how to deal with emergencies is included in each chemical SDS.
- Spill Management - Immediate response and quick clean-up of spills of toxic and/or hazardous materials are required to reduce potential situations which may pose a danger to both health and environment. In the event of a spill refer to SDS for proper clean-up recommendations. A biological/chemical Spill Kit is available in the dental laboratory.
- An Eye Wash Station is located in the dental laboratory. All faculty, staff and students are informed about the location of the eyewash station and are trained on how to use this device.
- Protective eyewear and gloves must be worn when handling hazardous chemicals.
- A First – Aid Kit is located in the dental laboratory.
- Emergency Medical Protocol:
  - Treat the injury – most require immediate flushing of the area for 10-15 minutes (check the specific SDS).
  - Report incident

Infection/Exposure Control:

Patient related items received from outside doctors/clinics may be unavoidably exposed to pathogenic organisms through contact with saliva. Dried blood and saliva presents a risk for cross contamination from patient to dental laboratory technician. Standard Precautions must be employed during laboratory procedures. Impressions must be thoroughly rinsed to remove saliva, blood and debris.

Care of Completed Impression

1. Apply standard precautions; wear protective gloves, eyewear and mask.
2. Prepare an accepted disinfectant: Sodium Hypochlorite 1:10. Does not cause distortion of an alginate impression when used for 10-15 minutes.
3. Rinse the impression carefully under cool running water to remove saliva, blood and bacteria (avoid splashing contaminated saliva or blood).
4. Spray impression with disinfectant
5. Let sit of 10-15 minutes.
6. Rinse impression well, shake off excess water and pour up immediately.

Any items received from outside doctor/clinic (baseplates, trial dentures, dentures, etc.) are to be disinfected with a solution of sodium hypochlorite 1:10 dilution for a minimum of 10 minutes.
Exposure

Criteria include parenteral (eg: needle stick or cut) or mucous membrane (eg: splash to eyes or mouth). Exposure to blood or other body fluids or a cutaneous exposure, where fluids contact skin that is severely chapped, abraded or affected with dermatitis.

Protocol for Exposure Incident
1. Administer appropriate first aid.
2. File necessary paperwork.
3. Refer for immediate HIV/HBV counseling and testing (2 hour window) to hospital emergency room (ECMC suggested) or Rath Building STD Clinic. Full-Time Students are covered by accident insurance. Employees are covered by worker’s compensation.
4. Immunoglobulin will be administered.
5. Initiation of AZT Therapy to be continued for 3 months. If at 3 month testing interval, source individual and victim in exposure incident test negative, AZT will be discontinued.
   • Testing Intervals:
     o Immediate
     o 6 Weeks
     o 3 Months
     o 6 Months
     o 1 Year

Laboratory Safety Rules:

Students are not allowed to be in the dental lab unless a faculty member or tutor is on campus.

Precautions When Using Equipment:
1. Eye protection and having hair tied back are mandatory when working in the lab.
2. Remember to use caution with flammable substances.
3. Keep hair and clothing out of reach of equipment and flames. Wear eye protection to avoid possible injury.
4. Gloves should be used when handling caustic materials to prevent skin irritation. Use a proper mask to prevent inhalation of airborne dust.
5. Don’t allow your pockets to become tool chests! Keep instruments out of your pockets.
6. All power equipment should be turned off before leaving it.
7. Grasp electrical plug by the plug, not the cord.
8. Clean up any spills immediately.
9. Report all injuries or irritations to your instructor.
10. Report any malfunctioning equipment to your instructor.
11. Identify the location of fire extinguisher and emergency eye station.
Parking:

A parking pass is required for all SUNY Erie students. The fee is included in your tuition bill. You must go to the College Safety Office, (Room 5223E) to register your car and receive your sticker. Adequate parking is available for all students in designated areas. It is important to refrain from parking in certain restricted areas such as those designated for: Handicapped persons, Faculty and Staff. Failure to observe these regulations could result in a citation from the Hamburg Police.

Professional Behavior and Conduct:

The following actions represent examples of unprofessional conduct:

1. Loud, indecent or disrespectful conduct (verbal, physical and/or electronic) toward faculty, staff or fellow students.
2. Failure to comply with a reasonable request or direction of faculty or staff.
3. Failure to respect and utilize any and all department equipment as intended for appropriate use.
   Students will be held financially accountable for damaged or lost departmental equipment.
4. Cellular phone disturbance during lecture or lab session.
5. Leaving a classroom or lab without instructor’s permission or dismissal.
6. Unprepared for classroom or lab.
7. Cheating of any nature.
8. Violation of Student Code of Conduct and Discipline.
9. Practicing dentistry without a license.

Safety and Emergency Procedures:

A. Emergency Phone Numbers
   1. Security – 1633
   2. Nurse – 1698, 1699
   3. Emergency Medical Technology (EMT) – 1781
   4. Hamburg Police, Fire Control, Ambulance – 9-911
   5. Telephone Operator – 1003

B. Personal Injury Accidents or Medical Emergencies
   1. Notify security personnel.
   2. Notify Nurse if unable to contact Security.
   3. Notify EMT if unable to contact Nurse.
   4. Notify Telephone Operator if unable to contact EMT.
   5. If unable to contact any of the above and the situation warrants, call 9-911.
   6. Personal injury accidents must be reported as soon as possible to your supervisor, the nurse, or the security department so that necessary forms can be completed.

C. Fire Evacuation
   1. The fire alarm is a loud, repeating buzzer, which ceases after cycling.
   2. Any person suspecting or observing a fire should activate a pull-box in the affected building and notify Hamburg Fire Control.
   3. Close all door and windows and turn off lights unless natural lighting conditions dictate otherwise.
4. Evacuate the building by the nearest clear exit and retreat to the parking lots. Do not use elevators.
5. Any persons who for physical reasons cannot descend from the second floor level should proceed to the Handicap Evacuation Exits located in or near spines in buildings 2, 3, or 4 at the south end of the LRC, both floors.
6. Proceed as far away from the buildings as possible and necessary.
7. Do not re-enter the building until the “All Clear” is given.
8. Follow all directives given by fire, police and/or College Safety personnel.

D. **Fire Drills**
1. The fire alarm is a loud buzzer (not a gong) which ceases after cycling.
2. Personnel are required to evacuate all buildings and remain outside until the all clear sign is given.
3. Personnel unable to descend stairs should proceed to evacuation points located in or near spines in buildings 2, 3, or 4 and at the south end of the LRC, both floors.

E. **Fire Extinguishers**
1. Extinguishers are located in all hallways and many labs. Their location is clearly marked.
2. Use of extinguishers is as follows:
   a. Pull the pin and hold unit upright.
   b. Free the hose, stand back six feet and aim at base of the fire.
   c. Squeeze the lever and sweep the hose from side to side, aiming at base of fire.
   d. Move progressively closer to enable the discharge to reach the furthest burning sections.

F. **Protection of Personal Property**
1. Do not leave valuables in offices or desks, even for short periods of time.
2. Do not leave property exposed to view in an automobile. Stereo systems, quality hubcaps, radar detectors, and “T” tops are high priority items for thieves.

G. **Personal Safety**
1. Contact Security to report safety or security problems.
2. Personnel working in areas of limited occupancy should either work in pairs or notify Security for increased patrols.
3. When walking to automobiles at night, proceed in pairs or a group, avoid poorly lit areas, and have vehicle keys in hand. Check in and under vehicles before entering it.
4. Escorts are provided from security. Report to the Security office if you would like an escort.
H. Reporting Procedures for Suspicious Activity

If you suspect, hear or notice any suspicious activity or anything unusual, please contact your College Safety Office immediately. Information will be directed to the appropriate authorities. College Safety Office locations and phone numbers are listed below.

- South Campus  Building 5  Room 5223E  851-1633
- North Campus  Gleasner Hall  Room 143  851-1433
- City Campus  Main Building  Room 102  851-1133

I. Bomb Threats, Weather Closings, Hazardous Materials, Explosions, Civil Disorder, Terrorist Alerts, or any other type of incident that merits partial or total evacuation:

1. When notified of an evacuation:
   a. Leave the building by the nearest exit.
   b. Follow all directives given by fire, police and/or College Safety personnel. (For example if there is a bomb threat, remove yourself as far away as four to five city blocks from the building. A bomb search takes a few hours to complete so an “All Clear” will not be given right away.)
   c. For total evacuation, proceed off the campus in a calm and orderly manner.

J. Lock Downs

Lock downs will be established for the safety of the college community. In the event that a lock down directive is issued, it will be requested that all faculty, staff, students and visitors vacate the hallways and secure themselves (lock the doors) in the nearest classroom, office or room. People should remain inside their secured location until advised by emergency personnel that it is safe to leave the area. Persons outside the facility will not be allowed to enter the buildings(s) until an “All Clear” is given.
Erie Community College
Emergency Evacuation Plan

This section applies to the Safe and Expeditious Evacuation of any/and or all buildings of the three Erie Community College Campuses, in case an incident occurs where an evacuation is necessary.

Purpose
This is to reduce the possibility of injury to members of the campus community through organized evacuation procedure.

Objectives
To alert the campus community that a hazard exists, that evacuation is necessary in a given area and to provide the assistance and procedure for evacuation in a safe and orderly manner.

Procedures
When the Disaster Coordinator orders evacuation, members of the Support Team shall be immediately designated and dispatched to assist in evacuating the occupants of each building affected. The Disaster Coordinator shall appoint a member (or members) of the Crisis Team to direct this effort.

Communication regarding the evacuation shall be by whatever means practicable, including the use of building alarms, speaker systems as available in a particular building, loud speakers in College Safety vehicles, hand held units, telephones and on site voice commands. The Disaster Coordinator or the appointed Crisis Team member shall do this.

Prior to notifying the building occupants of the evacuation, safe routes and safety zones shall be designated. The appointed Crisis Team member(s) shall accomplish this with the assistance of the Safety & Security and Damage Control officers as well as any applicable outside agencies that have been called to the scene (e.g., Police and Fire Department). It is expected that this “mapping out” process will take only a matter of minutes.

It will be the responsibility of the designated support team members to assist and direct the building occupants through these safe routes.

Priority will be given in the assistance of physically challenged persons and small children.

The Disaster Coordinator will designate a gathering area where Supported Team members can make regular headcounts and any missing persons shall be reported to the supervising Crisis team member. The Crisis Team member shall then implement efforts to locate the person(s), which may include informing the appropriate outside search and rescue operation (e.g. Police and Fire Department).

“All Clear Signal”
The Disaster Coordinator is authorized to give the “All Clear” signal. Such clearance shall be made only upon consultation with the Plan Executive, Crisis Team members on the scene, the Safety & Security and Damage Control officers, as well as the Incident Commander of any applicable outside agencies that have been called to the scene. Communication of this signal shall be given by whatever means possible, with preference given to a singular signal when possible.
Scholarships:
Scholarships and other funding awards are available to qualifying students. Contact the Dental Laboratory Technology Department, Financial Aid Office or the Erie Community College Foundation for further information and assistance.

Available Scholarships
- American Dental Association Foundation
- SUNY Erie Health Sciences

Smoking:
Effective January 2013, a smoking ban was instituted by the Erie Community College Board of Trustees in all SUNY Erie facilities and on all SUNY Erie property. In compliance with this policy, no smoking is permitted anywhere on campus. This includes all types of cigars, pipes and cigarettes including e-cigarettes.

Student Code of Conduct and Discipline:

Purpose
The purpose of this policy and procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.

Applicability of the Policy and Procedure
The policy and procedure applies to all visitors and students enrolled in credit and non-credit course work.

Erie Community College, sponsored by the County of Erie and under the supervision of the State University of New York, realizes that the rights and privileges exercised by any person are always a function of his/her relationship with others. Taken in the context of the college, this makes students responsible for their actions while members of the college community. The college has a responsibility in establishing a Student Code of Conduct to protect, as a whole, the unique properties of this college organization and to provide an atmosphere for sound academic and co-curricular learning.

Therefore, Erie Community College expects its students to assume a professional attitude in their conduct. This simply implies that the student has a seriousness of purpose and is here to grow both personally and academically. By enrolling at Erie Community College, the student agrees to abide by all college regulations, and it is understood that he/she is aware of the Student Code of Conduct and its procedures.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in disciplinary action, and or a hearing. Loss of privileges, specified discipline action, or more severe sanctions, for example, separation from the college may be imposed on any student whose conduct on or off campus adversely affects his/her stature as a member of the academic community. The Deans of
Students reserves the right to deny students the privilege of participating in student activities for disciplinary reasons, based upon the Code of Conduct.

**Violation of Law and Discipline**

Students charged with a violation of the Code of Conduct and the charges are also violation of any law, disciplinary action may be applied against a student without regard to any pending civil or criminal proceedings criminal arrest or prosecution at the discretion of the Campus Safety and Security.

**Violation of the Student Code of Conduct**

The following is a list of infractions of the Code of Conduct, which might lead to probation, suspension or dismissal:

A. Physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the college staff. Sexual harassment, bullying, intimidation, or assault of any other person (person is defined by State or Federal law). This includes rape, regardless of the nature of the relationship between the persons involved, or engaging in hazing, stalking, harassment, bias or hate crimes or threats of violence based on, but not limited to, a person's ethnicity, national original religion, creed, sexual orientation, disability, age, or gender. Examples of hazing include, but are not limited to, paddling or other physical abuse or brutality, activities involving illegal acts of excessive fatigue and/or stress, and verbal and/or psychological abuse that compromise the dignity of individuals.

B. Tampering with safety alarms or equipment, violation of specific safety regulations, possession or use on campus of firearms, knives, other weapons, explosives, or fireworks. Making a false report of a bomb, fire, or other emergency in any building, structure or facility on college property. Alter or make unwarranted use of firefighting equipment, safety devices, or other emergency safety equipment.

C. Forcible disruption or obstruction of regular college activities, including administration, classes, campus services, and organized events interfering with free speech and movement of academic community members; or refusal to provide an identification card when requested or to obey any other legitimate instruction from a college public safety officer, faculty member, teacher, college administrator, or any other identified representative of the college.

D. Dishonesty, such as cheating or plagiarism is handled by academics and will be referred to the appropriate department chair or head.

E. Falsifying information to the college, such as forgery, alteration, or reporting felony convictions, intentional misuse of college documents, records or identification.

F. Any conduct that constitutes a violation of the laws of the United States, the State of New York, County of Erie, City of Buffalo, or any other civil jurisdiction.

G. Picketing, assembly, and demonstrations and all activities in the nature of peaceful picketing, assembly (other than scheduled and approved) and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the building, unless permission is granted by the appropriate vice president.

H. Misuse of the name, seal, or logo of Erie Community College or claiming to speak or act in the name of the college without due authorization of the president or an approved representative.

I. Unauthorized gambling in any form on the campus or in any of the College buildings.

J. Open or public possession, sale, use or exchange of illegal substances or intoxicants on campus.
K. Theft, abuse, or unauthorized use of public or private property, including unauthorized entrance into college facilities, and/or possessions of stolen property. Vandalizing, damaging, destroying, or removing personal property from another individual.

L. Smoking tobacco products or use of is prohibited on all campuses. For further information, contact your campus Dean of Students Office.

M. Activation of cellular telephones, pages or other communication devices in classrooms, libraries, or inappropriately use of such devices in violation of others. Cell phones may not be used in the libraries.

N. According to the Acceptable Use Policy, students may not improperly use college computers for the purpose of accessing pornographic or obscene materials or websites, harassing or stalking.

Appendix

"Range of Educational sanctions" (May be assigned either alone or in combination if student is found to be in violation).

A. Official Warning - An official warning is an oral notification to the student that his/her behavior is unacceptable in the College community and that repetition of that behavior will result in further disciplinary action. This sanction may be given by the Dean of Students without a formal hearing.

B. Disciplinary Reprimand - A disciplinary reprimand is a written notification to the student that his/her behavior is unacceptable in the College community and that repetition of that behavior will result in further disciplinary action. This sanction may be given by the Dean of Students without a formal hearing.

C. Restitution - Restitution requires the student to pay for all direct and indirect costs of damages caused to property or person. No amount beyond that, for example as a "fine," may be assigned. Restitution may be required by the Dean of Students without a formal hearing, if the student accepts responsibility.

D. Loss of Privileges - Privileges within the College community may be revoked for a specified period of time, as long as they are consistent with the nature of the offense and the education of the student. This sanction may be given by the Dean of Students without a formal hearing.

E. Alternative Educational Sanctions - Alternative educational sanctions are intended to contribute to the education of the student, the education of the College community, and/or to be a form of social restitution. Alternative sanctions are specifically designed to "fit" the individual student and the nature of the specific offense. They may include a requirement to present and education program for fellow students, to write and informative research article for the student newspaper, to perform a specified number of hours in community service, etc. In assigned educational sanction, care must be taken not to violate the individual student's constitutional rights.

F. Disciplinary Probation - A disciplinary probation is a definite period of time during which the student is required to fulfill specified conditions or obligations, with the understanding that failure to meet the requirements of the probation or further infraction of College policy may result in more severe sanctions including suspension or dismissal. This sanction may be given by the Dean of Students without a formal hearing.

G. Suspension - A suspension is a separation from the College, for a specified period of time, ranging from a portion or all of a given semester to a full academic year. Conditions for return to the College, if any, must be outlined at the time of suspension. In addition, restrictions on the suspended students' access to the campus during the period of suspension may be assigned
including the assignment of a formal PERSONA NON GRATA status. This sanction may be given by the Dean of Students without a formal hearing.

H. Dismissal/Expulsion - Dismissal/expulsion may be the permanent separation of the student from the College. It is reserved for the most serious of offenses against the College and/or the members of the College community.

Student Code of Conduct Review Board Procedures

Statement of Philosophy

Erie Community College, sponsored by the County of Erie and under the supervision of the State University of New York, realizes that the rights and privileges exercised by any person are always a function of his/her relationship with others. Taken in the context of the college, this makes students responsible for their actions while member of the college community. The college has a responsibility in establishing a Student Code of Conduct to protect as a whole the unique properties of this college organization and to provide an atmosphere for sound academic and co-curricular learning.

Therefore, Erie Community College expects its students to assume a professional attitude in their conduct. This simply implies that the student has a seriousness of purpose and is here to grow both personally and academically. By enrolling at Erie Community College, the student agrees to abide by all college regulations and it is understood that he/she is aware of the Student Code of Conduct and its procedures.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in a disciplinary hearing. Loss of privileges, specified discipline requirements, or separation from the college may be imposed on any student whose conduct on or off campus adversely affects his/her status as a member of the academic community. The Deans of Students reserve the right to deny students the privilege of participating in student activities for disciplinary reasons, based upon the Code of Conduct.

Title VII of the Civil Rights Act of 1964 as amended: prohibits discrimination based upon race, religion, national origin, sex, pregnancy, disability, color, or sexual preference. Discrimination of this nature is unacceptable and impermissible conduct which will NOT be tolerated.

Erie Community College deplores such conduct as an abuse of authority. Allegations leading to conviction can result in suspension, termination of employment, or status as a student. The following is a list of infractions of the Code of Conduct which might lead to suspension or dismissal:

A. Physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the college staff. Sexual harassment, bullying, intimidation, or assault of any other person (person is defined by State or Federal law). This includes rape, regardless of the nature of the relationship between persons involved, or engaging in hazing, stalking, harassment, bias or hate crimes or threats of violence based on, but not limited to, a person's ethnicity, national original religion, creed, sexual orientation, disability, age, or gender. Examples of hazing include, but are not limited to, paddling or other physical abuse or brutality, activities involving illegal acts of excessive fatigue and/or stress, and verbal and/or psychological abuse that compromise the dignity of individuals.

B. Tampering with safety alarms or equipment, violation of specific safety regulations, possession or use on campus of firearms, knives, other weapons, explosives, or fireworks. Making a false report of a bomb, fire, or other emergency in any building, structure or facility on college
property. Alter or make unwarranted use of firefighting equipment, safety devices, or other emergency safety equipment.

C. Forcible disruption or obstruction of regular college activities, including administration, classes, campus services, and organized events interfering with free speech and movement of academic community members; or refusal to provide an identification with free speech and movement of academic community members; college public safety officer, faculty member, teacher, college administrator, or any other identified representative of the college.

D. Dishonesty, such as cheating or plagiarism is handled by academics and will be referred to the appropriate department chair or head.

E. Falsifying information to the college, such as forgery, alteration, or reporting felony convictions, intentional misuse of college documents, records or identification.

F. Any conduct that constitutes a violation of the laws of the United States, the State of New York, County of Erie, City of Buffalo, or any other civil jurisdiction.

G. Picketing, assembly, and demonstrations and all activities in the nature of peaceful picketing, assembly (other than scheduled and approved) and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the building, unless permission is granted by the appropriate vice president.

H. Misuse of the name, seal, or logo of Erie Community College or claiming to speak or act in the name of the college without due authorization of the president or an approved representative.

I. Unauthorized gambling in any form on the campus or in any of the College buildings.

J. Open or public possession, sale, use or exchange of illegal substances or intoxicants on campus.

K. Theft, abuse, or unauthorized use of public or private property, including unauthorized entrance into college facilities, and/or possessions of stolen property. Vandalizing, damaging, destroying, or removing personal property from another individual.

L. Smoking tobacco products or use of is prohibited on all campuses. For further information, contact your campus Dean of Students Office.

M. Activation of cellular telephones, pages, or other communication devices in classrooms, libraries, or inappropriately use of such devices in violation of others. Cell phones may not be used in the libraries.

N. According to the Acceptable Use Policy, students may not improperly use college computers for the purpose of accessing pornographic or obscene materials or websites, harassing or stalking.

**Procedures for Addressing Code of Conduct Infractions**

All charges of Code of Conduct infractions made by any member of the college community shall be submitted to the Deans of Students in writing and in complete detail. Within 10 working days following the submission of the charges, the student will be notified in writing of the charges including the time and date of the consultation with the Dean of Students. The Dean will render a decision on the case within 10 working days following the consultation. In cases where further investigation is deemed necessary by the Dean, a hearing may be convened. This hearing will take place no later than two weeks (10 working days) after meeting with the Dean. The hearing will be presided over by the campus Judicial Board in conjunction with the Deans of Students. The hearing will permit that witnesses be brought in by the college under the auspices of the Deans of Students and by the student charged with the code infraction. The members of the Judicial Board will be permitted to question the Deans of Students and any witness as well as be able to question the student charged with the code infraction and any witnesses brought in by that student. The Judicial Board may choose to have witnesses speak not in the presence of any other witnesses for either side or may allow everyone to be present who will be offering testimony. The make-up of the Judicial Board will be the same as that of the student grievance procedure. Students will be afforded an opportunity to offer evidence during this process. Throughout
proceedings involving such an accusation of sexual assault, domestic violence, dating violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, the right:

- For the respondent, accused, and reporting individual to be accompanied by an adviser 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.
- To a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner by the individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made pursuant to the provisions of this article and the institution's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking, or sexual assault.
- To an investigation and process that is fair, impartial, and provides a meaningful opportunity to be heard and that is not conducted by individuals with a conflict of interest.
- To have the institution’s judicial or conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies longer delays.
- To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the conduct case, consistent with institutional policies and procedures.
- To exclude their own prior sexual history with persons other than the other party in the judicial or conduct process or their own mental health diagnosis and/or treatment from admittance in the institution disciplinary stage that determines responsibility. Past findings of domestic violence dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- To receive written or electronic notice, provided in advance pursuant to the college or university policy and under the circumstances of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.
- To make an impact statement during the point of the proceedings where the decision maker is deliberating on appropriate sanctions.
- To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.
- To be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process and the rationale for the actual sanction imposed.
- To choose whether to disclose or discuss the outcome of a conduct or judicial process.
- To have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

During the hearing the Judicial Board will appoint one of its members to chair the hearing. This will be done in order to maintain order and adhere to procedures for questioning.
The written decision of the body will be forwarded to the Dean of Students. The Dean of Students will review the Judicial Board's recommendation and make the final decision regarding any penalties imposed upon the student charged. The student may request an appeal of the decision of the Dean of Students to the Vice President for Student Affairs for alleged procedural error.

Quite often a student conduct hearing will be held along with a student grievance hearing related to the same set of facts. If a member of the college community charges a student with violating the Code of Conduct, the student can counter charge the individual bringing the code of conduct action with a violation under the grievance procedure. When this occurs, it is the responsibility of the campus Dean of Students to preside over the judicial hearing. The same questioning procedures will exist as those stated in the student grievance section. The recommendation of the Judicial Board will be made to the Dean of Students where upon the Dean will review and check whether it is appropriate and make a determination upon the issues. Appeals of the resolutions may only be made regarding procedural concerns to the Vice President of Student Affairs.

Campus Judicial Board procedures are available by accessing the quick links tab with the heading My Rights, Not Yours, and any of the respective Dean of Students Office.

*Please note* For crimes of violence, including, but not limited to, sexual violence, that meet the reporting requirements pursuant to the federal Cleary Act, a notation will be made on the student's transcript. *

**Status of Student Pending Final Action**

Pending action of charges, civil or college, the status of the student shall not be altered or his/her right to be present on the campus and attend class denied, except for reasons relating to the safety and well-being of students, faculty, college personnel, or college property as determined by the campus Dean of Students. Appeals must be in writing and any appeals are requested by the Vice President for Student Affairs in consultation with the Dean of Students.

**Appendix**

"Range of Education sanctions" (May be assigned either alone or in combination if student is found to be in violation).

A. Official Warning - An official warning is an oral notification to the student that his/her behavior is unacceptable in the College community and that repetition of that behavior will result in further disciplinary action. This sanction may be given by the Dean of Students without a formal hearing.

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C. Restitution - Restitution requires the student to pay for all direct and indirect costs of damages caused to property or person. No amount beyond that, for example as a "fine", may be assigned. Restitution may be required by the Dean of Students without a formal hearing, if the student accepts responsibility.
D. Loss of Privileges - Privileges within the College community may be revoked for a specified period of time, as long as they are consistent with the nature of the offense and the education of the student. This sanction may be given by the Dean of Students without a formal hearing.

E. Alternative Educational Sanctions - Alternative educational sanctions are intended to contribute to the education of the student, the education of the College community, and/or to be a form of social restitution. Alternative sanctions are specifically designed to "fit" the individual student and nature of the specific offense. They may include a requirement to present an education program for fellow students, to write an informative research article for the student newspaper, to perform a specified number of hours in community service, etc. In assigned educational sanction, care must be taken not to violate the individual student’s constitutional rights.

F. Disciplinary Probation - A disciplinary probation is a definite period of time during which the student is required to fulfill specified conditions or obligations, with the understanding that failure to meet the requirements of the probation or further infraction of College policy may result in more severe sanctions including suspension or dismissal. This sanction may be given by the Dean of Students without a formal hearing.

G. Suspension - A suspension is a separation from the College, for a specified period of time, ranging from a portion or all of a given semester to a full academic year. Conditions for return to the College, if any, must be outlined at the time of suspension. In addition, restrictions on the suspended students’ access to the campus during the period of suspension may be assigned including the assignment of a formal PERSONA NON GRATA status. This sanction may be given by the Dean of Students without a formal hearing.

H. Dismissal/Expulsion - Dismissal/expulsion may be at the permanent separation of the student from the College. It is reserved for the most serious of offenses against the College and/or the members of the College community.

Student’s Involuntary Removal from Campus(es) Due to Behavior

When a student speaks or exhibits behavior that is perceived as deteriorating to the point of posing a direct threat to other members of the Campus community, the Dean of Students has the right to prevent a student from being on campus. This is a preventative action. Prior to the start of the next semester, or thereafter, the student must re-apply through the Admissions Department and present documentation to the Chairperson of the Admissions Review Committee that the source of the problem has been addressed/resolved in order to re-enroll for classes. The committee will then make a recommendation to regarding readmission. The Dean of Students will make the final determination. Should the behavior reoccur, the Dean has the right to permanently expel the student.

Documentation Presented for Re-Admission after a Voluntary or Involuntary Removal from Campus

A student who is presenting documentation of extenuating circumstances for a return to campus should present that documentation to the Admissions Department for review by the Admissions Review Committee. In the case of documentation related to a disability, that information should be submitted to the Campus Counselor for Students with Disabilities who will share pertinent information with the committee on a "need to know" basis. All documentation submitted is confidential. The Committee reserves the right to request additional documentation if they determine that what was submitted was adequate. If a student refuses to provide additional documentation, the student will continue with the assigned PERSONA NON GRATA status.
Admission or Re-admission of a Student with a History of Violent Behavior

As a component of its responsibility to protect all members of the college community, the college reserves the right to refuse admission or re-admission to any individual who has a history of violent behavior such as murder, rape, assault, molestation.

Please note* For crimes of violence, including, but not limited to, sexual violence, that meet the reporting requirements pursuant to the federal Clery Act, a notation will be made on the student's transcript. This applies to students who have been found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation." Or "expelled after a finding of responsibility for a code of conduct violation." For the respondent who withdraws from the institution while such conduct charges are pending and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." *

The State University of New York and Erie Community College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in campus programs and activities. All victims/survivors of these crimes and violations, 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, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

The right to:

- Make a report to local law enforcement and/or state police.
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- 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.
- Participate in a process that is fair, impartial, and provides adequate notice and meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- Be free from 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.
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- 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 adviser 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.
- Exercise civil rights and practice religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
Options in Brief:

- Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:
- Receive resources, such as counseling and medical attention;
- Confidently or anonymously disclose a crime or violation;
- Make a report to:
  - An employee with the authority to address complaints, including the Title IX Coordinator, or Dean of Students
  - Campus Security
  - Local law enforcement; and/or
  - Family Court or Civil Court.

SUNY Policies on Sexual Violence Prevention and Response Definition of Affirmative Consent:

Affirmative Consent is clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary), the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual cannot consent. Depending upon 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 consent is withdrawn or can no longer be given, sexual activity must stop.

Furthermore:

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual cannot consent. Depending upon 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.

Handbook revised 4/5/2018