



FIVE
TOWNS
COLLEGE

Code of Conduct for Students and Employees

Five Towns College

Table of Contents

General Standards of Conduct	2
Financial Obligations	4
Fundraising Policy	4
Gambling.....	4
Smoking	4
Pets	5
Unauthorized Entry/Exit/Presence.....	5
Use of Outdoor Campus Facilities	5
Hoverboards, Skateboards, Rollerblades & Similar Equipment.....	5
Parking	6
Social Media Use	6
Use of Five Towns College Intellectual Property	7
Theft/Vandalism	7
Use of Electronic Devices: Classroom, Required Consent.....	7
Visitors/Guests to the College.....	8
Academic Misconduct	9
Judiciary Process and Procedures	9
Grievance Procedure.....	10
Student Complaints	11
Applicable Laws, Ordinances and Regulations on Sex Offenses	11
College Procedures for Dealing with Sex Offenses.....	11
Counseling and Other Support Services for Victims of Sex Offenses.....	12

CODE OF CONDUCT FOR STUDENTS AND EMPLOYEES

The Five Towns College Code of Conduct articulates the standards of behavior that an institution of higher education expects from its students and employees. This Code of Conduct is intended to reflect the maturity, values, and personal expectations that students and employees in a higher education setting should demonstrate. This includes accepting responsibility for their own behavior and conducting themselves in a manner that shows compliance with the College's standards and adherence to the codes, rules, policies, and procedures stated in the Five Towns College Catalog, the Five Towns College Student Handbook, the Five Towns College Residence Life Handbook, any other applicable institutional publications, and local, state, and federal laws.

Students and employees at Five Towns College, individually and collectively, are obligated to make judgments in the best interests of the College community. Therefore, this Code of Conduct identifies, but is not limited to, the ethical standards and acceptable behaviors that the College deems appropriate and is applicable to conduct both on and off-campus, virtual, and when studying abroad. Infractions of the Code of Conduct may be subject to a disciplinary hearing and/or the imposition of sanctions.

Further, this Code of Conduct includes reference to the N.Y.S. Sexual Harassment Prevention law, New York State Education Law, Article 129-B, Enough is Enough, and incorporates by reference the Five Towns College Policies and Procedures related to Title IX of the Education Amendments of 1972, as adopted, stated and posted on the Five Towns College website, www.ftc.edu, and should be referred to accordingly.

General Standards of Conduct

- There shall be no disorderly, indecent, violent, subversive, defiant, or unruly behavior or conduct in violation of any College or governmental law or regulation that leads to a hostile, offensive, intimidating, abusive, learning/living environment. This includes behavior that is discriminatory or harassing based on gender, race, color, creed, ethnicity, religion, age, marital status, veteran status, national origin, sexual orientation, or disability. This relates to conduct in-person and virtual. In addition, this includes any conduct or behavior, i.e., sexual misconduct and/or sex discrimination or sex-based harassment, that violates provisions of the N.Y.S. Sexual Harassment law, N.Y. S. Education Law Article 129-B and the federal Title IX of the Education Amendments of 1972.
- Students and employees are prohibited from bringing, possessing, or using on campus any weapons (or device that has projectiles), firearms, knives, box cutters, pepper spray or the like. Any prop weapons are prohibited unless prior approval for use in film and television production was given and is documented in writing. In this regard, the use of the visual presentation of any item deemed to represent a forceful image that could be used as a weapon

to intimidate or scare any member of the college community online, in social media, or similar media-whether it is real or a prop-is prohibited and will subject the individual to discipline under this Code of Conduct.

- Alcoholic beverages, or controlled substances, are prohibited including marijuana, narcotic, chemical, or inhalant, unless prescribed by a student's treating physician, for use solely by that student as directed, documented, and approved for use on campus. Please note that medical marijuana, even if prescribed, is still deemed to be an illegal drug under federal law and, thus, is not permitted to be used on campus. Also, the use of alcohol, drugs and other controlled substances are prohibited in the wooded areas surrounding the academic and residence hall buildings, campus parking lot, and all areas adjacent to the college. Further, it is prohibited to come into the Main Building or classrooms with an intense smell of marijuana on your clothing. This is disruptive and disrespectful to students, staff and faculty.
- Students and employees are expected to use socially acceptable language and to always conduct themselves in a mature and socially acceptable manner in person, online, and in all communications in the real and virtual campus environments, and on the Internet. This refers to conduct, and behavior related to the use of campus facilities, including in live performances in the Performing Arts Center, Studio Theatre, the Upbeat Café, the Downbeat Student Center, Sound gymnasium, library, parking lot, etc. Individuals are expected to act politely and respectfully towards others.
- College property should be used properly, including adherence to regulations pertaining to health, safety, and security. Guidelines or rules are posted in the computer labs, Film equipment room, and other areas where equipment is being used and should be followed.
- There shall be no gatherings resembling parties in the parking lot, soccer field, or any other location on campus, without prior approval from the Office of Campus Events or an appropriate college official.
- Students and employees shall not interfere with institutional affairs, operations, or with the educational process-whether in person or online-through conduct or behavior that disrupts academic endeavors or interferes in any way with the administration of the College. This includes prohibition against endangering life or property of the College community, infringing on the rights of other members of the College community or acting in any way to violate provisions of the N.Y.S. Sexual Harassment Prevention law, New York State Education Law Article 129-B, Title IX of the Education Amendments of 1972, or other applicable local, state, or federal statutes.
- Students and employees shall comply with the directions of college officials acting in the performance of their duties. This includes the requirement to bring, show and carry ID cards upon arrival on campus to gain access and entry, and to always display/carry ID cards to help Five Towns College Public Safety officers ensure a safe and secure environment.

- Based Upon the facts, anyone who is found to be complicit with any of the provisions of the Code of Conduct may be held to the same standards as the individual(s) who committed a violation. Further, failure to comply with sanctions issued by the Judicial Board, Dean of Students or other judicial body, upon receiving a “responsible outcome” will be grounds for subsequent action by the institution to ensure that safety and security on campus is upheld.

In addition to the various codes, rules, policies, and procedures stated in the institution’s publications, Five Towns College specifically reserves the right to take appropriate action with respect to any student or employee who, in its sole judgment, may endanger the health and/or safety of any other student, staff or faculty member.

Copyright Law, Fair Use, Digital Millennium Copyright Act (DMCA), Creative Commons, NYS Digital Replica law, and related laws

Students and employees are expected to act ethically and respect the federal Copyright, Fair Use, DMCA, Creative Commons, NYS Digital Replica law and other relevant statutes. Guidelines are available in the Five Towns College Library and can be reviewed here: <https://www.ftc.edu/academics/libraries/>. Further, the use of the College’s intellectual property i.e. logos, college name, institutional digital assets, pictures, digital and real graphics and video, animated or other materials is not permitted unless the requisite approvals have been given in writing by the administration. These guidelines apply to student workers, including students in the federal work study program, staff and faculty.

Financial Obligations

Students are required to fulfill their financial obligations to the College. The signing of promissory notes or any agreement to pay has legal consequences that students should take seriously.

Fundraising Policy

Students are not permitted to engage in or promote any fundraising campaigns unless prior written permission is granted by the administration and specific guidelines are followed. Students may be permitted to fundraise for academic projects and clubs within the College community during regular school hours so long as guidelines and policies are followed. A formal written request should be submitted with the Office of Campus Events or the FTC Business Office for review and approval before any fundraising may take place.

Gambling

Gambling-live or online-is not permitted in any building or on campus grounds.

Smoking

Smoking is not permitted in college buildings or Residence Halls. This includes a prohibition against cigars, vaping and e-cigarettes, and compliance with the New York State Clean Indoor Air Act. Smoking any of the above is not permitted on campus but may be allowed only in a few

designated areas around the campus away from the entrance to buildings. Violations will be subject to disciplinary process.

Pets

No pets are allowed on campus (including fish). Service and emotional support animals are not considered pets. While service animals are generally permitted on campus if procedures and policies of the Student Access Office have been followed, emotional support animals are not permitted, yet may, on a case-by-case basis, be considered as a reasonable accommodation in the Residence Halls if a residential student has a documented disability, has applied to Student Access with the required supporting documentation, has submitted the Student Access Registration Form, no other extenuating circumstances exist, and was granted approval. In this regard, adherence to all relevant policies stated in the FTC Student Handbook and FTC Residence Life Handbook apply, will be reviewed and documented, and must be followed.

Unauthorized Entry/Exit/Presence

Unauthorized entry into any restricted, locked, or closed facility (including attic and housekeeping/maintenance closets), student room, office or elevator is not permitted. Further, entry/exit through windows in the residence halls/Main Building is not permitted. Entry/Exit into a residence hall or the Main Building via a locked or propped door is prohibited. Entry/Exit through an emergency exit (window or door or other) is not permitted. Entry into a residence hall after having been evicted, restricted or banned is not permitted. Further, students are not permitted in gated and/or wooded areas behind the residence halls.

Use of Outdoor Campus Facilities

The use of the surrounding property of the College, including walkways, fields, the parking lot, and wooded areas for gatherings, academic projects, and other activities is prohibited unless prior written approval is given from the administration and the Assistant Dean of Campus Life or designee. Furthermore, the construction of outdoor recreational areas, including but not limited to campsites or fire pits is not permitted on campus anywhere.

Hoverboards, Skateboards, Rollerblades & Similar Equipment

Students and employees are prohibited from using hoverboards, including self-balancing scooters, battery-operated scooters and hands-free Segways, on campus and in college buildings and residence halls as they possess a risk of fire and other serious injuries. As such, hoverboards may not be charged, used, or stored in any building.

Due to safety concerns, students are not permitted to use skateboards, rollerblades, and similar equipment in college buildings and on campus. The use of hoverboards, skateboards, rollerblades and similar equipment could create a potentially dangerous, unsafe situation to users, individually and to others, and in the campus, parking lots and other areas where College constituents walk, drive, or wait for the bus. Students interested in using skateboards should explore the Town of

Huntington recreational facilities for this located in Greenlawn, N.Y. not far from the College. Further information can be found at: <http://www.huntingtonny.gov/content/13749/13843/15187/17903/25703/default.aspx>

Parking

All students and employees are required to register their motor vehicles with the College and adhere and display parking stickers to their vehicle to legally park on campus. Parking Permits are available, free of charge, in the Office of Public Safety. Students and employees may only park in the College's designated parking area and should comply with any posted restrictions. There is ample parking in the Main Parking Lot on campus. Local laws should be followed, and students and employees should refrain from parking on any public road in the vicinity of the campus.

Vehicles may not idle or park along the front awning of the Main Academic Building, including those dropping off or picking up passengers, even if the driver remains within the vehicle while doing so.

Parking in the Shipping and Receiving area (the back lot), at the entrance to the Residential Quad, or near the exterior of the Office of Public Safety is restricted. Students and employees who may need to load or unload equipment and belongings must receive permission to do so from the Office of Public Safety.

Residential students or employees who are seeking to leave their vehicle on campus during scheduled break periods must first receive authorization to do so from the Office of Public Safety. Violations of Parking Procedures may result in ticketed fines, suspension of parking privileges, and/or removal via tow truck at the owner's expense.

Social Media Use

Students and employees should uphold this Code of Conduct when interacting and communicating online in the virtual environment and in their use of social media. Faculty and staff should refrain from engaging online with students and be mindful and respectful of personal and professional boundaries. Similarly, students should respect professional boundaries and communicate with faculty/staff via FTC email as stated on course overviews. In addition to using FTC email as a primary method of communication, the administrative offices may also text current students via Campus Cafe.

The College strives diligently to address, appease, and engage in conversation with students and employees in a positive and productive way. Students and employees having concerns related to social media use, other online communications and/or face-to-face communications should feel free to approach the Dean of Students, Provost, Director of Residence Life, Public Safety Office, or other College personnel to have these concerns resolved.

Further, the College prohibits cyberbullying and online harassment of all types and content. This type of misuse of electronic devices or communication or engagement on social media and in the virtual environment is seriously discouraged and will be disciplined appropriately.

Students and employees should reflect upon comments posted on social media and make every attempt to engage in a positive way, always considering the ramifications of what is said in a public forum, and the potential impact certain behaviors may have on career/professional endeavors. Communications found to violate the Code of Conduct will be subject to disciplinary process.

Use of Five Towns College Intellectual Property

As a reminder, students and employees need the permission of College administration to use its intellectual property online or in the physical realms. This means that the use and/or application of any/all logos and/or other digital assets cannot be used freely or any purpose aside from official college business without the consent and permission of the appropriate administrative official. To this end, express permission for using these digital assets on social media for existing or new accounts must be approved and agreed to by the institution. Any unauthorized modification the institution's intellectual property is not permitted.

Theft/Vandalism

Theft or vandalism of college property and/or property of a member of the college community will not be tolerated. The College is proud of its resources, including, library materials, musical instruments, audio and film/video/television equipment, and theater arts props. The College has implemented procedures to lend these resources and items for students' educational use. Nonetheless, students are responsible to ensure that College property is handled carefully and returned in a timely fashion to avoid disciplinary action and/or charges to their account.

Use of Electronic Devices: Classroom, Required Consent

Technology, including smartphones, cell phones, tablets, laptops, etc. must be properly authorized for classroom use. Unauthorized use of electronic or other devices to make an audio/video recording of any person (instructor, student, or staff member) without consent is prohibited. Further, students and employees must obtain the required consent prior to posting any media content in the virtual environment, including on social media. Students should be respectful and honor individuals requests not to post and/or confirm that the requisite consent is obtained.

Mobile and/or cell phones and/or other devices that have audio/video recording capabilities are not to be used in restrooms or locker rooms. Every reasonable effort must be made to respect the personal space and privacy of other members of the College community or guests to the College.

Students and employees should not misuse the College's IT systems (computers, networks, telephones). Prank, threatening or harassing calls, texts, emails, misuse of social networking sites, or any inappropriate face-to-face, online, or virtual messages are entirely prohibited whether

conducted on or off-campus. Further, it is not permitted to use the College network for any unlawful activity, such as illegal file sharing or buying/selling weapons or drugs.

Hacking or otherwise dishonest accessing of college accounts or other sensitive or confidential information is prohibited. There is no expectation of privacy on the College network by users and students/employees should keep that in mind as they use electronic devices on campus. All personal files should be deleted from the College computers and your account logged out. Any use of College technology and resources for personal use or financial gain can lead to disciplinary action.

Visitors/Guests to the College

Students and employees desiring to have visitors or guests on campus must follow College procedures. Parents and other family members fall into this category. Visitors and/or guests to the College require proper authorization and must wear a Visitor's Pass. To be granted access, visitors and/or guests must bring proper identification to the Public Safety security desk, be signed in, and wear a Visitor's Pass until they exit the campus.

Visitors/Guests being on campus is a privilege and will not be permitted if there is no legitimate educational purpose for the visitor, is abused, or in any way may jeopardize the institution's operations. As such, the College reserves the right to deny access to any visitor/guest on campus. These procedures should be followed whenever visitors/guests are invited on campus or intend to attend a show, concert or athletic event that may be open to the public.

While possessing a ticket to an event in the FTC Performing Arts Center is required, attendees at a Sound Athletics event-whether on the soccer fields or in the Sound Gym should be signed in and/or possess a digital ticket when they system is activated for this purpose and adhere to the guidelines set forth in the FTC Code of Conduct. Any disruptions, unruly or interfering conduct at athletic events will not be tolerated and visitors/guests may be requested to leave campus by Public Safety Officers or FTC administration if deemed appropriate.

Residential Students seeking authorization to invite day visitors and/or guests on campus should follow the policies and procedures stated in the FTC Residence Life Handbook. When security at the front entrance is unavailable, visitors and/or guests must go to the Public Safety entrance, sign in, obtain a Visitor's Pass, and seek access after showing proper identification.

Commuter students who are guests of residence hall students must follow all policies and procedures that resident students are held to abide. Further, any guest or visitor on campus is expected to be made aware of the Code of Conduct by their host. Both host and visitor/guest may be held responsible for any infractions of the Code of Conduct. Visitors/guests must always be with the host. The College reserves the right to suspend visitor/guest policies at any time in the interest of keeping the campus safe and secure.

Academic Misconduct

Academic Misconduct includes, but is not limited to, face-to-face and/or online dishonesty, and/or unethical behavior that violates academic standards expected of Five Towns College students and employees. Some examples of Academic Misconduct include cheating on an examination, plagiarizing, submitting work from another course (unless receiving prior approval to do so), using complete or partial information from Internet sources without citing and giving proper credit, improper citation, taking a test for or completing an assignment for another student, working collaboratively on homework assignments or take-home exams (unless instructed to do so by the professor).

The use of Artificial Intelligence (AI), including ChatGPT, generative AI, and/or any other emerging technology should only be used in compliance with the Instructor's guidelines and is not generally permitted to be used in any way that furthers dishonesty, plagiarism or any other conduct that is inappropriate for students in attendance at an institution of higher education.

In either case - plagiarism or cheating - the penalty may be a failing mark in the activity or examination. Should there be a repetition of either, the student is subject to failure in the course, and dismissal from the College. Academic misconduct will result in disciplinary action and/or appropriate sanctions depending on the facts of each case.

Judiciary Process and Procedures

Students and employees in violation of the Code of Conduct are subject to penalties, and sanctions arrived at to address the situation and deter repetition. For example, some sanctions imposed may include but are not limited to: Warning, No Contact Letters, Probation, Suspension, Community Service, Restitution (monetary payment), or Expulsion. Sanctions/penalties are arrived at depending on the facts of each case, the evidence submitted, and the findings of the appropriate decision-making body, including the Judicial Board, Dean of Students, Director of Residence Life, Provost, V. P. Administration or designees or other judicial body.

An administrative decision may require that a student or employee follow instructions or refrain from engaging in certain conduct or behavior. Failure to follow this instruction may result in a request to immediately leave the campus. A refusal to obey an instruction given as to conduct and/or behavior shall be grounds for immediate judicial action. If, in the judgment of the College administration, continued attendance by the individual charged with misconduct will endanger the safety and well-being of the individual and/or members of the College community, the student may be suspended from the College until the judicial hearing is conducted.

The following procedures shall be followed:

- The student(s) or employee(s) receives notice of a Code of Conduct violation (preferred notice is FTC email; then, in-person, phone, or text, as appropriate).

- A judiciary hearing is held before a panel consisting of faculty and/or administrative personnel who will review the documentation, interview all involved parties, and ask appropriate questions as they relate to the incident.
- At the hearing, the student(s) or employee(s) may state his/her case orally; written statements may be submitted prior to a hearing as part of the investigation, if needed.
- The Judicial Board and/or other judicial body will notify, in writing, the student or employee of the findings, determination and/or penalties and decision.
- An appeal to the Provost is permitted within three (3) days if the reason for the appeal is based upon (i) new evidence; (ii) a belief that the decision was based on erroneous fact or conclusion of law; or (iii) was arbitrary or capricious. An appeal to the Provost may be submitted via email to provost@ftc.edu .
- The decision of the Provost or his/her designee is final.

Grievance Procedure

Generally, as pertains to students/employees, and this Code of Conduct, a grievance is defined as a charge that a student/employee believes he/she has been adversely affected in a direct, personal, and material way by a decision or action of another individual. Such a dispute may involve another student, faculty, College administrator, or a staff member. There are two ways to resolve a grievance- informally and formally. These procedures are set forth below:

Informal:

A student/employee who believes he or she has been personally aggrieved by a staff or faculty member in a matter dealing with his/her coursework or the carrying out of a college regulation should first seek to resolve the problem through discussion or email with the individual involved. If speaking with the individual, i.e., staff or faculty, does not bring a resolution, students/employees are encouraged to contact the Department/Division Chair. Should further assistance be needed, the Dean of Students Office or the Office of the Vice President of Finance and Administration or their designee should be consulted.

Formal:

Failing a resolution of the matter informally, the student/employee may then file a formal complaint with the Dean of Students Office or Vice President of Finance and Administration. The Dean of Students, V.P. Administration or appropriate designee will investigate this complaint depending on the nature of the facts alleged. The student/employee may be asked to provide additional information and/or the results of such investigation will be forwarded to the complainant. Students/employees are assured that no adverse action will be taken because of filing a complaint. If the student/employee remains dissatisfied with the decision reached at this level, he/she may appeal within three (3) days to the Provost or his/her designee for redress.

In some instances, depending on the nature of the grievance, the Provost or his/her designee has the discretion to assemble a panel of three members, including staff, faculty, or students to review the facts, informal decision, and may request additional investigation, hearing, or supplemental documentation. In any event, the decision of the Provost or his/her designee, including panel, is final.

All formal complaints in the form of Incident Reports should be filed through the Public Safety Office. Depending on the nature of the grievance, the above procedures will be followed. If the alleged complaint potentially falls under the ambit of Title IX of the Education Amendments of 1972 or the N. Y. S. Education Law, Article 129-B, or the N.Y.S. Sexual Harassment Prevention law, the policies and procedures adopted and promulgated thereunder by the College will take precedence and be followed. In such instance, the matter will be forwarded to the attention of the Five Towns College Title IX Coordinator. The FTC Title IX Coordinator will thoroughly investigate each matter and either proceed to comply with provisions of the Title IX procedures or, determine if the facts require referral to the Judicial Board for process. The FTC Sexual Misconduct Policies and Procedures are located on the FTC.EDU homepage footer.

Student Complaints

A Student Complaint relates to an incident, concern, or institutional process at the College that does not necessarily fall under the definition of a grievance as stated above but is a matter of fact that a student would like to present for administrative attention. To do so, a form entitled “Student Complaint” is provided in the Dean of Students Office and is available online. Individuals who have a matter that warrants institutional attention should complete this form and submit it there. More information is here: <https://www.ftc.edu/current-students/>

Applicable Laws, Ordinances and Regulations on Sex Offenses

Because the commission of a sexual offense is a criminal matter, Article 130 of the New York State Penal Law makes the commission of a sexual offense punishable by imprisonment. You should also be aware that sexual misconduct, unconsensual sodomy, sexual assault, aggravated sexual assault and rape are punishable under the law and may have penalties of fines, imprisonment, or both.

College Procedures for Dealing with Sex Offenses

Any incident of sex discrimination or sex-based harassment and/or sexual misconduct that occurs on campus should be reported immediately. Students consulting with the Five Towns College Counseling Center are assured of confidentiality under the law. Reports made to the Five Towns College Public Safety Office and the Title IX Coordinator or any of the Title IX Deputies are kept as private as is practicable under the provisions of N.Y. S. Education Law, Article 129-B and/or Title IX of the Education Law Amendments of 1972.

Any allegation of sex discrimination or sex-based harassment and/or sexual misconduct levied against a member of the Five Towns College student body or member of its faculty or staff shall be handled pursuant to the regulations promulgated under N.Y.S. Education Law, Article 129-B and/or Title IX, above, and which have been adopted and published by the College and posted on its website. Students are urged to familiarize themselves with those regulations/policies of the College. Title IX policies and procedures can be found here: <https://www.ftc.edu/title-ix/> NYS Education Law, Article 129-B can be found here: <https://www.ftc.edu/enough-is-enough-sexual-assault-law-college-campuses/> Students, faculty, or staff members charged with or convicted of sex offenses shall be immediately suspended from the College, and, pending the outcome of trial, subject to judicial proceedings, all consistent with state and/or federal law.

Counseling and Other Support Services for Victims of Sex Offenses

The Counseling Center provides confidential services to all members of the Five Towns College community. In addition, the Family Violence & Rape Crisis Center/ECLI-VIBS and The Crime Victims Center provide counseling, advocacy, and related services all without cost to victims. These services should be used whenever needed. In some cases, victims and/or reporting individuals may be referred to an outside health care professional or can refer to the **24/7 Resources/Where to Get Help** provided herein.