



# 2024 – 2025

# STUDENT HANDBOOK

## **WELCOME STUDENTS!**

Thank you for choosing the Buffalo Educational Opportunity Center (BEOC) as your partner in education and career development. We are committed to providing you with the support and resources you need to succeed. Together, we will create a brighter future.

### **BEOC Mission Statement**

The University at Buffalo Educational Opportunity Center (BEOC) was established in 1973. The Center is administered by the University Center for Academic and Workforce Development of the State University of New York and is sponsored by the University at Buffalo. Formed by the merger of the Urban Center and Cooperative College Center, its major purpose is to provide academic and vocational programs and supportive services to those who have limited educational and financial opportunities.

The mission of the University at Buffalo Educational Opportunity Center is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills that are necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students, as well as to the demands of our community and serve as first steps toward the attainment of long-term educational and employment goals.

### **BEOC Value Statement**

The faculty, staff, and community partners of the University at Buffalo Educational Opportunity Center believe that our students entrust us with providing learning experiences that will enhance their life-long success. Being immersed in the 21<sup>st</sup> century, we are dedicated to fulfilling that trust by providing an educational environment that addresses the needs of an increasingly diverse student population. In pursuit of that environment, we are committed to fostering personal growth, intellectual development, and economic independence.

**Buffalo Educational Opportunity Center**  
555 Ellicott Street  
Buffalo, NY 14203  
716.645.9555  
[www.buffalo.edu/eoc](http://www.buffalo.edu/eoc)

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### **A BRIEF HISTORY OF THE BEOC: ADAPTED FROM GARY EARL ROSS, PROFESSOR FOR EOC, RETIRED**

As you embark on this exciting path, we believe it is important for you to understand the rich history and values that have shaped our institution. The story of our school is one of dedication, perseverance, and a commitment to empowering individuals from all walks of life.

Thank you for choosing the BEOC as your partner in education and career development. We are committed to providing you with the support and resources you need to succeed. Together, we will create a brighter future.

**1966:** NYS Legislature appropriated SUNY funds to establish the Urban Centers. The Buffalo Urban Center (220 Delaware Avenue) was administered by Erie Community College.

**1967:** Arthur O. Eve, NYS Assemblyman, presented the bill that birthed the SEEK/ Educational Opportunity Programs.

**1969:** Cooperative College Centers (CCC) were established in NY. The Buffalo CCC was administered by the University at Buffalo and was located at 465 Washington Street. College level and remedial courses in Reading, Math, English, Science and Social Science were taught.

**1973:** The Urban Centers and Cooperative College Centers merged and formed the Educational Opportunity Centers in NY.

**1980's:** Programs at the Buffalo EOC expanded to include technology, and the Center opened its first lab with Apple II computers. Vocational programs became a larger part of the curriculum and included Business Office Skills training.

**1990's:** Responding to the needs of the WNY community, the Buffalo EOC created partnerships with local employers and offered internship and job placement opportunities.

**2000's:** In addition to core academic programs, the Center offered Certified Nurse Assistant, Pharmacy Technician, Medical Assistant, Environmental Restoration, Building Trades, and other programs. A Distance Learning/Teleconferencing Lab was established. SAT preparation courses were offered to high school students and BEOC offered programming at satellite centers.

**2014 (June 10):** BEOC held its Grand Opening Ceremony in celebration of its newly built home at 555 Ellicott Street.



EOC Students,

Whether you are a returning student or someone who is joining us for the first time allow me to welcome you to the Buffalo Educational Opportunity Center. You are joining an institution that has a proud history of over fifty years of providing service and opportunity to citizens of Buffalo and the Western New York Community.

Writing on behalf of the faculty and staff of the BEOC I say with all sincerity that we are extremely glad that you are here. The EOC exists for one reason and one reason only: to provide free, transformational, educational programs and vocational training. Our job as employees of the EOC and New York State is to provide you with the opportunities available in this building but also to give you the support and resources you need to be successful.

The Buffalo EOC is one of a dozen across the state. This system exists because leaders in our government understand that not everyone is given the same opportunities to be successful. Many people experience challenges and barriers that they must overcome but are not responsible for. You are now connected to students across the state of New York, from Long Island to the Bronx and from Albany to Buffalo who have comparable stories and have gone on to incredible success.

Everyone at the BEOC is here because we believe in every person's ability to grow, learn, transform their lives, and reach their full potential. We look forward to accompanying you on your journey of transformation.

Respectfully,

**Ben Hilligas, LMSW**  
**Executive Director**  
**Buffalo Educational Opportunity Center**  
**University at Buffalo**  
555 Ellicott St. Room 400, Buffalo NY 14203  
716-645-1970 | [buffalo.edu/eoc](http://buffalo.edu/eoc)

## **ROOM DIRECTORY**

### **FIRST FLOOR**

Admissions Office	Room #101
Administrative Services Office	Room #108
Conference Center	Room #105
Testing & Assessment Center	Room #106

**Security Desk (716-645-1889)**

### **SECOND FLOOR**

Alumni Affairs	Room #205
Office of College & Career Advancement	Room #205
Student Success Center	Room #206
Student Lounge Area	2 <sup>nd</sup> floor
Vending Machines & Student Kitchenette	2 <sup>nd</sup> floor

### **THIRD FLOOR**

Associate Executive Director's Office	Room #300
Counseling & Advisement Office	Room #305

### **FOURTH FLOOR**

Executive Director's Office	Room #400
ATTAIN Lab	Room #405

***Refer to the BEOC website for a directory of individual faculty/staff and administrative contact information  
[www.buffalo.edu/eoc](http://www.buffalo.edu/eoc)***

(2024– 2025)

## BEOC Academic Calendar

<b>Quarter I: Classes Begin</b>	August 26th (Mon.)
Labor Day Observed	September 2nd (Mon.) No classes
Fall Break	October 14 <sup>th</sup> (Mon.) & 15 <sup>th</sup> (Tues.)
<b>Last Day of Classes</b>	October 19th (Sat.)
<b>Quarter II: Classes Begin</b>	October 23rd (Wed.)
Thanksgiving Break	Nov. 27st (Wed.) – Nov. 30th (Sat.)
Last Day of Classes	December 17th (Tues.)
<b>Quarter III: Classes Begin</b>	January 13th (Mon.)
Martin Luther King, Jr. Day Observed	January 20th (Mon.) No classes
Last Day of Classes	March 1st (Sat.)
Spring Recess Begins	March 3rd (Mon.)
Spring Recess Ends	March 9th (Sun.)
<b>Quarter IV: Classes Begin</b>	March 10 <sup>th</sup> (Mon.)
Last Day of Classes	May 3 <sup>rd</sup> (Sat.)
Commencement	May 14 <sup>th</sup> (Wed.)

The BEOC academic calendar is set in conjunction with the University at Buffalo academic calendar. Both calendars may change at the discretion of the University and BEOC, respectively. Applicable floating holidays are designated annually.

## STUDENT SUPPORT SERVICES

BEOC provides an array of Student Services to support students in their academic and career pursuits, helping them to achieve their goals. These services include counseling, career and workforce development, case-management, pre- and post-placement support, college connections, and alumni services upon graduation.

### Academic Counseling Services

An Academic Counselor is assigned to every student who is enrolled and registered at the BEOC. The Counseling and Advisement Unit will promote academic success by helping students develop **R.E.A.C.H.**

**R**elationships that enable students to achieve their goals and  
**E**xplore their career pathways, while  
**A**ssisting them in identifying obstacles, and  
**C**onnecting them to internal and external resources through a  
**H**olistic approach.

### **Counselors assist students with:**

- **Academic Advisement** - Students are required to meet with and maintain communications with their Academic Counselor each quarter to discuss academic progress and concerns.
- **Student Registration** - Quarterly registration of classes based on the individual students' academic program.
- **Counseling and Case-Management** - Assist students with their day-to-day personal, academic and/or attendance issues, which may affect their program completion. The Academic Counselors are knowledgeable of HIPAA (Health Information Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act) regulations.

All new students are required to meet with their Academic Counselor for academic advisement upon registration. A student's progress will be assessed on a quarterly basis using a team approach in collaboration with the program faculty.

Please see your assigned Academic Counselor for specific walk-in and appointment hours. The Counseling and Advisement Unit (Suite 305) hours of operation are Monday - Friday 8:30 a.m. - 5:00 p.m. Evening hours are available on Wednesdays until 6:30 p.m.

### Career Services

The Career Services Office is dedicated to educating, preparing, and connecting students and alumni with job and career opportunities upon program completion.

Our professional advisors will assist students with their job search. Career Services provides the following services for students and alumni:

- Career Advising and Coaching
- Job Readiness Workshops
- Training in Resume and Cover Letter Writing
- Career Portfolio Development
- Job Interview Coaching
- Job Posting Resources
- Online Application Assistance
- Resume Referral
- Job Placement

The Career Services Office collaborates with the New York State Department of Labor and our local One-Stop (The Buffalo Employment & Training Center), employers and alumni for job leads and support.

### **College Connections Initiative**

The College Connections Initiative (CCI) is an on-site resource for students interested in attending or returning to college or advanced vocational educational training following their BEOC experience. CCI services include:

- Informing individuals about the college-going experience, its culture, and campus life
- Providing guidance and advisement in selecting a college major
- Assisting college-interested individuals navigate and complete the admissions process.
- Discussing the long-term benefits of attending college, or advanced vocational training
- Assisting students with applying for financial aid and free grant funding to lower their college costs and explore available scholarships.
- Providing college survival skills workshops and presentations for students
- Helping individuals get their foreign educational credentials evaluated for US college attendance.
- Providing college assistance services to non-BEOC students and the community at-large
- Answering any college-related questions an individual may have.

CCI staff provides information on local and regional colleges and universities and transports students to area colleges for open houses, tours, college fairs and other student engagement activities. BEOC's College Connections Initiative is ready to help students reach their educational goals and to achieve a better quality of life that a college education will help provide for them. For more information, see the CCI Program Coordinator in the College and Career Advancement Office. Walk-ins are welcome.

### **Student Life**

Student Life is a component of Student Support Services and is committed to providing activities, and support to the BEOC student. Student Life provides resources, activities, and workshops that address student needs such as: health and wellness, social networking, higher education, career development & employment, as well as information and referrals to community resources to further assist students in achieving their academic and career goals.

All students are welcomed and encouraged to participate in Student Life activities and events.

### **Student Success Center – Room #206**

The Student Success Center is designed to support students in achieving their academic, personal, and professional goals. Computers, internet access and a printer are available for students' use. The Student Success Center is used for academic labs, classes, and special student events and presentations. There are areas available for individual study and leisure reading, and a private study room for student meetings and collaborative work in completing class projects.

### **Graduation**

The Buffalo EOC recognizes student success by holding a graduation ceremony each May. Students who have successfully completed their academic or vocational program during the school term are encouraged to invite family and friends to celebrate their accomplishments, as they walk across the stage in a cap and gown. University at Buffalo faculty and staff, University Center for Academic and Workforce Development representatives, as well as community leaders and partners also attend this ceremony. Students who are eligible for graduation will be contacted with additional information or can see their Academic Counselor.

### **Alumni Affairs**

*BEOC knew you then. We'd like to know you NOW.*

The Office of Alumni Affairs supports BEOC graduates in their continued personal, academic and career pursuits. In this role, it acts as the liaison between alumni and the services provided by the Admissions, Counseling, College Connections, Career Services, and Instructional Services units. The services of all these offices are available to alumni free of charge and access to them is lifelong.



Alumni Affairs also facilitates activities and events that align with the mission of the Center and the needs of alumni, those being the promotion of lifelong learning and self-empowerment. BEOC graduates are encouraged to provide leadership in events that support this initiative. Some past events have included professional development presentations on topics of interest, webinars, receptions, alumni recognition awards, and social events. Alumni can also look forward to receiving invitations to center-wide events, information regarding local community activities and news and employment opportunities.

Alumni stay connected with BEOC administration, faculty and staff and network with other alumni by “paying it forward”. Alumni volunteer to be guest speakers to prospective and enrolled students and guests of the BEOC, help organize special events, and support recruiting efforts by referring friends and family to enroll at the BEOC and by sharing their BEOC experience with others.

Alumni Affairs maintains communications with alumni via an alumni email listserv and alumni newsletters. In addition, Alumni Affairs maintains webpages on the BEOC website; alumni can view a photo gallery, past alumni recipients of the Distinguished Alumni Award and Arthur O. Eve Education and Community Service Award, alumni success stories, alumni recognized in UB campus and community news articles and more.

The BEOC is extremely proud of our graduates, and we will always be here to support our alumni.

#### **ATTAIN Lab: Open Computer Lab for Students and Community Members**

The ATTAIN Lab is an open computer lab providing access to a wide range of academic, occupational, and employability courses through technology. The lab is open from 9:00 AM to 5:00 PM, Monday through Thursday, and from 9:00 AM to 1:00 PM on Fridays.

BEOC students and community members can participate in computer workshops and earn industry-recognized certifications. To register, visit Room 405 or go to [www.bfl.sunyattain.org](http://www.bfl.sunyattain.org) and click on "Enroll at ATTAIN."

Certifications offered in the ATTAIN Lab:

- Microsoft Office Specialist (MOS)
- Microsoft Certified Fundamentals (MCF)
- Intuit QuickBooks

#### **Lockers:**

There are a limited number of lockers available for students. These lockers are assigned for a period beginning in September and ending in May. After receiving their Student ID card students are eligible to apply for a locker by speaking with their Counselor. Students are responsible for obtaining their own lock and should not share lockers. The lockers are located within the Allied Health Clinical wing, and on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. The BEOC does not take responsibility for items stored in lockers.

Students are responsible for emptying their lockers by the end of their program, or the end of the academic year, whichever is sooner. All items found abandoned in lockers at the end of the school year or program will be discarded.

If a student fails to remove the lock from their locker by the end of the academic year, it will be removed by the BEOC.

Lockers are the property of the BEOC. BEOC reserves the right to open lockers at any time.

#### **Communication with Students:**

- **E-mail:** A primary form of communication with students is through e-mail. Staff regularly send out information about student events, activities, and resources. Students are encouraged to keep their contact information updated with their Academic Counselor to ensure they receive all relevant communications.

- **LCD Monitors and Bulletin Boards:** LCD Monitors (Digital Signage Displays) and bulletin boards are located throughout the BEOC. Announcements about upcoming events and information of interest to BEOC students, faculty and staff are displayed on the monitors and boards. These should be viewed often since information is continuously updated to ensure it is timely and relevant.
- **BEOC website and the Student Activities Calendar:** The BEOC website and calendar are essential resources to keep students informed and engaged. The BEOC website provides a centralized platform where students can access important dates, announcements, and resources. The Student Activities Calendar is a dynamic feature of the website that showcases a schedule of events, workshops and activities. By regularly checking the calendar, students can stay informed about upcoming events and take full advantage of the various opportunities available to enhance their BEOC experience.

# ACADEMIC POLICIES AND PROCEDURES

## Attendance Policy

Attendance is required for ALL classes in which students are registered. During the first week of classes, the instructor will outline the policy regarding class attendance. The student's continuation implies acceptance of the policy as outlined by the instructor. In the event of excessive absence from a course, the student's grade may be lowered. Regular attendance in all scheduled classes is considered a student's responsibility. If a student never attends a class for which he/she is registered as certified by the instructor, the student may be "administratively withdrawn" from that class on the basis of non-attendance.

Students are responsible for completion of all assigned work for each of their classes. It is the responsibility of the student to notify the instructor(s) when missing a class. In the event of an emergency, the student should contact the instructor and the counselor to explain the absence and develop a plan to make up the work.

Students that miss several classes and fail to respond to their counselor will be dropped from their course(s).

Students that have excessive absences and/or incidences of tardiness will automatically be dismissed from a class and/or program.

As the attendance policy for each program may vary, students are encouraged to speak with a counselor or program staff member for clarification of each program's attendance requirements.

### A. Program attendance

Attendance is required for **ALL** classes in which students are registered.

### B. Class Attendance

1. Students are required to attend classes as assigned and must assume responsibility for notifying instructors of tardiness or absences.
2. Students with excessive absences in one or more classes may be dropped from the BEOC program. When students are dropped for poor attendance, if appropriate, agencies such as Erie County Department of Social Services (DSS), Division of Veterans' Affairs, etc. are promptly notified.
3. Students absent from a class for three consecutive days may be dropped from their program at the end of the third day.
4. Students will provide written documentation to their instructors to verify absences.
5. Students who are dropped for attendance reasons will be required to wait up to one year from the term that they were dropped before they can be readmitted.
6. Students who are dropped for no show, behavior, or academic failure may be ineligible to reapply.

## Course Waiver Policy & Procedure

The Director of the Instructional Services Unit may consider approving a course waiver for a student under the following circumstances or conditions:

- The student is able to provide written evidence that he or she has taken an equivalent course in the past 1-4 years from an accredited educational institution.

- The student is able to provide written or practical evidence that he or she has had a significant academic experience in the past 1-4 years, relevant and equivalent to the competency for which a mandatory course at BEOC is designed to prepare the student.

#### Procedures for a Waiver:

1. Waiver forms are obtained from the Instructional Services Unit.
2. Waiver forms must specify the reasons for the waiver and be signed by the course instructor.
3. The request is not valid until a completed waiver form has been submitted to the Director of the Instructional Services Unit, accompanied with all required documentation.
4. Once approved, the waiver form will be signed by the Director of the Instructional Services Unit.
5. A copy of the approved waiver by the Director of the Instructional Services Unit will be documented in the BEOC student information system (Banner) and a copy given to the instructor, counselor, and student.

### **Grade Policy**

#### **A. Grading Scale**

Students receive an individual grade for each registered class. Class grading scales are either letter grades (A through F) or pass/fail (“S” Satisfactory or “U” Unsatisfactory) depending on the course.

#### **B. Incomplete Grade**

1. An “I” (Incomplete) shall be given as a grade for a class at the discretion of the instructor or Director or Instructional Services, when it is expected that the student can complete all required coursework within a specified time period.
2. An “I” contract is completed between the instructor and student to clarify expectations and time frame to complete the coursework for a passing grade.
3. It is the responsibility of the instructor to provide grade change information once all coursework has been completed by the student.
4. All “I” grades will be converted to a grade of “U” or “F”, if coursework is not satisfactorily completed.

### **Program Completion Policy**

Each BEOC program has specific courses and requirements that must be met in order to complete that program and receive a certificate. Program completion requirements for each program are available from your Academic Counselor or the Admissions Office.

Upon verification of satisfactory program completion, a student will receive a BEOC certificate.

### **Withdrawal/Drop Policy**

#### **A. Withdrawal**

A student should contact their counselor if they need to withdraw from a class or program. It is important that proper withdrawal takes place, so academic consequences of the decision are discussed. This process also allows for future options for the student to return to programming to be reviewed. A student is allowed to withdraw before the last week of class of a particular term. After that point, a student may be given a grade of “U”.

#### **B. Drop**

A student may be dropped from a class or program for not attending classes, inappropriate behavior or disciplinary reasons (See BEOC Code of Conduct).

## BEOC Code of Conduct

The faculty, staff, and community partners of the Buffalo Educational Opportunity Center believe that our students entrust us with providing learning experiences that will enhance their life-long success. We are dedicated to fulfilling that trust by providing an educational environment that addresses the needs of an increasingly diverse student population. In pursuit of that environment, we are committed to fostering personal growth, intellectual development, and economic independence. To this end, the BEOC Student Code of Conduct is founded on the following community values: respect, integrity, responsibility, and fairness.

The Buffalo EOC (BEOC) disciplinary processes allow the BEOC to take appropriate action when a student's conduct directly and/or significantly interferes with the BEOC's primary educational responsibility, which is ensuring that all members of its community have the opportunity to attain their educational objectives in accordance with the institution's mandate. These regulations governing student behavior have been formulated to be reasonable and realistic for all students.

In any disciplinary procedure one of the highest priorities of the BEOC is to safeguard the student's right to due process. Due process is not an evasive legal concept but rather simply requires the rudimentary elements of "fair play" in an administrative proceeding. To this end:

- All BEOC disciplinary procedures will at least afford the accused student a clear statement of the charges and the nature of the information upon which the charges are based.
- The accused student shall be given the chance to have a fair review, and present their own position, information, and explanation.
- No disciplinary action will be taken unless the charges are substantiated by the preponderance of evidence.

It is a privilege for students to attend the BEOC and it is expected that all students uphold these values. All students are expected to cooperate with Center officials and any investigations of possible misconduct. The Student Code of Conduct is not intended to be an exhaustive list of rules to follow; rather, students are expected to internalize and make appropriate decisions based on these community values and the Student Conduct Policies. Our purpose in responding to alleged conduct violations is to: (1) educate one another; provide an opportunity for growth and development; ensure student safety; and promote an environment that supports the educational mission of the Center; and (2) to hold students accountable for their actions.

The Student Code of Conduct sets a range of expectations for the BEOC student no matter where or when the conduct may take place. Therefore, the Student Code of Conduct applies to behaviors that take place at the Center, at Center sponsored events or programs, and applies off-site (including externships), whenever it is determined that the off-site conduct has a direct impact on the educational mission or interests of the BEOC.

The BEOC requires each student to conduct him or herself in such a manner as to uphold the good name of the BEOC and that of their fellow students. Each student, in their relationships with other students, faculty, staff and/or administrators, shall respect the rights and privileges of the other party and act accordingly.

### General Conduct Rules and Regulations

Any student found responsible for committing the following misconduct is subject to disciplinary sanctioning:

1. **ALCOHOL:**
  - A. Use or possession of alcoholic beverages and/or public intoxication except as expressly permitted by law and/or BEOC regulations.
  - B. Distribution of alcoholic beverages except as expressly permitted by law and BEOC regulations.
2. **AMPLIFICATION:** Use of amplification/audiovisual equipment and/or interference with any public, office, library, classroom, or BEOC function in any of the reservation facilities without prior approval.

3. **ANIMALS:** Possession or accompaniment of animals in any BEOC building at any time. Exceptions include laboratory animals or animals needed because of a disability.
4. **ARSON:** Causing a fire or explosion, or unauthorized use of any potential incendiary device / equipment.
5. **ASSAULT:** Slapping, kicking, shoving, or otherwise striking another person.
6. **ATTEMPT:** Attempting to engage in conduct which, if completed, would result in the violation of any rule applicable to the BEOC.
7. **COMPLICITY:** Aiding, helping or otherwise assisting another in violating any rule applicable to the BEOC.
8. **COMPUTER ABUSE:**
  - A. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - B. Unauthorized transfer of a file.
  - C. Use of another individual's identification and password.
  - D. Use of computing resources or systems to interfere with the work of another student, faculty member or BEOC official.
  - E. Use of computing resources or systems and/or e-mail to send obscene or abusive messages.
  - F. Use of computing resources or systems and/or e-mail to send unsolicited or unauthorized messages with the intention of reaching as many users as possible.
  - G. Theft or abuse of computer resources or systems.
  - H. Use of computing resources or systems and/or e-mail to interfere with normal operation of the BEOC computing system.
9. **DEMONSTRATIONS:**
  - A. Participation in a campus demonstration that disrupts the normal operations of the BEOC and infringes on the rights of other members of the BEOC community.
  - B. Leading or inciting others to disrupt schedules and/or normal activities within any campus building or area.
  - C. Intentional obstruction which unreasonably interferes with freedom of movement
  - D. Providing or dispensing of materials that could lead to harm or injury to a person, including but not limited to self-defense spray, objects that can be thrown, objects that can be used to deface property, etc.
10. **DESTRUCTION OF PROPERTY:**
  - A. Destroying, defacing, materially altering or otherwise damaging property not their own. This includes, but is not limited to, doors, windows, swipe card mechanisms, restroom equipment, vending machine equipment, BEOC transportation equipment, etc.
  - B. Creating a condition that endangers or threatens property not their own.
11. **DISCRIMINATION:** The BEOC is under the auspices of The University at Buffalo and follows the University's Discrimination and Harassment Policy. <https://www.buffalo.edu/administrative-services/policy1/ub-policy-lib/discrimination-harassment.html>
12. **DISHONESTY:**
  - A. Cheating, plagiarism, or other forms of academic dishonesty, as defined according to the Academic Integrity Policy.
  - B. Furnishing false information to any BEOC official, faculty member, employee, or office.
  - C. Forgery, alteration, or misuse of any instrument of identification including but not limited to driving licenses, passports, BEOC ID Cards, etc.
  - D. Forgery, alteration, falsification, or misuse of any BEOC official document, supplies, or record, including but not limited to:
    - i. Submission of a falsified universal grade change form to the BEOC.
    - ii. Submission of false grade information of any sort to a BEOC office or department, employer, academic institution, etc.
    - iii. Altering any academic coursework and or examinations so as to unjustly affect the grade awarded to that assignment.
    - iv. Knowingly falsifying application information.
13. **DISORDERLY CONDUCT:**

- A. Conduct that is disorderly, lewd, or indecent.
  - B. Breach of peace.
  - C. Aiding, abetting, or procuring another person to breach the peace.
14. **DISRUPTION:** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other BEOC activities, including its public-service functions on or off campus, or other authorized non BEOC activities.
15. **ELECTION TAMPERING:** Tampering with the election of any recognized BEOC student organization.
16. **FIRE-HEALTH SAFETY EQUIPMENT:** Tampering with, or misuse of, fire alarms and firefighting equipment, including but not limited to fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, defibrillators, etc.
17. **GAMBLING:** Gambling for money or other valuables on BEOC premises.
18. **HARASSMENT:**
- A. Threatening or intimidating a person creating a rational fear within that person.
  - B. Engaging in a course of conduct or repeatedly committing acts directed at another person which would seriously annoy a rational person.
  - C. Creating a condition that endangers or threatens the health, safety, or welfare of another person.
  - D. Physically restraining or detaining another person or removing any person from any place where they are authorized to remain.
19. **HAZING:** Any act which endangers the mental or physical health or safety of a student, including, but not limited to, making physical contact with or requiring physical activity of such student, or that is humiliating, intimidating or demeaning, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Hazing can occur individually or in concert with others, includes active or passive participation and occurs regardless of the willingness to participate in the activities.
20. **IMPAIRED DRIVING:** Operating a motor vehicle while under the influence of drugs or alcohol.
21. **JUDICIAL SYSTEM:**
- A. Failure to obey the summons of a judicial body or BEOC official.
  - B. Falsification, distortion, or misrepresentation of information before a judicial body.
  - C. Disruption or interference with the orderly conduct of a judicial proceeding.
  - D. Institution of a judicial proceeding knowingly without cause.
  - E. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - F. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
  - G. Harassment (verbal, nonverbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
  - H. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - I. Influencing or attempting to influence another person to commit an abuse of the judicial system.
22. **KEYS/ACCESS CARDS:** Unauthorized possession, duplication or use of keys or access cards to any BEOC premises, or unauthorized entry to or use of BEOC premises.
23. **LAWS:** Violation of federal, state, or local law. NOTE: A finding of a violation under this rule does not require proof of a conviction in any non-campus legal proceeding.
24. **LEAVING THE SCENE:** Attempting to flee or unlawfully leaving the area of an accident, crime, a BEOC violation (and/or areas of potential accidents, crimes, or violations), or avoiding being apprehended or questioned by the BEOC or other law enforcement agencies.
25. **MISREPRESENTATION:** Knowingly distorting or altering the truth for personal gain or favor.
26. **PHYSICAL VIOLENCE:**
- A. Physical violence or abuse, including verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
  - B. Using self-defense spray when circumstances do not justify it.
  - C. Dating Violence: Violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of the relationship shall be determined based on a victim's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons in the relationship.

- D. Domestic Violence: Violent crime committed by:
  - i. Current or former spouse or intimate partner.
  - ii. Person sharing a child with the victim.
- 27. **POSSESSION:**
  - A. Knowingly obtaining property, (including abandoned property), without the explicit authorization of the rightful owner.
  - B. Possession without authority of any BEOC supplies or documents.
- 28. **REASONABLE REQUEST:** Failure to comply with a reasonable request of a BEOC official, including but not limited to:
  - A. An individual instructing a class.
  - B. A University Police Officer
  - C. A University staff person carrying out their duties and responsibilities.
- 29. **RULES:** Violation of published BEOC policies, rules, or regulations.
- 30. **SEXUAL EXPLOITATION:** Occurs when a student takes non-consensual or abusive advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.
- 31. **SEXUAL HARASSMENT:**
  - A. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature that unreasonably interferes with an individual's performance and/or access to educational opportunity by creating an intimidating, hostile, or objectively offensive BEOC environment.
  - B. Submission to or enduring such conduct when rejected is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other BEOC activity.
- 32. **SEXUAL VIOLENCE:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including, but not limited to rape, sexual battery, sexual coercion, fondling, groping, and other forms of non-consensual sexual contact.
- 33. **SMOKING:** Includes but is not limited to the use of cigarettes, cigars, pipes, e-cigarettes, and personal vaporizers or other devices used for "vaping." Prohibited on all BEOC premises, including all vehicles owned, leased, and operated by the BEOC.
- 34. **STALKING:** Repeated direct or indirect coercive acts or offenses through third parties that collectively instill a fear of physical injury or harm sufficient to cause a reasonable person to suffer emotional damage. This includes any action for which the purpose is to attempt to manipulate or control another person. Inappropriate actions may include, but are not limited to phone calls, physical and/or verbal confrontations, breaking and entering (cars, apartments, lockers, etc.), vandalizing, etc.
- 35. **SUBSTANCES:**
  - A. Use or possession of narcotics, controlled substances, and/or related paraphernalia except as expressly permitted by law. Possession or use of marijuana on campus, including marijuana obtained pursuant to a medical prescription, is a violation of federal law and therefore is prohibited.
  - B. Unlawful distribution or sale of narcotics, controlled substances, and/or related paraphernalia.
- 36. **THEFT:** Using, taking, and/or possessing property or services that are knowingly not their own with intention to deprive owner of his/her rights.
- 37. **TRAFFIC:** Obstruction of the free flow of pedestrian or vehicular traffic on BEOC premises or at BEOC sponsored or supervised functions.
- 38. **TRESPASS/UNAUTHORIZED ENTRY:** Knowingly entering or remaining in a building, office, or any other University premises at any time without permission or authorization.
- 39. **WEAPONS:** Unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BEOC premises.
- 40. **UNIVERSITY GROUNDS:**
  - A. Use of BEOC space and grounds by an organization or person without reservation of the space or proper authorization.
  - B. Operation of bicycles, skateboards, rollerblades, or other recreational items in any BEOC building or facility.
  - C. Operation of bicycles, skateboards, rollerblades, or other recreational items in a reckless or unsafe manner on BEOC grounds.



- D. Storage of bicycles, skateboards, rollerblades, or other recreational items within any BEOC building or facility without appropriate authorization.
- E. Hover boards and other electronically operated skateboard/scooter devices are prohibited.

### **Administrative Review**

Students referred for violations of the Student Code of Conduct are subject to disciplinary action through the Director of Student Support Services' Office or designee. Any student, employee or college official may file a Violation of Code of Student Conduct Incident Report within five (5) business days of the point at which the alleged violation could have reasonably known to occur.

#### Procedures:

- The Incident Report is reviewed by the Director of Student Support Services or designee, who will review the information and will either dismiss the report, if the situation does not warrant disciplinary proceedings or notify the respondent(s) of the alleged violation within five (5) business days.
- A time and place for meeting with the student(s) is determined by the Director of Student Support Services or designee, to try to resolve the violations brought against the student(s).
- If violations involve more than one student, the disciplinary process may be conducted separately.
- Incident reports could be shared with those student(s) in violation of the Student Code of Conduct.
- If the student(s) in violation fails to respond or attend the above-mentioned meeting, a disciplinary decision will still be rendered.
- A written decision (including e-mail) must be provided to the student by the Director of Student Support Services or designer within ten (10) school days after the conclusion of the administrative review. The decision letter must include a date by which an appeal may be accepted.

All administrative reviews are based upon a preponderance of evidence standard (i.e., "more likely than not") that a student is:

- a. Not Responsible for alleged charges of the Student Code of Conduct
- b. Responsible for at least one alleged charge of the Student Code of Conduct

### **Sanctions**

Sanctions shall be at the discretion of the Director of Student Support Services or designee. The following is a range of sanctions:

- a. Warning
- b. Restitution
- c. Behavioral contract
- d. Counseling Assessment (external)
- e. Loss of BEOC privileges
- f. Community Service
- g. Educational sanctions: Students may be assigned other sanctions that provide opportunities to learn, including but not limited to reflection papers or short research papers on a given topic, hall or village council meeting attendance or creating a bulletin board that provides information and resources to the community.
- h. No Contact Orders: Campus No Contact Orders restrict students from contacting certain individuals, including by first person, third person, or electronic means, and may also restrict students from certain campus locations or activities as may be appropriate. Any party to No Contact Orders may request a review for modification or discontinuance.
- i. Disciplinary probation with or without the loss of designated privileges for a specific period of time. The violation of the terms of disciplinary probation or the infraction of any BEOC rule during the period of disciplinary probation may be grounds for suspension or expulsion from the University.
- j. Temporary Suspension: Students may be temporarily suspended from the BEOC if they have been part of an action that is deemed as a "clear and present danger" to themselves or others in the campus community. While

temporarily suspended, students are not permitted to be on any campus grounds or to participate in any BEOC functions. Students may request a review of a temporary suspension status.

- k. Suspension from the BEOC for a specific period of time
- l. Expulsion from the BEOC
- m. The BEOC reserves the right to withhold degree conferral or transcript release when a student has conduct charges pending at the time of conferral.
- n. Other sanctions may be approved by the Director of Student Support Services or designee.

Students who receive a sanction of suspension or expulsion will not receive academic credit for the semester in which the suspension or expulsion occurred. More severe sanctions may result for repeat offenders.

### **Appeals**

Students have the right to request an appeal of an Administrative Review, based on the following circumstances:

- The sanction is substantially disproportionate to the severity of the violation;
- A procedural defect in the process had a significant effect on the outcome; and/or
- The discovery of new information which was unknown or unavailable at the time of the Administrative Review and would have a significant effect on the outcome.

Appeals are due within five (5) business days after the date of the decision letter, to the BEOC Executive Director or designee. The BEOC Executive Director or designee will send a final written decision (including email) within five (5) business days to the student.

## **Readmission Policy**

Upon completing a BEOC program, students are not allowed reentry into the same program. Students are expected to pursue employment, additional postsecondary training, or attend college upon completion. Enrollment in a second BEOC program will only be allowed if these expectations are met.

Students who have completed an academic program should consult with their counselor to explore options for applying to a BEOC vocational program.

If a student is dropped or withdraws from a program, the student must contact the Admissions Office to seek possible re-admission. Re-admission is based on both seat availability within the program and a student's BEOC enrollment history. There is no guarantee that a student will be re-admitted to a program.

If a student has been dismissed/terminated from a program or been in violation of the BEOC Student Code of Conduct or BEOC Building Rules and Regulations, the student will NOT be re-admitted into BEOC without a written request from the student and prior approval from the Director of Student Support Services or his/her designee.

## **General Information**

### **A. Affirmative Action**

The University at Buffalo Educational Opportunity Center is an Affirmative Action/Equal Opportunity Employer. The BEOC is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants, or other members of the college community (including but not limited

to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

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

## **B. Student with Disabilities**

The Buffalo EOC is committed to providing equal educational opportunities, and equal access to services, programs, and activities for persons with disabilities. Reasonable accommodation will be provided to qualified students with disabilities with proper documentation. Academic adjustments or auxiliary aids will be provided to qualified students with disabilities when necessary to ensure equality of opportunity to complete academic requirements. The university's programs and activities will be accessible to all individuals, including both physical access and access to electronic media, such as software and Web-based applications.

Students must disclose and request academic accommodations through their academic counselor.

## **C. Change of Student Information**

Students should contact an admissions advisor or academic counselor to make changes in address, telephone number, e-mail, emergency contact information and/or any other personal information provided to BEOC at time of application/registration. NAME changes can be processed in the Admissions office upon providing legal documentation of the change.

## **D. ID Cards – Admissions Office**

Students are required to have a BEOC Student Identification Card (ID card) at the time of registration. This free ID card allows students to gain access to BEOC facilities. **ID's must be visible at all times while students are in the building.** If a student loses or misplaces their ID card, they should visit the Admissions Office for a replacement.

## **E. Records Management: FERPA**

It is the intent of the BEOC to comply fully with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, which protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for correction of inaccurate or misleading data.

Other than directory information or in a case where release is required by law, the BEOC will not release student records without the student's written consent. The consent must be signed and dated by the student and must indicate which records are to be released, the purpose of the release and the name of the agency to which the records will be released. The student must show picture ID as proof of identification.

Copies of documents. Documents received by the BEOC to determine an applicant's eligibility for BEOC cannot be released (e.g., school transcript, proof of income, etc.). To obtain a copy students must contact the original agency or school that submitted them to BEOC.

## **F. Enrollment Verification - Request for Document Completion for Other Agencies**

BEOC students may request documentation which verifies their enrollment, attendance, grades, etc., by visiting the Admissions Office. This documentation may be required from several agencies, including, but not limited to, the Department of Social Security, Department of Social Services, Department of Labor, etc., in order to receive or continue to receive certain benefits from said agencies. General information, such as the student's address phone number and/or social security number, should be completed by the student prior to submitting the form to the Admissions Office.

The Admissions Staff will only verify information when requested, according to the information that is provided by the BEOC's student information system and in compliance with Federal Educational Rights & Privacy Act of 1974 (FERPA).

### **G. Transcripts**

Transcripts of grades and letters to agencies verifying a student's enrollment, attendance and progress may be obtained from the Admissions Office by completing a form which will allow an official copy to be sent to an employer or college. A student may have an unofficial (not sealed) copy for him or herself. The student must have a picture ID as proof of identification.

### **H. Confidentiality of Student Health Information/HIPAA**

It is the policy of the BEOC to safeguard the confidentiality of individual health information collected by the Instructional Services Unit from students in certain vocational programs. Physical safeguards are required to protect health information collected from students. Collected student information is securely stored, and employee access is restricted to ensure privacy.

Student health information includes but may not be limited to:

- Physical Exams
- Proof of Immunization
- Other health documents

Medical and immunization records submitted to the BEOC may be released only with the consent and approval of the student. Disclosure of information requires written authorization from the student.

### **I. Fire Alarms/Drills**

New York State law requires that the BEOC conduct at least two (2) fire drills per year. When the alarm sounds, students should leave the building in an orderly fashion, and should do so quickly and quietly. An emergency exit plan is posted in each room within the building. BEOC Staff will notify students when it is safe to return to the building.

#### **Evacuation Procedures**

If the Fire alarm rings – EVACUATE IMMEDIATELY

- DO NOT USE THE ELEVATORS
- DO NOT ASSUME IT IS "JUST A DRILL."

Before an emergency, plan your escape route and have in mind an alternative escape route, if necessary. Please remember the following evacuation routes:

FLOOR 1	West Stairwell Exit onto Ellicott Street East Stairwell Exit into Parking Lot
FLOOR 2	West Stairwell – Front of Building East Stairwell – Rear of Building
FLOOR 3	West Stairwell – Front of Building East Stairwell – Rear of Building
FLOOR 4	West Stairwell – Front of Building East Stairwell – Rear of Building

Allied Health Space:

- Leave using the nearest exit into the parking lot and evacuation area.

After leaving the building, please proceed to the nearest Evacuation Assembly Area (which is in the parking lot and clearly marked) to allow access for emergency personnel and equipment if necessary.

#### **EVACUATION LOCATIONS:**

- If exiting from Ellicott Street/Front of the building, turn left and proceed down Ellicott Street towards East Tupper and assemble at the “Building Assembly Area” located at the southern end of the parking lot near the City Mission.
- If exiting from the North Oak/Rear of the building, proceed towards North Oak Street and assemble at the “Building Assembly Area” located at the edge of the BEOC parking lot.

**\*\*DO NOT CROSS ELLICOTT OR NORTH OAK STREET\*\***

**IF ALL ESCAPE ROUTES ARE BLOCKED** – Close the door to the room (to keep the fire out) and go to a window. Use whatever means to attract attention and remember – THE FIRE DEPARTMENT IS ON ITS WAY.

Students unable to evacuate or with a physical disability, your place of refuge is the stairwell.

#### **J. Internet Access/Computer Use**

BEOC students will use BEOC computers in a proper manner. Students will:

- a. Abide by local, state, federal, and international laws relating to computer use.
- b. Not make copies of copyrighted computer programs.
- c. Use only the software that is already loaded on the computers. Not use any other software or bring in a flash drive with software to use on BEOC computers. This helps to prevent the spread of computer viruses.
- d. Not access any website, which may be sexually explicit or suggestive, especially pornographic websites.
- e. Not install any program designed to bypass the security system or designed to intentionally slow down the computer.
- f. Not disconnect computer equipment or tamper with any computer cables.
- g. Not transmit or post any material that is considered harmful, abusive, threatening defamatory, derogatory, harassing, vulgar, obscene, hateful, or racially, ethically, or otherwise objectionable.
- h. Not use BEOC computers for local or remote game playing, instant messaging, and interactive chat communication or to transmit junk mail, chain letters, pyramid schemes, or any other unsolicited mass mailings.

Violation of any of the above could result in disciplinary action up to and including dismissal from all programs at the BEOC.

#### **K. Wi-Fi Availability**

UB provides access via a web browser to students and guests.

1. Select **UB Connect** from the available Wi-Fi networks on your device
2. Open a web browser and enter <http://connect.buffalo.edu>
3. Follow the instructions to connect.

#### **L. Emergencies - Personal**

In the rare case of a personal emergency (i.e., medical, sick child, life threatening situation, etc.) where someone (i.e., babysitter, family member) needs to reach a student in class, he/she may call the BEOC Security Office (716-645-1889). The person calling should reference the name of the student and, if possible, the name of the student’s teacher, program, and classroom. Students are advised to provide class schedule information to individuals who may need to contact the student in case of an emergency.

## **M. Medical Emergency**

If a student is in need of emergency medical treatment, the following actions are to be taken:

1. Call 911
2. Notify Security or a BEOC faculty or staff member. The location and nature of the medical emergency should be provided.

Please Note:

- All accidents/injuries occurring on BEOC property must be reported to Security immediately.
- A first aid kit is available at the Security Desk.

## **BUILDING RULES & REGULATIONS**

### **A. Building Hours**

Hours of operation are stereotypically Monday through Thursday 8:30 a.m. until 9:00 p.m.; Friday 8:30 a.m. until 5:00 p.m. The BEOC is open on Saturday's only when necessary.

Changes to this schedule may occur without prior notice and will be posted accordingly. Building hours are routinely shortened during term recesses and due to inclement weather.

### **B. Bicycles and Scooters**

Bicycles, scooters, and other similar modes of transportation are not permitted in the building. Bike racks are provided outside the building and students are responsible for securing their items with a lock. BEOC is not responsible for stolen, damaged or vandalized items.

### **C. Loitering**

Loitering is not permitted within or around the building.

### **D. Lost and Found**

Any items found in the BEOC should be turned into the Security Information Center, located on the 1<sup>st</sup> floor. BEOC is not responsible for any items that are lost within the Center.

### **E. Lounge Area-Kitchenette-Vending Machines**

The student lounge area is located on the second floor of the building. There are a variety of vending machines, tables, seats, and microwave ovens for your convenience. Food and non-alcoholic drinks are permitted in the lounge. If you lose money in the vending machine, please contact the vendor listed on the vending machine. Vandalism of the vending machines may result in criminal prosecution.

### **F. Parking**

On-street parking is available on Ellicott Street and N. Oak Street for a fee. However, parking spaces are available on a first-come, first-served basis and students are not guaranteed a parking space. For your convenience, you can download the Buffalo Roam app to pay for parking using a credit or debit card through your smartphone. Please be aware of any city parking signage. Illegal parking is subject to ticketing.

The Gateway Parking Lot is located behind the BEOC (across the street) off Oak Street where there is parking for a fee. Students and visitors are prohibited from parking in the lot attached to the BEOC during normal business hours.

### **G. Security**

Security is designed to assist BEOC in cases of safety and emergency. The responsibility of Security is to protect students and property. All lost and found items should be promptly taken to Security. A first aid kit is available at the Security Desk.

## **H. Smoking**

BEOC follows the University at Buffalo policy of supporting an environment where its students, employees, and visitors are not exposed to secondhand smoke. Therefore, all forms of smoking and vaping is prohibited on all university-managed properties.

## **I. Use of Electronic Devices in the Classroom**

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that substantially degrades the learning environment or promotes dishonesty or illegal activities is prohibited.

*Cellular telephones/Smart phones:* Students must not abuse the use of cell phones/smart phones in class. Phones must be in SILENCE mode. If there is a need to check for and/or receive a call, the student must inform the instructor in advance that the student may need to excuse him/herself to take an important call. Students must not engage in text messaging or any social media activities (not directly related to classwork or an approved class assignment) in the classroom. Students who create disturbances with ringing cell phones/smart phones or text messaging will be warned and may be asked to leave the class session if the behavior continues. Instructors may forbid the use of cellular/smart telephones in class.

*Laptop computers, tablets, and other computers:* Using laptop computers, tablets, and other computers in the classroom to take notes and for any other use authorized by the course instructor is allowed. However, the instructor may prohibit the use of laptops, tablets and other computers for things such as instant messaging, game playing, and internet surfing.

*Electronic devices and illegal activities:* Students cannot engage in any activities that they know will violate laws, such as those related to intellectual property rights or copyrights, invasions of privacy, bullying or sexual harassment.

## **J. Weather Related Class Cancellation**

BEOC classes will be cancelled for weather-related emergencies when the University at Buffalo (UB) President has made a decision to cancel classes or issues a notice of early departure or closing.

School Closing Information may be communicated to students by email or text. Students can also verify school closings by watching local television stations 2, 4 or 7.

**\*\* Note:** The most current policies are posted on the University at Buffalo and Buffalo Educational Opportunity Center websites.