

# SUMMER INSTITUTE 2024

Welcome Class of 2028!



## Higher Education Opportunity Program PARTICIPANT GUIDE



ITHACA COLLEGE

Office of Access, Opportunity & Achievement

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## Ithaca College Office of Access, Opportunity, and Achievement

### Mission

The Office of Access, Opportunity, and Achievement empowers scholars to apply skills of their lived experiences and engage in academic and career development to achieve success during their undergraduate years at Ithaca College.

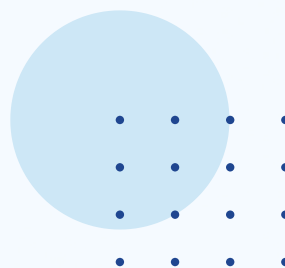
### Values

Empathy • Community • Growth • Integrity • Excellence

### Summer Institute Learning Outcomes

- Students will learn the necessary skills to be successful in a college level curriculum.
- Students will develop a knowledge base and framework regarding personal health and wellness and will learn about risk factors affecting health and about positive health behaviors.
- Students will learn about the IC resources accessible to them and gain confidence in self-advocacy.
- Students will learn the necessary skills and values to building and maintaining a community of respect, empathy and trust.

# SI STAFF & FACULTY DIRECTORY



## Professional Staff

### Denise Polanco

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## Faculty

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### Colleen Garcia

HEOP/CSTEP Counselor

#### College Adjustment

#### BUSINESS 103

### Alessandra Healy

HEOP/CSTEP Counselor

#### Learning Success

#### BUSINESS 103

OAOA Office: (607) 274-1267

## Student Financial Services:

[sfs@ithaca.edu](mailto:sfs@ithaca.edu) or

(607) 274-3131

# DAILY SCHEDULE

## **Mondays and Wednesdays**

8:30am-10:25am: Math  
10:30am-12:25pm: Writing  
2:30pm-5pm: Personal Health  
6:30pm-10pm: Study Hours

## **Tuesdays and Thursdays**

8:30am-10am: Counselor Classes  
2:30pm-5pm: Personal Health  
6:30pm-10pm: Study Hours

## **Fridays**

8:30am-10:25am: Math  
10:30am-12:25pm: Writing  
2:30pm-5pm: Personal Health  
6:30pm-10pm: Choice Time



**ITHACA  
COLLEGE**

Office of Access,  
Opportunity & Achievement

# WEEKENDS

## **Saturdays**

Activities: Please see weekly schedule

## **Sundays**

Choice Time/Colloquium Practice  
6:30pm-10pm: Study Hours

# MEALS

## **Monday-Friday**

Breakfast: 7am-8am  
Lunch: 12:30pm-1:30pm  
Dinner: 5:30pm-6:25pm

## **Saturday & Sunday**

Breakfast: 7am-8:30am  
Lunch: 12pm-1pm  
Dinner: 5:30pm-6:25pm

# Summer Institute Student Expectations & Safety Policies

## I. Classroom Expectations

1. Students will be on time to and remain awake and alert in class.
2. Students will be actively engaged in class through participation in all class activities and discussions, note-taking, and staying on task.
3. Students will come to class prepared. This includes:
  - a. Having read and completed course assignments prior to class
  - b. Bringing all needed materials for class (e.g., writing utensil, note, etc.)
4. Students should only be absent from class for documented health-related reasons (e.g., from Hammond Health Center or CAPS); Students should contact instructor and Director prior to missed class in case of illness or ASAP in urgent/emergency situation. Any other absences must be approved prior by the Director.
5. Students should only use technology tools as explicitly directed by the instructor (e.g., laptop, cell phone, headphones, tablet, etc.). At all other times, devices should be silenced and stored in the residence hall, a backpack, or under the student's chair. Devices should not be stored on the desk, pocket, or lap, as they may still cause distraction to students and instructors.
6. Every student's work is expected to represent personal efforts [[section 7.1.4 Standards of Academic Conduct in the Ithaca College Policy Manual](#)].

## II. Activities

### Study Hours

1. Students are expected to engage in 15 study hours each week. These can consist of independent coursework and/or drop in sessions with Peer Tutors, Faculty or Librarians. During the first week of SI, counselors will work with students on creating time management plan which will include these hours.
2. Students will not invite guests of any kind to the residence hall or other campus facilities, including other Ithaca College students, friends, family members, significant others, etc.
3. Students will remain on task with SI course-related activities during study hours. Other IC related activities (e.g., fall schedule, housing, etc.) should be done during choice time, not during study hours.
4. Students will come prepared to study hours (texts, notes, writing utensils, etc.). Students will not be permitted to return to their room for forgotten materials.
5. Cell phones are not permitted during study hours. Students are to place them in the designated basket. Phones will be returned at the end of study hours.
6. Students will create an environment that fosters quiet study and learning. They will not distract other classmates.
7. Students may use headphones and the volume should not be high enough to disturb others.

### Library and Campus Partner Sessions

1. For library & campus partner sessions, students are to:
  - a. Practice active listening, engage in the activity/discussion and take notes.
  - b. Silence phones and store them in backpacks or under chairs.
  - c. Refrain from engaging in any coursework during these presentations.
  - d. Refrain from using laptops or computers unless directed by the presenters.

### Counseling, office hours, other meetings

1. Students will be responsible for setting up and attending their counseling appointments. They will work with the Administrative Assistant (via phone or in-person) to set up counseling appointments and with each faculty member (per their sign up process – see syllabus) to set up office hours. All appointments and office hours will take place during choice time.

2. Students may set up other campus meetings during their choice time (for example, SAS, CAPS, SFS).
3. Students will be on time to all meetings and come prepared with materials (writing utensil, note-taking materials, course materials, questions/agenda for meeting, etc.).

#### **V. Safety Rules & Regulations to be observed at all times**

1. Students are responsible for personal items, including phones, clothing, laptops, ID's, keys, etc. Residence hall rooms should be locked any time the student is not in the room (including hanging out in the lounge, meals, showers, etc.).
2. Students will be responsible for the cost and fine(s) associated with any misplaced, damaged, lost or stolen items (e.g., key, laptop, text books, bus tickets, calculators, room/building lockouts, etc.).
3. Pursuant to the student conduct code, harassment or intimidation towards a person based on their race, religion, gender, ethnicity/national origin, sexual preference, or sexual orientation will not be tolerated. Conduct involving verbal, mental or physical assault and/or abuse, including harassment, intimidation, or other conduct that recklessly or intentionally endangers or threatens the health, safety, or welfare of any person on College-owned or leased property or at College-sponsored activities is cause for disciplinary action.
4. Students are responsible for reviewing, understanding and adhering to the [Student Affairs and Campus Life Student Handbook](#) to include the Student Conduct Code which outlines students' rights and responsibilities as members of the Ithaca College community.
5. Pursuant to the student conduct code, theft of any sort is not tolerated. Please report any alleged theft to the Office of Public Safety [[7.1.2.3.8 Property, Ithaca College Policy Manual](#)].
6. Pursuant to the student conduct code, students are not permitted to have weapons during SI [[7.1.2.3.5 Personal Respect and Safety, Ithaca College Policy Manual](#)].
7. All students are expected to comply with the Student Conduct Code. However, in cases where the rules of the Summer Institute are more restrictive, the Summer Institute rules will supersede. The following rules are not expressly stated in the College's Student Conduct Code but are nonetheless applicable to the Summer Institute participants:
  - a. Guests are not allowed in the residence halls or to be present during any Summer Institute activity.
  - b. Students will not use alcohol or controlled substances at any time during the Summer Institute. Alcohol or controlled substances may not be present or consumed in the residence halls, at Summer Institute on- or off-campus activities, or at any time during operation of the Summer Institute program.
  - c. Students may not have cars on campus and will not operate any vehicles during SI nor ride in/on any other mode of transportation without the explicit permission of the Director.
  - d. Students will not leave campus unless part of a sponsored activity. Any non-emergency exceptions must have prior approval from the Director.
  - e. Students are not allowed to host nor attend parties during SI.
  - f. The Summer Institute has a zero tolerance policy for violations involving acts of violence or violations involving the use of alcohol or controlled substances. Such violations may result in immediate expulsion from the Summer Institute and Ithaca College.
  - g. Be aware that any violation of Ithaca College Summer Institute Rules and Regulations or any Ithaca College policy may require a fact-finding hearing, the contact of your parents or guardians, and/or expulsion from the Summer Institute and Ithaca College.

# Summer Institute Administrative Hearing Procedures

The Summer Institute (SI) is an opportunity to develop essential academic skills and resources for the student's collegiate career. SI staff and faculty are committed to the progress students will make throughout their time at SI, providing regular feedback, support, and guidance, throughout the program. When a student encounters challenges to their successful completion, every effort is made to help the student make improvements to remain in the program and remain on track to matriculate to IC in the fall. However, in rare circumstances, a student may be dismissed from SI. Below are details of the academic and conduct procedures leading up to a dismissal from SI. A student who is dismissed from SI will not be eligible to matriculate to Ithaca College in the fall.

## Academic Conduct

Every student's work is expected to represent personal efforts. In cases involving allegations of plagiarism [[section 7.1.4 Standards of Academic Conduct in the Ithaca College Policy Manual](#)] or any other form of academic dishonesty, the procedures set out in the [Ithaca College Student Conduct Code](#) are followed.

## Students' Right to Petition – HEOP Summer Institute

Students may petition the provost to review any other academic issue that has not been resolved first by the instructor, or subsequently by the HEOP Director; in order to be considered, any such petition must be received by the office of the provost no later than the day specified in communication from the HEOP Director or by the last day of Summer Institute (whichever occurs first). Petitions related to grades must first follow guidelines under two other policies: (1) Grade Changes [[Ithaca College Policy Manual section 7.2.3.6.2](#)] and (2) Policy on Grade Disputes [[Ithaca College Policy Manual section 7.2.3.6.3](#)].

To petition the provost, the student should submit a written petition to the HEOP Director (serves as Dean) with a copy to the department chair and a copy to any faculty member(s) involved. The director sends the petition to the provost, along with his or her recommendation. Each petition is considered by the provost or designee on an individual basis and is decided based on the facts that pertain to the particular student's situation. When it is appropriate and feasible, the provost or designee consults with the individuals involved before making a final decision.

The student will be notified in writing of the final decision. If the appeal is denied, the student must immediately cease participation in all SI-related activities and vacate campus. HEOP Staff will assist with arrangements (transportation, meals, etc.) to leave campus, and provide the student with exit-counseling, including information regarding alternative options for higher education and if applicable, options to return to Ithaca College.

## Academic Standards:

To be identified as successfully completing the Summer Institute, the following requirements must be met:

### Meet Minimum Grade Requirements

- Each course instructor provides a detailed syllabus, which outlines grading policies and course expectations, and what is required to earn a passing grade

### Meet Expectations of Service Engagement and Utilization

- Students will be reviewed by the program faculty and staff to evaluate their use of counseling, tutoring, financial services, and other services. Students will be provided ongoing verbal feedback and recommendations for SI and the academic year

### Meet Expectations of Academic Qualities and Disposition

- Students will be reviewed by program faculty and staff to evaluate their development and application of academic success skills (e.g., attendance, active participation, receptivity to feedback, critical reading, paper editing/revision, time management, and study habits)

### **Academic Status / Evaluation of SI participants:**

HEOP Staff and Faculty meet weekly to discuss each student's progress. The Director works in conjunction with counselors and faculty to follow up on student concerns. Additionally, midpoint evaluations are conducted for each student for each course, which include current grades and behavioral feedback (e.g., participation in class, attendance/tardiness, quality of work submitted, etc.). Faculty and staff use this information to identify any students in jeopardy of completion and conduct a staff conference (i.e., Director and all counseling staff) with the student to address the concerns. The student and HEOP staff develop an action plan, which is provided to the student in writing following the meeting, with the understanding that their progress will be reassessed the following week during the weekly staff/faculty meeting and communicated to the student the following day. Whenever possible, faculty and staff reach consensus on the decision to allow the student to remain in the program or dismiss them, based on their progress toward correcting the completion concerns. If consensus cannot be reached, the final decision will be made by the Director. If the faculty/staff determine the student is to be dismissed, the Director and HEOP Counselor will notify the student in person and in writing and provide the student information regarding his/her right to petition the decision and/or exit-counseling.

### **Nonacademic Conduct**

When a nonacademic incident occurs involving a Summer Institute student's alleged violation of any rule or regulation outlined in the "Statement of Responsibilities," policies provided or referenced in [section 7.1.2.3](#) or in the residential life rules and regulations, the matter will be handled according to the following procedures:

#### Documentation:

1. The incident will be documented by SI Staff, the Office of Public Safety, or other campus personnel.
2. The documentation will be forwarded to the Director of the Summer Institute who will determine if the student will be charged for the alleged violation.

#### Administrative hearing:

1. If the student is charged, written notification will be sent to the student no less than 24 hours prior to the hearing.
2. An administrative hearing will be convened, before the Director of the Summer Institute (or designee) and additional hearing officers which shall include at least one HEOP Counselor, and may include additional Summer Institute Staff or other campus partners as feasible and appropriate.
3. This written notice will include the specific section(s) of the residential life rules and regulations, *Ithaca College Policy Manual* and/or the student conduct code allegedly violated; the possible sanctions; a statement of the factual allegations concerning the violation; the date, time, and location of occurrence, if available; and an appointed time to meet with a designated judicial hearing officer.
4. If the student fails to appear for the meeting, that student waives the right to this administrative hearing process and a decision regarding responsibility and sanction will be assessed by the Director (or designee) based on the available evidence.
5. The presence of an attorney and/or written materials submitted by an attorney in representation of his/her student client is prohibited, except to the extent otherwise provided for below in cases involving allegations of sexual misconduct, domestic/dating violence, and stalking, in violation of section 2.1 of the Policy Manual.
  - a. In cases of involving allegations of sexual misconduct, domestic/dating violence, and stalking, in violation of section 2.1 of the Policy Manual, both the alleged victim and the accused student have the right to have an advisor present for all meetings and interviews. The advisor may be a family member, friend, or other support person, including an attorney.
  - b. During the administrative hearing, the advisor may be in attendance and consult with the student, but only to answer questions that the student might have during the course of the proceeding. The advisor may not in any other way speak at the hearing unless specifically requested to do so by the Director (or designee).



6. The Administrative Hearing will result in one of the following possible outcomes, which will be determined by the Director (or designee) in consultation with the hearing officers:
  - a. The Director may dismiss the charge(s).
  - b. The student may accept responsibility for the violation or may be found responsible by the Director (or designee) based on a preponderance of the evidence, meaning that it is more likely than not a violation of College policy, rule or regulation occurred.
  - c. In the event that the Director (or designee) determines that additional information or further investigation is required, the outcome of the hearing will be delayed pending such investigation. The Director (or designee) will follow up with the student to arrange any additional needed meeting(s) and/or to apprise the student of the investigations in progress.
7. Written notice of the outcome, including the decision regarding responsibility and any resulting sanction, will be provided to the student within 24 hours of the administrative hearing and may be sent to the student's parents.
8. A student found responsible may appeal the decision of the Administrative Hearing to the Associate Provost for Academic Programs no later than the day specified in communication from the HEOP Director or by the last day of Summer Institute (whichever occurs first). The appeal must be in writing and state the grounds for the appeal.
  - a. In cases of Sexual Misconduct, both the alleged victim and the accused student have the right to appeal the decision within 72 hours
  - b. The decision of the associate provost will be final
  - c. If a decision to dismiss the student is upheld, the student must immediately cease participation in all SI -related activities and vacate campus. HEOP Staff will assist with arrangements (transportation, meals, etc.) to leave campus and provide the student with exit counseling, including information regarding alternative options for higher education and if applicable, options to re-apply to Ithaca College.

## Arthur O. Eve Higher Education Opportunity Program (HEOP)

### Summer Institute Statement of Understanding

Please indicate your agreement to the following (initial each statement and sign at the bottom):

- \_\_\_\_\_ 1. I understand that I am non-matriculated student and my successful completion of the Summer Institute is a prerequisite for my matriculation at Ithaca College. Therefore, my failure to complete the program or my dismissal from the program will result in the revocation of my acceptance as a student.
- \_\_\_\_\_ 2. I will engage in mandatory support services, including, but not limited to, weekly counseling with my HEOP counselor, check-ins with my peer mentor, faculty office hours, tutoring and study hours. I will utilize any referrals made by SI faculty or staff (e.g., Student Financial Services, Counseling and Health services, etc.).
- \_\_\_\_\_ 3. I will attend and actively participate in all courses, workshops, and activities.
- \_\_\_\_\_ 4. I will meet with Student Financial Services regarding my financial aid.
- \_\_\_\_\_ 5. I have read the entire Summer Institute Student Expectations and Safety Policies and agree to conduct myself in the manner expected.
- \_\_\_\_\_ 6. I understand the college has a zero-tolerance policy for violations involving acts of violence or violations involving the use of alcohol or controlled substances. Such violations may result in immediate expulsion from the Summer Institute and Ithaca College.
- \_\_\_\_\_ 7. I understand that any violation of Ithaca College Summer Institute Rules and Regulations or any Ithaca College policy may require a fact-finding hearing, the contact of my parents or guardians, and/or expulsion from the Summer Institute and Ithaca College. See Page 7 of the Summer Institute Rules and Regulations for the applicable conduct review proceedings.

**NYS Arthur O. Eve Higher Education Opportunity Program (HEOP)  
Statement of Understanding Agreement, Release and Consent  
June 30, 2024 – Until Graduation from Ithaca College**

I, \_\_\_\_\_, understand that by accepting admission to Ithaca  
[Please print your complete name]

**College through HEOP I am required to:**

- \_\_\_\_\_ 1. Utilize mandatory academic and student support services, such as counseling, office hours, and tutoring, as deemed appropriate by the staff of the Office of Access, Opportunity and Achievement (OAOA) including participation in a Student Success Plan if my cumulative GPA falls below a 2.5. Attend all mandatory HEOP group meetings and required workshops/programs.
- \_\_\_\_\_ 2. Meet with my HEOP Counselor on a regular basis (once per week/first year; biweekly/second year; triweekly/third year; once per month/fourth year). I may be required to meet more than the minimum above. Discuss any changes to course schedule with my HEOP Counselor and my academic program/major Advisor.
- \_\_\_\_\_ 3. Consult with the HEOP-Student Financial Services (SFS) liaison prior to making *any* changes to my course schedule, financial aid package regarding loans, work study, and/or summer aid, etc. Comply with all Federal, State, and College financial aid guidelines. Complete all Federal, State, and College financial aid forms by the posted SFS deadlines every spring semester.
- \_\_\_\_\_ 4. Discuss off-campus housing plans with my HEOP Counselor and SFS, prior to making any legal commitments such as signing a housing contract or lease.
- \_\_\_\_\_ 5. Discuss extracurricular activities with my HEOP Counselor (i.e., participation in ANY of the following but not limited to Greek letter societies/fraternities/sororities/brotherhoods, campus organizations, community groups/organizations, athletic teams, etc.), prior to joining or accepting membership/association.
- \_\_\_\_\_ 6. I consent to appear in photographs, publications or videos during HEOP-related events (i.e., workshops, programs, trips, etc.) OR I will opt out via written notice as warranted.

**Confidentiality and FERPA:**

I understand that the Office of Access, Opportunity and Achievement may be required to disclose or request any of my student-related information (e.g., grades, attendance, housing, conduct, finances, medical/health, etc.) to/from college staff/faculty, in order to provide necessary support services under HEOP. This agreement may extend to external parties as deemed necessary and appropriate by OAOA staff. OAOA staff abides by all FERPA regulations and policies.

In addition, I understand that the Office of Access, Opportunity and Achievement is required to maintain records of my academic progress, financial aid packages, and use of tutorial and counseling services. These records are available for my review upon request.

