

Federal Student Consumer Information Requirements Resources

Paul Smith's College's Financial Aid Office provides Consumer Information (in conjunction with several college departments) as required by federal regulation. PSC's Consumer Information is reviewed and updated each year prior to the fall term. Outlined below is a Consumer Information chart identifying who receives consumer information, what they receive, and how/when it is provided.

- **Academic Programs** - A Paul Smith's education is immersive, comprehensive and career-launching. We are proud to offer both bachelor's and associate degrees through two academic divisions. <http://www.paulsmiths.edu/learn/academic-programs>
- **Accreditation** – Paul Smith's College is a small private four-year college in the breathtaking Adirondacks of upstate New York. We're famous for our extraordinary location and our hands-on degree programs in fields like forestry, culinary arts and environmental studies.
 - Paul Smith's College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA, 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.
 - The Surveying Technology Program is accredited by the Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>, 111 Market Place, Suite 1050, Baltimore, MD, 21202, 410-347-7700, a specialized accrediting agency recognized by the U. S. Secretary of Education.
 - The Forest Technology are recognized by the Society of American Foresters, 5400 Grosvenor Lane, Bethesda, MD, 20814-2198, 301-897-8720, a specialized accrediting agency recognized by the Commission on Recognition of Postsecondary Accreditation.
 - The Culinary Arts Program is accredited by the Accrediting Commission of the American Culinary Federation Educational Institute, 180 Center Place Way, St. Augustine, FL, 32095, 904-824-4468, a specialized accrediting agency recognized by the Council of Higher Education Administration.
 - The College-owned forest, more than 14,200 acres of the College's total land holdings, is certified by the National Wildlife Federation/SmartWood Program, 58 State Street, Montpelier, VT, 05602, 802-229-0650, a certification organization accredited by the Forest Stewardship Council.
- **Campus Safety Report (Cleary Act)** - <http://www.paulsmiths.edu/campussafety/daily-crime-report/>
- **Cost of Attendance** - Tuition and Fees cover the academic year; Summer/Fall/Spring. <http://www.paulsmiths.edu/financialaid>
- **Financial Aid: Availability (Institutional, State and Federal)** - Families may need to explore financial aid in the form of grants, loans, scholarships and work study to help finance their college student's education. Paul Smith's Financial Aid Staff is committed to helping you and your family in evaluating your options. To view more go to <http://www.paulsmiths.edu/financialaid/applying-for-financial-aid/>
- **Family educational Rights and Privacy Act (FERPA)** - The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by educational

institutions and access to those records. This notice, published in the College Catalog, serves as the yearly student notification of their rights under FERPA.

Questions regarding FERPA or any College policies related to it may be directed to the Registrar's Office. <http://www.paulsmiths.edu/registrar/ferpa/>

- **Return of Title IV Funds** - Federal regulations allow students the right to appeal the loss of their eligibility to receive Federal Title IV financial aid. The appeal procedures provide students who have experienced extraordinary circumstances beyond their control an opportunity to continue their aid eligibility. Students wishing to appeal must complete an Appeal Application, along with a letter of appeal and two letters of support from staff and/or faculty members who will support your efforts, and submit it to the Financial Aid Office.

Students whose appeal has been denied or who have not appealed and who choose to continue their studies at the College without Federal Title IV student assistance, may request a review of their academic record after the completion of additional credit hours to determine whether they have met the appropriate academic standard. If the standard has been met eligibility for Title IV financial aid may be restored for subsequent semesters.

- **Code of Conduct** - Policy Statement The purpose of the Paul Smith's College Student Code of Conduct is to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individuals under the auspices of Paul Smith's College (hereinafter referred to as "College"). It is also the purpose of this Code to ensure the safety of persons engaging in those pursuits; to protect the free and peaceful expression of ideas; and to assure the integrity of various academic processes. It is expected that students will conduct their affairs with proper regard for the rights of others and of the College. All members of the College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason. All members of the College are governed by College policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may refer to the College Community Guide, campus residence hall agreements and contracts, and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off the campus. In addition, the student may be subject to disciplinary action by the College pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation and circumstances of the situation. In seeking to encourage responsible attitudes, the College places much reliance upon personal example, counseling and warning. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code.

IN THE ENFORCEMENT OF THIS CODE, THE COLLEGE'S STUDENT JUDICIAL AFFAIRS SYSTEM FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE COLLEGE'S ADMINISTRATIVE PROCESS PROMOTES FUNDAMENTAL FAIRNESS, BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW, NOR SHOULD THE COLLEGE'S STUDENT JUDICIAL PROCESS BE CONSIDERED AN EXTENSION OF A COURT OF LAW.

http://www.paulsmiths.edu/financialaid/files/2016/05/code_of_conduct_1-2567m1g.pdf

- **Title IV Satisfactory Academic Policy** - Recipients of assistance under the Pell Grant, Federal Work-Study, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Stafford Loan, Federal Parent Loan, and Paul Smith's College financial aid programs must also meet minimum qualitative and quantitative academic progress standards. Academic progress is determined by two criteria: the quality of academic achievement as indicated by the cumulative grade point average and progress toward the degree. With the exception of suspended students, continuing eligibility for federal and PSC need-based assistance is reviewed once per academic year, at the end of each spring semester. By definition, suspended students do not meet minimum qualitative academic progress standards.

To make satisfactory academic progress, a Paul Smith's College undergraduate student must earn at least the number of credits and the cumulative GPA indicated in the table below. The credits and average must be earned by the beginning of the term in which the financial aid is to be disbursed. <http://www.paulsmiths.edu/financialaid/maintaining-eligibility>

- **Career Placement** - Nine out of ten Paul Smith's graduates either find jobs in their field or go to grad school within six months of graduation. We're here to make sure your job search yields the results you want. All of us at Paul Smiths are invested in your success - not only while you're a student, but after you graduate. Whether you know the career you want to pursue or are still exploring possibilities, the Career Services office is here to help. <http://www.paulsmiths.edu/careerservices>
- **Refund, Withdrawals and Drops** - Refund Policy PSC Title IV Refund Policy: The institution's policy regarding the distribution of any refund due to the Title IV programs is outlined below:
 - 1st to Federal Family Educational Loans
 - 2nd to Federal Perkins Loan Program
 - 3rd to Federal Pell Grant
 - 4th to Federal SEOG
 - 5th to Institutional Grant or Scholarship
 - 6th to Student/Family

The institution's policy regarding repayment for students who receive disbursement(s) of Title IV financial aid for payment of non-institutional costs is stated as follows:

- The refund formula calculation is first used to determine the amount of overpayment to be refunded. The tuition and fees refund policy is also used at this time.
- Next, the distribution policy stated above is used.
- Once the amount of overpayment has been determined using the above calculations, the College contacts the student for repayment. The College will bill the student and maintain a receivable account until the obligation is paid.

Students Changing Residential Status: No refunds will be made for the room charge when a resident student changes his/her status to non-resident after the beginning of the term, nor when the student has been removed from a residence hall for disciplinary action. All residential students MUST participate in the Board Plan.

Student Withdrawals: All refunds for withdrawals will be calculated on the day the student or his/her parent(s) have completed the necessary withdrawal procedures with the Academic

Success Center. The schedule for tuition, room, board and fee refunds to be credited is as follows:*

- Withdrawal during first or second week 80%
- Withdrawal during third week 70%
- Withdrawal during fourth week 60%
- Withdrawal during fifth week 50%
- Withdrawal during sixth week 40%
- Withdrawal during seventh week 30%
- Withdrawal during eighth week 20%
- Withdrawal during ninth week 10%
- Withdrawal after ninth week None

*Note: The refund policy may be amended at any time to comply with new federal and or state regulations. Once the amount of the refund is calculated by the Student Accounts Office an administrative fee of \$100 will be deducted from the refund. This fee covers associated expenses related to establishing classes, room and board reservations, and changes thereto. Financial Obligation and Collection Students are responsible for completing their financial obligations to Paul Smith's College before graduation. If hardship prevents them from meeting their obligations, they should notify the Office of Student Accounts as soon as possible to discuss a payment plan.

Paul Smith's College will forward student accounts to a collection agency when a student fails to make payment on outstanding debts and does not contact the Student Accounts Office to establish a payment plan. The agency will attempt to collect on the account and all collection costs and fees are the responsibility of the student.

A student who withdraws from a course after the fourth week of the term will receive a grade of "WP" (withdrew passing) or "WF" (withdrew failing), unless the student simultaneously withdraws from the college. In that case, a grade of "WD" (withdrew) is issued for all courses registered for in the term of withdrawal.

Upon recommendation of his or her advisor, a student may add a course by Friday of the first week of classes at the beginning of the semester. (The add period will be prorated for courses offered in other than full semester formats. Exact dates are available on the Academic Calendar.)

- **Transfer of Credits** — The following procedures must be complied with in awarding transfer credit prior to the student's matriculation to Paul Smith's College:
 - Courses taken at another College: The appropriate dean, in consultation with the dean responsible for the subject of the course, shall evaluate the transcripts submitted by entering students. Credit will be accepted only for those approved courses which are passed with a grade of "C-" or better. Grades in such courses are not used in computing a student's Grade Point Average (GPA). It is the student's responsibility to have transcripts of prior college work sent to the Registrar's Office. To provide for optimum academic advising and scheduling of the student, transcripts should be received at least one week before the start of the student's first semester.
 - College Proficiency Examinations (CPEP) and College Level Examinations (CLEP)*: An applicant who passes a CPEP or CLEP exam with a grade of "C or better" will receive transfer

credit for those courses applicable to his or her program as determined by the dean responsible for the subject of the course. *The awarding of credit by examination, including CLEP and/or CPEP exams, is limited to 15 credit hours.

- Advanced Placement: Transfer credit will be awarded for Advanced Placement scores of 3, 4, and 5. College courses taught in a high school under the sponsorship of an accredited college in which a grade of “C or better” is received, will receive transfer credit for those courses applicable to his or her program as determined by the dean responsible for the subject of the course.
 - International Baccalaureate (IB credit): Paul Smith’s College recognizes the rigorous academic nature of the International Baccalaureate program and actively seeks students with this academic preparation. Thus, students receiving a 4 or above on their Higher Level IB exams will be given credit for the equivalent Paul Smith’s course. Higher Level exam scores of a 6 or 7 will be considered for credit for a two course sequence in the equivalent Paul Smith’s course. Students completing the full International Baccalaureate Diploma will be admitted with 30 transfer credits and advanced standing as a sophomore. To be considered for transfer credits and advanced standing, students must submit their official IB transcripts with their admission application. The Registrar’s Office, in consultation with the appropriate Dean, will make the final determination as to the amount of transfer and course credit. No credit will be received for Standard Level courses.”
1. The following procedures must be complied with in the awarding of transfer credit subsequent to the student’s matriculation to Paul Smith’s College:
 - **Courses taken at another College:**
 - Students should obtain approval from the Registrar’s Office before taking a course at another college to avoid the possibility of having a completed course disapproved. A catalog description of the course must be submitted with an appropriate form. Courses are subject to approval by the dean responsible for the subject of the course and by the student’s dean. It is the student’s responsibility to have transcripts of college work sent to the Registrar’s Office. Grades in such courses are not used in computing a student’s GPA. For courses taken prior to May 2006, credit will be accepted only for those approved courses which are passed with a grade of “C” or better. For courses taken after May 2006, credit will be accepted only for those approved courses which are passed with grades of “C-” or better.
 - Courses that are taken at Paul Smith’s College and then repeated elsewhere and transferred back with a grade level as in part (i) will be noted on the student’s transcript. The original Paul Smith’s College grade will not be included in the computation of the student’s GPA.
 - With approval, a student will be allowed to transfer back up to a maximum of 9 credit hours following his or her last semester in residence at Paul Smith’s College.
 - **Prior Learning Assessment:**
 - Please see the separate Prior Learning Assessment section above.
 2. In no instance may the total transfer credit accepted exceed one-half the program credit requirement for Associate degrees or 90 credits for Baccalaureate degrees.
 3. A candidate for a Baccalaureate degree must complete at least 30 credits in residence, with 15 of these credits in the major.

4. Please note that at no time may credit be awarded more than once for the same learning.

Please note that Articulation/Transfer Agreements are listed under the Profile of Paul Smith's College section. Further questions on Articulation Agreements should be directed to the Admissions Office at 518-327-6700.

- **Family Education Rights and Privacy Act (FERPA) —** The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by educational institutions and access to those records. This notice, published in the college catalog, serves as the yearly student notification of their rights under FERPA. Questions regarding FERPA or any college policies related to it may be directed to the Registrar's Office.

1. Definition of Education Record:

The meaning of "education records" is, with certain exemptions as listed below, those records, files, documents, and other materials which contain information directly related to a student, and are maintained by any employee or agent of the University. The following categories of information are exempted and are not considered to be "education records:"

- Records made by College personnel which are in the sole possession of the maker and are not accessible or revealed to any other person.
- Records maintained by Campus Safety for law enforcement purposes.
- Medical and counseling records used solely for treatment. (Medical records may be personally reviewed by a physician of the student's choice.)
- Records only related to a former student (alumni records). Records of that individual while a student continue to be considered education records.

Note: All records pertaining to students which are maintained by College offices are official College records, and as such, remain the property of the College.

2. Right to Inspect and Review

Students are granted the right to inspect and review all of their education records, except the following:

- Financial records of parents.
- Confidential letters and statements of recommendations placed in education records prior to January 1, 1975.
- Confidential letters and statements of recommendations for admission, employment, or honorary recognition placed in education records after January 1, 1975, for which students have waived their right of access.

3. Waiver of Rights of Access

Students may waive their right of access to confidential letters and statements of recommendation. Even if the student signs a waiver, upon request, the names of all persons making confidential recommendations will be made available. Employees or agents of the College may not require a student to waive his or her right of access for receipt of College benefits or services.

4. Procedures for Inspection and Review

- Requests to review records must be made to Registrar's Office. By law, the Office has 45 days to respond to requests to review and inspect. However, arrangements will be made as expeditiously as possible.
- Information contained in education records will be fully explained and interpreted to students by College personnel assigned to, and designated by, the Registrar.
- Students have the right to review only their own records. When a record contains information about more than one student, disclosure cannot include information regarding the other student(s).

5. Right to Challenge Information in Records

Students have the right to challenge the content of their education records if they consider the information contained therein to be inaccurate, misleading, or inappropriate.

- This process includes an opportunity for amendment of the records or insertion of written explanations by the student into such records.

Note: The right to challenge grades does not apply under the Act unless the grade assigned was inaccurately recorded, under which condition the record will be corrected.

6. Procedures for Hearings to Challenge Records

Students challenging information in their records must submit, in writing, a request for a hearing to the Registrar's Office, listing the specific information in question and the reasons for the challenge.

- Hearings will be conducted by the Registrar. Students shall be afforded a full and fair opportunity to present evidence relevant to the reasons for the challenge, as referenced in item 5.
- The Registrar will render a decision, in writing, noting the reason and summarizing all evidence presented within 10 days after the challenge is filed.
- Should the hearing be in favor of the student, the record shall be amended accordingly. Should the request be denied, an appeal may be made, in writing, and submitted according to the Grievance Procedure in the Community Guide.
- Should the appeal be in favor of the student, the record shall be amended accordingly. Should the request be denied, the student may choose to place a statement with the record commenting on the accuracy of the information in the record and/or setting forth any basis for inaccuracy. When disclosed to an authorized part the record will always include the student's statement and notice of the Board's decision, as long as the student's record is maintained by the College.

7. Consent for Release Required

Consent must be obtained from a student for the release of information from education records, specifying what is to be released, the reasons for release, and to whom, with a copy of the record sent to the student if he or she desires.

8. Release Without Consent

The requirement for consent does not apply to the following:

- Requests from faculty and staff of Paul Smith's College who have a legitimate educational interest on a "need to know" basis, including student employees or agents of the institution, if necessary to conduct official business, as authorized by the College Registrar. Legitimate educational interest includes performing a task related to the

duties of the employee or agent, the student's education, the discipline of a student, a service or benefit for the student, or maintaining safety and security of the campus.

- Requests in compliance with a lawful subpoena or judicial order.
- Requests in connection with a student's application for or receipt of financial aid.
- Requests by State authorities and agencies specifically exempted from the prior consent requirements by the Act—organizations conducting studies on behalf of the College, if such studies do not permit the personal identification of students to any persons other than to representatives of such organizations and if the personal identification data is destroyed when no longer needed.
- Information submitted to accrediting organizations.
- Requests by parents of a dependent student, as defined in Section 152 of the Internal Code of 1954.
- In the case of emergencies, the College may release information from educational to appropriate persons in connection with an emergency, if the knowledge of information is necessary to protect the health or safety of a student or other persons.
- To authorized federal officials who have need to audit and evaluate federally-supported programs.
- The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- Requests for "directory information" (see item 9).

Note: The College reserves the right to verify the accuracy of any information contained in what purports to be an official College document (e.g. a transcript or diploma) or information provided to a third party. In addition, degrees (any honors, majors, minors and specializations) are considered public information since they are conferred in a public ceremony.

9. Directory Information

Paul Smith's College, in accordance with the Act, has designated the following information about students as public (directory) information:

- Name
- Address (local, home and e-mail)
- Birthdate
- Images (stills, video, etc.)
- Telephone (local and home)
- Program of Study (including division of enrollment, major and campus)
- Enrollment status (e.g. full-time, part-time, withdrawn)
- Dates of attendance
- Grade Level
- Honors awarded
- Grandparents (potential graduates) and students participating in graduation
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of intercollegiate athletic teams
- Students have the right to have this directory information withheld from the public if they so desire. Each student who wants all directory information to be withheld must

notify the Registrar's Office in writing by filing out the Stop Release Form. At least 10 days should be allowed for processing of these requests.

- The College receives many inquiries for "directory information" from a variety of sources, including friends, parents, relatives, prospective employers, other institutions of higher education, honor societies, licensing agencies, government agencies, and the news media. Each student is advised to carefully consider the consequences of a decision to withhold "directory information." The College, in all good faith, will not release directory information requested to be withheld, and any requests from persons or organizations outside the College will be refused unless the student provides written consent for the release.

10. Complaints, Concerns or Suggestions

Any student who has reason to believe that the College is not complying with the Act or this policy should inform the Registrar in writing. The Registrar shall promptly review all such allegations.

- **Emergency Notification** – Campus Safety (518) 327-6300 and New York State Police- Ray Brook NY (518) 897-2000
- **Net Price Calculator** - We're happy that you're beginning to explore how to plan and pay for your college education. We'll help you every step of the way. Using this net price calculator, you can find out your eligibility for financial aid from schools to which you plan to apply and estimate your out-of-pocket expenses.
This calculator is designed to give you an early indication of how much and what types of financial aid you might qualify for if you were a college freshman attending school full-time in the academic year indicated, or if you are a student transferring from another college to Paul Smith's. It is a tool that we hope will give you a clearer picture of your options and opportunities so you can make more informed decisions about your college options. <http://www.paulsmiths.edu/net-price-calculator>
- **Textbooks** - Why should I buy textbooks from Paul Smith's College?
 - No sales tax on textbooks bought on campus by enrolled students.
 - Our knowledgeable staff has worked with faculty members to purchase textbooks and materials for your classes.
 - Student-friendly return policies in case you drop a class or change your schedule, with no need to pay for shipping charges on returned books.
 - Use Bobcat Bucks, KatKash, scholarship funds, financial aid, or ACCES-VR payments.
 - Purchase used texts at 25 percent off. Rental textbooks are also available.
 - Sell your used texts back at the end of the fall and spring semester.
 - Invest in your campus: The Packbasket is owned and operated by Paul Smith's College.
- **Loan Counseling** - All students taking out Direct Subsidized Loans or Direct Unsubsidized Loans: If you have not previously received a subsidized or *unsubsidized loan* under the Direct Loan Program you'll be required to complete entrance counseling. To complete online go to www.studentloans.gov
 - **Exit Counseling** - Student loans, unlike grants and work-study, are borrowed money that must be repaid, with interest, just like car loans and home mortgages. You cannot have these loans canceled because you didn't like the education you received, didn't get a job in your field of study or because you're having financial difficulty. Loans are legal obligations that you'll have to repay. PSC mails out a letter along with an email to students.

- Is required before you withdraw, graduate, or drop below half-time attendance (even if you plan to transfer to another school)
 - Helps you understand your rights and responsibilities as a student loan borrower
 - Provides useful tips and information to help you manage your loans
- Private Education Loans - We encourage you to compare lender discounts and other borrower benefits when applying for an alternative education loan. ***You have the right to select any lender you wish to use for an alternative loan.*** It is the responsibility of the student to thoroughly evaluate each lender before choosing the one that is right for you. Please use [ELM Select](#) to compare lenders. Lender disclosures are
- **Voter Registration** - Qualifications to Register to Vote
 - be a United States citizen;
 - be 18 years old by December 31 of the year in which you file this form (note: you must be 18 years old by the date of the general, primary or other election in which you want to vote);
 - live at your present address at least 30 days before an election;
 - not be in prison or on parole for a felony conviction and;
 - not be adjudged mentally incompetent by a court;
 - not claim the right to vote elsewhere.

To register online: <http://www.elections.ny.gov/NYSBOE/download/voting/voteform.pdf>

To view deadlines and other important information please go to:
<http://www.elections.ny.gov/VotingDeadlines.html>

- **Substance Abuse Services** - The Student Development Center offers counseling, education and referral for students having trouble with substances, who have family members who are substance abusers, or who simply want more information. The center also offers the SAFE (Substance Assessment for Education) program.

Counselors are happy to work with individuals or groups whose lives are affected by substances. We work closely with and refer people to North Star Substance Abuse and [St. Joseph's Outpatient Clinic](#) for prevention and treatment.

The SAFE Program (Substance Assessment for Education) is a program of individual assessment and education for students who have had at least one alcohol or other drug violation. The purpose of the program is to prevent substances from interfering with the student's academic and life goals while keeping that individual enrolled at Paul Smith's. It is neither an AA program, a punishment, nor an assumption that the student has a serious problem with drugs and/or alcohol. It enables a student to assess his/her use, look for possible problems, and receive some information about substances. SAFE is an assessment that helps students work with a counselor in examining their decisions to use either alcohol or drugs, evaluate that use, make informed decisions, recognize abusive behavior, and give that student more information about alcohol and/or marijuana. The program may individually or in a group setting help a student work on his/her personal needs

around substance use. It may involve outside evaluation. Outside evaluation and treatment may be required, and the student usually deals with this concern at home.

- Options for the program are at the discretion of the counselor and may include:
 - An initial assessment and online education
 - An initial assessment and 2 hours of personalized education
 - A referral for off campus evaluation and treatment if necessary. (A list of local agency resources is available through the Student Development Center.)
- Students generally are allowed 4 weeks to complete these requirements.

- **FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS**

Students who are currently enrolled and are completing the FAFSA will be asked: "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid?"

Students who answer "Yes" will be asked an additional series of questions to determine if the conviction affects their eligibility for federal student aid.

Students convicted of a federal or state offense of selling or possessing illegal drugs that occurred while they were receiving federal student aid should still complete and submit the FAFSA to determine if there is aid for which they are still eligible. Students who leave question 23 blank cannot receive federal financial aid until they respond by making a correction to their FAFSA

A student who has been convicted of possession or sale of illegal drugs loses Title IV eligibility for a period of time specified in law. The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs.

For convictions involving possession, the periods of ineligibility are as follows:

One conviction: one year after the date of conviction.

Two convictions: two years after the date of the second conviction.

Three or more convictions: indefinite from the date of the third conviction

For convictions involving sale, the periods of ineligibility are as follows:

One conviction: two years after the date of conviction.

Two or more convictions: indefinite from the date of the second conviction.

A federal or state drug conviction can disqualify a student for federal financial aid.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

A student whose Title IV eligibility has been suspended indefinitely may regain eligibility only by successfully completing a drug rehabilitation program. A student who is under a one- or two-year penalty may regain eligibility before the expiration of the period of ineligibility by successfully completing a drug rehabilitation program. If the student successfully completes an approved drug rehabilitation program, eligibility is regained on the date the student successfully completes the program. It is the student's responsibility to certify to the school that he/ she has successfully completed the rehabilitation program.

To qualify the student for eligibility, the drug rehabilitation program must include at least two unannounced drug tests, and:

- have received or be qualified to receive funds directly or indirectly under a Federal, State, or local government program; or
 - be administered or recognized by a Federal, State, or local government agency or court; or
 - have received or be qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or
 - be administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor
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- **Medical Records Requirements** – Please go to <http://www.paulsmiths.edu/student-health-services/requirements/> to review the policy on the PSC's website.
 - **Misrepresentation** -
It is the goal of Paul Smith's College to not misrepresent itself to a student, prospective student, the family of an enrolled or prospective student, or the Department of Education. Misrepresentation, as defined by the Department of Education, is any false, erroneous, or misleading statement made to any of the parties mentioned above. This includes disseminating testimonials and endorsements given under duress.
 - **Diversity** – Paul Smith's College seeks an innovative, influential and energetic leader for its new Office of Diversity and Inclusion. The Chief Diversity Officer will enable the Paul Smith's College community to create a vision for diversity and inclusion that prepares Paul Smith's students for the 21st century world. The Chief Diversity Officer will report directly to the President and lead the integration of diversity and inclusion initiatives and practices into the operations of the College, acting as a key resource for the President's Cabinet as it works to improve institutional efforts to attract, develop and support women and minority leaders.

Additional Information and links can be found within:

[College Catalog](#)