Community Standards CoRe
COMMUNITY REENGAGEMENT PROGRAM PACKET
MEMO TO STUDENTS

To: Students on Disciplinary Probation
From: Community Standards
Re: Community Reengagement (CoRe) Program

In keeping with the restorative justice philosophy of Community Standards, any student who is on Disciplinary Probation has an opportunity to participate in the Community Reengagement (CoRe) Program to be released from their probation.

The CoRe program is designed for a student to demonstrate that in the period following a serious violation of the Code of Conduct, they have taken steps to become productive and engaged members of the University Community. Students who successfully complete CoRe will have their probation expire. This demonstrates that a student made an effort to repair the harm done to the community. However, this does not purge the incident or sanction from a student’s University conduct record.

Students should note that in order to make the submission process more accessible to students given the pandemic, the office of Community Standards request that students email their completed CoRe Program Packet to communitystandards@albany.edu for the Fall 2020 semester and beyond until further notice.

Eligibility:

- Any student who is on Disciplinary Probation or Post-TDP Disciplinary Probation is encouraged to participate in the CoRe Program.

- After completing a minimum of three months (excluding Winter & Summer Sessions) of Disciplinary Probation, without incident, students can submit their completed “CoRe Program Packet.”

Instructions:

1. Obtain a “CoRe Program Packet” online (http://www.albany.edu/studentconduct/core.php) or contact the office of Community Standards at communitystandards@albany.edu.
2. Carefully read the “CoRe Program Packet” in its entirety. The packet outlines the specific steps one needs to follow in order to successfully complete the program.
3. Complete each step. Most steps will occur concurrently.
4. Appropriately label and organize all documents to be emailed to communitystandards@albany.edu.
5. Complete the checklist.
6. Submit the completed packet via email to communitystandards@albany.edu.

Completed CoRe packets can be submitted at any time. They will be reviewed and a decision letter will be e-mailed to you. Students will be notified of incomplete packets by email.

For any further questions, please contact Community Standards at (518) 442-5501 or communitystandards@albany.edu.
5 STEPS TO Core

*The office of Community Standards recognizes that as a result of the ongoing COVID-19 pandemic, certain components required to submit a completed CoRe application may pose new challenges. The office of Community Standards has prepared the following modifications and guidelines to assist students in completing their CoRe application in the Fall 2020 semester and beyond until further notice.*

1. Reflection Component

In accordance with Community Standards’ restorative approach to conduct, please answer the below questions emphasizing your personal growth and engagement with the University community. You may submit an essay, PowerPoint, or video responding to the 8 reflective points below. Your reflection piece must explicitly cover all eight points listed below. If you having difficulty submitting these items or have any specific questions related to how to submit these items please contact our office via email at communitystandards@albany.edu.

1. How this incident impacted you, your family, and your university community.
2. What you have learned from this and any prior incidents.
3. Your goals for your time here at the University.
4. Your goals for the future beyond the University at Albany.
5. How this incident may impact those goals or your life in any way.
6. Select one University activity that you became involved in and describe what you learned based on your participation.
7. Describe at least one thing you have accomplished as a result of your mentorship.
8. Reasons you believe that the Committee should end your probation at this time.

2. Mentorship

Find a Faculty/Staff mentor, who you will meet with, either virtually or in- person in keeping with the universities COVID-19 guidelines, at least twice a month. Feel free to seek out your residential hall director as a mentor, or a faculty/staff member within your intended field of study. See “Mentorship FAQ Sheet” for further details. Please have your mentor submit a letter of recommendation to communitystandards@albany.edu.

The letter should address the following points:

1. How often mentorship meetings occurred?
2. Describe the accomplishments of the mentorship and identify student growth areas throughout the mentorship.
3. Have you noticed positive change in the student? Please explain.
3. Community Service

**Activity**: In keeping with the universities guidelines regarding COVID-19, students are now encouraged to participate in virtual community service opportunities in order to submit a complete CORE application. Engage UAlbany serves as resource where students may go to find virtual community service opportunities through the university. Students are also encouraged to seek virtual service opportunities outside of those suggested by the university to complete their CoRe packet. You must participate in a minimum of 4 virtual or in-person community service opportunities. Service hours required as part of your sanction will not count towards CoRe’s requirement.

**Documentation Needed**: You are asked to submit photo evidence of your virtual service as part of your completed CORE packet. You are expected to submit a photo that demonstrates your participation in the event. For example, a screenshot of a virtual zoom event that shows the students face (or person) is acceptable. A clear picture of the student with the virtual event in the background is also acceptable. If the student is participating in an in person event, a socially distanced photo at the event will suffice. A photo of a virtual event without the student pictured in it will not be acceptable, additionally, a photo of the student without the event pictured will also not be acceptable. Make sure to include the following details:

1. The date(s) of service
2. The amount of time you engaged in the volunteer service opportunity
3. The nature of the service and activities performed
4. Photo evidence of the virtual or in person service

**Virtual Community Service Opportunities**

For examples of where you may find volunteer opportunities to complete your community service requirement, visit the below websites:

- Engage UAlbany
  - [https://www.dosomething.org/us](https://www.dosomething.org/us)
  - [https://www.operationwarm.org/](https://www.operationwarm.org/)
  - [https://www.volunteermatch.org/](https://www.volunteermatch.org/)

Examples of opportunities found utilizing the websites above:

- Helping to raise awareness and support for PPE, ventilators and senior support
- Sending online messages or mail letters of encouragement to nursing home residents and through the adopt a nursing home program
- Volunteering to be an online ambassador with Ark of Hope for Children

Please note that this list serves as examples of acceptable service opportunities. Student are NOT required to choose from these options and are encouraged to explore any kind of service opportunity.
4. University Involvement

In keeping with the universities guidelines regarding COVID-19, students are encouraged to participate in both virtual university involvement opportunities and learn more about university resources in order to submit a complete CORE application. Students are required to:

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<tr>
<th>Event Requirements</th>
<th>University Resource Requirements</th>
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<tr>
<td>Attend, at minimum, 2 university “events” during the time you are working towards completion of the CoRe program.</td>
<td>Research and learn more about 2 university resources that they have not utilized or are hoping to utilize.</td>
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<td>Involvement can include: belonging to a group and/or attending meetings and activities; Quad/Apartment based Residential Life programs. Visit Engage UAlbany and/or UAlbany Go for more events and ideas.</td>
<td>University Resources should be offices, units or websites that provide information that you can utilize to further assist you in your educational, career and personal development.</td>
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**Documentation Needed for Events:** You are expected to submit a photo that shows your participation in the event. For example, a screenshot of a virtual zoom event that shows the students face (or person) is acceptable. A clear picture of the student with the virtual event in the background is also acceptable. If the student is participating in an in person event, a socially distanced photo at the event will suffice. A photo of a virtual event without the student pictured in it will not be acceptable, additionally, a photo of the student without the event pictured will also not be acceptable.

To demonstrate your involvement, please **submit the details included below** with your picture(s), or create a visual collage of the events you attended. In your collage, include the date and time of the event, along with any pictures or mementos you have from the event.

<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Name of Event</th>
<th>Description of Event</th>
<th>Event Host Name</th>
<th>Event Host Email/Phone Number</th>
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**Documentation Needed for University Resources:** You are required to write about your new found knowledge of 2 university resources in a one-paged single spaced paper. In no more than 500 words, please share what you’ve learned about your chosen resources, why you choose these particular resources and how you plan on utilizing the resources in the future to continue to enhance your educational experience at the University at Albany.

**Examples of acceptable university resources are:**
Counseling and Psychological Services (CAPS), The Writing Center, Center for Achievement, Retention and Student Success (CARSS), International Student and Scholars Services (ISSS)

Student are NOT required to choose from these options and are encouraged to explore other university resources.

**The Review Committee recommends that you participate in a variety of activities. Ultimately the purpose of this requirement is to engage you with the larger University at Albany community.**
5. Residential Life Acknowledgement of Good Standing

We want all residents to maintain a good relationship with their Residence Hall Director or Apartment Coordinator. Please have your current Residence Director or Apartment Coordinator complete the “Residential Life Acknowledgement of Good Standing.” This person will complete the form, sign it, and then email it to communitystandards@albany.edu. Please see the attached “Residential Life Acknowledgement of Good Standing” form for more information.