College Catalog Addendum
2015-2016

Effective May 1, 2016

School of Allied Health

Medical Assistant Management
Page 95

Effective Spring 2016
Day Spring Semester May 16, 2016
Adult Spring Term II May 2, 2016

The following changes will be made to the Allied Health Program:

We will be adding a 1 credit lab component to Anatomy & Physiology I and II. The 3 credit lecture course will remain and a 1 credit lab course will be added. In addition, we will be adding a 1 credit capstone course to be taken in the students last semester/term. All one (1) credit courses will receive a letter grade.

Medical Assistant Management (A.A.S) Degree:

The following courses will be required:
MSC126A Anatomy and Physiology I Lab  1 credit
MSC131A Anatomy and Physiology II Lab  1 credit
MSC302 Capstone Class in Clinical Practice Lecture  1 credit

The following course will no longer be required:
MED215 Health Information Technology  3 credits

Medical Assistant Management

Associate in Applied Science Degree (AAS) – HEGIS Code 5214
The Associate in Applied Science Degree program in Medical Assistant Management will provide students with the specific skills needed to seek careers as professionals in a medical or health services setting. Graduates of the program will have acquired the requisite skills to become employed in organizations ranging from hospitals to ambulatory care facilities. Because the program combines both administrative and clinical skills, the types of positions for which these graduates can qualify include medical administrative assistant and clinical medical assistant. Job duties may include but not limited to performing EKG, phlebotomy, vital signs and medical administration. Credits can be transferred to the bachelor’s program.

Program Learning Outcomes
Graduates of the Associate Medical Assistant Management program should be able to:

• Employ critical thinking to identify, analyze, and problem solve issues related to a medical practice.
- Document skills used for administering patient care utilizing medical asepsis, standard precautions, and safety procedures as required by OSHA.
- Apply knowledge and skills of various clinical procedures such as vital signs, laboratory testing, and other diagnostic and medical procedures.
- Interpret and apply use of medical terminology and legal and ethical standards of practice.
- Recognize emergency situations and respond appropriately using emergency care techniques.
- Effectively communicate with patients, families, and other health professionals in a medical environment including preventative and treatment regimes as prescribed by the physician.
- Effectively distinguish pathological conditions associated with body systems.

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<tr>
<th>Course No.</th>
<th>Medical Courses</th>
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<tbody>
<tr>
<td>MED103</td>
<td>Medical Terminology &amp; Human Systems</td>
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<td>Healthcare Law and Ethics</td>
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<td>MSC110</td>
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<td>MSC126</td>
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**General Education**

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**Elective**

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**MSC110 & MSC126 courses also satisfy the General Education requirements.**
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GEN179  Global Political Systems.................................................................3
GEN181  Microeconomics .................................................................3
GEN183  Macroeconomics.................................................................3
GEN191  Art History........................................................................3
GEN193  Studio Art/Drawing...............................................................3
GEN195  Spatial Design & Color Theory.............................................3
GEN241  Interpersonal and Group Dynamics........................................3
GEN250  Ethics and Professionalism..................................................3
GEN290  Honor's Empirical Research Methods and Project Design........3
GEN301  Internship: General Education............................................3
GEN310  Environmental Science.......................................................3
GEN324  American Culture and the Media.........................................3
GEN330  Adult Development and Learning in the Workplace..............3
GEN342  Writing for the Business Professions....................................3
GEN363  Conflict, Communication and Resolution............................3
HCA310  US Healthcare.................................................................3
MED203  Advanced Medical Coding..................................................3
MED303  Internship in Health Information Management.....................3
NET108  Computer Forensics..........................................................3
NET111  PC Technology (A+)............................................................3
NET117  Operating System Technologies (A+)...................................3
NET125  Cisco Networking Basics...................................................3
NET143  Windows Client Administration...........................................3
NET151  Windows Server Administration..........................................3
NET161  Cisco Routing Basics........................................................3
NET203  Active Directory Services...................................................3
NET215  Networking Essentials (Network+).......................................3
NET223  Network Infrastructure Implementation................................3
NET242  Cloud Computing: A Practical Approach..............................3
NET261  Cisco Switching Basics.......................................................3
NET263  Cisco WAN Technologies...................................................3
NET281  Windows Exchange Server................................................3
NET283  Network Security..............................................................3
NET285  Wireless Technologies.......................................................3
NET305  Internship: Network Administration....................................3
OFT127  Spreadsheet Applications (Excel)..........................................3
OFT233  Database Applications (Access)...........................................3
OFT280  Microsoft Office Integration...............................................3

**66 CREDITS REQUIRED FOR GRADUATION**

*Note: Adult College students taking their Practicum - Medical Assistant Management (MSC301) will take this over two terms. This course is broken into two courses as listed below:

MSC301A  Practicum Medical Assistant
Management I .................................................................3 credits

MSC301B  Practicum Medical Assistant
Management II ..............................................................3 credits

*AAS Medical Assistant Management Federal Program Disclosure Information – Day Division
*AAS Medical Assistant Management Federal Program Disclosure Information – Adult Division
Health Information Administration

**Associate in Occupational Studies Degree (AOS) – HEGIS Code 5213**
The AOS degree in Health Information Administration is a fully online program that prepares health information administration (HIA) professionals to work in a variety of administrative medical office settings including both private practice and larger health care facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates may seek employment in medical office management positions where knowledge of medical terminology and medical billing and coding are most important.

**Program Learning Outcomes**
Graduates of the Associate Health Information Administration program should be able to:
- Demonstrate the ability to collect patient health information and analyze medical reports for the correct diagnosis and procedures, as is necessary for accurate reimbursement and billing.
- Apply the concepts of computer based and other electronic technology related to health care, including the use of industry specific software applications and other tools and techniques for collecting, storing, and retrieving health care data.
- Participate in health information analysis tasks such as abstracting, interpreting, and presenting statistics and relevant health care data.
- Accurately assign diagnostic and procedural codes, and use the appropriate classification systems to correlate the completeness and accuracy of this type of data to reimbursement data.
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance while successfully processing medical insurance claims both manually and electronically.
- Establish and maintain systems designed to protect the confidentiality and privacy of health records and apply principles of legal and ethical behavior relative to health information.
- Effectively monitor all administrative processes germane to the daily operation of medical facility while exercising leadership and motivation to Health Information Administration professionals.

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<tr>
<th>Course No.</th>
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<tr>
<td>MSC110</td>
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MED208  Administrative Medical Practices..............................................................3
MED212  Medical Billing..........................................................................................3
MED215  Health Information Technology...............................................................3
MED221  Medical Information Management.........................................................3
Total Medical Credits..........................................................................................30

General Education
ACE110  Transformative Learning..........................................................................3
GEN125  English Composition I...............................................................................3
GEN127  English Composition II............................................................................3
GEN129  Oral Communications..............................................................................3
GEN224  Professional Communications and Career Development......................3
Total General Education Credits..........................................................................3

Office Technology
OFT115  Emerging Information Technology..........................................................3
OFT122  Office Applications: Microsoft Word & PowerPoint.................................3
OFT127  Spreadsheet Applications (Excel)..............................................................3
Total Office Technology Credits...........................................................................9

Business
BUS123  Human Resources Management............................................................3
BUS203  Principles of Management.......................................................................3
ACC107  Financial Accounting I............................................................................3
Total Business and Accounting Credits.............................................................9

Electives
Electives (1)............................................................................................................3

Total Elective Credits..........................................................................................3

Course No.                         Electives

Semester Credits
ACC108  Financial Accounting II.......................................................................3
ACC131  Computerized Accounting I..................................................................3
ACC206  Federal Income Taxation........................................................................3
ACC211  Intermediate Accounting I.....................................................................3
ACC220  Practical Applications in Accounting.....................................................3
ACC221  Cost Accounting....................................................................................3
ACC229  Fraud and Forensics..............................................................................3
ACC230  Not for Profit Accounting......................................................................3
ACC311  Intermediate Accounting II.....................................................................3
ACC320  Accounting for Managers......................................................................3
ACC325  Advanced Accounting...........................................................................3
ACC330  Financial Statement Analysis................................................................3
ACC335  Advanced Federal Income Tax..............................................................3
ACC345  Advanced Cost Accounting....................................................................3
ACC350  Accounting Ethics and Professional Responsibility.............................3
BUS103  Introduction to Business Ventures.........................................................3
BUS112  Principles of Marketing..........................................................................3
BUS150  Business Law ........................................................................................................... 3
BUS214  Principles of Finance .................................................................................................. 3
BUS216  Money and Banking .................................................................................................... 3
BUS230  Principles of Selling ................................................................................................... 3
BUS245  Investments and Personal Finance .............................................................................. 3
BUS253  Entertainment, Music & Sports Marketing ................................................................. 3
BUS255  Entertainment, Music & Sports Management .............................................................. 3
BUS261  Front Office Operations & Reservations Systems ...................................................... 3
BUS263  Hotel/Resort Strategic Marketing ................................................................................. 3
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BUS273  Merchandise Planning, Control & Buying ................................................................... 3
BUS275  Event Planning and Promotion .................................................................................... 3
BUS277  Business Etiquette/Customer Service ......................................................................... 3
BUS305  Marketing Management .............................................................................................. 3
BUS320  Operations Management ............................................................................................ 3
BUS325  Management Applications & Theory ......................................................................... 3
BUS338  Intermediate Finance ................................................................................................ 3
BUS340  Advanced Finance .................................................................................................... 3
BUS346  Advanced Business Law ........................................................................................... 3
BUS405  The Service Industry: The Changing World of Business ............................................. 3
BUS410  Seminar: Critical Issues in Business ......................................................................... 3
CIS310  Business Processes Analysis ....................................................................................... 3
DMD101  Visual Storytelling ..................................................................................................... 3
DMD105  Digital Illustration .................................................................................................... 3
DMD107  Digital Imaging ......................................................................................................... 3
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<td>HCA405</td>
<td>Critical Issues in Healthcare</td>
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<tr>
<td>HCA410</td>
<td>Aging Population and Healthcare</td>
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<tr>
<td>HCA420</td>
<td>Long Term Care Administration</td>
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<td>HCA430</td>
<td>Quality Improvement in Healthcare</td>
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<tr>
<td>MED303</td>
<td>Internship in Health Information Management</td>
<td>3</td>
</tr>
<tr>
<td>MSC126</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
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<td>MSC131</td>
<td>Anatomy and Physiology II</td>
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<td>NET108</td>
<td>Computer Forensics</td>
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<tr>
<td>NET111</td>
<td>PC Technology (A+)</td>
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<tr>
<td>NET117</td>
<td>Operating System Technologies (A+)</td>
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<tr>
<td>NET125</td>
<td>Cisco Networking Basics</td>
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<td>NET143</td>
<td>Windows Client Administration</td>
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<td>NET151</td>
<td>Windows Server Administration</td>
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<td>NET161</td>
<td>Cisco Routing Basics</td>
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<td>NET203</td>
<td>Active Directory Services</td>
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<td>NET215</td>
<td>Networking Essentials (Network+)</td>
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<tr>
<td>NET223</td>
<td>Network Infrastructure Implementation</td>
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<td>NET242</td>
<td>Cloud Computing: A Practical Approach</td>
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<tr>
<td>NET261</td>
<td>Cisco Switching Basics</td>
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<td>NET263</td>
<td>Cisco WAN Technologies</td>
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<td>NET281</td>
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<td>NET283</td>
<td>Network Security</td>
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<td>NET285</td>
<td>Wireless Technologies</td>
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NET305  Internship: Network Administration.................................................................3
OFT233  Database Applications (Access)........................................................................3
OFT280  Microsoft Office Integration..............................................................................3

66 CREDITS REQUIRED FOR GRADUATION

**MSC110 course satisfies the General Education requirement.**
College Catalog Addendum
2015-2016

Effective September 1, 2015

Student Financial Services
Page 21

Annual Federal Direct Loan Limits
The amount of money you may borrow through the Federal Direct Loan program depends on your class standing. Associate degree seeking students may only borrow up to the sophomore loan level even though a student needs 66 credits to graduate. In addition, loan limits are also determined by your dependency status. A dependent student whose parent is denied a PLUS loan may be eligible for Federal Direct Student Loans at the independent level.

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Maximum Subsidized</th>
<th>Additional Subsidized</th>
<th>Combined</th>
<th>Maximum Unsubsidized</th>
<th>Additional Unsubsidized</th>
<th>Combined</th>
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<tr>
<td>Freshman 0–24 credits</td>
<td>$3,500</td>
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<td>$5,500</td>
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<td>Sophomore 25–60 credits</td>
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<td>Junior 61–90 credits</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,500</td>
<td>$5,500</td>
<td>$7,000</td>
<td>$12,500</td>
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<tr>
<td>Senior 91+ credits</td>
<td>$5,500</td>
<td>$2,000</td>
<td>$7,500</td>
<td>$5,500</td>
<td>$7,000</td>
<td>$12,500</td>
</tr>
</tbody>
</table>

Federal Direct Subsidized and Unsubsidized Loan Origination Fees
Consistent with federal regulations, Federal Direct Student Loans have an origination fee of 1.068%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2015. For loans disbursed on or before 09/30/2015, the fees are 1.073%.

Federal Direct PLUS Loan Origination Fees
Consistent with federal regulations, Federal Direct PLUS Loans have an origination fee of 4.272%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2015. For loans disbursed on or before 09/30/2015, the fees are 4.292%.

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CW Program Grants
The College offers grants to students enrolled in certain programs who are nearing the completion of their studies. These CW Program Grants are designed to reward students’ persistence in their courses of study and help them reduce their student debt. Additional information on this grant is available from the office of Student Financial Assistance.
Veterans Benefits

The Post-911 GI Bill
The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

- Tuition & fees directly to the school not to exceed $21,084.89 per academic year. A monthly housing allowance is provided based on rate of pursuit and the Basic Allowance for Housing for an E-5 with dependents at the location of the school. If you are enrolled in exclusively online training you will receive $754.50, half of the national average for an E-5 with dependents.
- An annual books and supplies stipend of $1,000 paid proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.
- If you are on active duty you will not receive the housing allowance or books and supplies stipend. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.
- Some service members may be eligible to transfer their benefit to their dependents.

Applications and more information can be obtained on the Veteran Affairs Website at [www.va.gov](http://www.va.gov).

Student Activities and Support Services

Stars and Stripes Student Support Club – Formerly Armed Forces Student Support Club
The Stars and Stripes Student Support Club is a student organization that is a source of support to student military members and veterans in their transition to college. It provides positive engagement between military members/veterans and other students on campus.
Student Activities and Support Services

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TITLE IX POLICY ON PROHIBITION OF SEXUAL DISCRIMINATION
As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, The College of Westchester does not discriminate against students or employees on the basis of sex/gender in its educational programs and activities. This policy applies to all complaints of sexual harassment carried out by employees, faculty, students, and third parties. This policy applies to all programming and activities. The College of Westchester will process all complaints regardless of where the conduct occurred to determine whether the conduct occurred in the context of its educational program or had continuing effects on campus or in an off-campus program or activity. Inquiries regarding the application of The College of Westchester’s Title IX Policy should be referred to the Title IX Coordinator, Dr. Daphne Galkin, 325 Central Avenue, White Plains, NY, 914-831-0431, dgalkin@cw.edu. The Deputy Title IX Coordinator is Jessica Muller, Manager of Administrative Services/Human Resources, 325 Central Avenue, White Plains, NY 10606, 914-831-408, jmuller@cw.edu. The Title IX Coordinator is responsible for coordinating The College of Westchester’s efforts to comply with Title IX, overseeing the College’s responses to reports of Title IX violations, and identifying and addressing any pattern or systemic problems. The Deputy Title IX Coordinator will oversee investigations involving employees, and will provide updates to the Title IX Coordinator. Furthermore, anyone may contact the Office of Civil Rights – New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 10005-2500 for general information about Title IX or to file a complaint. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

All members of the College community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, College employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if those acts do not involve conduct of a sexual nature. Gender-based harassment or sexual harassment constitutes sex discrimination if it is sufficiently severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. In some cases, a single act of sexual harassment or sexual violence, such as rape, may be sufficiently severe to create a hostile environment and constitute discrimination.

Key Definitions
We hear and use many words to describe sexual violence and other crimes. These definitions are provided so you can understand the College’s definitions of these terms. All actions defined below constitute violations of the College of Westchester’s Title IX policy and Code of Conduct.

Sexual Discrimination - All forms of sexual harassment, including all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties against employees, students, or third parties. Students, employees, and third parties are prohibited from harassing others
whether or not the harassment occurs on campus or whether it occurs during work hours. Sex discrimination can be carried out by other students, college employees, or third parties. All acts of sex discrimination, including sexual harassment and sexual violence, are prohibited by Title IX.

**Sexual Harassment** - Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature, including sexual assault or acts of sexual violence. Sexual harassment also includes quid pro quo harassment, where sexual conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or academic advancement.

**Sexual Violence** - Physical sexual acts perpetrated against a person’s will or perpetrated where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual misconduct, sexual assault, sexual battery, sexual abuse, forcible touching and sexual coercion.

**Sexual Assault** - A physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly called “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

**Rape** - Rape is a crime which is a form of criminal sexual assault. Rape is actual or attempted penetration accomplished by threats, coercion, or physical force. It includes nonconsensual vaginal, anal, or oral penetration by penis, finger, or any object. Rape occurs when a person engages in sexual intercourse with a person who is incapable of consent where there is lack of consent. In the following circumstances, actual or attempted penetration is rape, because under NYS law, the following are incapable of consent: individuals who are under the influence of alcohol or other controlled substances; who are physically helpless (including sleeping); who are under the age of 17; who are mentally incapacitated; and/or who are mentally disabled. Further, lack of consent results from forcible compulsion; incapacity to consent; or where at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack consent in such act under all circumstances. Men and women, irrespective of sexual orientation, may be either perpetrators or victims.

**Domestic Violence** - An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a victim of the act.

**Dating Violence** - Dating violence is violence that occurs between people who know each other: boyfriends and girlfriends or same sex partners whether or not they live together. The violence may be physical, but it can also include threats, enforced social isolation and/or humiliation, intimidation, harassment, emotional mistreatment, financial control, forced sex or making threats with regard to
family, friends, and/or children. Some of the common terms used to describe dating violence are courtship violence, battering, intimate partner violence, and date rape.

**Stalking** - Stalking occurs when a person, for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct is likely to cause a reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family or a third party with whom such person is acquainted; causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, the actor was previously clearly informed to cease that conduct. It is the willful, malicious and repeated harassing or threatening of another person which, as a pattern, tends to escalate in both intensity and frequency over time and can last for many years. Stalking includes a direct or implied threat, and victims often report fear for their safety. Stalking is about power and control. Stalkers control the time, type, amount, and place of contact. No matter what the motivation for stalking, the unwanted behaviors are the same and may include, but are not limited to: repeated following, repeated telephone calls and hang-ups; letters; unwanted gifts and packages; spreading harmful gossip about victims; breaking-and-entering that can include vandalism, theft, or even simply rearranging objects so that victims know the stalker was there. Stalkers may also enlist their friends or associates to help them stalk or have their associates speak with friends of the victim to obtain information.

**Hostile Work Environment Sexual Harassment** – employees in a workplace are subject to a pattern of exposure to unwanted sexual behavior from persons other than an employee’s direct supervisor where supervisors or managers take no steps to discourage or discontinue such behavior.

**Quid Pro Quo** – Quid pro quo is defined a direct supervisor seeks sexual favors in return for something within the supervisor’s powers, such as threatening to fire someone, or offering them a raise.

**What is Consent?**

*Affirmative* Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Silence or lack or resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. The following are guiding principles for consent:

- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity.
Incapacitation may be caused by the lack of consequences or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

**Reporting and Investigation Procedures**

Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment should report their concerns to Dr. Daphne Galkin, Title IX Coordinator, 325 Central Avenue, White Plains, NY, 914-831-0413 or dgalkin@cw.edu. The Title IX Coordinator, Deputy Title IX Officer, appeal officer, and their designees undergo mandatory training on issues relating to domestic violence, dating violence, sexual assault, and stalking, conducting an investigation and the hearing process.

**Informal Resolution Option**

Once a complaint is made, the complainant has the option to proceed with informal resolution or to proceed with a formal investigation. The complainant may initially choose informal resolution and later decide to proceed formally. The informal procedures (mediation) are designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, and both parties agree to participate, in formal procedures will be initiated as soon as possible and within five school days, absent any unusual circumstances. A complainant may elect to terminate a formal complaint process and enter into mediation at any point, including after the commencement of the formal process.

Mediation is a voluntary process intended to allow the parties involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both the complainant and the respondent are members of The College of Westchester community and agree to participate. Informal mediation is not appropriate for certain cases, such as alleged sexual assaults, even on a voluntary basis.

**Formal Investigation Process**

Notice of a formal complaint may be in person, or orally to an appropriate official. The University does require submission of grievance (in writing, by email attachment, etc.) to the Title IX Coordinator or designee. The formal grievance should be clear and concise and describe the alleged incident(s) in detail including location and time the incident occurred, details about the incident, and desired remedy sought. The grievance should be signed by the complainant or in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information of the initiator filing the complaint. Any and all supporting documentation and evidence should be referenced within the body of the formal grievance.

Upon receipt of a formal grievance, the Title IX Coordinator or designee will open a formal case. File and determine any necessary interim actions, accommodations (housing, academic schedules, etc.) for the alleged victim, and any other necessary remedial short-term actions.
• Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, university representative, or third party)
• Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent, and what policy violations should be alleged as part of the complaint
  o If there is insufficient evidence to support reasonable cause (preponderance of evidence), the grievance will be closed with no further action
• Meet with the complainant to finalize the complaint
• Prepare and deliver the notice of investigation and possibly notice of charges on the basis of the initial investigation
• Initiate a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice of charges prior to or at the time of the interview
• Complete the investigation promptly, and without unreasonable deviation from the intended timeline
• Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not)

The College of Westchester will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university campus community.

Disciplinary Hearing Procedures
Depending on the nature of the circumstance, there may be a Discipline Hearing. Throughout hearing proceedings, the complainant and the respondent retain the following rights:
• The right to a prompt, adequate, reliable, and impartial investigation of complaints, including the opportunity to present witnesses and other evidence;
• The right to timely access to any documents and information used at the hearing, including the College’s Title IX investigative report;
• The right to be accompanied by an advisor of their choice;
• The right to be afforded equal restrictions that apply to their advisors to speak or otherwise participate during the hearing.

Neither the reporting complainant nor the respondent may question or cross-examine each other during the hearing. The complainant is not required to be present at the hearing as a prerequisite to proceed. The outcome of the hearing will be submitted, in writing, to both parties simultaneously, within 24 hours. The outcome notification will include findings, rationale for the findings, and any sanctions imposed. Both the complainant and the respondent have an appeal process available. The College will strive to complete Title IX investigations within 60 calendar days after given notice of an allegation of prohibited conduct. The College will inform both parties at regular intervals of the status of the investigation. Delays in the investigation will be communicated to both parties.

Documentation of a Title IX investigation, including but not limited to, Title IX Coordinator and/or designee notes, summary and minutes from hearing proceedings, and all evidence will be maintained separately from a student’s academic records, with the exception of transcript notation sanctions. Title IX investigation record-keeping is the responsibility of, and will be retained by, the Title IX Coordinator.

Interim Remedial Measures
If necessary, The College may take interim remedial measures to protect the complainant during the investigation. These remedial measures include the following:
• No contact order;
• A change in academic situations as appropriate with the minimum burden on the complainant;
• Counseling;
• Health and mental health services;
• Escort services;
• Academic services
• Retake course or withdraw without penalty
These interim measures will be taken promptly at no cost to the complainant. These interim measures may be continued if the respondent is found to have violated the policy. Additional remedies and sanctions may be rendered after a violation is found.

Remedies and Sanctions
Potential remedies and/or sanctions may include one or more of the following:
• A no contact order may be required and/or interim suspensions may be possible during the period of investigation. Specific guidelines regarding implementation of a no contact order will be relayed directly to both parties.
• Revisions to class schedules to maintain separation of parties.
• Transfer of perpetrator to different division of the College (Adult/Day/Online).
• Temporary suspension from The College perpetrator(s) pending program completion of victim(s).
• Permanent dismissal from The College for perpetrator(s).
• Transcript notation

The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, as necessary.

The College strongly encourages individuals to report incidents of sexual harassment because it is the only way that responsive action can be taken against perpetrators of sexual harassment. In the event a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred, victims are strongly encouraged to preserve evidence as may be necessary to the proof of a crime. The College of Westchester campus authorities will assist in notifying law enforcement if the victim chooses. Victims have the right to decline to notify law enforcement.

Further, in order to continue to create a safe and welcoming environment for staff, faculty, students and visitors to The College, we should all strive to maintain an academic and work environment that is free of sexual harassment. Students or employees may file a Title IX complaint and criminal complaint simultaneously. The College will assist complainants in filing a criminal report, including but not limited to obtaining a no contact order. If the complainant files a criminal complaint with a local law enforcement agency, the College will comply with law enforcement agency requests for cooperation, which may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation while the law-enforcement agency gathers evidence. The College will suspend an active Title IX investigation for a maximum of 10 days.

Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of College policy, as well as both federal law (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and state law (New York State Human Rights Act).
Non-Confidential Resources
With the exception of the confidential resources identified in this policy, all other College staff and faculty who receive a report of sexual misconduct or harassment are required to elevate the report to the Title IX Coordinator or Deputy Title IX Coordinator for investigation and response.

Non-confidential resources on campus include:
- Faculty
- Success Coaches
- Deans
- Manager of Human Resources
- Security staff
- Career Counselors
- Student Financial Services Counselors
- Veterans Support staff member
- Administrative staff
- Executive Office staff
- Peer Mentors

Privacy versus Confidentiality

Even The College of Westchester offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. The College of Westchester will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Requesting Confidentiality: How The College of Westchester Will Weigh the Request and Respond

If you disclose an incident to a College of Westchester employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution’s request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless The College of Westchester’s failure to act does not adequately mitigate the risk of harm to you or other members of The College of Westchester community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, The College of Westchester will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- The increased risk that the accused will commit additional acts of violence;
• Whether the accused used a weapon or force;
• Whether the reporting individual is a minor; and
• Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If The College of Westchester determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and the College will take immediate action as necessary to protect and assist them.

**Options for Confidentially Disclosing Sexual Violence**

Individuals who are *confidential* resources will not report policy violations to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At The College of Westchester this includes:

• The Counseling Center
  o Diana Cusumano, Director of the Counseling Center/Assistant Dean of Academic Services, 914-831-0310, dcusumano@cw.edu
  o Colleen McCartin, Academic Advisor/Counselor, 914-831-0273, cmccartin@cw.edu

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

• Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency’s policies on confidentiality may be obtained directly from the agency.
  o My Sisters’ Place White Plains Administrative Office
    One Water Street
    White Plains, NY 10601
    Phone (914) 683-1333
  o Hope’s Door Main Office
    39 Washington Avenue
    Pleasantville, NY 10570
    (914)747-0828
  o Westchester Jewish Community Services
    845 N. Broadway, Suite 2, White Plains
    (914)761-0600
  o Victims Assistance Services
    2269 Saw Mill River Road, Bldg. #3
    Elmsford, NY
    (914)345-3113

• Off-campus healthcare providers
  o Westchester Medical Center
    100 Woods Rd, Valhalla, NY 10595
    Phone: (914) 493-7000
    Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or
administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here: http://www.ovs.ny.gov/helpforcrimevictims.html.

- Off-campus legal assistance
  - Hopes Door Family Justice Center, County Courthouse, 111 Martin Luther King Jr. Blvd., White Plains, NY 10601. 914-995-3100

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

Public Awareness/Advocacy Events:

If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, or other public event, The College of Westchester is not obligated to begin an investigation. The College of Westchester may use the information you provide to inform the need for additional education and prevention efforts.

Anonymous Disclosure

- My Sister’s Place—if you need to speak to a crisis counselor immediately, please call their 24-hour, toll-free hotline at 1-800-298-7233 (SAFE). The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.
- New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906
- Hope’s Door Domestic Abuse 24 Hour Hotline: 1-888-438-8700

Institutional Crime Reporting
Reports of certain crimes occurring in certain geographic locations will be included in The College of Westchester’s Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the victim/survivor.

Dr. Daphne Galkin
Dean of Academic Services
325 Central Avenue
White Plains, NY 10606
914-831-0413
dgalkin@cw.edu

Erik Herrera
Manager of Facilities and Campus Safety & Security
325 Central Avenue
White Plains, NY 10606
914-831-0409
eherrera@cw.edu
The College of Westchester is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual). A victim/survivor will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents’ prior year federal income tax return. Generally, The College of Westchester will not share information about a report of sexual violence with parents without the permission of the reporting individual.

**Retaliation**

The College of Westchester strictly prohibits retaliation against any individual who brings a complaint under this policy or participates in any portion of a Title IX investigation. Retaliatory conduct violates not only College of Westchester policy and Title IX, but may also violate state and federal law.

Individuals that believe they have been the victim of retaliation should promptly report the conduct to the Title IX Coordinator, Dr. Daphne Galkin, Dean of Academic Services at 914-831-0433 or dgalkin@cw.edu or the Deputy Title IX Coordinator, Jessica Muller, Manager of Administrative Services/Human Resources at 914-831-0408 or jmuller@cw.edu.

**Appeal Procedure**

Both the reporting individual and the accused have the option to appeal the final determination of a Title IX investigation by contacting Dr. Joann Mulqueen, Associate Provost, 325 Central Avenue, White Plains, NY 10606, 914-831-0418 or jmulqueen@cw.edu.

Requirements for appeal:

1. The request is made within 14 days of the original sanction, and
2. The appeal is on the basis of any of the three articulated grounds:
   a) A procedural error occurred that significantly impacted the outcome of the Informal or Formal Resolution (e.g. substantiated bias, material deviation from established procedures, etc.)
   b) To consider new evidence, unavailable during the original hearing, Informal or Formal Resolution or Investigation, that could substantially impact the finding or sanction
   c) The sanctions fall outside the range typically imposed for this offense, or for the cumulative conduct record of the Accused

The Title IX Appeal Officer will render a decision applying the following principles:

1. Decisions by the Title IX Appeal Officer are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/remedial action only if there is a compelling justification to do so.
2. Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the rationale for the original sanction, and pertinent documentation regarding the grounds for appeal. Appeals granted
based on new evidence should normally be remanded to the Title IX Coordinator and/or original hearing committee.
3. Sanctions imposed are implemented immediately unless the Title IX Coordinator, designee or hearing committee stays their implementation pending the outcome of the appeal.
4. The Title IX Appeals Officer will normally render a written decision on the appeal to all parties within 7 business days from accepting the request for appeal.
5. All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
6. Once an appeal is decided, the outcome is final: further appeals are not permitted.

Amnesty Policy
The health and safety of every student at The College of Westchester (CW) is of utmost importance. CW recognizes that individuals who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CW strongly encourages individuals to report domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to CW’s officials or law enforcement will not be subject to CW’s Code of Conduct section for violation of alcohol and/or drug use policies occurring at or near the time of the commission of domestic violence, dating violence, stalking or sexual assault.

Bill of Rights
All students/employees have the right to:
- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
• Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Response to Reports:
• Notify university police or campus security, local law enforcement and/or the State Police;
• Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon first instance of disclosure by reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination, and detailing that the criminal justice process utilizes different standards of proof and evidence. The official shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy and shall inform the reporting individual of other reporting options;
• Confidentially disclose the incident to institution representatives, who may offer confidentiality and can assist in obtaining services;
• Disclose confidentially the incident and obtain services from the state or local government;
• File a report of sexual assault, domestic violence, dating violence and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with the institution policy and a reporting individual’s identity shall remain private at all time if said reporting individual wishes to maintain privacy;
• Disclose the incident, if the accused is an employee of the institution, to the institution’s human resources authority;
• Receive assistance from appropriate institution initiating legal proceedings in family or civil court; and
• Withdraw a compliant or involvement from the institution process at any time.
Online Programs and State Residency
Prospective students residing in the states listed below may apply for admission to The College of Westchester’s online division only in its online programs due to the College not having physical presence in these states. No physical presence does not mean approval or endorsement of the college or its programs by these states. All admissions acceptance criteria apply. Additional information may be obtained at http://www.cw.edu/out-state-information [Connecticut, Delaware, Idaho, Louisiana, Maine, Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, South Carolina, Tennessee, Vermont, State of Washington].

Academic Standards, Regulations and Policies
Graduation
The Registrar reviews the academic records of all potential graduates to ensure they have successfully completed the degree requirements for their academic program. Students who do not complete program requirements by the end of the last term/semester they are expected to graduate will be processed as a Withdrawal. This status will be applied to students who fail one or more classes in their last term/semester, students with “I” or “INC” grades, and for those students with outstanding transfer credit pending receipt of official records. Students will be changed to Graduate status upon completion of their full degree requirements. A minimum cumulative grade point average of 2.0 is required for graduation. The annual graduation ceremony is held at the Westchester County Center the last Thursday of the month of May. Graduates receive their academic regalia on the evening of the graduation ceremony.
Student Financial Services

Grades and Impact on SAP Chart
Page 26

Impact of Grades on SAP Eligibility for Federal Title IV Aid
A, A-, B+, B, C+, C, D, IC, P, PASS and S grades are considered as attempted and earned credit hours. Grades F, UF, FR, and FAIL are considered as attempted, but not earned and will negatively count toward the student's grade point average (GPA) and pace. A grade of WD does not impact the GPA; however, it does negatively impact pace. A grade of U does not impact the GPA; however, it does negatively impact pace. Incomplete courses (grade of I or INC) are considered as attempted until a final grade is posted. A grade of I and INC has no impact on GPA, however, does negatively impact pace. Students are required to request a re-evaluation of SAP after successful completion of an incomplete course. Developmental courses in Basics of Math and Basics of Communications are counted as part of the SAP requirement in terms of attempted and earned for Federal Title IV purposes.

Grades and Impact on SAP Chart

<table>
<thead>
<tr>
<th>Grade</th>
<th>Impact on GPA</th>
<th>Impact on Pace (Completion Rate)</th>
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<tbody>
<tr>
<td>A</td>
<td>Positive</td>
<td>Positive</td>
</tr>
<tr>
<td>A-</td>
<td>Positive</td>
<td>Positive</td>
</tr>
<tr>
<td>B+</td>
<td>Positive</td>
<td>Positive</td>
</tr>
<tr>
<td>B</td>
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<tr>
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<td>D</td>
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</tr>
<tr>
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<td>Negative</td>
</tr>
<tr>
<td>FR</td>
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<tr>
<td>I</td>
<td>No impact on GPA</td>
<td>Negative</td>
</tr>
<tr>
<td>UF</td>
<td>Negative</td>
<td>Negative</td>
</tr>
<tr>
<td>IC</td>
<td>No impact on GPA</td>
<td>Positive</td>
</tr>
<tr>
<td>P</td>
<td>No impact on GPA</td>
<td>Positive</td>
</tr>
<tr>
<td>S</td>
<td>No impact on GPA</td>
<td>Positive</td>
</tr>
<tr>
<td>U</td>
<td>No impact on GPA</td>
<td>Negative</td>
</tr>
<tr>
<td>WD</td>
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</tr>
<tr>
<td>AUD</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>Negative</td>
</tr>
<tr>
<td>PASS</td>
<td>No Impact on GPA</td>
<td>Positive</td>
</tr>
<tr>
<td>TO</td>
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<td>N/A</td>
</tr>
<tr>
<td>*TR</td>
<td>No impact on GPA</td>
<td>See asterisk below</td>
</tr>
</tbody>
</table>

*All transfer credits will count as credits attempted and credits earned, but will not count in the GPA calculation.*

Evaluation of Academic Progress for Federal Title IV Recipients
Students will be evaluated at the end of each payment period; for Day Division, at the end of each 15 week semester, for Adult Division and Online Division, at the end of each 8 week term.

Course Descriptions
Page 126

**ACC301  Internship: Accounting  3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
*Note: Sites for internship and practicum fieldwork are located within the State of New York.*
*Prerequisites: GPA 2.5 or higher, Prior approval by the Department Chairperson is required before registration.*

**ACC470  BBA Accounting Internship  3 Credit Hours**
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY
The Internship is a capstone course involving the culmination project in the Accounting BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
*Note: Sites for internship and practicum fieldwork are located within the State of New York.*
*Prerequisites: Completion of 42 of the 54 credits required in the BBA program and a minimum GPA of 2.0. The Internship course must be taken in the final semester of a student’s BBA program.*

**ACC470B  BBA Accounting Internship  3 Credit Hours**
THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY
This course is a continuation of ACC470A. The Internship is the capstone course for the BBA in Accounting. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one’s preparation and readiness for work using their skill set.
*Note: Sites for internship and practicum fieldwork are located within the State of New York.*
*Prerequisites: ACC470A and completion of 42 of the 54 credits required in the BBA program and a GPA of at least 2.0.*

**BUS301  Internship: Business Administration  3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable
associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Note: Sites for internship and practicum fieldwork are located within the State of New York.*

**Prerequisite:** Prior approval by the Department Chairperson is required before registration.

**BUS470 BBA Internship**

**3 Credit Hours**

This course is for Day Division students only.
The Internship is a capstone course involving the culmination project in the Business Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.

*Note: Sites for internship and practicum fieldwork are located within the State of New York.*

**Prerequisites:** BUS370, BUS440 and a minimum GPA of 2.0. The Internship course must be taken in the final semester of a student's BBA program.

**BUS470B BBA Internship**

**3 Credit Hours**

This course is a continuation of BUS470A. The Internship is the capstone course for the BBA in Business Administration degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.

*Note: Sites for internship and practicum fieldwork are located within the State of New York.*

**Prerequisites:** BUS370, BUS440, and BUS470A

**DMD301 Internship in Advanced Digital Media Studies**

**3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Note: Sites for internship and practicum fieldwork are located within the State of New York.*

**Prerequisite:** Prior approval by the Department Chairperson is required before registration.
GEN301  Internship: General Education  3 Credit Hours
The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Note: Sites for internship and practicum fieldwork are located within the State of New York.
Prerequisite: Prior approval by the Department Chairperson is required before registration.

HCA470  BBA Health Care Administration Internship  3 Credit Hours
THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY
The Internship is a capstone course involving the culmination project in the Health Care Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
Prerequisites: Students must complete all HCA courses required of the program leading to HCA470. The internship course must be taken in the final semester of the BBA HCA program.
Note: Sites for internship and practicum fieldwork are located within the State of New York.

HCA470B  BBA Health Care Administration Internship  3 Credit Hours
THIS COURSE IS FOR ADULT DIVISION STUDENTS – GROUND PROGRAM ONLY
This course is a continuation of HCA470A. The Internship is the capstone course for the BBA in Health Care Administration. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to and/or communicate with their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. The first meeting will be jointly conducted by professors from Career Development Services and Allied Health Department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one’s preparation and readiness for work using their skill set.
Note: Sites for internship and practicum fieldwork are located within the State of New York.
Prerequisites: HCA470A and completion of 42 of the 54 credits required in the BBA program and a GPA of at least 2.0.

MSC301  Practicum Medical Assistant Management  6 Credit Hours
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY
This course provides students a supervised learning experience in the clinical setting during which the student can further develop the skills they have learned within your course of study. The student is required to complete a minimum of 170 field hours and 19 classroom hours. CPR training will be provided as part of the 19 classroom hours.
Prerequisites: MSC207, MSC209, MSC211, MSC220
Students must receive a minimum grade of a “C” to continue.
MSC301B  Practicum Medical Assistant Management II  3 Credit Hours
THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY
This course is a continuation of MSC 301A. Students complete 85 field hours and 9.5 hours of class work to earn these 3 credits* Students will exercise their clinical skills in a medical facility applying skills and knowledge to typical tasks they may encounter in a true clinical setting. These include taking vital signs, performing venipuncture, and EKGs. Students will also receive CPR training and certification. Successful completion of this capstone course includes completion of clinical and workshop hours, submission of journal entries, and a final paper that reflects upon the Practicum experience.
*Note: By completing both 301A and 301B students will have a total of 170 field hours and 19 classroom hours.
Sites for internship and practicum fieldwork are located within the State of New York.
Prerequisite: MSC301A
Seeking Success in Today’s Economy
The College of Westchester’s Office of Career Services staff guides students through the process of planning and preparing for their job search. Students are coached in the following areas: resumes, cover letters, securing job interviews, researching companies, conducting interviews, job interview follow-up, grooming, business attire, and business etiquette.

The Office of Career Services works closely with area colleges, businesses and industries in the New York, Connecticut and New Jersey metropolitan areas to ascertain employment requirements and the availability of specific positions, as well as transferability of college credits. While the Career Services staff assists both students and graduates, this does not preclude the students’ own responsibilities. All students and graduates seeking career services assistance must be in good financial standing with The College. All graduates are entitled to lifetime assistance. The College reserves the right to withdraw placement assistance, at any time, for cause.

The Career Services Department also hosts Career Fairs, Internship Fairs, Portfolio Review Day, Career Cafés, and Part-time Job Fairs.

Graduate Success Statistics
The College of Westchester’s Career Services staff helps students in preparation for the transition from CW to employment or to continue their education and prides itself on the success of its graduates. CW measures its success by determining the success rate of graduates in employment related to their field of study.

The College of Westchester’s graduate success record for those students who graduated in 2013-2014 indicates 88.3% of Associate degree graduates and 90% of Bachelor degree graduates (willing and able to work) were employed in positions related to their program of study by February 2015. The employment rate percentages are based on graduate self-reported information and calculated by taking the total number of graduates employed in a related field and then dividing by the total cohort of graduates who graduated between July 1, 2013 and June 30, 2014, less any graduates who indicated an intention to continue their education, less any graduates who expressly declined assistance from the Career Services Office or who could not be contacted by the Career Services Office.

Types of Graduate and Professional Education in Which CW’s BBA Graduates Enroll
CW BBA graduates who graduated 2013-2014 (July 1, 2013 through June 30, 2014) have enrolled in the following types of graduate and professional education through February of 2015: Master’s degree programs at the following institution types:
- Four year public institutions
- Four year private institutions

Areas of study include Marketing Communications Management, Accounting, Public Accounting and Non-Profit Management. This information was obtained from the National Student Clearinghouse, a national organization that provides post-secondary enrollment verification services.

Cooperative Educational Opportunity and Part-Time Employment
The Office of Career Services facilitates cooperative (Co-op) educational opportunities and works with students in pursuing part-time employment while they study. Students with advanced skills and knowledge are afforded an opportunity to work part-time with area employers.

Although academic requirements must be a student’s first priority, The College attempts to arrange class schedules to provide students an opportunity to earn money on a part-time basis in a
professional environment enhancing their career preparation. For more details about how you may qualify, consult the Director of Career Services.

**Internships**
Internships play a pivotal role in enhancing the college experience and launching a career. The Office of Career Services provides many internship possibilities. Internships are generally unpaid. The participating employers are located throughout the tri-state area. There are strict criteria for being accepted into the Internship Program at The College of Westchester. Students must have a GPA of at least 2.5 and must at least be in their third semester (Day Division student) or fifth term (Adult Division student) to be considered eligible. Students must be approved by their Department Chairperson and their Academic Advisor. Students should then meet with the Internship Coordinator and explore current opportunities. The employers ultimately decide upon which students they accept. Students who successfully complete the internships will receive credit towards their degree. The BBA Internship, a required element of CW’s BBA programs, has been designed specifically to allow students to use their high-level classroom skills in real-life work situations. For Day Division students, the BBA Internship, which is typically taken in the student’s last semester, is a required 3-credit course that is a semester long learning experience combining in-class seminars with out-of-class projects. Adult Division students typically take the 3-credit BBA Internship during the last two terms. This Internship can be paid or unpaid and can be completed either on-site or on-campus. Some internships are structured for students to participate individually, and some will allow students to contribute as members of a team.

**Career Services Code of Ethics**
The College of Westchester does not guarantee a job upon graduation. The College of Westchester adheres to a strict career service code of ethics as exemplified in the services provided through the Office of Career Services. The College of Westchester graduates have achieved job placement success through quality education and effective career services.

**Career Services Student Responsibility**
In order to ensure the best possible career service available, students must meet with their career counselor and submit their resumes to the Career Services Department via the CW Portal. Final copies of students’ resumes must be approved by the Career Services Department for submission to employers. Students and graduates must be in good financial standing with The College of Westchester in order to receive career services.

**Graduate Activities**

**The CW Alumni Association**
The College of Westchester is dedicated to serving many generations of alumni. All graduates of The College are welcome to membership in the CW Alumni Association. Alumni enjoy many benefits and services as well as information to keep them updated, connected, and informed. The purpose of the CW Alumni Association is to build and sustain a lifelong relationship between The College and its alumni, through:

- Engaging students as future alumni.
- Providing opportunities for lifelong learning.
- Recognizing alumni for accomplishments and service.
- Providing social and career networking.
• Facilitating the sharing of ideas between The College and its alumni.
• Providing an avenue for feedback to the administration.

Veterans Benefits
Page 34-38

Gl Bill® was trademarked to protect military families. Gl Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).
Satisfactory Academic Progress & Pursuit Responsibilities of TAP Recipients
For financial aid purposes, good academic standing consists of two elements: satisfactory academic progress and pursuit of program. Satisfactory academic progress is a measure of the student’s achievement, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of program is a measure of the student’s effort to complete a program. TAP payments will be suspended for any student who fails to maintain good academic standing.

Associate Degree and Certificate Programs/Semester Calendar (2006 Standards) applies to student’s first receiving aid in 2007-08 through and including 2009-10:

<table>
<thead>
<tr>
<th>Before being for this payment</th>
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<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
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<tbody>
<tr>
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<td>3</td>
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<td>.75</td>
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Bachelor’s Degree/Semester Calendar (2006 Standards) - applies to student’s first receiving aid in 2007-08 through and including 2009-10:

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<th>Before being for this payment</th>
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<th>9th</th>
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<tbody>
<tr>
<td>A student must accrue at least this many credits</td>
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<td>3</td>
<td>9</td>
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Associate Degree and Certificate Programs/Semester Calendar (New Standards) applies to student’s first receiving aid in 2010-11 and thereafter:

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<th>4th</th>
<th>5th</th>
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</thead>
<tbody>
<tr>
<td>A student must accrue at least this many credits</td>
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<td>With at least this GPA</td>
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<td>1.8</td>
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Bachelor’s Degree/Semester Calendar (New Standards) - applies to student’s first receiving aid in 2010-11 and thereafter:

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<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must accrue at least this many credits</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
<td>66</td>
<td>81</td>
<td>96</td>
<td>111</td>
</tr>
<tr>
<td>With at least this GPA</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Effective for 2015-16, students who are disabled as defined by the Americans with Disability Act of 1990, first receiving aid in 2010-11 and thereafter, must meet the new standards of Satisfactory Academic Progress (SAP).
Program: Baccalaureate Program  
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must accrue at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>21</td>
<td>33</td>
<td>45</td>
<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
</tr>
<tr>
<td>With at least this GPA</td>
<td>0</td>
<td>1.5</td>
<td>1.8</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Program: Associate Program  
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)

<table>
<thead>
<tr>
<th>Before being certified for this payment</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student must accrue at least this many credits</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>42</td>
<td>51</td>
<td>60</td>
</tr>
<tr>
<td>With at least this GPA</td>
<td>0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.8</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

ADA payment will be made for semester schools for student taking 3-11 credits as shown below:

<table>
<thead>
<tr>
<th>Points Accrual for Part-time ADA Payments – Semester Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
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<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
</tbody>
</table>

**Program Pursuit**

To remain eligible for State student financial assistance, a student must remain in good academic standing. Two elements make up good academic standing: making satisfactory academic progress toward a degree and pursuing the program of study.

Program pursuit is defined in regulations as completing—getting a grade in—a percentage of the minimum full-time course load in each term an award is received. The percentage, as specified in regulations, begins at 50 percent of the minimum full-time course load in each term of the first year an award is received, to 75 percent in each term of the second year an award is received, to 100 percent in each term of the third year an award is received and thereafter.

Pursuit is an effort or completion requirement rather than an achievement requirement, so courses in which a student receives either passing or failing grades can be used to satisfy the pursuit requirement. Thus, grades of A through F and any other grade that indicates the student completed the course and all necessary assignments (e.g., P, S, U, R) are acceptable to meet the pursuit requirement. W grades or any grade which indicates the student failed to complete the course or assignments cannot be used to satisfy the pursuit requirement. Incomplete (I) grades can be used to meet the pursuit requirement providing college policy requires the grade to be resolved to a passing or failing grade no later than the end of the subsequent term.

Grades earned in remedial courses as well as credit-bearing courses can be included in meeting the pursuit requirement.