

Student Handbook 2016/2017

THE COLLEGE OF WESTCHESTER



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DIRECTORY OF STUDENT SERVICES

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ADMINISTRATIVE DIRECTORY

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Administrative Directory

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Chief Information Officer	Kelly Walsh	kwalsh@cw.edu
Director of Student Financial Services	Dianne Pepitone	dpepitone@cw.edu
Associate Dean of Student Success & Retention	Dr. Judith Lilleston	jlilleston@cw.edu

2016/2017 Academic Calendar

Day Division:

Fall Semester 2016

September		
12	Monday	Start of Fall Semester Faculty Development Day
13	Tuesday	Orientation
14	Wednesday	Classes Begin
21	Wednesday	End of Add/Drop Period
November		
24-25	Thur.-Fri	Thanksgiving Vacation-No Classes
December		
21	Wednesday	Last Day of Classes
22	Thursday	Make-up Exam Day
23	Friday	Faculty/Student Conferences Fall Semester Grades Due End of Winter Semester
24-Jan 15	Sat-Sunday	Recess-No Classes

Winter Semester 2017

January		
16	Monday	Start of Winter Semester Moodle Day
17	Tuesday	Faculty Meeting Orientation
18	Wednesday	Classes Begin
25	Wednesday	End of Add/Drop Period
February		
20	Monday	Presidents' Day Holiday-No Classes
April		
14	Friday	Good Friday Holiday-No Classes
26	Wednesday	Last Day of Classes
27	Thursday	Make-up Exam Day
28	Friday	Faculty/Student Conferences Winter Semester Grades Due End of Winter Semester
29-May 14	Sat-Sunday	Recess-No Classes

Spring Semester 2017

May		
15	Monday	Start of Spring Semester Moodle Day
16	Tuesday	Faculty Meeting

		Orientation
17	Wednesday	Classes Begin
24	Wednesday	End of Add/Drop Period
June		
1	Thursday	Graduation Ceremony (Tentative Date)
2	Friday	No Classes
July		
3-4	Mon.-Tue.	Independence Day Holiday-No Classes
August		
23	Wednesday	Last Day of Classes
24	Thursday	Make-up Exam Day
25	Friday	Faculty/Student Conferences Spring Semester Grades Due End of Spring Semester
26-Sept 10	Sat-Sunday	Recess-No Classes

Fall Semester 2017

September		
11	Monday	Start of Fall Semester Faculty Development Day
12	Tuesday	Orientation
13	Wednesday	Classes Begin
20	Wednesday	End of Add/Drop Period
November		
23-24	Thur.-Fri	Thanksgiving Vacation-No Classes
December		
20	Wednesday	Last Day of Classes
21	Thursday	Make-up Exam Day
22	Friday	Faculty/Student Conferences Fall Semester Grades Due End of Fall Semester
23-Jan 14	Sat-Sunday	Recess-No Classes

Adult Division:

Hours of Attendance:

Evenings:	6:00 pm-9:45 pm
Saturday First Class:	8:30 am-12:15 pm
Saturday	12:45 pm-4:30 pm

2016 Fall Term I

September		
22	Thursday	Orientation
26	Monday	Start of Fall Term I-Courses Begin
October		

9	Sunday	End of Add/Drop Period
November		
19	Saturday	End of Fall Term I
21	Monday	Fall Term I Grades Due
20-Dec 4	Sun-Sun	Recess-No Classes

2016 Fall Term II

December		
1	Thursday	Orientation
5	Monday	Start of Fall Term II-Courses Begin
18	Sunday	End of Add/Drop Period
24-Jan 2	Sat-Mon	Holiday Recess-No Classes
January 2017		
3	Tuesday	Classes Resume
16	Monday	Martin Luther King Day-No Classes
February		
11	Saturday	End of Fall Term II
13	Monday	Fall Term II Grades Due
12-19	Sun-Sun	Recess-No Classes

Note: Fall II Monday of Martin Luther King Day is a Hybrid Meeting Day

2017 Spring Term I

February		
16	Thursday	Orientation
20	Monday	Start of Spring Term I
March		
5	Sunday	End of Add/Drop Period
April		
14-16	Fri-sun	Good Friday Holiday-No Classes
17	Monday	Classes Resume
22	Saturday	End of Spring Term I Grades Due
23-30	Sun-Sun	Recess-No Classes

2017 Spring Term II

April		
27	Thursday	Orientation
May		
1	Sunday	Start of Spring Term II-Courses Begin
14	Sunday	End of Add/Drop Period
29	Monday	Memorial Day Holiday-No Classes
30	Tuesday	Classes Resume
June		
1	Thursday	Graduation Ceremony
26	Monday	End of Spring Term II Grades Due
28	Wednesday	Spring Term II Grades Due
27-July 9	Tues-Sun	Recess-No Classes

2017 Summer Term

July		
6	Thursday	Orientation
10	Monday	Start of Summer Term-Classes Begin
23	Sunday	End of Add/Drop Period
September		
2-4	Sat-Mon	Labor Day Holiday-No Classes
5	Tuesday	Classes Resume
9	Saturday	End of Summer Term
11	Monday	Summer Term Grades Due
10-24	Sun-Sun	Recess-No Classes

2017 Fall Term I

September		
21	Thursday	Orientation
25	Monday	Start of Fall Term I-Courses Begin
October		
1	Saturday	End of Add/Drop Period
November		
18	Saturday	End of Fall Term I
20	Monday	Fall Term I Grades Due
19-26	Sun-Sun	Recess-No Classes

2017 Fall Term II

November		
20	Monday	Orientation (Tentative Date)
27	Monday	Start of Fall Term II-Classes Begin
December		
10	Sunday	End of Add/Drop Period
23-Jan1	Sat-Mon	Holiday Recess-No Classes
January 2018		
2	Tuesday	Classes Resume
15	Monday	Martin Luther King Day-No Classes
February		
3	Saturday	End of Fall Term II
5	Monday	Fall Term II Grades Due
4-18	Sun-Sun	

Note: Fall II Monday of Martin Luther King Day is a Hybrid meeting day.

Online Division:

2016 Fall Term I

September		
26	Monday	Start of Fall Term I-Courses Begin
October		
3	Monday	End of Add/Drop Period
November		
19	Saturday	End of Fall Term I
22	Tuesday	Fall Term I Grades Due
20-Dec 4	Sun-Sun	Recess-No Classes

2016 Fall Term II

December		
5	Monday	Start of Fall Term II-Courses Begin
12	Monday	End of Drop Period
24-Jan 2	Sat-Mon	Holiday Recess
January 2017		
3	Tuesday	Course Resume
February		
11	Saturday	End of Fall Term II
13	Monday	Fall Term II Grades Due
12-19	Sun-Sun	Recess-No Classes

2017 Spring Term I

February		
20	Monday	Start of Spring Term I-Courses Begin
27	Monday	End of Drop Period
April		
14-16	Fri-Sun	Good Friday, Easter Holiday
17	Monday	Courses Resume
22	Saturday	End of Spring Term I
24	Monday	Spring Term I Grades Due
23-30	Sun-Sun	Term Break

2017 Spring Term II

May		
1	Monday	Start of Spring Term II-Courses Begin
8	Monday	End of Drop Period
29	Monday	Memorial Day Holiday*
30	Tuesday	Courses Resume
June		
1	Thursday	Graduation Ceremony (Tentative Date)
26	Monday	End of Spring Term II

28	Wednesday	Spring Term II Grades Due
27-July 9	Tues-Sun	Term Break

2017 Summer Term

July		
10	Monday	Start of Summer Term-Courses Begin
17	Monday	End of Drop Period
September		
4	Monday	Labor Day Holiday*
9	Saturday	Summer Term Grades Due
11	Monday	Summer Term Grades Due
10-24	Sun-Sun	Term Break

2017 Fall Term I

September		
25	Monday	Start of Fall Term I-Courses Begin
October		
2	Monday	End of Drop Period
November		
18	Saturday	End of Fall Term I
20	Monday	Fall Term I Grades Due
19-26	Sun-Sun	Term Break

2017 Fall Term II

November		
27	Monday	Start of Fall Term II-Courses Begin
4	Monday	End of Drop Period
December		
23-Jan1	Sat-Mon	Holiday Recess*
January 2018		
2	Tuesday	Courses Resume

The number of online weeks will vary each term, to account for holidays including Labor Day, Thanksgiving, Easter, Memorial Day and Independence Day.

**Not all services may be available.*

The number of online weeks will vary each term, to account for holidays including Labor Day, Thanksgiving, Easter, Memorial Day and Independence Day.

**Not all services may be available.*

STUDENT LIFE

ACADEMIC ADVISEMENT

The Academic Center is the centralized advising office serving all students. The academic advising program is designed to ensure accurate information regarding degree requirements and graduation, to promote positive and productive faculty and student relationships, and to aid in student retention. Advisors discuss the students' academic progress as well as any other concerns or questions about achieving goals and success at The College of Westchester. Academic advisors can also assist students in appropriate referrals to other departments, including The Counseling Center, the Office of Student Financial Services, Career Services, and The Learning Center. While each student is assigned an academic advisor upon enrollment, students are free to consult with any available advisor as the professional advising staff is proficient in advising across all majors. All advising can be completed via web chat, phone, email, or face to face. Student announcements regarding policies and special events are available on My CW (see below in Campus Cruiser Portal and Cruiser Alert section for further details on My CW), and links including advisor phone number and email address are prominently displayed on the student portal and within the LMS.

ALUMNI ASSOCIATION

Maintaining close ties with our alumni is an important goal of our college. We encourage graduates to remain active by gathering with fellow graduates for recreational outings, speaking to classes as an Alumni Ambassador, becoming involved in our Workplace Visitors program, and attending alumni workshops. Lifetime career placement is also available to alumni.

BOOKSTORE

Textbooks, workbooks, College apparel, and various stationery items may be purchased from the Bookstore during scheduled hours of operation. (Sales taxes are included in textbook charges.) A wide variety of CW branded items, such as notebooks, highlighters, locks and calendars are also available. The Online Bookstore is available for students to order textbooks and workbooks for Online Division programs through the student portal.

CAMPUS CRUISER PORTAL AND CRUISER ALERT

The Campus Cruiser portal is a centralized, hosted application platform providing access to a variety of essential information and applications. The Portal (which has been branded as the "My CW" Portal) provides "personal tools" for students including a customizable portal page, e-mail, bookmarks (web links), the ability to store and access files from any Internet-enabled computer, and more. Each student's default Dashboard page provides access to web pages for every office in CW, where they can locate office hours, contact information, key personnel, event details, shared files, and other information. Students can also view pages for Student Clubs and request to join clubs through the Portal. The Portal's Campus (Home) Page is updated almost daily with Campus News. The Portal also includes the Cruiser Alert application which provides Emergency Notification and Messaging via text messaging, e-mail and voice which transmits an emergency message to signed-up students, faculty, and staff. A suite of custom tools is delivered via the Portal which provides tools for student account management, academic information, grades, class schedules, and more.

CAREER SERVICES

The College of Westchester's Career Services staff helps students prepare for the transition from CW to employment, or to continue their education and prides itself on the success of its graduates. The College carefully tracks and assists graduates with career selection, job placement and/or transfer to full-time study upon completion of an associate or baccalaureate degree. CW measures its success by determining the success rate of graduates in employment related to their field of study or successful transfer into a full-time program of study. All graduates are entitled to lifetime assistance. The Career Services Department also hosts Career Fairs, Internship Fairs, and Part-time Job Fairs. Online and ground students can also utilize Optimal Resume.com online career one-stop service. See link to Optimal Resume <http://www.cw.optimalresume.com>. You will be assigned a unique ID and password for Course Cruiser which is also the ID and password for Optimal Resume.

CLUBS

Student Government Association (SGA)

The Student Government Association supports the academic, social, and physical welfare of all students at the College. The SGA shares student concerns with the college administration, offers solutions to student issues, recommends student activities, helps manage student events, and supports official college programs and functions. Any student interested in cultivating leadership, teamwork, and making a difference can join the SGA.

The Accounting Society

The Accounting Society is a great opportunity for students considering a career in accounting or those interested in the subject area. Activities include discussions of various employment opportunities, tutoring students who need extra help in accounting or math, field trips, business lunches and guest speakers.

Allied Health Club

Students interested in the medical fields are encouraged to participate in this club, which includes study groups, field trips, and guest speakers. They also host an annual health fair that serves to further develop understanding and build camaraderie in the business of healthcare.

Armed Forces Student Support Club

The Armed Forces 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.

Basketball Team

The CW Warriors Men's Basketball Team plays in a White Plains sports league, and is supported by faculty/staff coaches and student managers. Try-outs take place in October and the team practices and plays weekly from December through March. Strict adherence to academic standards is followed as all players must remain academically eligible to play and remain on the CW Basketball Team. Family, friends, classmates, faculty, and staff have supported their past endeavors, cheering them on to a victorious season. Team members who earn a 3.5 grade point average, attend a minimum of eighty-five percent of all their classes, and adhere to the signed Student-Athlete Agreement will be nominated for the CW Student Athlete of the Semester award.

Brothers United

The mission of “Brothers United” is to promote self-awareness, confidence, knowledge, and leadership amongst men. We feel that in a society where “the gentlemen” seems to no longer exist, creating a brotherhood where men can come together and be exactly that, “MEN” will be very beneficial to all those who are involved socially, emotionally, and mentally. Brother’s United will challenge men to be the best possible version of themselves while also teaching what it means to be a gentleman through round table discussions, self-awareness seminars, and of course through actions. Brother’s United will do volunteer work, community service, and a host of other things that will promote growth as men. It won’t be just a group, but a brotherhood, where all members will be treated with respect and as family amongst one another. The ultimate goal of the brotherhood is to have all members eventually have a sense of self, while taking skills learned, characteristics gained, and the act of being a gentleman and applying it to their everyday lives as needed for the rest of their lives.

The Business Club/Enactus

The Business Club introduces its members to business and non-profit organizations in Westchester and beyond. The club also serves as the coordinating group for CW’s Enactus Team. Enactus™ is “... a community of student, academic and business leaders committed to using the power of entrepreneurial action to enable human progress...” Club members have the opportunity to work on projects throughout the year that can enhance the work of a non-profit organization, or help a small business get off the ground and grow. The club and the team are open to students of all majors.

Caribbean Student Association

Caribbean Student Association (CSA) is a club created to educate students about their Caribbean roots and develop appreciation for the Caribbean culture. Club members explore the cultural diversity between the different islands to educate each other on traditions to create a home away from home experience for the CW Family.

Creative Evolution (Fashion Club)

Creative Evolution offers students who have a strong interest and passion for the fashion industry to collectively generate activities related to fashion creativity, style, and business. The club exists to provide a place where members can meet to share ideas, skills, and experiences in a positive learning and recreational environment.

The Image Redefined (Digital Media) Club

The Image Redefined (Digital Media) club provides opportunities for students who are interested in computer technology to explore the field and related activities of Digital Media. Activities include computer game competitions, discussions of various employment opportunities, field trips, guest speakers and special projects.

Just Dance Crew

The Just Dance Crew fuses hypnotic Latin rhythms and a blend of distinctive dance forms to provide students with an exciting, healthy, safe and motivating way to get in shape and stay fit. The mission is to build an interest in each student to take care of themselves and stay in shape while going to school and having busy lives. Aside from weekly sessions, the Just Dance Crew performs at college events.

NAMI on Campus

The NAMI on Campus club works in conjunction with Westchester County's chapter for the National Alliance on Mental Illness and brings together those students that have a passion for mental health and wellness. The mission of the club is to help educate the college community and community at large about mental health issues and to promote social and emotional wellness. Along with meeting bi-weekly, the club participates in mental health awareness events at the college and NAMI's annual walk held each year in May.

Network Technologies Association

This group provides a community for students interested in Information Technologies to gather and exchange ideas and to learn more about the field, as well as to socialize with others who share a common interest. The association also sponsors the "P.C. Doctor" which offers reasonably priced computer services throughout The College.

Sisters United

The mission of "sisters united" is to promote self – awareness, individuality, confidence, knowledge, leadership and a sisterhood amongst women. Sisters United represents the college and serves the community. Sisters United promotes independence, success, confidence and an insatiable desire to be the best not only in classes but in communities as well.

Soccer Team

The CW Warriors Men's Soccer Team, which plays in a White Plains sports league, is coached and supported by faculty and staff. The team practices and plays weekly from July through October at the Saxon Woods Soccer Field in White Plains. All players must maintain a grade point average of 2.5 to maintain eligibility to play on the CW Soccer Team. Team members who earn a 3.5 grade point average, attend a minimum of eighty-five percent of all their classes, and adhere to the signed Student-Athlete Agreement will be nominated for the CW Student Athlete of the Semester award.

Alumni Association

Maintaining close ties with our alumni is an important goal of our college. We encourage graduates to remain active by gathering with fellow graduates at recreational outings, speaking to classes as an Alumni Ambassador, becoming involved in our Workplace Visitors Program, and attending alumni workshops. Lifetime placement is also available to alumni and many of our alumni take advantage of this service.

COLLEGE EVENTS CALENDAR
September 2016 – August 2017

SEPTEMBER 2016

Labor Day Holiday
Constitution Day
Hispanic Heritage Month Celebration
Student Recognition/Club Day

OCTOBER 2016

Parents' Orientation

NOVEMBER 2016

Honors Induction Ceremony
Veteran's Day Observance
Thanksgiving Luncheon
Thanksgiving Food Drive

DECEMBER 2016

Toys for Tots Campaign
Holiday Parties
Cram, Jam & Student Services Open House

JANUARY 2017

New Year's Day Holiday
Martin Luther King, Jr. Holiday
Student Recognition/Club Day

FEBRUARY 2017

Black History Month

MARCH 2017

Women's History Month
Cram, Jam & Student Services Open House

APRIL 2017

"Spring Into Wellness" Health Fair
Good Friday

MAY 2017

Honors Induction Ceremony
Graduation Ceremony

JUNE 2017

Student Recognition/Club Day
Annual Barbecue and Students vs. Faculty/Staff Softball Game

JULY/AUGUST 2017

Alumni Summer Bash
Ice Cream Social
Cram, Jam & Student Services Open House

COUNSELING CENTER

The Counseling Center is a safe place where students can go to discuss any personal or emotional issues. Services include individual counseling, group counseling, and crisis intervention. The Counseling Center serves as a resource to assist students in developing to their potential. The Counseling Center is operated by licensed therapists that are available to talk with students confidentially and make appropriate referrals when necessary. The Counseling Center can assist with making outside referrals in the student's home area to competent mental health professionals and agencies as necessary. The Counseling Center is linked with ULifeline.com, a web based helpline, featuring a 24 hour hotline and many online resources, with some specific to armed service members. See link to ULifeline.com <http://www.jedfoundation.org/main/Home.html>

Students with Disabilities

Upon students' self-identification and request for accommodations, The College provides students with disabilities with the support services and other reasonable accommodations and adheres to the provisions of the Americans with Disabilities Act (ADA). The student has an obligation to self-identify that he/she has a disability and needs accommodation, and all accommodations are made on a case-by-case basis. The student must submit medical documentation which has been completed by a physician, psychologist, or learning disabilities specialist to establish the existence of the disability and the need for specific accommodations. The student is required to meet with the Dean of Academic Services to review the accommodation plan. To ensure that all online content created by The College of Westchester is broadly accessible to its students with varied learning characteristics, instructional design and online production staff will create course content that conforms to Web Content Accessibility Guidelines Level A, as published by The World Wide Web Consortium's Web Accessibility Initiative (W3C-WAI). Likewise, all content will conform to Section 508 standards on intranet and internet information and applications, as published by the U.S. General Services Administration (GSA). The College of Westchester will continue to monitor emerging standards for accessibility to ensure its materials conform to emerging expectations and provide the best possible level of access for students and faculty.

DIRECTIONS TO CW

Northern Westchester/Putnam County

I-684 South to I-287 West to Exit 5. Left off ramp to traffic light. Left onto Tarrytown Road. At 4th light turn right onto Central Avenue. College is 2 blocks down on left.

Rockland County/North Jersey

New York State Thruway across Tappan Zee Bridge to Exit 8 onto I-287 East to Exit 5. Straight off ramp to 4th light. Turn right onto Central Avenue. College is 2 blocks down on left.

Connecticut

South on I-95 or Merritt Parkway to I-287 West to Exit 5. Left off ramp to traffic light. Left onto Tarrytown Road for five lights. Right onto Central Avenue. College is 2 blocks down on left.

Lower Westchester/Bronx

(A) WEST - Saw Mill River Parkway North to New York State Thruway to I-287 East then follow Rockland County directions.

(B) CENTRAL - Bronx River Parkway North to Westchester County Center Exit 22. Turn left. College is straight ahead 2 blocks on left.

(C) EAST - I-95 North to Exit 21 onto I-287 West then follow Connecticut directions.

Public Transportation

The college is convenient to all public transportation. Many Westchester Bee-Line buses stop two blocks from The College at the County Center. #20 bus stops 1/2 block away. The White Plains Bus Depot/R.R. transportation center for all buses and Metro North, is a 10 minute walk from college or a 5 minute ride on #20 bus. All Bronx subways have connecting buses to White Plains.

STUDENT FINANCIAL SERVICES

Students should meet with a Student Financial Assistance Counselor who will conduct a confidential analysis detailing the funds available to finance their education. In addition to federal and state funded programs, The College offers a variety of institutional scholarships, grants and payment plans each year.

IDENTIFICATION CARDS

All students who are attending The College of Westchester must obtain photo identification cards which allow them to enter the building, to use the Library and The Learning Center, and to attend special events. IDs are validated every term for each session with the appropriate color coded term sticker. These stickers are “stamped” during the beginning of each term by the Security Department. Proper CW credentials are required to enter the building at all times. Failure to comply can result in disciplinary actions. ID cards may be obtained in the Library. There is a fee to obtain a duplicate ID card if the card has been lost.

IMMUNIZATION REQUIREMENTS

New York State Public Health Law requires all college students born on or after January 1, 1957 wishing to register for and attend classes to provide proof of immunity to measles, mumps and rubella in order to attend college. Students in online programs do not need to submit immunizations records. Not complying with these state mandated requirements on a timely basis may result in exclusion from classes.

The following are acceptable:

1. Physician proof of vaccine administered on or after the first birthday. For measles, this must include two doses of live measles vaccine. Mumps and rubella require one

- dose or;
2. Documented laboratory blood tests which prove existing immunity to any or all three diseases or;
 3. Written documentation of medical or religious factors which prohibit the student from being immunized.

In addition, effective August 15, 2003, New York State Public Health Law requires The College to distribute information about meningococcal meningitis and vaccination to all registered students. Students are required to sign a Response Form indicating they had the meningococcal meningitis immunization within the past ten years (provide date), or will be immunized within 30 days, or have been provided with information about the risks and decided not to be vaccinated.

THE LIBRARY

The Dr. William R. Papallo Library offers a wide variety of information resources for library users who need to access its services in person or electronically. The Library is located on the first floor outside of the elevator and is staffed with professionals who offer research help both in the Library and classroom (on ground and online via Zoom).

The materials in the Library include books, academic periodicals, trade magazines, newspapers and DVDs. Library users are also welcome to use any computer workstation or its in-house laptops, Kindles and iPads. Our onsite book collection includes more than 4,000 titles and the majority may be borrowed overnight up to two weeks at a time, with a College of Westchester ID card. Our electronic book collection (e-Books), available through Ebsco eBooks, Books 24X7 and through Kindles, holds over 4,200 titles that can be accessed on or off campus through the CW Library website.

The Library has a distinct purpose – to ensure students have the resources they need to enhance and support their coursework and research. The Library is open six days a week and staffed with a librarian with an American Library Association accredited Master’s degrees in Library and Information Science. Interlibrary loan (ILL) books are books borrowed from other college and university libraries. Please contact a librarian two weeks in advance to make these arrangements. The lending library will set the due date for the materials and there is no cost to the student, staff or faculty borrower.

Students are offered increased options as to how they receive help – in person or online. Our electronic and online reference services include Text-A-Librarian and email. Additionally, the Library subscribes to databases for research purposes provided by the most respected academic library vendors to include EBSCO, Proquest, Gale and Mergent. All databases are available on or off campus with a CW username and password.

Library Code of Conduct

The mission of The College of Westchester Library is to provide patrons with an environment that is conducive to student learning and success. The CW Library has adopted the following Code of Conduct to ensure that all patrons are provided with the highest quality of service.

- All Library patrons will check in when entering the Library.
- Library patrons will be respectful and courteous to fellow patrons. Inappropriate or profane language and loud noises are prohibited. Patrons who are continuously disruptive will be asked to leave the Library and will be reported to the Dean of Academic Services.

- When leaving the Library, work space should be left neat and clean for the next user. Patrons should throw trash in bins located throughout the Library and outside the front doors.
- Head phones must be worn for any device that plays sound (includes but not limited to cell phones, laptops, and tablets).
- No food or drink is permitted in the Library with the exception of capped bottles.
- Borrowing materials from the Library is a privilege. All materials must be checked out or returned to Library staff before leaving the Library.
- A patron's personal belongings are their responsibility and should be kept with the patron at all times (includes but not limited to cell phones, wallets, bags, laptops, and clothing). Patrons should not ask the Library staff to watch or hold belongings

THE LEARNING CENTER

The goal of The Learning Center is to provide students with academic support in their course work and assistance in balancing college requirements with family and job responsibilities. The Learning Center is staffed by professional academic coaches and peer tutors and offers one-on-one tutoring, as well as group sessions. The Writing Lab offers new students the opportunity to meet with professional writing coaches on a weekly basis. The Learning Center is a comfortable, welcoming environment for students seeking a quiet area for individual or group study or to utilize the computer stations. CW utilizes [Brainfuse](#), an online tutoring service. Brainfuse provides a unique suite of tutoring, study, and collaboration tools that supports academic studies. Students are able to access Brainfuse's live, on-demand tutors for a variety of subjects, browse their extensive collection of academic lessons, send in a draft of paper for review, take a practice test, and use the collaboration tools, among many other options. The Learning Center welcomes students who require ESL assistance, as well as students requesting special accommodations.

LOCKERS

The College provides locker storage facilities as a convenience to students on a first-come, first served basis. Use of lockers is restricted to the storage of clothing, personal items, textbooks, etc. Such use is a privilege accorded to students in good standing during their period of matriculation and is revocable by The College at any time, without cause. The College reserves the right of access to the lockers at any time, for security and for safety reasons. At the end of each semester, all contents must be removed from all lockers in order for them to be cleaned by the maintenance staff. The College is not responsible for damage or loss of personal belongings.

MOODLE

Moodle, which stands for **M**odular **O**bject **O**riented **D**ynamic **L**earning **E**nvironment, is the learning management system (LMS) used by The College of Westchester. Many CW faculty use Moodle to enhance their face-to-face courses, or to provide fully online courses. Moodle is the place where faculty will post their course syllabi, post assignment details, or link to a variety of instructional materials.

ORIENTATION

Orientation provides the opportunity for new students to become acquainted with The College and with members of The College community, including faculty and administration. The program includes meetings with academic departments, a computer technology session, a Library orientation session, a student panel, and a tour of the building.

In the Online Division, orientation is conducted fully in the online environment. Students are able to participate in the various orientation sections in an asynchronous manner, and may enter their classes within Moodle up to one week before the start of class, in order to acclimate themselves to each course, and to participate in in-class orientation activities.

PARENTS' WELCOME PROGRAM

In the fall semester in October, parents of new Day students are invited to participate in the Parents' Orientation program which is designed to familiarize parents with the CW College experience. Parents meet with faculty, student success coaches, and staff to learn more about the academic programs and the support services available.

PARKING

Parking is available in CW's three parking lots located to the north and south of our campus, as well as on Fulton Street (across Central Avenue behind the bank – entrance is on Fulton Street). Handicapped parking is available in the north and south lots, and visitor parking is available in the north parking lot. Parking attendants are stationed in the north and south lots during the day sessions and during special events to direct, coordinate and assist with parking needs. All students and employees must display CW parking tags on their rear-view mirrors and must follow directions given by CW parking attendants. Failure to comply may result in disciplinary action. The College is not responsible for damage or loss to vehicles or their contents while parked on school property or when making use of any parking attendant assistance.

SECURITY PROCEDURES

Security Staff

Security staff is available at the front entrance of the building and are available during normal business hours until closing. Tours are conducted on campus throughout the day and evening along with regular visits to all parking lots and surrounding properties. Security personnel also provide escorting services to and from vehicles during late hours and/or upon request, vehicle assistance in times of need (when available) and surveillance monitoring. Security personnel can be reached at 914-831-0292. Visitors to The College of Westchester are required to be signed in at the front security desk. Students are not allowed to bring in guests without first getting approval from the Dean of Academic Services in advance. Students must display their identification cards upon entry to the building at all times; failure to do so may result in disciplinary action.

Loss of Personal Property

The College of Westchester does not assume responsibility for loss of books, other personal property, or damage to vehicles in the parking lots. A "lost and found" is maintained in the Academic Center. After thirty days, any lost articles that have not been claimed will be discarded. The Day Division does offer parking assistance and may offer valet services at times of need. Any damages made during transit and use of these services is handled by the parking provider.

Description of Campus Security Programs

A variety of crime prevention information is available to students and employees. Student information is provided through their Transformative Learning course, new student orientation, and the student handbook. Employee information is available in the employee handbook and through various publications made available to the employees. Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, Al-Anon, Alateen, Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the

Counseling Center.

Students can access information on registered sex offenders in the White Plains vicinity at <http://www.familywatchdog.us/>

Procedure for Reporting Security Violations

The safety and well-being of all members of our college community is of great concern. The College of Westchester is devoted to keeping the campus a safe place to attend classes. A daily crime log is maintained at the security front desk.

Potential criminal actions and suspicious activity or other emergencies should be reported in person to the Provost & Vice President of Academic Affairs or the Dean of Academic Services as soon as possible. When a report of an urgent situation is received, the Provost & Vice President of Academic Affairs, or the Dean of Academic Services will, if appropriate, contact Westchester County Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Dean of Academic Services will dispatch a designated employee or employees to lend assistance, and conduct the necessary follow-up. This procedure has been established in accordance with the Student Right-to-Know and Campus Security Act of 1992.

Monitoring of Off Campus Locations

The College of Westchester does not recognize any off-campus student organizations and therefore does not monitor such off-campus activity

Security Report for 2015

(Based on 2014 statistics)

The College of Westchester is proud of its excellent record of keeping our campus as crime free as possible. Our entire College community assists in this process of keeping the campus a safe place to attend classes and to work. This Security Report is mandated by the United States Department of Education in accordance with the Student Right-to-Know and Campus Security Act of 1992. In compliance with this mandate, we have compiled this report to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. A paper copy will be provided upon request from the Dean of Academic Services in the Academic Center. The contact number is 914-831-0433.

Campus Crime Statistics

According to the Campus Crime and Security Act, The College of Westchester is required to provide statistics on: occurrences on campus concerning criminal offenses reported to local police agencies and to the Public Safety Office; statistics for drug, alcohol, and weapons arrests on campus as reported to local police agencies and to the Public Safety Office; and data provided by the City of White Plains Police Department regarding criminal offenses surrounding the campus area. This area is defined as follows: all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop which is located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue; all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139-185) and Robertson Avenue (from 107 to 135).

In 2014, there was one incident of stalking and one incident of disciplinary action resulting from a drug abuse violation occurring on campus. On the property surrounding the campus, the City of White Plains Police Department reported that there was one drug abuse violation and six incidents

of domestic disturbances, which include domestic violence and dating violence. Statistics for 2015 will be available in October 2016 and located on the College's website at http://library.cw.edu/student_resource.html and also Campus Cruiser at <http://cruiser.cw.edu> on the Academic Center page.

CAMPUS CRIME STATISTICS

2012-2014

Table One: Criminal Offenses on Campus Property

Offense:	2012	2013	2014
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible Sex Offence	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Assault	0	0	0
Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	-	0	0
Dating Violence**	-	0	0
Stalking**	-	0	1

*Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)

**Crime statistics required for Annual Security Report 2015 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.

Table Two: Statistics for Drug, Alcohol, and Weapons Arrests on Campus Property

Arrests Related To:	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	0	0	1
Weapons possession	0	0	0

Table Three: Statistics for number of persons referred for disciplinary action for Weapons, Drug Abuse and Liquor Law violations that occurred on Campus Property

Offense	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	0	0	1
Weapons possession	0	0	0

Table Four: Arrests as reported by the City of White Plains Police Department on property surrounding the campus defined as: all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop (located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue), all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139 – 185), and Robertson Avenue (from 107 – 135).

Offense:	2012	2013	2014
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible Sex Offence	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Assault	0	0	0
Arson	0	0	0
Hate Crimes*	0	0	0
Stalking**	0	0	0
Domestic Disturbances**	-	1	0
(Includes Dating Violence & Domestic Violence)			

**Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)

**Crime statistics required for Annual Security Report 2014 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.

Table Five: Statistics for Drug, Alcohol, and Weapons Arrests on Property Surrounding the Campus

Arrests Related To:	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	3	1	1
Weapons possession	0	0	0

Table Six: Statistics for number of persons referred for disciplinary action for Weapons, Drug Abuse and Liquor Law violations that occurred on property surrounding the Campus

Offense	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	0	0

Description of Campus Security Programs

A variety of crime prevention information is available to students and employees. Student information is provided through their Transformative Learning course, new student orientation, and the Student Handbook. Employee information is available in the Employee Handbook and through various publications made available to the employees. Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, AlAnon, Alateen, Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the Counseling Center. Students can access information on registered sex offenders in the White Plains vicinity at <http://www.familywatchdog.us/>

Description of Sex Offense Awareness Programs

The College of Westchester has not had a sexual offense on its campus during this reporting period. Nonetheless, every student and employee of The College of Westchester is provided information regarding sexual offense awareness. Brochures are available and the topic is discussed in the Transformative Learning course. The Sex Offender Registration Act also requires each state to maintain a Sex Offender Registry. For New York State, the Registry is located at <http://criminaljustice.state.ny.us/nsor/>. Note that The College of Westchester does not provide any Information to that Registry, however, does access the Registry for information.

EMERGENCY PROCEDURES

Emergency Notification and Evacuation Procedures

The College of Westchester provides an emergency alert system through Cruiser Alert to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All students are required to register for Cruiser Alert and to keep their contact information up-to-date.

In the case of an emergency, students, faculty, and staff will receive an immediate notification through the Cruiser Alert channels they have designated (text message, phone message and/or e-mail alert) and will be provided with appropriate safety instructions. Unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, this notification will be sent. The College also has a campus public address system through which emergency announcements will be made as appropriate in the event of an emergency.

The President, Manager of Facilities and Campus Safety & Security, and Emergency Management Team are responsible for identifying and managing all emergency situations, including: notification to the community, alerting local authorities, and overseeing evacuation and other emergency procedures. The fire signal will also be utilized to alert all students, faculty, staff and visitors to exit the building without delay. The emergency notification system will be tested on an annual basis under the supervision of the Facilities Manager.

Emergency Preparedness Training

All students will receive emergency preparedness training during their first term in their Transformative Learning Course. This training will go over the college's Lockdown, Lock Out, Shelter In Place and Evacuation procedures. In addition, Lockdown and Fire Drills are conducted annually.

Fire Drills

Each year the College runs fire drills in all sessions, Day and Adult, to prepare staff and students with the procedures for evacuating the building. Students should exit their classrooms with their valuables (e.g. purses) and proceed to the nearest stairwell in a quick but orderly fashion. The faculty should turn off the lights in the classroom, and staff should close their office doors and proceed to the nearest exit. No one should take the elevator. Once outside, there should be a path left open in the parking lot to allow emergency vehicles to enter, if necessary. Once everyone is safely outside, there will be an "all clear signal" for everyone to return to the building.

Fire Emergency Procedures

1. Fire Signal - Bells and strobes.

2. When the Fire Signal is heard, all students, instructors, office personnel and visitors will leave the building without delay. Move rapidly, but do not run. A fire exit floor plan is posted in each classroom.
3. Instructors will be responsible for directing students to their designated fire exits.
4. Students nearest the windows will make sure certain windows are closed upon leaving the room.
5. The last person to leave a room will close the door.
6. Do not stop to take coats or books, but do not leave purses or personal items of value behind.
7. Move as rapidly as possible to your designated fire exit.
8. The first person to reach the fire exit door will open and hold the door open.
9. Do not stop directly outside the fire exit. Move outside and away from the fire exit.
10. If any exit is blocked or jammed, move in an orderly manner to next available exit without delay.
11. If disabled and unable to evacuate, stay calm and take necessary steps to protect yourself from any harm. If there is a working telephone, dial 911 and advise operator of current location or where you will be moving. It is recommended that you move to the closest stairwell and wait for emergency personnel, request persons exiting by way of stairway to notify the Fire Department of your location.
12. Once outside, move away from the building.
13. A member of the college faculty or administrative staff will give the order to return to class.

Lockdown Drills

Each year the College runs lockdown drills in all sessions, Day and Adult, to prepare staff and students with the procedures to follow in a lockdown situation. Students should lock classroom or office doors, turn out the lights, close blinds or cover any windows if possible, stay out of sights of doors and windows, out of sight and remain silent. If a student is in an open area during the drill, they should try to move quickly to an office or classroom where they can close the door, or stay in place and take cover, if available, to do your best to remain unseen. All students and employees should remain in lockdown until the “all-clear” is called and lockdown is lifted.

SNOW CLOSINGS OR DELAYED OPENINGS

While The College building may close due to inclement weather, or other non-weather related cause, classes will not be cancelled. Students must log onto Moodle and submit posted assignments in order to receive attendance credit. Students must sign up for the Cruiser Alert which will automatically send alerts regarding inclement weather. Student may also dial the College at 914-948-4442, ext. 766 (SNO) for the weather advisory recording. In addition, weather information will be announced on the following websites and cable television stations:

CW Moodle	moodle.cw.edu
CW My Cruiser	cruiser.cw.edu
CW Facebook	www.facebook.com/collegeofwestchester
CW Twitter	www.twitter.com/TheCofWOnline
Cable 12 TV	closings.news12.com
CBS 2	www.cbsnewyork.com
NBC 4	www.nbcnewyork.com

When a report of an urgent situation is received, the Dean of Academic Services will, if appropriate, contact Westchester County Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Dean of Academic Services will dispatch a designated employee or employees to lend assistance, and conduct the necessary follow-up. This procedure has been established in accordance with the Student Right-to-Know and Campus Security Act of 1992.

STUDENT CENTER

The Student Center is used for dining and for student activities including Orientation, the Student Reward Assembly, guest speaker presentations for Black History Month and Women's History Month, Honor Society Inductions, Honors Program meetings, and numerous social events for The College. The Student Center is for use by students, staff, and faculty only. Students are expected to respect their fellow students, faculty, and staff at all times. College administration and security staff reserve the right to intervene and prohibit any behavior that is judged to be disruptive in any way.

The following guidelines should be observed:

- Please be courteous to others – keep noise to a reasonable level.
- Please keep the facility clean – discard your trash and recycle.
- Please keep tables and chairs in their current location.
- Please do not sit on tabletops.
- Personal music and/or video devices must be used with headphones.
- Gambling is prohibited.
- Profanity and/or any type of disruptive behavior will not be tolerated on campus.
- Smoking or use of tobacco products is not allowed in the building.
- The use, possession or distribution of alcohol or controlled substances is strictly prohibited on CW's campus, and violation will result in disciplinary action.
- Inappropriate personal contact, behavior or threats of physical harm to anyone affiliated with The College will result in disciplinary action.

STUDENT EVENT FORM

If any student, faculty, or staff member wishes to hold an event in the Student Center, he/she must complete the "Request for Approval of Student On-Campus Event" which may be obtained from the Academic Center. This form must be submitted at least 6 weeks in advance of the event to ensure that approval has been granted for the event.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) exists to support and stimulate the academic, cultural, social, and physical welfare of all students at The College of Westchester and serves to make decisions on behalf of the entire student body. Comprised of a committee of equal participants, any student with the necessary commitment, interest, and time may be a member of the SGA. The SGA represents the best interest of students by sharing student concerns with The College administration, serving as a source for student representation on College-wide committees, recommending student activities, managing student events, and supporting official College programs, initiatives, and functions. The SGA is highly regarded by both faculty and students. It gives students the opportunity to exercise leadership, express opinions, and work together toward achieving common goals. In addition to student organizations, The College of Westchester provides students with the

opportunity to participate in a number of other activities. Every year, students enjoy such activities as holiday parties, the student/faculty/staff softball game, Club Days, extracurricular trips, and special events during Black History Month (February), Women's History Month (March), and Hispanic History Month (September). Furthermore, throughout the calendar year, students can involve themselves in community service projects such as participating in non-profit organizations' walk-a-thons, blood drives, and food/clothing campaigns for the poor and homeless.

SGA Newspaper – *Student Voices*

Published each semester, the SGA newspaper, *Student Voices*, is comprised of articles written completely by Day, Adult, and Online Division students about all aspects of students' lives. All students are encouraged to participate.

STUDENT SUCCESS COACHING

Student Success Coaches are dedicated to helping students get the most out of their college experience. Each new student is assigned a Student Success Coach, a trained professional, who oversees the student's success and progress at The College. The one-on-one coaching sessions are designed to address each student's particular needs. Students and coaches work together to develop proactive strategies to address academic concerns and life challenges.

TESTING CENTER

The Testing Center, located on the second floor, offers a wide variety of services for The College community. Admissions and academic assessments assure proper course placement for applicants and students. Students can also schedule test outs and makeup exams with the approval of advising and/or instructional staff. Students in the Allied Health programs can take American Medical Technologists (AMT) and National Healthcareer Association (NHA) certification tests in the Testing Center after completing their programs. Professional test administrators and technical support staff are available to assist in all aspects of certification testing.

Proctored Exams

Exams for online courses may be proctored by a remote software authentication system. In order to identify students for high stake exams such as mid-term or final exams, a government-issued picture ID, such as a driver's license or passport must be presented at the beginning of the session. Also, be aware that proctored exam time is based on the U.S. Eastern time zone.

VISITORS

Children and/or relatives may not accompany students to the College. All visitors must show ID and sign in at the security desk in order to obtain a Visitor Pass. If a student wants a friend or acquaintance to sit in on a class, the student must obtain a Classroom Visitor Pass at the Academic Center.

CONSTITUTION DAY

The day was first designated by Congress in 1952, and in 2004 the Congress required all educational institutions that receive Federal funding to hold an educational program pertaining to the Constitution. The College of Westchester marks Constitution Day with various programs and events focused on educating students on this important document which built the foundation of our nation.

VOTER REGISTRATION

The College of Westchester distributes and makes widely available a mail voter registration form to each student enrolled at and physically attending the institution by electronically transmitting to each student a message containing an acceptable voter registration form or an internet address where that form can be downloaded which is: <http://www.elections.ny.gov/VotingRegister.html>.

Students can check their voter status here: <https://voterlookup.elections.state.ny.us/votersearch.aspx>

ACADEMIC RECOGNITION

DEAN'S LIST AND PRESIDENT'S LIST

Students who have completed a minimum of twelve (12) degree credits at the time of evaluation will be eligible for the Dean's List or President's List. Students who have a grade point average of 4.0 (A) will be eligible for the President's List. Students who have a grade point average of 3.0 (B) or better, with no grade lower than 2.0 (C) will be eligible for the Dean's List. Basics of Mathematics and Basics of Communications are not counted as degree credits for determining the Dean's List and President's List.

Full-time Day Division students will be evaluated at the end of each semester. Full-time Adult Division and Online Division students will be evaluated twice a year, at the end of the Fall II term and at the end of the Spring II term. Part-time students (Day, Adult and Online) will be evaluated once a year in August for the period from September to August.

If a student does not meet the minimum number of twelve credits at the time of review, the credits do not carry over into the next review period. Names on the Dean's List and President's List will be posted in the academic hallway outside of the Academic Center. Hard copy Dean's and President's List certificates may be printed by request through the Academic Center.

GRADUATION REQUIREMENTS AND AWARDS

The graduation ceremony is held once each year the last Thursday in May at the Westchester County Center. All students who have completed their Associate or Bachelor's degrees are invited to participate. Day students who are completing their degree requirements in the Spring Semester, and Adult and Online Division students in the Spring II term are permitted to participate in the ceremony, but they will not receive their degrees until all their requirements are completed. 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. All graduates must have a minimum grade point average of 2.00 in order to be eligible to graduate. Associate degree students must have completed 66 credits and Bachelor's degree students must have completed 120 credits. The Registrar clears all potential graduates. All potential graduates must complete the Graduate Exit Form.

Graduation Honors

Honors recognition is earned by degree candidates whose grade point average for all completed study is 3.5 or higher. Graduates receive the following designated honors: **summa cum laude:** 3.90 - 4.00, **magna cum laude:** 3.70 - 3.89, **cum laude:** 3.50 - 3.69. Honors graduates wear honor cords at Commencement.

Graduation Awards

The Dr. Milton E. Cagan Memorial Award

Every academic year selected Associate degree and Bachelor of Business Administration degree graduates receive the Dr. Milton E. Cagan Award in memory of the former president of The College of Westchester. Recipients are selected according to the following criteria: academic

achievement; overall service to the college, its student body and society in general; and attitudes and characteristics exemplifying the desire to succeed in college, at work and in social life.

Departmental Awards

The Excellence in Digital Media Award

The Excellence in Digital Media Award was established in 2004. This award recognizes students who have demonstrated outstanding creativity, initiative, and commitment, while excelling beyond course and curriculum requirements. The recipients of this award also exhibit a genuine commitment to The College, as well as to other students in the community.

The Computer Network Administration Award

This award recognizes outstanding Computer Network Administration graduates. The recipients are selected according to the following criteria: academic achievement and exceptional work ethic, overall service to The College, accomplishment of information technology certifications, attainment of relevant information about current industry issues, learning opportunities, best practices and standards, insight that focuses on staying engaged and ahead in the IT industry.

The John F. Sterling Business Administration Award

This award recognizes outstanding Business Administration Management/Marketing graduates in honor of Mr. Sterling, the former regional Vice President of South-Western Publishing Company and a longtime friend of The College of Westchester. The student selected for this award must be a Business Administration Management/Marketing student and have the characteristics exemplified by Mr. Sterling: academic excellence in marketing, effective communication skills and an orientation toward sales.

The Marc Polcek Memorial Accounting Award

The Marc Polcek Memorial Accounting Award was established in 1999. This award is named in honor of Mr. Marc Polcek, a respected and important Accounting instructor and chairperson. The student selected for this award must be a Business Administration Accounting/Computer Applications major and have the characteristics exemplified by Mr. Polcek: academic excellence in accounting, overall commitment to The College and to other students, and student leadership and/or community service.

The Allied Health Award

This award recognizes an outstanding Health Information Management or Medical Assistant Management graduate. The student selected for this award, in addition to demonstrating academic excellence, must also demonstrate that they have positively impacted the lives of other students on campus or people they have interacted with in their community.

HONORS PROGRAM

The Honors Program at The College of Westchester offers an enriched course of study for exceptional students. Eligibility is based upon performance in high school or college and a personal essay. Students must complete an application form. Students accepted into the Honors Program will complete three Honors Projects while pursuing their degree. Students may complete a special project, paper, or other research beyond the regular coursework outlined in the course syllabus. Students must maintain a grade point average of 3.0 in order to maintain membership in the Honors Program. Honors Program graduates wear a stole over their gowns at Commencement.

HONORS RESEARCH SEMINAR (BBA DEGREE)

The Honors Research Seminar for BBA students is designed to introduce high-achieving BBA

students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. Eligibility includes junior status, a minimum 3.5 grade point average, demonstrated research ability, and recommendations from BBA faculty. Students who complete the Honors Research Seminar wear a stole over their gowns at Commencement. They are also recognized at one of two honors ceremonies each year, either in April or October.

HONOR SOCIETY - PHI THETA KAPPA (ASSOCIATE DEGREE)

Phi Theta Kappa is an international honor society for two-year colleges. Eligibility in this prestigious organization is based on outstanding academic achievement and is an honor that is a valuable addition to the college experience and career resume. Students must have a cumulative grade point average of 3.5 or higher with a minimum of twelve completed degree credits in order to be eligible for membership and to maintain membership. Membership in the CW chapter, Beta Pi Gamma, affords students access to scholarships and leadership opportunities. There are two induction ceremonies each year, one in April and one in October.

HONOR SOCIETY - SIGMA BETA DELTA (BBA DEGREE)

The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement. Membership in Sigma Beta Delta is the highest international recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must have completed 72 credits and rank in the upper 20 percent of the junior or senior class and be invited to membership by the faculty officers. Members are eligible to compete for the Society's various annual fellowship awards.

OUTSTANDING DETERMINATION AWARD

Day Division Associate Degree Award

Students who exemplify the drive, desire and determination to succeed deserve proper recognition. The faculty of The College of Westchester will make the selection of individuals for the Outstanding Determination Award.

PERFECT ATTENDANCE AWARD

Students who have achieved perfect attendance are recognized at special college events and they receive a certificate. Perfect attendance shows to prospective employers the student's sense of self-discipline, responsibility, commitment and maturity.

SCHOOL SPIRIT AWARD

Day Division Associate Degree Award

The School Spirit Award is designed to recognize the contributions of Day Division students who demonstrate extraordinary enthusiasm and participation in student life at CW. Criteria for this award include outstanding contributions to a club or other student activity.

STUDENT OF THE SEMESTER

At the end of each semester, students who have earned a minimum 3.8 grade point average are eligible to be selected by the faculty as Student of the Semester based on their academic achievement and effort. In the Day Division, the Student of the Semester receives a certificate at the Student Reward Assembly.

At the end of Fall II Term and at the end of Spring II Term, students in the Adult Division and

Online Division who have earned a minimum 3.8 cumulative grade point average are eligible to be selected by the faculty as Student of the Semester based on their academic achievement and effort. The Student of the Semester in the Adult Division will receive the certificate at a special student meeting. The Student of the Semester in the Online Division will receive the certificate via email.

ACADEMIC POLICIES

ACADEMIC HONOR CODE

At The College of Westchester we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. Students are expected to maintain high standards with regard to honesty in the submission of all written work and exams. The use of an outside source in any paper report or submission for academic credit without the appropriate acknowledgement is plagiarism. It is unethical to present as one's own work, the ideas, words, or representations of another without the proper indication of the source. A student who falsifies or copies an assignment, term paper, or examination answers will be subject to receiving an "F" for the assignment or subject to failing in the course involved and the student may be dismissed from The College. Students are not permitted to use any technological devices such as cell phone, iPads, Blackberries or other devices while taking examinations. In addition, students are expected to abide by The College's policy regarding acceptable use practices of the Internet and the Computer Usage Policy.

ADD/DROP AND WITHDRAWAL

A student wishing to change courses may do so only within the designated days of the Add/Drop period or the Drop period for the Online Division and receive a grade of "DP" (dropped, no credit).

In the Day Division, the first eight calendar days of the semester are designated as Add/Drop, not including holidays. A student may not register for a course after the end of the Add/Drop period. The next forty-five (45) calendar days following the Add/Drop period are designated as the Withdrawal period during which time a Day student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

For Adult Division for Evening courses, the first fourteen (14) calendar days of the term are designated as Add/Drop, not including holidays. A student may not register for a course after the end of the Add/Drop period. The next twenty-five (25) calendar days following the Add/Drop period are designated as the Withdrawal period during which time an Adult College student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

In the Adult Division for Saturday courses, the first eight (8) calendar days of the term, starting with the first day of class, are designated as Add/Drop, not including holidays. A student may not register for a course after the end of the Add/Drop period. The next twenty-five (25) calendar days following the Add/Drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

For Online courses, the first eight (8) calendar days of the term are designated as Drop only. If the last day of the Drop period falls on a holiday, the Drop period will be extended to the next day. A student may not register for a course after the term has started. The next twenty-five (25) calendar

days following the Drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of “WD” (withdrawal, no credit). After this period, a withdrawal will result in an “F” grade for the course. Please refer to the catalog or its addendum for refund and withdrawal policies that may affect financial responsibility.

Administrative Withdrawal (Stopped Attending)

If a student has not attended classes, or has no academically related activities in online courses for a two-week period and the student has had no contact with The College regarding reasons for non-attendance, the student will be administratively withdrawn. The withdrawal date is determined from The College’s attendance records and the last date of attendance will determine the calculation for the return of Title IV funds, whether the student withdraws officially or unofficially.

CHANGE OF MAJOR POLICY

Students may change their major at any time during their enrollment at The College. All attempted credits and grades from the prior academic program will continue to be calculated into Standards of Academic Progress. Students wishing to change their major must meet with an academic advisor and Student Financial Services. A change of major may result in extended graduation date and/or impact financial aid eligibility.

ACADEMIC STANDING

The College of Westchester expects matriculated students to maintain satisfactory academic standing to continue to be enrolled at The College. Students who do not maintain a minimum of a 2.0 cumulative grade point average will have academic sanctions imposed. No student will be graduated with a cumulative grade point average (CGPA) below 2.0. Satisfactory academic progress is measured by a qualitative standard; students must maintain a minimum cumulative grade point average (CGPA) at the end of each semester or term the student has completed as noted in the chart in order to continue matriculation. Satisfactory academic progress to maintain eligibility for federal and state financial aid includes both a qualitative and quantitative standard. Please refer to the Student Financial Services section of the catalog for further information.

STANDARDS OF ACADEMIC PROGRESS (SAP)

Academic progress is evaluated qualitatively (CGPA) at the end of every fifteen week semester for Day students, and at the end of Fall II, Spring II and Summer terms for Adult Division and Online Division students. If a student does not meet the minimum cumulative grade point average as outlined in the chart below, he/she may be academically suspended. Additionally, if a student meets the minimum cumulative grade point average for Standards of Academic Progress, but is below a 2.0, he/she will be placed on Academic Probation. *If a student does not meet the minimum requirements of the chart below, he/she may be suspended from The College.* Students who withdraw from the College within the Withdrawal Period (as defined under Add/Drop and Course Withdrawals) of their first semester, with all WD grades, for qualitative purposes, will not be evaluated for SAP. For financial aid regulatory purposes, WD grades will be evaluated for both qualitative and pace (quantitative) components to maintain Federal Title IV and State aid eligibility.

Associate Degree (66 credits)		Bachelor’s Degree (120 credits)		Certificate Program (36 credits)		Certificate Program (48 credits)	
Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required
0 – 6	0.00	0 – 6	0.00	0 – 6	0.00	0 – 6	0.00

7 – 15	0.80	7 – 15	0.80	7 – 15	1.25	7 – 15	1.25
16 – 30	1.25	16 – 30	1.25	16 – 30	1.50	16 – 30	1.50
31 – 45	1.50	31 – 45	1.50	31 – 45	2.00	31 – 45	1.80
46 – 60	1.80	46 – 60	1.80	46 +	2.00	46 +	2.00
61 +	2.00	61 +	2.00				

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

Academic Probation

A student whose cumulative grade point average falls below 2.0 is placed on Academic Probation as an academic warning that the student must raise his/ her grades to a satisfactory level. Various academic sanctions may be applied including limiting the credits the student is registered for in the subsequent term, repeating courses that he/she failed, required meetings with academic advisors, and required tutoring.

If a student’s cumulative grade point average falls below the minimum GPA required to meet the Standards of Academic Progress as detailed in the chart above, the student may be Academically Suspended without first being placed on Academic Probation. If the student is placed on a second Academic Probation, it is considered final probation. If the student fails to meet minimum 2.0 GPA for a third time, the student will be Academically Suspended. (see section on Student Financial Services for financial aid sanctions).

Academic Suspension

Academic Suspension is a separation from The College imposed when a student has failed to Meet the minimum cumulative grade point average required for satisfactory academic standing. Suspended students may be considered for reinstatement after 12 consecutive months and will be placed on Academic Probation upon their return. The student must also consult with the Office of Student Financial Services to determine his/her eligibility for financial aid.

Academic Dismissal

Academic Dismissal is a permanent separation from The College imposed when a student has been Academically Suspended once and has been reinstated, but fails to meet the required minimum cumulative grade point average again. There is no appeal available for a student who has been Academically Dismissed. A student may also be dismissed for conduct.

APPEAL FOR ACADEMIC WAIVER

Students who have been Academically Suspended from The College for failing to make satisfactory academic progress may appeal for an academic waiver. The student should write a letter of appeal to the Academic Progress & Student Life Committee.

The following criteria must be met in order to qualify for an academic waiver of academic standards:

- The student must show, with adequate written documentation, that there were mitigating circumstances (i.e. health problems, death in the family, etc.) that contributed to his or her failing to make academic progress.
- The student must also show, with adequate documentation, that these circumstances will no longer interfere with his or her pursuit of academic progress. In the event that

the extraordinary circumstances do not involve documentation from a doctor, hospital, police department, etc., notarized letters from objective third parties will be required.

- The student can be granted only one academic waiver during his/her attendance at The College of Westchester.
- Academic waivers can be granted only if the student has the ability to be in good academic standing after the subsequent semester/term.
- The granting of an academic waiver is not an automatic process. It will be up to the Academic Progress & Student Life Committee to properly review the documentation submitted in order to make a decision.
- Once a decision has been made, the student will be informed in writing. A copy of the decision will be put in the student's academic file and the student's financial aid file.
- Should you have any questions regarding this procedure, please contact the Dean of Academic Services, whose office is located in the Academic Center.

Students should refer to the section in the catalog on Finances and Financial Assistance for Satisfactory Progress for Financial Aid Eligibility and the Financial Aid appeal process which is separate from the academic appeal process. Students must meet standards of academic progress in order to maintain eligibility for financial aid.

APPEAL OF ASSIGNED GRADE

Academic decisions rest solely within the discretion of The College. Students who believe that an error has been made in an academic determination, including grading decisions, should discuss with the instructor or appropriate administrator the basis upon which the academic decision was made. If, after this review of the student's performance, the student disagrees with the determination, the student should make a written appeal within ten days of the determination to the department chairperson stating the basis upon which the determination is questioned and requesting a departmental review. If, following the review by the department chairperson, the student is not satisfied with the departmental decision, final appeal may be made in writing to the Provost & Vice President of Academic Affairs. The decision of the Provost & Vice President of Academic Affairs will be final.

ALERT LISTS

Students who are at risk due to poor academic performance and/or absenteeism are reported to the Academic Center by their faculty for inclusion on the Early Alert, Midterm Alert, and End of Semester Alert lists. Students at risk meet with an advisor in the Academic Center to determine strategies for becoming successful. Recommended strategies include regular meetings with the advisor and regular meetings with a tutor.

ATTENDANCE

CW is officially an "attendance taking institution" and therefore, students enrolled in on-ground courses must have physical attendance in the classroom in order to maintain enrollment.

Inclement Weather

On occasion, The College of Westchester may need to close the building due to inclement weather. In these cases, classes are never canceled but rather held remotely via Moodle.

Online Course Attendance

Attendance in online courses is determined by a predetermined list of academically related activities completed within Moodle, including but not limited to, submitting an academic assignment, taking

an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums. Attendance in online courses is recorded automatically through Moodle activity.

Student Attendance Exceptions

Sometimes student absences are unavoidable and a result of a severe hardship. A student may request that a faculty member waive select absences when calculating his/her grade in light of these hardships. Such a request should be made by the student, with documentation to support request, when appropriate. Examples of possible excused absences are:

- Hospitalization and/or miscellaneous medical circumstances
- Court appearances and/or miscellaneous legal obligations
- Death in the family/Bereavement
- Employment related obligations
- Natural or man-made disasters
- Jury Duty
- Military duty

It is at the discretion of the faculty to determine which, if any, absences will be considered as “excused” and how that will affect the student’s final grade.

CLASS STANDING DETERMINATION

In order to advance to the next grade level, students must earn a certain number of credits:

Class Standing	Credits
Freshmen	0 through 24
Sophomore	25 through 60
Junior	61 through 90
Senior	91 or more

For example, at the end of your first two semesters (Day Division) or first four terms (Adult Division), you do not become a sophomore unless you have earned at least 24 credits (including transfer credits). Please refer to the Financial Assistance section for aid impact to grade level.

DEGREE DLASSIFICATIONS

AAS	Associate in Applied Science
AOS	Associate in Occupational Studies
BBA	Bachelor of Business Administration
BS	Bachelor of Science

FULL-TIME STATUS

In the Day Division a minimum of twelve academic credits each semester is required for Full-Time status. In the Adult Division and the Online Division a minimum of six credits each term is required for full-time status.

GRADEING SYSTEM

Academic achievement at The College of Westchester is based on the following system:

Grade		Numerical Credit Value	Grade Point Value Per Grade
A	Excellent	95-100	4.00
A-		90-94	3.75
B+		86-89	3.50

B	Good	80-85	3.00
C+		76-79	2.50
C		70-75	2.00
D		60-69	1.00
F		Below 60	0.00
Fail	Failure for Pass/Fail course		
UF	Unauthorized Failure***		
FR	Failed Course/Repeat		
P	Pass		
Pass	Pass for Pass/Fail Course		
WD	Withdrawal, No Credit		
DP	Dropped Course, No Credit		
I	Incomplete		
INC.	Incomplete for Pass/Fail course		
IC	Internal Transfer Credits		
TO	Test Out*		
TR	Transfer Credit Accepted		
AUD	Audit (No Credit or Grade)		
EX	Exempt*		
S	Satisfactory		
U	Unsatisfactory		

*Requires additional elective

**Students who receive a grade of “U” must repeat the course.

***UF (Unauthorized Failure) is assigned when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

GRADE POINT AVERAGE – COMPUTATION EXAMPLE

COURSE	GRADE	PTS		CREDITS	TOTAL POINTS EARNED
Business Organization	B	3	X	3	9
English Composition II	B	3	X	3	9
Principles of Accounting I	C	2	X	3	9
Business Law	C	2	X	<u>3</u>	<u>9</u>
				12	30
<u>30 Quality Points</u> = 2.5 Grade Point Average					
12 Credits					

The grade point average is computed by multiplying the credits for each course by the grade point value of your final grade. The total of your grade points for all of your courses divided by the number of credits attempted will equal your grade point average for the semester or term. Total grade points earned for all semesters/terms divided by the total credit hours attempted for all semesters/terms will equal your semester cumulative (overall) grade point average. Credits transferred from other institutions are not included in the cumulative grade point average.

LEAVE OF ABSENCE

It is expected that students will fulfill the requirements for the degree or certificate by registering

for successive sessions. However, if emergency medical, family, military active duty or other extenuating circumstances require students to interrupt their studies for a short period of time, a leave of absence may be granted at the discretion of an advising professional, not to exceed 180 days in a twelve month period. Each Leave of Absence will be evaluated on a case by case basis. Documentation supporting the request for a Leave of Absence is required. A Leave of Absence will not be granted once a student begins the term/semester. Should a student need to leave after he/she begins the term/semester, the student will be treated as a withdrawal.

The Leave of Absence application form may be obtained from the Academic Center. Required documents must be submitted by determined deadline for the Leave of Absence to be processed. The student must meet with an advising professional to discuss the request for a Leave of Absence. Students who are approved for a Leave of Absence will be considered enrolled at The College until the end of the approved Leave of Absence date. Taking a Leave of Absence will alter a student's date of program completion. Students are responsible for meeting all deadlines for tuition payments and student financial assistance applications. If a student does not return to The College at the end of the Leave of Absence, the student will be officially withdrawn with the student's last date of attendance.

INVOLUNTARY LEAVE OF ABSENCE

The Director of the Counseling Center and/or the Dean of Academic Services may determine that a Leave of Absence may be granted based on medical, psychological, or safety factors if it would be in the best interest of the student or The College. This action may be taken if, in the opinion of either the Director or Dean, a student exhibits behavior which creates, continues, or presents a risk of harm to the physical or mental health of the student concerned or others. This leave will be processed through the office of the Dean of Academic Services. It is subject only to a written appeal to the Academic Progress and Student Life Committee within five business days after written notification. Any appeal must include adequate documentation that these circumstances will no longer interfere with the student's pursuit of academic progress. The Director of the Counseling Center and/or the Dean of Academic Services must consent to the readmission of any student who is granted or placed on a medical or psychological leave of absence, in addition to the student complying with any other conditions for readmission that may have been imposed. Students will be required to submit documentation from a psychologist or mental health practitioner supporting the student's request to return to The College.

MATRICULATION

A person is considered matriculated when he/she has met all of the following:

1. Student registered in courses has a minimum cumulative grade point average of 2.00 in courses completed at CW.
2. Has met the admissions criteria for acceptance (see Admissions section in catalog).
3. Has completed The College's assessment process.
4. Has been accepted as a degree or certificate candidate.

NON-MATRICULATION

Students may enroll as ICC (Individual Credit Course) non-matriculated students. Such students:

1. Are not eligible for federal or state financial aid.
2. Are not eligible to receive career placement assistance from the Office of Career Services. An exception will be made for any non-matriculated students who have registered for courses through the Workforce Investment Act (WIA). WIA enrolled students will have access to career placement assistance for six months immediately following the successful completion

of their coursework. Once this six month period has elapsed WIA, students will no longer be eligible to receive any further career placement assistance.

3. Have access to The Learning Center during the time they are enrolled in coursework at The College of Westchester. However, non-matriculated students are limited to a maximum of ten (10) hours of course specific, direct tutoring from The Learning Center personnel for each course they are registered for. Unused tutoring hours from one course are not eligible to be rolled over into any other courses that a non-matriculated student may be registered for.
4. May accumulate no more than fifteen (15) credits without approval from the Dean of Academic Services. WIA programs with more than 15 credits are the exception.
5. May apply for matriculation by following standard protocol and meeting the cumulative GPA requirement of 2.00. Accordingly, if a non-matriculated student wants to enroll in a degree or certificate program, he/she must complete the admissions process in order to be accepted and proceed through all normal admissions steps.

MOVE FROM MATRICULATION TO NON-MATRICULATION

Students who failed to make satisfactory progress toward a degree or certificate and had their matriculated status terminated, may pursue courses as a non-matriculated student, with no financial aid benefit, and with approval from the Dean of Academic Services. If such students achieve a cumulative GPA of 2.00, matriculation may be reinstated if all other standards of progress are met.

MILITARY LEAVE

Active-duty and reserve military students who are deployed overseas and provide appropriate Documentation can return without academic or financial penalty. Active-duty students who are deployed and reserve - military students who are involuntarily activated for military service will receive WD grades which carry no academic penalty. In addition, if a student is deployed, The College will issue an administrative credit to cover the balance for the term. Contact directly cwveterans@cw.edu for assistance.

Military dependents (who are active students) who must leave college because their families are moving due to redeployment relocation and provide appropriate documentation, may be treated in the same manner as military students and can receive WD grades which carry no academic penalty. In addition, we will issue an administrative credit to cover the balance for the term. Contact directly cwveterans@cw.edu for assistance.

Test-Outs for Exemptions from Courses

Students may be exempt from a course based on demonstrated competence. Students may take proficiency exams in the subject areas of English Composition I and II, Basics of Mathematics, College Mathematics, College Algebra, Emerging Information Technology, Financial Accounting I and II, Microsoft Office 2010 Applications (Word, PowerPoint, and Excel), Medical Terminology, and Medical Ethics. Students may be exempt from Transformative Learning if they have successfully completed a freshman seminar course from another college (credit bearing or not) or have earned a college degree or have obtained 15 or more college credits with a minimum overall GPA of 3.0. Appropriate electives in these areas would replace these courses to fulfill graduation credit requirements. Test-outs must be arranged through the Testing Center by appointment.

TRANSFER OF CREDITS

Students who wish to transfer in credits to The College of Westchester from another institution must submit an official transcript to the Registrar for official evaluation. Students who wish to

request an official transcript of their academic record at The College of Westchester must complete the Transcript Request Form available at the Academic Center. There is a \$10 fee for each official transcript request. Transcripts may be ordered on the website at www.cw.edu. Click on the “Resources” tab on the top right hand side of the page and then click on the “Transcript Request Form.” Students may also fax a request to 914-428-0081 with current name, address, and phone number, and credit card information and the address to mail the transcript. If a student requests a duplicate copy of his/her degree, the cost is \$30.00.

Transfer Credit Policy

Students who wish to transfer in credits to The College from another institution must submit an official transcript to the Registrar for official evaluation. Courses completed at accredited institutions of higher education recognized by Council for Higher Education Accreditation (CHEA) and recorded on official transcripts may be awarded credit under the following conditions:

1. A maximum of 21-30 credits towards a Certificate program, a maximum of 42 credits towards an Associate Degree and a maximum of 90 credits towards a Bachelor’s Degree from all combined accredited two-year and four-year institutions and training programs may be granted based on the applicability to the chosen program of study. All transcripts and other forms of training documentation must be formally evaluated by the Office of the Registrar to determine the specific credits that are applicable based upon the program for which the student registers.
2. A grade of C (2.0) or above is required for each course accepted in transfer.
3. Courses that are equivalent in credit/contact hours may be accepted in transfer.
4. Courses that are equivalent in content to required courses in the student’s academic program may be accepted.
5. A combination of courses and credits can be considered equivalent to one course at The College of Westchester.
6. Technology courses that have been completed within the last three years are acceptable for transfer. Any technology course that was completed more than three years prior to transfer requires a review of the course description and/or course syllabus.
7. If a student has successfully transferred in English Composition and/or a College Mathematics course and the official transcript has been received by the Registrar, the student will not be required to take Basics of Communication and/or Basics of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Basics of Communication and Basics of Mathematics before being eligible to receive transfer credit for upper level English and Mathematics courses.
9. Students with an earned Associate Degree or its equivalent from The College of Westchester** or other accredited higher education institution recognized by the Council for Higher Education (CHEA) may be accepted as 2 Year transfer students into a Bachelor’s Degree program with a junior level status, in most cases. These applicants must meet all admissions requirements published in The College catalog and have a minimum grade point average of 2.5* from their prior college(s). Other program competencies may be satisfied through prior course credits, earned official prior learning assessment or through credits earned while pursuing required bachelor’s coursework. (See Program Competency Requirements).
10. The College of Westchester will limit academic residency to twenty-five percent or less of the degree credit requirement for all degrees for active-duty service members and their adult family members (spouses and college-age children). In addition, there are no “final year” or

“final semester” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

The evaluation of transcripts for the purpose of determining transferable credit is done on an individual course basis by the Registrar. All courses accepted in transfer will receive a grade of “TR” and will not count towards a student’s grade point average.

Official transcripts should be received prior to the session in which the student plans to start in order to allow sufficient time for evaluation. If the official transcript is required for a pre-requisite, the student will not be allowed to take a higher level course without the official transcript. Official transcripts received after the third term or second semester will not be accepted. Exceptions may be granted by the Dean of Academic Services.

A student may bring a grade report or unofficial record for a preliminary evaluation while waiting for the official record to arrive at CW. The student should request that an official transcript be mailed to: Transfer Credits, Office of Admissions, The College of Westchester, 325 Central Avenue, Box 710, White Plains, New York 10602.

**The cumulative grade point average will be calculated as an average of all the grade point averages earned from other colleges.*

***Graduates of the Medical Assistant Management (MAM) and the Health Information Management (HIM) programs at The College of Westchester might not meet complete full 2 year transfer of credit into the Business Administration, Business Administration Management, or Business Administration, Accounting baccalaureate programs.*

TRANSFER AGREEMENTS

Students who wish to continue their education after attendance at CW are able to transfer credits to other institutions based on that institution’s transfer policy. The College currently maintains Articulations/Transfer Agreements with certain other institutions of higher education. A current list of such institutions may be found at cw.edu/transferagreements. This list is updated periodically. Each individual agreement covers specific courses and credits with institutions who have agreed to accept CW credits. Students should consult with the Dean of Academic Services with questions regarding these transfer agreements with other schools.

COLLEGE POLICIES AND PROCEDURES

ANTI-DRUG AND ALCOHOL POLICY

The College of Westchester has a *no tolerance policy* regarding the use of drugs and alcohol or being under the influence of drugs or alcohol on its property or surrounding property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or an illegal drug by a student or employee on property at The College of Westchester is strictly prohibited. New York and Federal law prohibits the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. Both State and Federal laws carry penalties for violations, including monetary fines and/or imprisonment. Marijuana – including “medical marijuana” – is illegal under federal law and may not be used on the College’s property or surrounding property. All students and employees are prohibited from being under the influence of marijuana while at The College.

The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration and death. In addition to the health risks to the abuser of illegal drugs and alcohol are the risks to co-workers, students and the public. The College of Westchester's Counseling Center can provide referral to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center in the Office of Student Life which has procedures to assure confidentiality.

Individuals whose performance is impaired as a result of the use or abuse of drugs or alcohol, who illegally use or abuse drugs or alcohol on campus or at College events, or who have been convicted of violating any criminal drug statute while on The College of Westchester property or at College events will be sanctioned. The sanctions can include required completion of an appropriate rehabilitation program, suspension, dismissal, termination of employment, and referral for prosecution by law enforcement authorities.

As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the President no later than five days after any conviction for a criminal drug offense committed on The College of Westchester property.

Failure to comply with these conditions will constitute unsatisfactory conduct and will lead to appropriate sanctions.

DESCRIPTION OF DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

A number of counseling and treatment options are available to students of The College of Westchester. A list of these agencies is available in the Office of Academic Affairs and is available to all students and employees. Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their family, or their friends.

CONVICTION FOR POSSESSION OR SALE OF DRUGS

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Convictions count if they were for an offense that occurred during a period of enrollment for which a student was receiving Title IV aid. In addition, a conviction that was reversed, set aside, or removed from a student's record does not count, nor does one received when he/she was a juvenile, unless tried as an adult.

The chart that follows illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether a student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	<u>Possession of illegal drugs</u>	<u>Sale of illegal drugs</u>
1st offense	1 year from date of conviction	2 years from date of
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	Indefinite period

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. Students

denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program (as described below), or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In these cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to us that he or she has successfully completed the rehabilitation program.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

SMOKING

Smoking is strictly prohibited inside all buildings and in all areas within 75 feet of our buildings and any doors, windows and/or ventilation/HVAC units. This includes, but is not limited to: office spaces, classrooms, restrooms, Student Center, all building entrances, near fresh air intake units vents and any mechanics and/or HVAC systems that pull fresh air from close proximities. In order to ensure a healthy work environment, "No Smoking" signs are placed in areas where smoking is prohibited.

In addition, the use of electronic cigarettes or cigars, or "e-cigarettes" or "e-cigars" is prohibited in any place on campus where smoking of tobacco products is prohibited.

Designated outside smoking areas are located in the North Parking lot. For more information, please see the security staff.

CELLPHONE POLICY

The College does not assume responsibility for the loss or damage to personal cell phones. Use of cell phones in classrooms is not allowed. If an emergency call must be made, the student should request permission from the instructor to leave the classroom in order to use the cell phone. Discrete use of cell phones is allowed in public areas only.

AUDIO/VIDEO RECORDING POLICY

In order to respect and ensure the privacy of faculty and students, The College of Westchester prohibits audio/video recording or photography on campus. Prior approval may be granted for students needing academic accommodations in the classroom through the Dean of Academic Services. When prior approval is granted, the materials are for personal academic use only and are not for public distribution or sale in any fashion.

COMPUTER USAGE POLICY

The College of Westchester provides students with access to electronic communication devices and programs to support their educational programs. These systems include, but are not limited to, computers, telephone equipment, electronic mail (email), internet access, and any other

communications or software systems (e.g., text messaging, instant messaging, etc.) or devices used by The College. These devices shall be referred to within this policy as “electronic communications” or “electronic communication systems.” These devices are limited to educational use only and are the property of The College.

The use of the Internet, e-mail and information technology systems at The College of Westchester shall be considered a privilege, not a right, and inappropriate use will result in the cancellation of such privilege. The College of Westchester will, in its sole judgment, determine what inappropriate use is. It is important that students understand that the electronic communication systems are the property of The College. Therefore, information transmitted from, or stored in, such systems, is also the property of The College. As such, students have no reasonable expectation of privacy regarding their use of the systems. The College maintains the right to access any and all contents stored or transmitted via The College’s electronic communications systems. Confidentiality of messages stored or transmitted with a password should not be assumed or relied upon. The use of passwords or security codes is intended solely for The College’s protection, and not that of the user. As such, all system passwords must be available to The College management, and no student may use passwords that are unknown to The College. The College maintains its rights to inspect and govern conduct on all electronic communication systems, as they pertain and/or impact The College. The hardware and information transmitted or stored on such systems are property of The College. The College has the right to review, audit, and intercept all communications, and, when appropriate disclose all data/information sent over its systems, with or without notice.

Any software or files downloaded to The College’s systems from outside The College are subject to the provisions of this policy. The College purchases and licenses the use of various computer software and does not own the copyright to most software or its related documentation. Unless authorized by the software developer, The College does not have the right to reproduce such software for use on more than one computer. Students may only use software on local area networks or on multiple machines according to the software license agreement. The College prohibits the illegal duplication of software and its related documentation.

Sharing copyrighted materials without a license (e.g., P2P file sharing which is often automatically shared) is against the law and also prohibited under this policy and subject to discipline. Copyright abuse can subject both the user and The College to legal sanctions. Federal law requires The College to take action when it is notified that someone on its network is distributing copyrighted materials. The College will not protect any individual users, faculty, staff or students who distribute copyrighted material without license. Additionally, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks.

Authorized representatives of The College may monitor the use of the electronic communication systems to ensure that use is consistent with educational needs; they may also override all passwords or security codes when deemed necessary. It is unacceptable to use The College’s system to engage in wasteful or disruptive practices such as the sending of junk mail, chain letters, broadcast messages or other unwanted or offensive material that can cause excessive loading of mail facilities.

The College may from time to time, as it deems necessary in the ordinary course of business, monitor students’ use of the electronic communication systems. The reasons for monitoring content include, but are not limited to:

- To assist in redirecting misaddressed mail;

- To assist in authorized system user with his or her own files;
- To maintain system integrity and security, including compliance with software copyright laws;
- To ensure the efficient operation and maintenance of the network or system;
- To conduct statistical monitoring and usage analysis; and
- To conduct investigations and/or cooperate with legal and regulatory agencies;
- To conduct investigations of system abuses, including but not limited to possible violations of The College's policies.

The College's policy prohibiting sexual and other harassment, in its entirety, applies to the use of our electronic communications systems. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on one's actual or perceived race, color, religion, creed, sex, sexual orientation, national origin, age, physical or mental disability, citizenship, marital status, liability for military services, genetic pre-disposition or carrier status, or any other characteristic protected by applicable law. Please refer to The College's Sexual Harassment and Non-Harassment policies for further details.

All electronic communications are part of The College's records and, as such, may be disclosed without The College's permission. *Therefore, students should not assume that any communication is "private," even if the student designates the message as such.*

The principal elements of The College's electronic communication policy are described below:

- Students may use only those systems and/or services that they are authorized to use.
- Students must never misrepresent themselves while communicating electronically.
- Students may not use The College's electronic communication system for personal gain or profit, for non-job related solicitation, or in violation of other College policies.
- No users of The College's electronic communications systems shall use such systems to violate or infringe upon the copyright of any third party.
- No users of The College's electronic communications systems shall knowingly disable, inhibit, or circumvent the functionality of any security features of these systems (malware application detection and prevention, firewall applications, web traffic monitoring, etc.).
- The use of the Internet, as well as email, voice mail, facsimile machines, or other electronic communication equipment or platforms, for unlawful, defamatory or disrespectful, obscene, or other inappropriate communication is prohibited. Material of this nature may not be accessed, stored or transmitted.
- The equipment, services, and technology provided to access the Internet or other electronic communication devices remain at all times the property of The College. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.
- Electronic communications should be conducted with the same degree of professionalism as traditional writing, with care being taken to avoid misstatements or remarks of any kind that could lead to legal exposure for the author, The College or both.

Students are responsible for safeguarding their log-on and other passwords or security codes. They may not share these codes with any third party or with another student. The College of Westchester makes no warranties of any kind, whether express or implied, for the information systems and communications services it is providing, and will not be responsible for any damages

users suffer including loss of data.

College Use of E-mail: E-mail is an official means of communication for The College of Westchester. Therefore, The College of Westchester has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion. Faculty may determine how e-mail will be used in their classes. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with college communications. The College of Westchester recommends checking e-mail twice a week at a minimum, in recognition that certain communications may be time-critical.

Vandalism: Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

All parties who use The College's electronic communication systems are deemed to have accepted this policy and are required to comply with it. Any student who violates this policy or uses the computer, other electronic, or telephone systems for improper purposes shall be subject to discipline, up to and including termination. Students are responsible for reporting any violations of this policy to the Director of Administration.

COPYRIGHT INFRINGEMENT

“As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.” (<http://www.copyright.gov/help/faq/faq-definitions.html>)

Copyright infringement includes but is not limited to plagiarism, downloading and reproducing CDs or DVDs for commercial distribution, removing notice of copyright or distribution of any article with copyright notice removed. There are federal laws that protect copyrighted materials from unauthorized use or distribution. Federal penalties associated with copyright infringements may be either civil or criminal. Under a civil lawsuit, the copyright owner may file (1) to recover actual damages and additional profits, costs and attorney fees or (2) statutory damages for all infringements, which can be as high as \$150,000. Under the “No Electronic Theft (NET) Act,” criminal penalties for unauthorized software duplication can result in being fined up to \$250,000 or up to five years in prison even when there is no monetary gain. Individuals who are found to be guilty of “peer-to-peer file sharing” may be subject to prosecution as a criminal.

Sharing copyrighted materials without a license (e.g., P2P file sharing which is often automatically shared) is against the law and also prohibited under this policy and subject to discipline. Copyright abuse can subject both the user and The College to legal sanctions. Federal law requires The College to take action when it is notified that someone on its network is distributing copyrighted materials. The College will not protect any individual users, faculty, staff or students who distribute copyrighted material without license. Additionally, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks.

Authorized representatives of The College may monitor the use of the electronic communication systems to ensure that use is consistent with educational needs; they may also override all passwords or security codes when deemed necessary.

- The College may from time to time, as it deems necessary in the ordinary course of business, monitor students' use of the electronic communication systems.
- No users of The College's electronic communications systems shall use such systems to violate or infringe upon the copyright of any third party.
- The equipment, services, and technology provided to access the Internet or other electronic communication devices remain at all times the property of The College. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

All electronic communications are part of The College's records and, as such, may be disclosed without The College's permission. *Therefore, students should not assume that any communication is "private," even if the student designates the message as such.*

Students are responsible for safeguarding their log-on and other passwords or security codes. They may not share these codes with any third party or with another student. The College of Westchester makes no warranties of any kind, whether express or implied, for the information systems and communications services it is providing, and will not be responsible for any damages users suffer including loss of data.

All parties who use The College's electronic communication systems are deemed to have accepted this policy and are required to comply with it. Any student who violates this policy or uses the computer, other electronic, or telephone systems for improper purposes shall be subject to discipline, up to and including termination. Students are responsible for reporting any violations of this policy to the Director of Administration.

MARKETING OF CREDIT CARDS TO STUDENTS POLICY

Pursuant to Article 129-A of the New York State Education Law 6437 (Prohibition on the marketing of credit cards), The College of Westchester prohibits the advertising, marketing, or merchandising of credits cards to students by vendors on the college campus, including visits by credit card marketers; any gift offerings to students to encourage credit card application; or advertisement or merchandising of credit cards on campus.

FOOD AND DRINK POLICY

Food and drink are not permitted in classrooms, the Library, and the Admissions Reception areas with the exception of bottled beverages with twist caps in non-medical lab classrooms. Student clubs and events that involve refreshments must be approved at least 3 weeks prior to allow for coordination with the Facilities department. This policy is in place to maintain a clean and professional environment conducive to teaching and learning, free of distractions and disruptions.

DRESS CODE POLICY FOR ALLIED HEALTH DEPARTMENT AND MEDICAL LAB

Allied Health Students are expected to represent themselves in a professional manner so as to promote the confidence and comfort of the patients with whom they will be coming in contact. The following dress code has been implemented to aid in reaching this goal:

1. Students will wear seal blue scrubs with the CW logo embroidered in the upper left corner above the pocket. Scrubs are to be worn when taking classes in 401 or 423 (Medical Labs). Scrubs must be kept clean at all times. Only a solid color (preferably white, black, or blue) undergarment can be worn under the scrub top.
2. A lab coat (also with the CW logo) will be worn in all clinical classes when performing

Asepsis, Phlebotomy, EKG, and Clinical Procedures.

3. Footwear must be a white sneaker. Toes must be closed and shoe material cannot be canvas, or cloth. Sneakers must be all white with no contrasting colors or stripes.
4. Hair must be clean and neatly groomed. Hair longer than shoulder length must be worn up or secured so as not to fall forward. Men may wear a neatly trimmed beard or mustache.
5. Jewelry should be limited, and earrings should be either studs or hoops that are no wider than $\frac{3}{4}$ ".
6. Finger nails must be trimmed to an appropriate length and colored with a conservative color nail polish.
7. Headgear including scarves is only permissible for religious or medical reasons (supporting documentation is required).
8. All tattoos must be covered so as not to be visible.
9. Visible piercings are not acceptable **at any time while in uniform**. This applies for classes in and outside of the lab. Students must adhere to the dress code fully when in uniform.

Scrubs will be worn at all clinical extern sites as required by the dress code policy of The College and the requirements for externship.

ABSOLUTELY NO FOOD OR BEVERAGE MAY BE CONSUMED IN THE LAB AT ANY TIME.

A MEDICAL INSTRUCTOR MUST BE PRESENT WHEN STUDENTS ARE OPERATING ANY EQUIPMENT USED IN THE LAB.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day The College receives a request for access. A student should submit to the Registrar or the Dean a written request that identifies the records the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask The College to amend a record should write The College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If The College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before The College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by The College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom The College

has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. (A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for The College.)

4. An educational agency or institution may redisclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. Notice to the parents or students is required before redisclosing personally identifiable information on behalf of the educational agency in response to judicial order or subpoena.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

The College of Westchester will release the following directory information upon request: name; local address and telephone number; e-mail address; photographs; student identification number; name and address of emergency contact; dates of attendance; country of citizenship; school, college or division of enrollment; field of study; credit hours earned; degrees earned; honors received; and participation in organizations and activities chartered or otherwise established by The College. A student who does not wish such directory information released must file a written notice with the Registrar at the beginning of each session of enrollment.

The College cannot disclose personally identifiable information from a student's education records to parents unless the student has signed a written consent form which is available from the office of the Dean of Academic Services.

Copies of The College's full policy statement on the release of student information, and procedures for exercising these rights are available from the office of the Dean of Academic Services.

GRIEVANCE PROCEDURE FOR COLLEGE POLICY

A student who believes that an error or misjudgment has been made regarding a college policy should first discuss the matter with his/her academic advisor. If, after a review of the matter, the student still believes that the issue has not been resolved, a formal hearing on the matter may be requested. The request for this formal review must be made to the Dean of Academic Services, in writing, citing the basis for grievance, within one month of the incident in question. If the request is approved, Provost & Vice President of Academic Affairs will meet with the student and any involved parties to arrive at a final determination. A decision will be made within two weeks of the committee's formation.

If the student still believes that he/she has been aggrieved by The College, the student may file a complaint with the New York State Education Department, Office of College and University Evaluation, Education Building, 5 North Mezzanine, 89 Washington Avenue, Albany, NY 12234 (follow instructions <http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html>) An out-of-state student should follow the same Grievance Procedures except that the student should contact the state agency based on his/her state residency. A list which includes the contact information for the relevant state agencies is located at <http://www.cw.edu/federal-disclosure-information>, under "State Complaint Agencies".

If a student has a discrimination or sexual harassment complaint, the student may file a complaint

with the Office of Civil Rights-New York Office, U.S. Department of Education, 32Old Slip, 26th Floor, New York, New York 10005-2500.

A complaint of consumer fraud may be filed with the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.

A complaint about New York State Student Financial Aid matters may be made with the Higher Education Services Corporation (HESC), Customer Communications Center at 1-888- NYS-HESC. Or students may contact the college's accrediting body, Middle States Commission on Higher Education, following the instructions by clicking on this

link: <http://www.msche.org/documents/ComplaintsInvolvingMemberCandidate.pdf>

Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

MAINTENANCE OF PUBLIC ORDER

New York State Education Law, Sections 6430-6435 requires all colleges and universities to adopt regulations for the "maintenance of public order on college campuses and other college property used for educational purposes and provide a program of enforcement thereof." The law requires each college to file such rules and regulations with the New York State Education Department.

New York State Education Law Sections 6430-6435

The trustees or other governing board of every college chartered by the regents or incorporated by act of the legislature shall adopt rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes and produce a program for the enforcement thereof. Such rules and regulations shall prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules and regulations shall govern the conduct of students, faculty, and other staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules and regulations shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property, and in the case of a student or faculty violator his/her suspension, expulsion or other appropriate disciplinary action and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other chapter to which a violator or organization may be subject. A copy of such rules and regulations shall be given to all students enrolled in said college and shall be deemed to be part of the by-laws of all organizations operating on said campus which shall review annually such by-laws with individuals affiliated with such organizations.

Academic freedom is essential to a college community. Freedom of speech and freedom of assembly are essential to academic freedom. Every member of the academic community should be free to pursue full involvement in the educational process of The College without interference from others. All members of The College community should be able to express their views by words and actions and to express by words and actions their opposition to the views and opinions of others. In order to preserve these rights all members of The College community have a responsibility to conduct themselves so that such rights may be exercised without interfering with the rights of others and without fear of violence or injury or interference.

The following rules and regulations are adopted to maintain public order on The College campus and other College property:

1. Any act which would constitute a violation of federal, New York, or local law if committed off-campus is prohibited on campus or on other College property.
2. No unauthorized person or persons shall interfere with reasonable and free access to, exit from, and normal use of any College building, classroom, or other College premises.
3. No unauthorized person or persons shall interfere with the freedom of movement or speech of any individual or group.
4. When a speaker is the object of protest or controversy, no unauthorized person or persons shall take any sign or other demonstration impediments into the building where the speech is to take place.
5. Every person who attends any lecture, speech, discussion, or public event shall treat all participants in an orderly and reasonably courteous manner.
6. No unauthorized person or persons shall disrupt or interfere with classes, educational activities, or any events sponsored by any College officer or official, faculty group, or student group.
7. No unauthorized person or persons shall utilize or threaten physical force, physical harassment, or physical obstruction.
8. No person or persons shall use language or actions likely to provoke or encourage physical violence.
9. No person or persons shall use, in public, language or gestures which are unreasonably abusive or obscene.
10. No person or persons shall, without proper authority, occupy any College buildings or premises.
11. No person or persons shall examine, disturb or destroy College records without permission of the person authorized to deal with such records.
12. No person or persons shall cause injury or damage to person or property.
13. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
14. The possession of any rifle, shotgun, or firearm in or on the campus or other College property is prohibited.
15. In addition to complying with the requirements of the foregoing specific regulations, which are not exhaustive, members of the academic community shall conduct themselves in a manner which does not unreasonably disrupt the academic community or unreasonably infringe upon the rights of others. This Policy shall be enforced in accordance with the Disciplinary Procedures of The College.

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 of 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
- 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.

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 Counselor
- Veterans Support staff Member
- Administrative staff
- Executive Office staff
- Peer Mentor

Privacy versus Confidentiality

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
 - Diana Cusumano, Director of the Counseling Center/Assistant Dean of Academic Services, 914-831-0310, dcusumano@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.
 - My Sisters' Place White Plains Administrative Office
One Water Street
White Plains, NY 10601
Phone (914) 683-1333
 - Hope's Door Main Office
39 Washington Avenue
Pleasantville, NY 10570
(914)747-0828
 - Westchester Jewish Community Services
845 N. Broadway, Suite 2, White Plains
(914)761-0600
 - Victims Assistance Services

2269 Saw Mill River Road, Bldg. #3
Elmsford, NY
(914)345-3113

- Off-campus healthcare providers
 - 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: <https://www.ovs.ny.gov/sites/default/files/brochure/ovsrighthsofcvbooklet.pdf> or by calling 1-800-247-8035. Options are explained here: <https://www.ovs.ny.gov/help-crime-victims>.
- 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

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 complaint or involvement from the institution process at any time.

Nondiscrimination/Affirmative Action/Equal Opportunity/Section 504 Policy

The College of Westchester is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action, and Section 504 of the Rehabilitation Act of 1973. The College of Westchester's nondiscrimination policy prohibits discrimination in all areas of its operation. The College of Westchester does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, handicap, veteran status or sexual orientation. This policy covers all programs, services, policies and procedures of The College of Westchester, including admission to education programs and employment. Inquiries with respect to these regulations may be referred to the Provost & Vice President of Academic Affairs.

SOCIAL MEDIA POLICY

The College of Westchester maintains a number of CW social media websites located on Facebook, Twitter, and LinkedIn, to name a few. In addition, CW online courses, including hybrid courses, require faculty and student participation in discussion boards. In recognition of these activities, below are guidelines that have been developed for students.

General Guidelines:

- Respect the rights of CW staff, faculty and students and others to privacy including not disclosing personal information such as names, addresses, phone numbers or any other information that may identify any individual.
- CW's logo, banner and related images are property of The College and any unauthorized use of CW's logo, banner or related images is strictly prohibited.
- Whether you are posting to your social media website or participating in someone else's,

make it clear that you are expressing your own views and opinions, and that you do not speak on behalf of CW.

- Cite to the original source or reference for ideas, quotes or photos that are not your own.
- Include links to original sources or references.
- Adhere to the Computer Usage Policy and Code of Conduct as noted in the CW catalog and student handbook.
- Faculty will monitor the discussion board associated with the course you are taking using the same guidelines as noted here within. Your instructor reserves the right to include additional guidelines and will notify you of those additional guidelines. If you should have any concerns or problems, please address them with your faculty member.
- CW reserves the right to delete any post that is deemed inappropriate for any discussion forum, blogging website or any other social media websites that is under the jurisdiction of The College without prior notification to the student, faculty or staff.
- Uploading photos and videos to CW's social media websites that display nudity, racist conduct or other vulgar behavior may be removed without prior notification.
- If a student has interest in creating a CW social media website, the student must contact CW's Vice President for Marketing and Media Resources to obtain CW's written approval for a CW social media website and assistance in creating that website, if needed.

Netiquette:

- Remain professional, respectful, and courteous at all times.
- Remember that a real human being wrote each message you see online and will read what you write in response. It is easy to misinterpret what was said, so do your best to give the benefit of the doubt.
- Focus on ideas rather than the people who hold them. If you have a strong opinion on a topic, it is OK to express why you hold that opinion without attacking those who disagree. Please be gracious with differing opinions.
- When upset, wait an hour (or even a day) before responding. Messages written in anger are often regretted later.
- Proofread and use the spell check tool when you type a post. It makes the post easier to read and helps your readers understand what you are saying.

CODE OF CONDUCT AND DISCIPLINE PROCEDURES

CODE OF CONDUCT

Grounds for Disciplinary Action

A violation of the Grounds for Disciplinary Action may be construed to include: (a) active Violation; (b) attempt to violate; and (c) solicitation of or aiding another in the commission of a violation.

Disciplinary action may be instituted in any case in which an individual or group of students is found in violation of any of the following regulations:

1. Conduct which could be construed to be a violation of any federal, state, or local law.
2. Conduct which disrupts or interferes with the personal or group rights of other members of The College community or with any activities of The College including, but not limited to, access to facilities and performance of normal duties.
3. Conduct which violates personal, group, or College rights to be secure against unlawful

- intrusion or seizure including, but not limited to: (a) theft or possession of stolen property; (b) possession or use of unauthorized College keys or access devices; (c) unauthorized entry; and (d) refusal to leave or to release any property when ordered to do so by any person having jurisdiction over it.
4. Destruction of, unauthorized removal of, or damage to computer equipment or any College property will result in disciplinary action which may include dismissal and payment for damages.
 5. Academic dishonesty, as defined in this document.
 6. Fraud, including, but not limited to, forgery, misuse, and/or alteration of College records, documents, or identification.
 7. Use (and/or presumably under the influence) possession, or distribution of controlled substances (illegal drugs, as defined by state and federal law) and precursors of controlled substances or drug paraphernalia, except as expressly permitted by state and federal law and College regulations.
 8. Being in any place for the purpose of unlawful use, possession, or distribution of a controlled substance.
 9. Disorderly, lewd, harassing, slanderous, or indecent conduct.
 10. Assault and/or sexual assault. [See Title IX Policy on Prohibition of Sexual Discrimination](#)
 11. Willful failure or refusal to testify as a witness after having been directed to appear at a College disciplinary proceeding, unless the testimony would tend to implicate said student in a violation of College regulations; or knowingly providing false testimony or evidence at a College disciplinary proceeding.
 12. Conduct which endangers the safety of The College community, including, but not limited to, tampering with safety or fire-warning devices; setting a fire on College property; reckless operation of a motor vehicle; or failing to abide by the safety rules of The College.
 13. Use, possession or storage of dangerous weapons, chemicals, explosive devices or materials including, but not limited to, firearms, air guns, prohibited knives (such as switch knives, swords, daggers, gravity knives, throwing stars, and knives with blades more than three inches long), ammunition, slingshots, metallic knuckles, bows and arrows, firecrackers, and bombs.
 14. Failure to comply with a College official in the performance of his or her duties, including but not limited to, failure to provide valid identification or knowingly furnishing false information.
 15. Failure to honor financial obligations to The College or to any element thereof.
 16. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
 17. Failure to comply with the Rules of Maintenance of Public Order.

DISCIPLINE HEARING PROCEDURES

The College of Westchester's discipline policy is intended to support the standards of The College with regard to the conduct of students and the academic honor code. A student possessing drugs, alcohol or weapons on College property, or who is accused of any other major offense, may be immediately dismissed from The College. The College reserves the right to place a student on an emergency suspension when the continued presence of such student could constitute a danger to the safety of person or property on the premises of The College. In the event of such a suspension, the student, upon written request, shall have the right to a hearing before the Discipline Committee within five business days after said request.

Students accused of a breach of discipline will be referred to the Discipline Committee, composed of three faculty members who are not involved in the issue at hand. Prior to the Discipline Committee Hearing, the student will be notified of the date, time, and place of the hearing by overnight mail and telephone. If the accused student fails to appear at the hearing, the committee will proceed as scheduled and make a decision based upon the facts presented. Based on the judgment of The College, discipline hearings may be held remotely via conference call, video, or other alternative formats.

At least three days prior to the Discipline Committee hearing, the aggrieved person is required to submit a written statement describing the incident to the Assistant Dean of Academic Services. This statement will be read aloud at the hearing by the committee members and witnesses may be called to testify. The accused student will be notified by overnight mail and telephone of the committee's decision, 24 to 48 hours after the hearing. If the accused student does not fulfill the penalty imposed by the committee, the student will be suspended or dismissed.

The accused student may appeal the committee's decision to the Provost & Vice President of Academic Affairs. The appeal must be submitted, in writing, within three days of the committee's decision and must include a rationale for seeking the appeal. The punishment may be reduced, but will not be made more severe.

The College must, upon written request, disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.