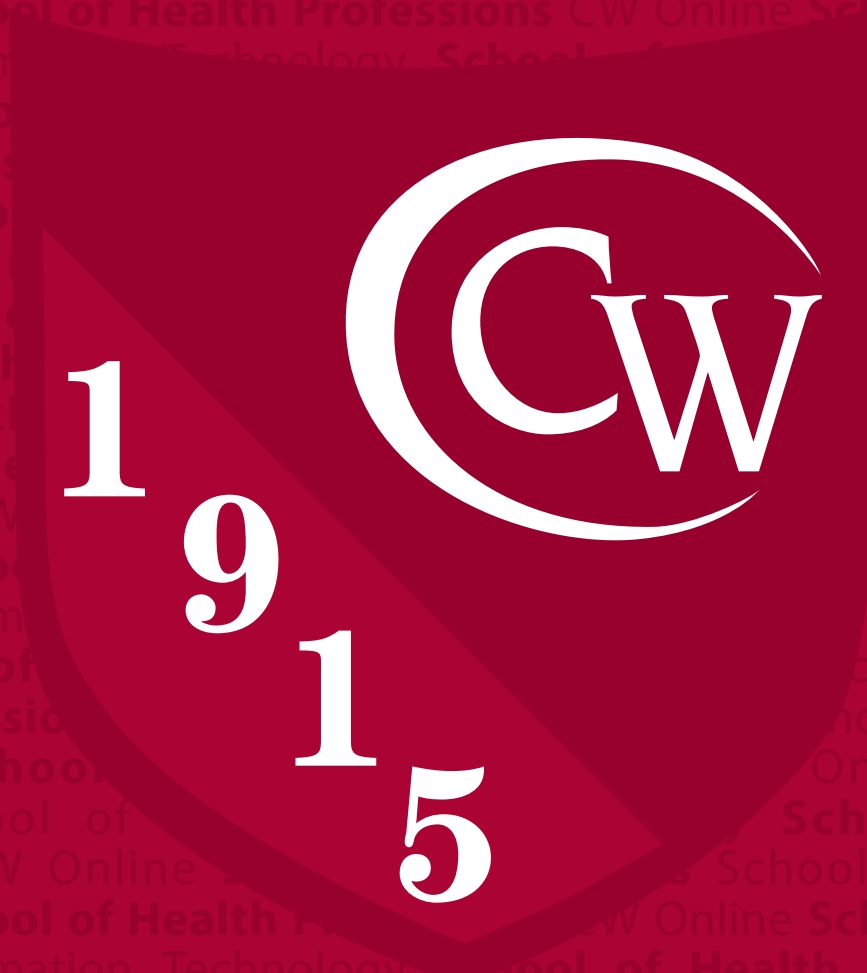


college catalog 2023/2024

# THE COLLEGE OF WESTCHESTER®



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## *Effective Fall Semester, 2023*

*This catalog, which serves as the official college publication, is subject to revision at any time. The College reserves the right to make changes as deemed necessary: add, delete or revise any course, program of study, book charges, calendar, class schedule, tuition or requirements as described within. It is expected that students carefully read the catalog to understand rules, regulations, standards and policies.*

\*2023-2024 College Catalog Addendum (click here)

# Directory of Student Services

<b>Department</b>	<b>Room</b>	<b>Phone</b>	<b>E-Mail</b>
Student Services Center	Fourth Floor, Room 406	(914) 831-0433	<a href="mailto:academiccenter@cw.edu">academiccenter@cw.edu</a>
Admissions	Second Floor	(914) 831-0200	<a href="mailto:admissions@cw.edu">admissions@cw.edu</a>
Returning Students	Second Floor, Admissions	(914) 831-0222	<a href="mailto:bbacenter@cw.edu">bbacenter@cw.edu</a>
Career Services	Third Floor, Room 335	(914) 831-0400	<a href="mailto:careerservicesoffice@cw.edu">careerservicesoffice@cw.edu</a>
Counseling Center	Fourth Floor, Room 418	(914) 831-0441	<a href="mailto:counseling@cw.edu">counseling@cw.edu</a>
Help Desk	Third Floor	(914) 831-0448	<a href="mailto:helpdesk@cw.edu">helpdesk@cw.edu</a>
The Learning Center/Testing	Fourth Floor, Room 405	(914) 831-0370	<a href="mailto:learningcenter@cw.edu">learningcenter@cw.edu</a>
Library	First Floor	(914) 831-0280	<a href="mailto:library@cw.edu">library@cw.edu</a>
New Student Financial Aid	Third Floor, Room 302	(914) 831-0494	<a href="mailto:nsfa@cw.edu">nsfa@cw.edu</a>
Student Financial Services	Fourth Floor, Room 406	(914) 831-0473	<a href="mailto:studentfinancialservices@cw.edu">studentfinancialservices@cw.edu</a>
Student Accounts	Fourth Floor, Room 407	(914) 831-0389	<a href="mailto:studentaccounts@cw.edu">studentaccounts@cw.edu</a>
Student Life	Fourth Floor, Room 411	(914) 831-0401	<a href="mailto:studentactivities@cw.edu">studentactivities@cw.edu</a>
Veterans	Third Floor, Room 302	(914) 831-0363	<a href="mailto:cwveterans@cw.edu">cwveterans@cw.edu</a>

# The College of Westchester at a Glance

The College of Westchester was founded in 1915 in New Rochelle, New York as The Westchester Commercial School. The College expanded and relocated to White Plains in 1959 and incorporated in 1973 when it became accredited and firmly established as a college, then known as The Westchester Business Institute. The history of The College demonstrates careful attention to the requirements and demands of selected career fields and associated employment markets. The College caters to the career aspirations of its graduates by offering meaningful career relevant programs of study and by offering services to assist graduates.

## **Institutional Accreditation**

The College of Westchester is accredited by:

The Middle States Commission on Higher Education, 1007 North Orange Street, 4<sup>th</sup> Floor, MB #166, Wilmington, DE 19801; (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

## **New York State Authorization**

The College of Westchester is authorized by the New York State Board of Regents to confer the Bachelor of Business Administration (B.B.A.), Bachelor of Science (B.S.), Associate in Applied Science Degree (A.A.S), Associate of Science (A.S.) and the Associate in Occupational Studies (A.O.S) Degrees.

All programs offered are registered by the New York State Education Department.

## **Additional Approvals**

The College of Westchester is:

- Approved institution by the New York State Division of Veterans' Affairs for veterans and their eligible dependents under the GI Bill® as well as an approved participant of the U.S. Department of Veterans Affairs Yellow Ribbon program.
- Certified to enroll foreign students under the Student and Exchange Visitor Program (SEVP).
- Approved provider by the NYS Department of Education – Division of Vocational Rehabilitation Access VR program.
- Approved by the New York State Education Department for the Training of Veterans.
- Authorized by the U.S. Department of Education to award and disburse Title IV funding to eligible students enrolled at The College of Westchester.
- Approved by the State of New York Department of Education for eligible NYS residents attending The College of Westchester to receive TAP (Tuition Assistance Program).
- Approved and authorized to administer Accuplacer tests published by The College Board (CW admissions applicants only).
- Approved and authorized Pearson/Vue testing site (CW students and graduates only)
- Approved and authorized National Healthcareer Association (NHA) testing site for allied health certification exams (CW students and graduates only).

## Vision

We aspire to be The College of choice for students because we are The College of choice for employers.

## Mission

The College of Westchester graduates individuals who have completed transformative and purposeful educational experiences leading to careers that foster economic advancement. As an academically student-centered, culturally diverse college, CW is committed to providing the highest quality of education for all career and entrepreneurial-minded students through the delivery of a carefully constructed and focused curriculum, with input from regional employers and other institutional stakeholders. The College supports and encourages academic excellence, career advancement, professional integrity, financial responsibility and good citizenship through a distinctive and highly personal learning environment leading to upward economic mobility.

## Commitment Statement

To provide the foundation for successful careers.

## College Goals

### Academic Excellence

CW ensures that students learn through a continuously enhanced, employer informed and career-relevant curriculum, effectively delivered through various modalities by fully qualified and student-centered faculty, engaged through continuous assessment and improvement.

### Student Excellence

CW students are accepted based on their potential and commitment to succeed. Students, with support and assistance from faculty, staff and peers remain committed to their education and to CW from enrollment through graduation, and throughout their career progression.

### Operational Excellence

CW's business operations and support services are clearly defined by compliance measures, standards of excellence, systematically measured, and are clearly communicated through policies and procedures, and delivered by dedicated employees who embrace continuous improvement and The CW Way.

### Business Excellence

CW's competitive and financial strength is accomplished through planning and resource allocation that anticipates and supports institutional needs through regular strategic planning cycles embracing emerging external needs, while meeting regulatory compliance and accreditation requirements that facilitate student success.

### The CW Way

We embrace and fulfill our vision and mission through these core values. They provide us a road map so that our success is a by-product of the enumerated behaviors. We constantly strive to be the best we can possibly be through a focus on excellent customer service achieved through respect, teamwork, problem solving and delivery. Only as a united group, who believes we would not exist if it were not for our students, will we succeed.

- We value one another.
- We are one.
- We inspire success.
- We make it happen.

### Facilities

The College of Westchester's campus occupies a five-story, 50,000 square foot building conveniently located in the southwest perimeter of White Plains.

The College's academic facilities include twenty-three classrooms, a Library, the Learning Center which is an open computer lab that also serves as a tutoring and study center, a student center and faculty offices. To meet the growing trends in healthcare, the college facility includes two medical labs equipped to provide the School of Health Professions students with academic and clinical skills required of their medical courses. The facility also includes an Admissions Office, which assists all students who are interested in seeking admission; an Academic Center, where academic administrators, student services members, including academic advisors, student life and counseling are housed; Student Financial Services Center which addresses the financial assistance needs of the students; and a Career Services Center. The College's technology enhances the instructional environment and helps to ensure a productive learning experience.

### Ownership

The College of Westchester is owned by The College of Westchester, Inc., organized under the laws of the State of New York.

**Board of Trustees**

The Board of Trustees is the legally constituted authority for the operation of The College of Westchester. The Board is responsible for all aspects of The College, including mission and goals, selection of the chief executive officer, policy, and finance. The Board delegates authority to the President/CEO and receives recommendations from the President in conducting much of its business.

**The President's Cabinet**

College administration is led by the President. The President, as Chief Executive Officer, delegates authority to other administrators, including Vice Presidents and select Directors, which constitute the President's Cabinet, which is the chief governance structure of the administration.

**Shared Governance**

The College of Westchester adheres to a participatory system of shared governance in which administrators, staff, students and faculty all have substantive roles. Reporting to the President and the President's Cabinet, the Institutional Effectiveness and Planning Committee is comprised of members from each of the governance standing committees which include the Committee on Curriculum and Academic Policy, Academic Progress and Student Life Committee, Faculty Development Committee, The CW-Way Committee, and the Strategic Enrollment Management Committee, as well as at-large Faculty and Staff members and selected Ex Officio members, to ensure a broad perspective representing all constituents. Each Committee is guided by a formal description and charge and comprised of a membership appropriate to that charge. Representatives of the Student Government Association are asked to participate in Committee meetings as applicable topics warrant.

**College Advisory Council**

The College Advisory Council (CAC) is comprised of external business, technology, healthcare, and education professionals who provide advice and guidance to CW in maintaining its position as a career-focused college in the greater metropolitan area. Input from the Council members helps drive change in curricula and programs of study delivered by The College. Council members belong to program-specific groups relevant to their industry experience and meet with the chairpersons of those departments, together with representatives from Admissions and Career Services, to ensure that programs are designed to prepare students to meet the needs of regional employers. The Council provides guidance on selecting student learning outcomes and performance competencies and regularly reviews and comments on student learning outcomes assessment results. The Council also assists the Office of Career Services by providing advice on employment and internship opportunities.

# Admissions

The College of Westchester seeks to enroll students in certificate, associate and bachelor degree programs\* who have potential to succeed academically and in their chosen profession. A personal interview is strongly recommended for all prospective students. Appointments can be arranged by contacting the Admissions Office at (914) 831-0200 or by visiting [www.cw.edu](http://www.cw.edu).

All candidates seeking admission to The College must submit an application for admission with a \$40 non-refundable fee. Responsibility for having all credentials forwarded to The College of Westchester rests solely on the applicant. The basic requirements for acceptance evaluation are listed below:

## **For High School Applicants:**

- A personal admission interview is strongly recommended
- Completed application for admission
- A current high school transcript
- Proof of high school graduation or the equivalent

## **For Evening Applicants:**

- A personal admission interview is strongly recommended
- Completed application for admission
- Proof of high school graduation or the equivalent

## **For Online Division Applicants:**

- A personal admission interview is strongly recommended
- Completed application for admission
- Proof of high school graduation or the equivalent

## **For Transfer Applicants:**

- A personal admission interview is strongly recommended
- Completed application for admission
- Proof of high school graduation or the equivalent
- Prior college transcripts

*(See Academic Standards for complete information on transfer policies and procedures)*

## **Bachelor's Degree Transfer Students**

For accepted transfer applicants who possess less than an earned associate degree or its equivalent, transfer credits will be evaluated on a course by course basis. Transfer applicants with an earned associate degree or its equivalent who possess a minimum 2.5 cumulative GPA, including graduates of The College of Westchester, generally will be accepted into the Bachelor degree programs with a junior level status. Please refer to program competencies that must be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor degree coursework.

*(See Academic Standards for complete information on transfer policies and procedures.)*

## **International Online Students**

International students seeking admission to The College of Westchester's Online programs should refer to the [www.cw.edu](http://www.cw.edu) website for information regarding acceptance criteria and procedures.

## **Special Notes and Restrictions:**

*\* Not all academic programs are available or offered each term, semester or division throughout the academic year. Contact the admissions office at 914-831-0200 for current offerings.*

## **Immunization and Meningococcal 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. Not complying with these state mandated requirements on a timely basis will result in exclusion from classes.

The following documents 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 you 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.

## **Entrance Dates**

Students may apply and be accepted for admission in any of eight start dates throughout the year. Please refer to the Day Division, Evening Division and Online Division Academic Calendars published in this catalog.

### **Registration/Orientation**

Official registration for each term or semester occurs approximately one month prior to the start of classes. Students may choose to register earlier. In the Day Division, new student Orientation normally occurs the day prior to the start of classes in the student's first semester. Evening Division and Online Division Orientations are normally held one week prior to the beginning of the term.

### **Assessment Testing**

Applicants for matriculation to The College of Westchester may be required to take a course placement assessment test in areas of English and mathematics prior to registration. Students who do not achieve a satisfactory score may be required to take Foundations of Communications and/or Foundations of Mathematics as part of their program. These courses carry institutional credit units that are not counted toward graduation credit requirements.

### **Non-credit Workshops**

Accepted applicants who test into Foundations of Mathematics and/or Foundations of Communications on The College's assessment test may be required to participate in non-credit workshops. These programs contain non-credit course content designed to improve the basic mathematics and English skills required for college. The potential benefit is that upon completion of this program, the student will be given the opportunity to test out of the Foundations of Mathematics and/or Foundations of Communications classes and be placed in college level mathematics / English classes. There is no guarantee that applicants who attend or complete a non-credit workshop will test out of Foundations courses.

The non-credit workshops are free to all incoming students. For additional information, please call the admissions department at 914-831-0200.

### **Jump Start/Summer Explorations Academy Programs**

For a nominal fee, The College of Westchester offers high school juniors and seniors the opportunity to earn college credits through the Jump Start/Summer Explorations Academy Programs. To learn more about these opportunities call the Admissions Office at 914-831-0200.

### **Credits for Certifications**

Any student at The College of Westchester may be awarded up to 12 academic credits (4 courses at 3 credits each) by satisfactorily completing technology certification examinations resulting in A+, CCNA, MCSA, Adobe, or Microsoft Office Specialist certifications. Certifications may not be older than three years from the student's start date.

### **External Professional Certification**

The College of Westchester's academic programs help prepare graduates for careers in fields that do not require licensure or certification in New York State at this time. However, students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. In some cases, test preparation and required testing fees are the responsibility of the student. Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam.

### **CLEP Examinations**

The College of Westchester accepts CLEP (College Level Examination Program) scores at or above the 50th percentile in the Subject Examinations. Credits will be granted according to the American Council on Education recommendations. More detailed information about the CLEP examinations and the locations of test centers can be obtained by visiting [www.collegeboard.org/clep](http://www.collegeboard.org/clep).

### **UExcel Examinations**

UExcel is a credit by examination program offered in a computer-based format at thousands of test centers globally. The UExcel program is an alliance between Excelsior College and Pearson. The College of Westchester accepts UExcel scores according to ACE recommendations. The corresponding credit recommendations apply when the examinee receives an examination score of C or better.

### **High School Articulations**

Students may be eligible to earn up to 12 credits at CW by completing approved coursework in high school. Contact the Admissions Office for additional information.

### **National College Credit Recommendation Service (National CCRS) (Formerly PONSI)**

The American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS) have pre-evaluated a variety of structured programs, experiences or licenses. Academic credit for the learning from one of these pre-evaluated experiences may be granted if the requisite documentation is provided. The dates, location and length of time of the training must match the dates, location, and length of time stipulated in the training's evaluation. For further information, contact:

<http://www.nationalccrs.org/colleges-universities>



### **Advanced Placement Program (APP)**

The College Entrance Examination Board offers another series of college level examinations through the Advanced Placement Program (APP). The College of Westchester will grant credit for many APP examinations for which a grade of 3 or better has been obtained. Detailed information on these examinations can be obtained by consulting with a high school guidance counselor or by writing to Advanced Placement Program (APP), P.O. Box 592, Princeton, New Jersey 08541, or visiting the following link: <https://apstudent.collegeboard.org/creditandplacement>.

### **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, , College Mathematics, College Algebra, Digital Literacy in the Workplace, Financial Accounting I and II, Integrated Business Applications, Spreadsheet Applications, Medical Terminology, etc.. 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. Students are allowed one opportunity to complete the test-out exam for each course requested.

### **Online Programs and State Residency**

The College of Westchester is approved by the State of New York Department of Education to voluntarily participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). This now allows for CW registered online programs to be accessible in almost all states. Approval does not mean approval or endorsement of the college or its programs by these states. All admissions acceptance criteria apply. CW does not presently accept students from California, due to regulatory requirements in those states. Additional information may be obtained at <https://www.cw.edu/out-state-information>.

### **Military Experience**

Military training and experience can translate to college credit through military occupations, credit-by-exam programs, and certification programs. The College of Westchester will accept up to 49 credits in transfer toward the Associate degree program and an additional 41 credits toward the baccalaureate degree for a total of 90 transfer credits for members of the US Armed Forces, including Veterans. The ACE Military Guide Online contains credit recommendations for formal courses and various military occupations. Please visit: <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx> to search the database. Veterans and military personnel\* should contact their service branch, and veterans should be expected to provide discharge documentation when requesting a transcript. Transcripts are issued through Joint Service Transcripts (JST) for all branches of the Military except for the Community College of the Air Force (CCAF). Additional information can be found at <https://jst.doded.mil/official.html>. Military transcripts and/or discharge papers should be submitted to the Registrar's office for review.

*\*The College does not participate in the U. S. Department of Defense (DoD) Voluntary Education Partnership program.*

### **Credit Awarded through Portfolio Evaluation**

The College of Westchester is a member of the Council for Adult and Experiential Learning (CAEL). The College of Westchester will award academic credit for learning that occurs as a result of career or personal experiences. A fully documented experiential learning portfolio must be completed for faculty evaluation by the end of the first semester in the Day Division or by the end of the third term in the Evening or Online Division. A total of fifteen (15) academic credits may be awarded toward the Associate degree or Certificate program and a maximum of fifteen (15) academic credits may be awarded toward the Bachelor of Business degree for a maximum of thirty (30) credits. There is a fee of \$100 for reading the learning portfolio and a fee of \$100 for each three-credit course that is awarded experiential credit. Through advisement, students are informed that CW cannot guarantee that awarded credits would be accepted in transfer to another institution.

### **International Baccalaureate Program (IB)**

The International Baccalaureate Program offers a series of college level exams through the IB program. The IB tests are usually taken in conjunction with high school Advanced Placement courses. The College of Westchester will grant credit for many IB examinations for which a grade of 4 or better has been obtained. Through advisement, students are informed that CW cannot guarantee that credits earned through this program would be accepted in transfer to another institution.

### **Individual Credit Course (ICC)**

There are ICC courses that non-matriculated students can participate in which provide additional training for individuals who have interest in upgrading their skills or learning new skills. Call the Admissions Office and also see the Academic Standards section of the catalog for additional information. In addition, The College of Westchester offers the Jump Start and Summer Explorations Academy Programs that allow high school students to earn college credits as non-matriculated students.

# Student Financial Services

## Tuition and Fees

A \$40 non-refundable application fee must accompany the application for admission; it is not deductible from tuition and fees nor can it be paid by federal or state funding.

Tuition and all applicable fees are payable 30 days prior to the first day of class.

Day Division students are provided textbooks directly from the College to assist students in the timely receipt of the correct course materials. The textbook fees are charged directly to the student's account and paid with funding the student receives from various sources. This is a mandatory fee for students attending in the Day Division.

### Day/Evening/Online Divisions Tuition:

Tuition (includes institutional credit units) ..... \$860 per credit

Computer and General Services Fee ..... \$165 per course

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131;

207; 209; 212; 220; 302) ..... \$100 per course

Medical Class Fee (MSC course: 301; 301A 301B) ..... \$25

Medical Assistant Certification Exam Fee ..... \$155

1 set of Scrubs (non-refundable) ..... \$27

1 Lab Coat (non-refundable) ..... \$44

1 Blood Pressure Kit (non-refundable) ..... \$89

Graduation Fee ..... \$150

Nonsufficient Funds Fee (non-refundable) ..... \$30

Late payment fee ..... \$50

Books, Course Material, Supplies and Equipment vary by major please see below Cost of Attendance estimates:

## 2023-2024 Average Student Cost of Attendance Budget

The Cost of Attendance is an estimate of expenses to attend school for one academic year.

### Day Division Student Expense Budget A

(27 credits/2 semesters)

*One Academic Year for a dependent student, without dependents living with parents, other budgets may apply:*

Tuition ..... \$23,220

Books, Course Materials, Supplies, and Equipment ..... *vary by major please see below\**

General Student Services Fees ..... \$1,485

Food and Housing/Living Expenses ..... \$1,824

Transportation ..... \$1,128

Miscellaneous and Personal ..... \$3,637

TOTAL ESTIMATED COST (*will vary based on books, course materials, supplies and equipment costs see below*)

..... \$31,294\*

\*Accounting (BBA) ..... \$610

\*Accounting (AAS) ..... \$450

\*Intensive Accounting/Computer Applications (Certificate) ..... \$280

\*Business Administration (BBA) ..... \$430

\*Business Administration–Management/Marketing (AAS) ..... \$420

\*Healthcare Services Administration (BBA) ..... \$760

\*Health Care Administration (BBA) Completion Program ..... \$600

\*Human Services (AAS) ..... \$200

\*Human Services (BS) ..... \$276

\*Human and Social Services (AAS) ..... \$200

\*Human and Social Services (BS) ..... \$276

\*Medical Assistant Management (AAS) ..... \$770

\*Health Information Management (AOS) ..... \$800

\*Health Information Specialist (Certificate) ..... \$1,370

\*Medical Assistant Specialist (Certificate) ..... \$810

\*Medical Office Specialist (Certificate) ..... \$910

\*Interactive Digital Media and Marketing (BS) ..... \$310

\*Information Technology (BS) ..... \$420

\*Digital Media (Certificate) ..... \$410

\*Computer Network Administration (AAS) ..... \$510

\*Computer Networking Specialist (Certificate) ..... \$620

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 302) ..... \$100 per course  
 Medical Class Fee (MSC course: 301; 301A 301B) ..... \$25  
 Medical Assistant Certification Exam Fee ..... \$155  
 1 set of Scrubs (non-refundable) ..... \$27  
 1 Lab Coat (non-refundable) ..... \$44  
 1 Blood Pressure Kit (non-refundable) ..... \$89

**Day Division Student Expense Budget B  
 (27 credits/2 semesters)**

*One Academic Year, for all other students, other budgets may apply:*

Tuition ..... \$23,220  
 Books, Course Materials, Supplies, and Equipment ..... *vary by major please see below\**  
 General Student Services Fees ..... \$1,485  
 Food and Housing/Living Expenses ..... \$9,520  
 Transportation ..... \$1,128  
 Miscellaneous and Personal ..... \$3,637  
**TOTAL ESTIMATED COST (will vary based on books, course materials, supplies and equipment costs see below)**  
 ) ..... \$38,990\*

\*Accounting (BBA) ..... \$610  
 \*Accounting (AAS) ..... \$450  
 \*Intensive Accounting/Computer Applications (Certificate) ..... \$280  
 \*Business Administration (BBA) ..... \$430  
 \*Business Administration–Management/Marketing (AAS) ..... \$420  
 \*Health Care Administration (BBA) Completion Program ..... \$600  
 \*Medical Assistant Management (AAS) ..... \$770  
 \*Health Information Management (AOS) ..... \$800  
 \*Health Information Specialist (Certificate) ..... \$1,370  
 \*Human Services (AAS) ..... \$200  
 \*Human Services (BS) ..... \$276  
 \*Human and Social Services (AAS) ..... \$200  
 \*Human and Social Services (BS) ..... \$276  
 \*Medical Assistant Specialist (Certificate) ..... \$810  
 \*Medical Office Specialist (Certificate) ..... \$910  
 \*Interactive Digital Media and Marketing (BS) ..... \$310  
 \*Information Technology (BS) ..... \$420  
 \*Digital Media (AAS) ..... \$450  
 \*Digital Media (Certificate) textbooks ..... \$410  
 \*Computer Network Administration (AAS) ..... \$510  
 \*Computer Networking Specialist (Certificate) ..... \$620

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 302) ..... \$100 per course  
 Medical Class Fee (MSC course: 301; 301A 301B) ..... \$25  
 Medical Assistant Certification Exam Fee ..... \$155  
 1 set of Scrubs (non-refundable) ..... \$27  
 1 Lab Coat (non-refundable) ..... \$44  
 1 Blood Pressure Kit (non-refundable) ..... \$89

**Evening Division Student Expense Budget A  
 (24 credits/4 terms)**

*One Academic Year for a dependent student, without dependents living with parents, other budgets may apply:*

Tuition ..... \$20,640  
 Books, Course Materials, Supplies, and Equipment ..... \$1,000  
 General Student Services Fees ..... \$1,320  
 Food and Housing/Living Expenses ..... \$1,824  
 Transportation ..... \$1,128  
 Miscellaneous and Personal ..... \$3,637  
**TOTAL ESTIMATED COST** ..... \$29,549

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 302) .....	\$100 per course
Medical Class Fee (MSC course: 301; 301A 301B) .....	\$25
Medical Assistant Certification Exam Fee .....	\$155
1 set of Scrubs (non-refundable) .....	\$27
1 Lab Coat (non-refundable) .....	\$44
1 Blood Pressure Kit (non-refundable) .....	\$89

**Evening Division Student Expense Budget B  
(24 credits/4 terms)**

*One Academic Year, for all other students, other budgets may apply:*

Tuition .....	\$20,640
Books, Course Materials, Supplies, and Equipment .....	\$1,000
General Student Services Fees .....	\$1,320
Food and Housing/Living Expenses.....	\$9,520
Transportation.....	\$1,128
Miscellaneous and Personal .....	\$3,637
TOTAL ESTIMATED COST .....	\$37,245

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 302) .....	\$100 per course
Medical Class Fee (MSC course: 301; 301A 301B) .....	\$25
Medical Assistant Certification Exam Fee .....	\$155
1 set of Scrubs (non-refundable) .....	\$27
1 Lab Coat (non-refundable) .....	\$44
1 Blood Pressure Kit (non-refundable) .....	\$89

**Online Division Student Expense Budget A  
(24 credits/4 terms)**

*One Academic Year for a dependent student, without dependents living with parents:*

Tuition .....	\$20,640
Books, Course Materials, Supplies, and Equipment .....	\$1,000
General Student Services Fees .....	\$1,320
Food and Housing/Living Expenses.....	\$1,824
Miscellaneous and Personal .....	\$3,637
TOTAL ESTIMATED COST .....	\$28,421

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 302) .....	\$100 per course
Medical Class Fee (MSC course: 301; 301A 301B) .....	\$25
Medical Assistant Certification Exam Fee .....	\$155
1 set of Scrubs (non-refundable) .....	\$27
1 Lab Coat (non-refundable) .....	\$44
1 Blood Pressure Kit (non-refundable) .....	\$89

**Online Division Student Expense Budget B  
(24 credits/4 terms)**

*One Academic Year, for all other students:*

Tuition .....	\$20,640
Books, Course Materials, Supplies, and Equipment .....	\$1,000
General Student Services Fees .....	\$1,320
Food and Housing/Living Expenses.....	\$9,520
Miscellaneous and Personal .....	\$3,637
TOTAL ESTIMATED COST .....	\$36,117

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 302) .....	\$100 per course
Medical Class Fee (MSC course: 301; 301A 301B) .....	\$25

Medical Assistant Certification Exam Fee .....	\$155
1 set of Scrubs (non-refundable) .....	\$27
1 Lab Coat (non-refundable) .....	\$44
1 Blood Pressure Kit (non-refundable) .....	\$89

**Part-Time Budgets**

Budgets for students enrolled less than full-time are reduced proportionally based upon enrollment status.

*CW reserves the right, at its discretion, to change the schedule of tuition and other fees or charges.*

Note: Loan Fees and Other Expenses are built into the Cost of Attendance on an individual basis.

A \$200 tuition deposit is applied in full toward tuition and is refunded only when The College receives written notification of cancellation from the student at least 60 days prior to the start of the semester or term for which the student has been accepted. Textbooks/Electronic media are paid at the start of each semester for the Day Division. The materials become the property of the student and no refund is made for these items. Evening and Online students purchase textbooks/electronic media separately. The General Services fee covers maintenance of college-wide student related services. A graduation fee of \$150 is charged to all students in their final semester and/or term. Students who are not in good standing regarding tuition, fees and book/electronic media payments may be suspended or dismissed from The College. Reinstatement to The College may occur only after financial obligations are met. Students are subject to subsequent increases in tuition, books/electronic media and fees. The College reserves the right to withhold degree diplomas if a student is not in good financial standing with The College. The College of Westchester reserves the right to make any changes in the schedule of class hours or in the course of study that it deems appropriate. The College reserves the right, at its discretion, to change the schedule of tuition and other fees or charges.

For more information, contact Student Financial Services at (914) 831-0473 for an appointment.

**Payment Methods**

**Credit Card:** Payment may be made by using MasterCard, Visa, Discover or American Express.

**Check, Money Order or Certified Check:** Students may also pay by check, money order or certified check. Please note that any refunds due to a student will not be issued until the student’s check has cleared the bank. Students should allow 30 days after bank clearance for receipt of refund check, if applicable.

Checks returned to The College unpaid by the account of the payee will result in an automatic \$30 handling fee. The student is expected to present payment in full for the amount of the check plus the \$30 fee. Payment must be made at the Student Accounting Office by cash, credit card or money order.

Late fees may apply if any part of any payment is more than 10 days late. Payment will be subject to a \$50 late fee.

**Federal and Institutional Withdrawal Policies**

In the event a student finds it necessary to withdraw during the students’ attendance at The College, a tuition refund will be calculated based upon the semester or term institutional charges. Institutional charges consist of tuition and fees. The College of Westchester’s tuition/fee refund policy is separate from the Federal Title IV Refund Policy for federal financial assistance programs. Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from courses for any reason, including medical reasons, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. The College of Westchester students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

The College strongly recommends an in-person appointment in the event of withdrawing from The College. This will allow for a thorough review of the withdrawal process including potential financial liability and/or potential loss of financial assistance with respect to satisfactory academic progress. Students are urged to contact the Student Financial Services Office to determine the financial aid consequences of withdrawing from The College.

**Institutional Refund Policy for Day Division**

*(Week is defined as Monday through Sunday):*

<b>Withdrawal Period</b>	<b>Percent Refunded</b>
Student withdraws during add/drop period .....	97%
Student withdraws 2nd week of the semester after the add/drop period .....	75%
Student withdraws 3rd week of the semester .....	50%
Student withdraws 4th week of the semester .....	25%
Student withdraws after the 4th week of the semester .....	0%

**Institutional Refund Policy for Evening Division and Online Division**

*(Week is defined as Monday through Sunday):*

<b>Withdrawal Period</b>	<b>Percent Refunded</b>
Student withdraws first week of the term .....	97%
Student withdraws second week of the term .....	75%

Student withdraws third week of the term.....	50%
Student withdraws fourth week of the term.....	25%
Student withdraws after fourth week of the term. ....	.0%

**Policy for Administrative Withdrawal for Student Financial Services Related Issues**

Students who are not in Good Financial Standing with the College may face Administrative Withdrawal at any time.

Preceding the Administrative Withdrawal, a student may be barred from access to onsite and online classes pending resolution of unresolved financial matters. At the discretion of the Student Financial Services Office (SFS), a student may be given from one to two days to provide proof that they are working to resolve the matter and/or to resolve the matter. If the student can provide adequate documentation to prove they are actively resolving the matter, it will then be reviewed to determine the ability to return to class. The decision to allow a student to return to class will be at the discretion of the College.

The SFS office will have the discretion to allow the student to return to class should they deem the documentation sufficient, even if a temporary step in the process, as our ultimate goal is to see students through to graduation and this includes avoiding missed class time. When a student does not achieve Good Financial Standing due to their inability to, or disinterest in, resolving the matter, a student will be given two warnings before an Administrative Withdrawal occurs. If the student has not satisfactorily resolved all financial issues by the deadline set by the SFS office, the College will issue the first warning. A second deadline will be set, and if not met, a second warning will be issued. If the student has not satisfactorily resolved all financial issues by the deadline set, the student will be Administratively Withdrawn from the College upon the approval of the Director of Student Financial Services and the Provost, and the student will incur institutional charges according to the schedule in the College Catalog.

Reinstatement to the College may occur only after financial obligations are met.

Good Financial Standing includes but is not limited to: being up to date on payment plans, being responsive to additional requests by the Federal or State Government in order to secure financial aid, and/or being responsive to requests by the SFS Staff as relates to the prior noted. Students must be able to provide documentation to the SFS office to verify that they have responded to requests.

**Federal Title IV Refund Policy for Financial Assistance Programs**

Any change in a student’s enrollment must be reported to the Student Financial Services/Bursar Office. Students withdrawing from classes during a term are subject to Federal Return of Title IV Funds.

The amount of Federal Title IV funds that were earned by the student is directly proportional to the length of time he or she remained enrolled within the payment period, as indicated by the student’s withdrawal date. CW is an attendance taking college and federal regulations specify that for institutions that take attendance, the withdrawal date is determined from the institution’s attendance records, whether the student withdrew officially or unofficially; this includes administrative withdrawals for non-attendance. Academic attendance and attendance at an academically-related activity includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Participating in campus or online activities indicated in the course syllabus or assigned by the instructor, such as small group assignments, online discussion forums, or other collaborative activities.

The R2T4 process is initiated by electronic notification by the Academic Affairs Office to Bursar Office indicating the student has been withdrawn (official or unofficial) from the College. Once withdrawal notification is received by the Bursar Office, the Bursar will process a R2T4 calculation using the appropriate withdrawal date information provided. CW uses the USDOE software, R2T4 tool in COD to perform all federal refund calculations. This R2T4 calculation will determine if the student withdrew prior to completing 60% of the payment period and if any unearned Title IV funds must be returned. Scheduled breaks of 5 days or greater are factored into the R2T4 calculation to ensure those periods are excluded from the payment period. If any unearned funds need to be returned, the following will occur to ensure the R2T4 funds are returned no more than 45 days from the date it is determined that the student withdrew:

- After completion of the R2T4 calculation, CW must always return any unearned Title IV funds that it is responsible for within 45 days of the date CW determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. The Bursar returns any unearned Title IV funds to The United States Department of Education (USDOE) via the Common Origination Disbursement (COD) system.
- Any award or tuition/fees adjustments is completed by the Bursar to the student’s account. After all required returns of Title IV funds and adjustments to the student’s account are made, the account is finalized.
- Any returns of Title IV funds to G5 is communicated by the Bursar Office to the Business Office whereby the Business Office returns the funds to G5 and retains a copy of the transaction(s).
- Any loan or grant funds owed by the student or parent PLUS borrower is returned to COD by the college on their behalf.

**Notification to Student**

After completion of the Return to Title IV Funds calculation, the Office of Student Accounts will notify the student of the results of the calculation, the aid that was returned, and any outstanding balance due to CW if applicable.

### **Return of Title IV Funds**

If a student withdraws completely on or before completing 60% of the semester/term, The United States Department of Education (USDOE) requires the return of Title IV funds for those students who receive federal Title IV aid. The funds will be returned in the order prescribed by the USDOE as follows:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

### **Post-Withdrawal Disbursements (PWD)**

If a PWD is required, the student, or Parent (for a Parent Plus Loan) is mailed a notification letter within 30 days of the date CW determined the student withdrew. A PWD would first be used toward any outstanding charges before any funds are returned to the student. Any amount of a PWD that is comprised of loans funds and has not been credited to the student's account will be offered to the student, or parent (for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any unearned grant funds that the student is eligible to receive due to PWD will be provided within 45 days of the date of determination.

The student will be notified in writing of their eligibility and must reply if they wish to accept some or all or decline the PWD. In addition, a deadline date along with identification of the type and amount of Title IV funds that make up the PWD will be included.

If no response is received within 14 days of notification, the PWD will not be issued. CW reserves the right to decide whether to make a PWD in the event that a student or parent for a PLUS Loan responds after the 14-day deadline. If CW does not make the PWD, we will inform the student or parent (for a PLUS Loan) in writing.

*Reference:* The procedures and policy above are subject to change based on federal laws and federal regulations. If changes are made, students must abide by the most current regulatory requirements. For additional information on Federal Title IV Refunds (R2T4) federal policies and procedures, reference Federal Student Aid Handbook, Volume 5 <https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2021-2022/vol5>.

## **Federal Title IV Financial Aid Programs**

### **Federal Pell Grant Program**

The Federal Pell Grant Program is a need based grant to undergraduate students. Financial need is determined by the U.S. Department of Education, using a federal formula, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the Expected Family Contribution (EFC). Students may apply for a Federal Pell Grant by filing a Free Application for Federal Student Aid (FAFSA). The application may be completed online at:

<https://studentaid.gov/h/apply-for-aid/fafsa>

An Institutional Student Information Record (ISIR) will be electronically transmitted to the Financial Assistance Office. Federal Pell Grant funds cannot be disbursed unless a valid ISIR is in the possession of The College. The amount of the applicant's award is calculated by the Financial Assistance Office, and upon enrollment, funds are credited to the student's account following the appropriate processing. Students who have received a Bachelor's Degree are not eligible for a Federal Pell Grant. In addition, the student must be matriculated in an approved program as an undergraduate and must show financial need to continue to be a recipient. The student must maintain satisfactory academic progress for continued awards. The Higher Education Opportunity Act disqualifies from receiving Federal Pell grants students who are subject to an involuntary civil commitment following incarceration for a sexual offense (*as determined under the FBI's Uniform Crime Reporting Program*).

### **Federal Pell Grant Lifetime Eligibility Used (Pell LEU)**

The amount of Federal Pell Grant funds you may be eligible to receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Students are limited to 600% Lifetime Eligibility of Federal Pell Grant. This affects all students regardless of when or where they received their first Federal Pell Grant. Students who are currently receiving a Federal Pell Grant and would have reached or exceeded their Lifetime Eligibility Used (LEU) (600%) will no longer be eligible to receive a Federal Pell Grant. To track your LEU, log on to your "Account Dashboard" at <https://studentaid.gov/fsa-id/sign-in/landing> to view your Federal Grant Lifetime Eligibility Used. This website will be updated regularly as your Federal Pell Grant awards are reported. For further information, please contact The College of Westchester's Student Financial Services Office.

### **Federal Supplemental Educational Opportunity Grant Program (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based program funded by the federal government to award college students who have high financial need. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). FSEOG awards are awarded to Federal Pell recipients. Award amounts may vary based on student enrollment status and availability of funds. In addition, the student must be matriculated in an approved

program as an undergraduate and must show financial need to continue to be a recipient. The student must maintain satisfactory academic progress for continued awards.

### Federal Work Study Program (FWS)

The Federal Work-Study Program (FWS) is a campus-based program funded by the federal government to assist college students who have financial need. FWS provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. Students are paid by the hour. Wages for the program must equal at least the current federal minimum wage but may be higher, depending on the type of work performed and the skills required. Wages are paid directly to the student for the hours actually worked, in the form of a paycheck on at least a monthly basis. Federal work study jobs can be both on campus and off campus. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). FWS funds cannot be earned unless the Financial Assistance Office is in receipt of a valid student Institutional Student Information Report (ISIR).

The FWS program is a federal grant program whereby the applicant must be matriculated in an approved program as an undergraduate student and must show financial need. The student must maintain satisfactory academic progress for continued eligibility.

### Payment of Federal Work Study (FWS) Funds

Once the student earns the funds by working, they will be paid at least once a month as long as the timesheets are submitted by the established deadlines.

### Federal William D. Ford Direct Loan Program (DL)

Student loans, unlike grants, are borrowed money that must be repaid, with interest. Loans are legal obligations. You must be enrolled at least half-time to be eligible for a Federal Direct Student Loan. There are two types of Federal Direct Student Loans: Subsidized and Unsubsidized. Eligibility for Subsidized loans is need based. The federal government pays (subsidizes) the interest during in-school, grace and deferment periods. For Unsubsidized loans, the interest accrues during in-school, grace and deferment periods but may be paid by the student while in school or capitalized. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). To be eligible for a Federal Direct Loan, the student must: (1) be a United States citizen or legal permanent resident; (2) be enrolled in or admitted as a matriculated student in an approved program at The College; (3) show financial need; (4) not be in default on a prior student loan or owe a refund on any Federal Title IV Grant, and; (5) complete all verification requirements. In addition, students must complete a Master Promissory Note (MPN) and an Entrance Interview, which a student may complete online at <https://studentaid.gov>, to ensure that all borrower rights and responsibilities are understood. Loans cannot be credited to a student's account until Entrance Counseling is complete. Student Loan funds are disbursed in two payments, one-half for each semester in the academic year (day students) or four payments, one-fourth for each term in the academic year (Evening and Online students).

### Fresh Start for Borrowers with Federal Student Loans in Default

Borrowers with federal student loans in default will be able to reenter current repayment status and have other federal student aid benefits and protections restored that will increase their long-term repayment success. Loans eligible for Fresh Start are:

- Defaulted William D. Ford Federal Direct Loan (Direct Loan) Program loans
- Defaulted Federal Family Education Loan (FFEL) Program loans (both ED-held and commercial-held)
- Defaulted ED-held Perkins Loans

Further information may be found here: <https://fsapartners.ed.gov/sites/default/files/2022-08/FreshStartFactSheet.pdf>

### Federal Direct Subsidized Loan

The federal government pays the interest on behalf of the student borrower while the student is matriculated and enrolled at least half-time in college, during the six month grace period, and during times of authorized deferment and forbearance. Repayment of the loan begins six months after the student graduates or the student's enrollment status changes to less than half-time.

### Federal Direct Unsubsidized Loan

Unlike the subsidized loan program, interest on unsubsidized loans begins and is paid by the borrower, not the federal government, when the loan is disbursed. Students have the option of paying these interest charges while attending school. If they choose not to pay the interest, it will accrue and be capitalized. Repayment of the loan begins six months after the student graduates or the student's enrollment status changes to less than half-time.

### Annual Federal Direct Loan Limits

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

Class Standing	Dependent			Independent		
	Additional Subsidized	Maximum Unsubsidized	Combined	Additional Subsidized	Maximum Unsubsidized	Combined
Freshman 0–24 credits	\$3,500	\$2,000	\$5,500	\$3,500	\$6,000	\$9,500
Sophomore 25–60 credits	\$4,500	\$2,000	\$6,500	\$4,500	\$6,000	\$10,500
Junior 61–90 credits	\$5,500	\$2,000	\$7,500	\$5,500	\$7,000	\$12,500
Senior 91+ credits	\$5,500	\$2,000	\$7,500	\$5,500	\$7,000	\$12,500



**Lifetime Aggregate Federal Direct Loan Limits Dependent Student**

Maximum Subsidized Loan Limit..... \$23,000  
Maximum Unsubsidized Loan Limit..... \$8,000

**Lifetime Aggregate Federal Direct Loan Limits Independent Student**

Maximum Subsidized Loan Limit..... \$23,000  
Maximum Unsubsidized Loan Limit..... \$34,500

**Interest Rates for Student Loans and Parent PLUS loans (Fixed Rate Loans) per the United States Department of Education (USDOE)**

**Undergraduate Students/Direct Subsidized and Unsubsidized Loans**

**Date of First Disbursement Fixed Interest Rate**

07/01/2023 – 06/30-2024 ..... 5.50%  
07/1/2022 – 06/30/2023..... 4.99%  
07/01/2021 - 06/30/2022..... 3.73%  
07/01/2020 - 06/30/2021..... 2.75%  
07/01/2019 - 06/30/2020..... 4.53%  
07/01/2018 – 06/30/2019..... 5.045%

**Federal Direct Parent Loans (PLUS)**

**Date of First Disbursement Fixed Interest 7.08%.**

07/01/2023 – 06/30/2024..... 8.05%  
07/01/2022 – 06/30/2023..... 7.54%  
07/01/2021 – 06/30/2022..... 6.28%  
07/01/2020 – 06/30/2021..... 5.3%  
07/01/2019 – 06/30/2020..... 7.08%  
07/01/2018 – 06/30/2019..... 7.595%

**Federal Direct Subsidized and Unsubsidized Loan Origination Fees**

Consistent with federal regulations, Federal Direct Student Loans have an origination fee of 1.069%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2016.

For loans disbursed on or after 10/01/2020 but before 10/01/2021, the fees are.....1.057%

For loans disbursed on or after 10/01/2019 but before 10/01/2020, the fees are ..... 1.059%.

For loans disbursed on or after 10/01/2018 but before 10/01/2019, the fees are ..... 1.062%.

**Federal Direct Parent Loan Program (PLUS)**

The Federal Direct PLUS Loan provides a borrowing option for parents of dependent undergraduate students. Based on the borrower’s credit worthiness, a parent may borrow up to the student’s cost of attendance minus all other aid from this federally guaranteed loan program. If approved, parents are required to complete a Master Promissory Note (MPN). If a PLUS Loan denial is received, a student is eligible for an additional \$4,000 in unsubsidized loan funds. PLUS loan repayment begins within 60 days of disbursement of funds. Parents can choose to defer payments on a PLUS loan until after 6 months after the date the student ceases to be enrolled at least half time. The interest that accrues on the loan while it’s in deferment can either be paid by the parent borrower monthly or quarterly, or can be capitalized quarterly. To request a deferment, call the Federal Direct Loan Servicing Center at 1.800.848.0979. Deferments will not be approved until after the first loan disbursement has been made.

**Federal Direct PLUS Loan Origination Fees**

Consistent with federal regulations, Federal Direct PLUS Loans have an origination fee of 4.276%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2016.

For loans disbursed on or after 10/01/2020 but before 10/01/2021, the fees are.....4.228%

For loans disbursed on or after 10/01/2019 but before 10/01/2020, the fees are ..... 4.236%.

For loans disbursed on or after 10/01/2018 but before 10/01/2019, the fees are ..... 4.248%.

*Please note: CW would like to inform potential students, or parent(s) of a student regarding Federal Title IV, Higher Education Act (HEA) loans that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. NSLDS only tracks federal student loans; you will need to track any private education loans you may have using your own records.*

# Federal Direct Student Loan Borrowers Rights and Responsibilities

## Entrance Loan Counseling

First time student loan borrowers are required by federal regulations to complete an Entrance Interview before proceeds of the Federal Direct Loan(s) can be credited to their student account. Students may complete the Entrance Interview online at [studentaid.gov](http://studentaid.gov). Here you will learn about the terms of the loan and your rights and responsibilities as a student loan borrower.

## Exit Loan Counseling

Before you graduate, withdraw or drop below half-time status, regardless if you plan to transfer to another school, regulations require that you complete an Exit Interview for your Federal Direct Subsidized and Unsubsidized Loans. You may complete the Exit Interview online at [studentaid.gov](http://studentaid.gov). Here you will be able to view your student loan history and learn about repayment and deferral options.

## Federal Direct Student Loan Repayment

After a student graduates, leaves school, or drops below half-time enrollment, a student has six months before repayment of student loans must begin. This is called a grace period. The amount of the monthly payment is calculated based upon the total amount that has been borrowed as well as the repayment plan selected. Your repayment period varies from 10 to 25 years, depending on which repayment plan you choose. If you don't choose a repayment plan when you first begin repayment, you'll be placed under the Standard Repayment Plan. You can change plans to suit your financial circumstances. Repayment is processed through a federal loan servicer. The servicer is a company that the Department of Education assigns to handle the billing and other services on a federal student loan. The loan servicer will contact the student after the first disbursement is paid out.

## Postponing Loan Payment Deferments and Forbearance

Under certain circumstances, students can receive a deferment or forbearance on their loans. During a deferment, no payments are required. If a student has a subsidized loan, the federal government will pay the interest that accrues during the deferment. If a loan is unsubsidized, a student will be responsible for the interest on the loan during the deferment. During forbearance, payments are postponed or reduced. A student cannot receive a deferment or forbearance if a loan is in default. A student may be considered for a deferment in the following circumstances:

- At least half-time study at a postsecondary school
- Study in an approved graduate fellowship supported program or in an approved rehabilitation training program for the disabled
- Unable to find full-time employment
- Economic hardship
- Service in the U.S. Armed Forces
- Service as a Peace Corps or Vista volunteer
- Temporary disability
- Parental leave for mothers with school age children returning to work
- Bankruptcy

A student must contact the Federal Direct Lending loan servicer to obtain a deferment or forbearance on the students' student loan. In addition, deferments are not automatic, and students will have to provide documentation to support such a request. Deferments and forbearances have minimum and maximum time limits.

## Consolidation

Consolidation is designed to help student borrowers consolidate all their federal student loan debt into one loan. A student will make only one payment per month, and this one time service is available from participating lenders. Please contact the lender for additional information.

## Default

Former students or students who have graduated and are in default on their student loans and are attempting to avoid repayment of any sponsored loan, may be subject to withholding of tax refunds, garnishing of pay, or seizure of personal property by the Internal Revenue Service and possible civil prosecution. In addition, college transcripts will be withheld and other college services denied. Through continued counseling an attempt is made to assist former students and graduates to avoid default; however, primary responsibility remains with the student-borrower.

## Requirements of Federal Title IV Financial Aid Recipients as defined by the United States Department of Education (USDOE)

Except for some loan programs, students must have financial need. In addition, other requirements apply:

- Have earned a high school diploma or the equivalent recognized and authorized by the state where it was awarded.
- Completed a high school education in a homeschool setting approved under state law.
- Enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Meeting satisfactory academic progress (SAP) standards set by the college the student is or will be attending.
- Must be a United States citizen or eligible noncitizen.
- Must have a valid social security number (SSN) unless the student is from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- The student must sign a statement that certifies use of federal student aid for educational purposes only. The student must also certify that they are not in default on a federal student loan and does not owe a refund on a federal student grant (*which could happen if a student withdraws from college, for example*).

- If the student is a male aged 18 through 25, the student must comply with Selective Service registration. If the student has not registered he can, at the same time he completes the FAFSA, by giving the Selective Service System permission to register him by means of the FAFSA. The student can also register online at [www.sss.gov](http://www.sss.gov) or call 1.847.688.6888. TTY users can call 1.847.688.2567.
- If a student has been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid, the student will be ineligible for a period of time based on the type and number of convictions. For further assistance with this topic, please call 1-800-4-FED-AID (1-800-433-3243).
- Verification with certain federal agencies; Social Security Administration for verification of SSN and U.S. citizenship status and Department of Homeland Security to verify Alien Registration Numbers. If the information does not match, the discrepancy must be resolved before a student can receive federal student aid.
- Verification against the National Student Loan Data System (NSLDS) to verify that a student has not defaulted on a federal student loan, hasn't received an overpayment on a federal grant or a Federal Perkins Loan and hasn't borrowed more than the total federal loan limit allowed.
- Information against Veteran's Affairs is also checked if the student answered that they are a veteran.

Selective Service is also checked to verify that if the student is a male between the ages of 18 through 25, and that the student has registered with Selective Service in order to be eligible for federal student aid.

### **The College of Westchester Student Loan Code of Conduct**

CW participates in the Federal Direct Lending Program; however it also offers Alternative Loans through banks and lending institutions for those students and parents who may have additional need for a loan outside of the Federal Direct Loan Program. The following Code of Conduct applies to all CW officers, employees, and agents who have responsibilities with respect to education loans. In keeping with the Higher Education Opportunity Act (HEOA) of 2008. CW abides by the following Student Loan Code of Conduct:

#### **1. Revenue Sharing**

The College of Westchester and its employees will not enter into any type of revenue-sharing arrangement with any lender, guarantor or servicer. The term "revenue-sharing arrangement" means an arrangement between an institution and a lender which – (i) a lender provides or issues a loan that is made, insured, or guaranteed to students under the Higher Education Act attending the institution or to the families of such students; and (ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution. The College of Westchester does not provide students a preferred lender list from which to select a lender for a private student loan. All loans are processed without regard to lender or mode of transmission (i.e., electronic or paper). The College of Westchester will neither recommend a private loan lender nor accept material benefits including revenue or profit sharing to the institution, an officer, or an employee of the institution or an agent.

#### **2. Gifts**

Employees of the Office of Student Financial Services are prohibited from soliciting or accepting any gift from a lender, guarantor, or servicer of education loans.

a. Gifts include any gratuity, favor, discount, entertainment, hospitality, loan or other item. This includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has incurred.

b. A gift to a family member of an employee of The College of Westchester is considered to be a gift to the employee, if the gift is given with the knowledge and consent of the employee and there is reason to believe the gift was given because of the official position of that employee.

#### **3. Contracting Arrangements**

Employees of the Office of Student Financial Assistance shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including opportunity to purchase stock) as compensation for any consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

#### **4. Preferred Lender Status**

The College of Westchester participates in the William D. Ford Federal Direct Loan Program which provides student and parent loans through the U.S. Department of Education. Lenders in the private student loan industry will not be given a preferred status. The College of Westchester will not produce a preferred lender list that gives any lender an advantage in securing business from CW students.

#### **5. Private Loan Certification**

The College of Westchester will not assign a borrower's private student loan to a particular lender; all decisions will be made by the borrower in the students' independent review of borrower benefits and lender services. The College of Westchester will not refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

#### **6. Opportunity Pool Loan**

The College of Westchester will not request or accept from any lender any offer of funds to be used for private education loans (defined in section 140 of the Truth in Lending Act) including funds for an opportunity pool loan in exchange for The College of Westchester providing concessions or promises regarding providing the lender with a specified number of loans made, insured or guaranteed; a specified loan volume of such loans; or a preferred lender arrangement for such loans.

#### **7. Staffing Assistance**

The College of Westchester will not request or accept from any lender, guarantor, or servicer of student loans any assistance with call center staffing or financial aid office staffing.

#### **8. Advisory Board Compensation**

Employees of the Office of Student Financial Assistance who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, are prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

## Professional Judgement

When there are unusual situations or circumstances that impact a student's federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgement on a case-by-case basis and with adequate documentation to make adjustments on the data elements on the Free Application for Federal Student Aid (FAFSA®) form that impact a student's Expected Family Contribution (EFC) to gain a more accurate assessment of a student's family's ability to contribute to the cost of a student's education. The Department of Education does not have the authority to override a school's professional judgment decision.

### The College of Westchester Satisfactory Academic Progress Policy

#### Standards of Academic Progress for Federal Title IV Eligibility

Federal law and regulation require institutions of higher education to establish and enforce minimum academic standards for the continued receipt of Federal Title IV Financial Aid. Satisfactory Academic Progress (SAP) is measured by a qualitative standard, whereby students must maintain a minimum Grade Point Average (GPA), and a quantitative standard (pace), whereby students must earn a percentage of credits attempted (number of credits earned divided by number of credits attempted). Failure to maintain academic performance in compliance with these standards will result in academic action, including warning, probation and/or dismissal from the college. All grades earned in courses that apply towards fulfilling a student's program requirements must be included in SAP calculations. The Satisfactory Academic Policy is jointly administered by Academic Services and Student Financial Services, as well as communication regarding SAP status and appeal information (for Federal Title IV aid).

Note: The SAP Policy for Title IV aid recipients is the same for non-Title IV recipients.

#### Maximum Time Frame for Completion

Federal regulations require a maximum timeframe for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. All terms/semesters of the student's enrollment count when assessing the maximum timeframe even in terms/semesters in which the student did not receive federal financial aid funds. For Title IV federal financial aid purposes only, students receiving federal aid must complete their degrees/certificates within 150% of the normal time for completion. For example, a student may not attempt more than 180 credits to earn the 120 credits needed for the bachelor's degree, nor attempt no more than 99 credits to earn the 66 credits for the associate degree. All credits attempted are counted including change in majors, credits from other institutions and whether or not financial aid was received for credits taken. Students who have attempted credits exceeding the 150% maximum will be denied financial aid.

#### Transfer Credits

Transfer credits that are accepted toward any certificate or degree will be counted toward pace as both credits attempted and earned for Satisfactory Academic Progress (SAP) evaluation.

#### Repeat Policy

Repeated courses are permitted. The passed class is used in the GPA calculation. If a student fails a class and repeats the class and fails a 2<sup>nd</sup> time, then repeats and passes the class the 3<sup>rd</sup> time – 1 failed class and the passed class are used in the GPA calculation, only 1 "F" grade would be forgiven. All repeated subsequent courses count towards attempted credits.

#### Foundations Courses

Grades from Foundations of Communications and Foundations of Math are not calculated into the cumulative GPA, but are included in the quantitative/pace portion of SAP.

#### Change of Major

All attempted credits and grades from the prior academic program will continue to be calculated into SAP. The maximum timeframe for completion remains in effect after a change in major or degree. If a student changes to a lower degree, they will be reevaluated for SAP to ensure the maximum timeframe is within/allowed for that degree.

#### Evaluation of Academic Progress for Federal Title IV Recipients

To assess continued Federal Title IV financial aid eligibility, students' records are reviewed at the end of each payment period. For Day Division, at the end of each 15-week semester, for Evening Division and Online Division, at the end of each 8-week term. The SAP policy is applied consistently for all students both full time and part time.

Please see the chart below for Standards of Academic Progress to maintain Federal Title IV Eligibility.

Associate Degree (66 credits)			Bachelor Degree (120 credits)			Certificate Program (36 credits)			Certificate Program (48 credits)		
Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)
0-6	0.00	0%	0-6	0.00	0%	0-6	0.00	0%	0-6	0.00	0%
7-15	0.80	30%	7-15	0.80	30%	7-15	1.25	30%	7-15	1.25	30%
16-30	1.25	42%	16-30	1.25	42%	16-30	1.50	42%	16-30	1.50	42%
31-45	1.50	50%	31-45	1.50	50%	31-45	2.00	67%	31-45	1.80	67%
46-60	1.80	67%	46-60	1.80	67%	46-54	2.00	67%	46-60	2.00	67%
61-75	2.00	67%	61-75	2.00	67%				61-72	2.00	67%
76-99	2.00	67%	76-120	2.00	67%						

### Financial Aid Warning

Should a student not meet SAP standards at the end of a term/semester, as stated in the above chart, will automatically go on Financial Aid Warning and remain eligible for Title IV Federal aid during the Financial Aid Warning period. No appeal or other action is required. Students must maintain the minimum standards by the end of the financial aid warning period (one semester or term) in order not to jeopardize future Federal Title IV funding. The Student Financial Services Office notifies students if they are placed on Financial Aid Warning status.

### Loss of Federal Title IV Eligibility

Students who do not meet the Satisfactory Academic Progress (SAP) Standards for Financial Aid eligibility as of the end of the SAP Warning period will be ineligible for financial aid until they are again in full compliance with the SAP policy for Federal Title IV Aid. Students are notified by the Office of Student Financial Services of loss of Federal Title IV eligibility. Students who are dismissed or suspended from The College of Westchester for any reason are ineligible to receive financial aid.

### Financial Aid Probation/Appeal

A student who subsequently does not achieve the minimum academic standards after the Financial Aid Warning period may appeal. Financial Aid Probation requires an approved written appeal from the student to the Director of Student Financial Services. The student may continue to receive Federal Title IV assistance for one payment period. Only one SAP appeal per student is permitted.

Some examples of reasons below for such a request may include, but are not limited to:

- Medical Condition/Serious illness/injury of student
- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/Separation
- Military Service
- Student or family lives in an area that has been officially declared a National Disaster Area`

A written letter of appeal must be submitted by the student to the Director of Student Financial Services for review.

- The appeal letter must explain in detail the reason(s) for not meeting the standards for academic progress.
- The steps the student plans to take to correct his/her academic progress deficiencies.
- List in detail any extenuating circumstance(s) of which CW should be aware.

- Appeals must be submitted and approved prior to the beginning of the semester for which the student is appealing to receive financial aid.
- The student will be provided written notification of the decision of the appeal from the Director of Student Financial Services.  
**Appeal decisions are considered final.**

An academic plan may be appropriate for a student who may require more time to be in compliance. Academic plans are developed on a case-by-case basis so that if the student appropriately follows the academic plan, the student will be meeting SAP standards by a specific point in time.

### Regaining Federal Title IV Eligibility

If an appeal is not approved, a student may regain eligibility by meeting the standards through academic work in future semesters/terms. Students should be prepared with other resources to pay all educational expenses. If during this time the student regains SAP, the Director of Student Financial Services may reinstate financial aid upon final review. It is the student's responsibility to request a review of SAP to regain financial aid eligibility. Please be advised this will only make students eligible for future aid once reinstated. It is not retroactive.

### Impact of Grades on SAP Eligibility for Federal Title IV Aid

Grade	Impact on Grade Point Average	Impact on Pace
A	Positive	Credits counted as attempted/earned
A-	Positive	Credits counted as attempted/earned
B+	Positive	Credits counted as attempted/earned
B	Positive	Credits counted as attempted/earned
C+	Positive	Credits counted as attempted/earned
C	Positive	Credits counted as attempted/earned
D	Minimum passing grade	Credits counted as attempted/earned
FR	Positive	Credits counted as attempted/earned
F	Negative	Credits counted as attempted/ <b>not</b> earned
UF	Negative	Credits counted as attempted/ <b>not</b> earned
AUD	No impact	No impact
CR	No impact	Credits counted as attempted/earned
DP	No impact	No impact
EX	No impact	No impact
Fail	No impact	Credits counted as attempted/ <b>not</b> earned
I	No impact	Credits counted as attempted/ <b>not</b> earned
IC	No impact	Credits counted as attempted/earned
INC	No impact	Credits counted as attempted/ <b>not</b> earned
NC	No impact	Credits counted as attempted/ <b>not</b> earned
P	No impact	Credits counted as attempted/earned
Pass	No impact	Credits counted as attempted/earned
S	No impact	Credits counted as attempted/earned
TO	No impact	No impact
TR	No impact	Credits counted as attempted/earned
U	No impact	Credits counted as attempted/ <b>not</b> earned
WD	No impact	Credits counted as attempted/ <b>not</b> earned
Z	No impact	Credits counted as attempted/ <b>not</b> earned

# New York State Tuition Assistance Program (TAP)

## Application Procedure

Student must be a U.S. citizen or eligible non-citizen; student must have established legal residence in New York State 12 months prior to the beginning of the semester or term; student must be enrolled and matriculated in a program for at least 12 credits and must satisfy Academic Pursuit and Progress (see chart below in Satisfactory Academic Progress and Pursuit Responsibilities of TAP Recipients).

New York State TAP eligibility is a need based grant and is determined by student/spouse or student/parent information provided on the Free Application for Federal Student Aid (you must complete the FAFSA) and New York State tax information. Awards range from \$500 to \$5665 and are determined by New York State. The student will receive an award certificate from NYSHESC. CW must be listed on the certificate. Please use the following TAP codes for the appropriate division when applying for TAP:

- 7124 Day Division Associate Program
- 7121 Evening Division Associate Program
- 6124 Day Division Bachelor Program
- 6121 Evening Division Bachelor Program
- 6122 Bachelor Degree Online Program
- 7131 Associate Degree Online Program

## Satisfactory Academic Progress & Pursuit Responsibilities of TAP Recipients

For financial aid purposes, good academic standing consists of two elements: satisfactory academic progress and pursuit of program. Satisfactory academic progress is a measure of the student's achievement, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of a program is a measure of the student's effort to complete a program. *TAP payments will be suspended for any student who fails to maintain good academic standing.*

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

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A student must accrue at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	0.5	.75	1.3	2.0	2.0

### Bachelor's Degree/Semester Calendar (2006 Standards) - applies to student first receiving aid in 2007-08 through and including 2009-10:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

### Associate Degree and Certificate Programs/Semester Calendar (New Standards) – applies to student's first receiving aid in 2010-11 and thereafter:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A student must accrue at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

### Bachelor's Degree/Semester Calendar (New Standards) – applies to student's first receiving aid in 2010-11 and thereafter:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

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

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

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

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

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
A student must have accrued at least this many credits	0	3	9	18	30	42	51	60
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0	2.0	2.0

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

**Points Accrual for Part-time ADA Payments – Semester Schools**

Credits	Percent of Full Award	Points Accrued
3	25.00%	1.5
4	33.34%	2
5	41.67%	2.5
6	50.00%	3
7	58.34%	3.5
8	66.67%	4
9	75.00%	4.5
10	83.34%	5
11	91.67%	5.5

**Program Pursuit**

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

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

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

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

**TAP WAIVER**

Waiver requirement of good academic standing by Higher Education Services Corporation (HESC) for Tuition Assistance Program (TAP)

An undergraduate student receiving TAP assistance may receive a one-time waiver of the requirement that the student remain in good academic standing during his or her undergraduate career. "Good academic standing" involves making sufficient progress towards the degree. This entails passing a specific number of courses or accumulating enough credits (usually a minimum of twelve) each semester to earn a degree in a timely manner. A student who loses good academic standing in one semester is not eligible for a TAP grant in the following semester, during which the student is expected to make up the academic deficiency. If the student successfully makes up the academic deficiency during that following semester, they will regain eligibility for TAP grants in future semesters.



A waiver allows the student to receive a TAP grant normally disallowed during the semester in which the student is making up the academic deficiency.

The Financial Aid Office at CW has established the following criteria for granting such a waiver to a student who has previously been in good academic standing:

- 1) A student takes a medical leave of absence.
- 2) A death occurs in the student's family
- 3) Other extenuating circumstances

A waiver may be granted only upon presentation of proper documentation of the student's predicament, and after a discussion between the student and the TAP Certifying Officer at CW. The TAP Certifying Officer must in turn document the circumstances in which the waiver is granted. This information will be kept in the student's file.

### **Accelerated TAP**

Education Law permits an additional "accelerated" TAP payment in an award year, over and above regular annual award, in certain circumstances. To be eligible for an accelerated TAP payment, students must be enrolled full-time and must also earn 24 semester hour credits in the prior two semesters at the same institution and applicable to the student's program of study. Transfer credits cannot be used to meet this requirement. The student must meet the prior study requirement each time an accelerated award is sought.

### **TAP Payment Points**

The New York State Higher Education Services Corporation (NYSHESC) maintains records of student TAP awards by assigning points for each payment. A full semester TAP award equals six (6) payment points. As provided in Education Law, an undergraduate student has a total of four years, or a total of 48 points of award eligibility. For TAP purposes only, Fall I/Fall II is equivalent to one semester and Spring I/Spring II is equivalent to one semester. This equivalency of two terms to one semester does not change the structure of The College's academic calendar in any way and is recognized for the administration of TAP.

### **Foreign Credentials for establishing New York State TAP Eligibility**

According to amended section 661(4) of Education Law, an applicant for a State award must have a certificate of graduation from a high school in the United States or the equivalent recognized and authorized by the state where it was awarded. High school credentials from foreign countries are not acceptable. Students who completed their secondary education in another country must successfully pass a federally approved ability-to-benefit test to be eligible.

## **New York State Enhanced Tuition Awards Program**

The Enhanced Tuition Awards (ETA) Program provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive \$6,000 through a combination of their TAP award, ETA award and a match from their private college.

### **Eligibility**

An applicant must:

- be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- be a U.S. citizen or eligible non-citizen;
- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of \$110,000 or less;
- be pursuing an undergraduate degree at a participating private college or university located in New York State;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year applicable toward his or her degree program, through continuous study with no break in enrollment except for certain reasons that can be documented,;
- if attended college prior to the 2018-19 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Enhanced Tuition Award;
- be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by any NYS award(s) that you have previously received; and
- execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

For further information, please visit: [www.hesc.ny.gov](http://www.hesc.ny.gov)

### **Senator Jose Peralta New York State DREAM Act**

Gives undocumented students and other students' access to New York State-administered grants and scholarships that support their higher education costs. For further information please visit [hesc.ny.gov/dream](http://hesc.ny.gov/dream)

## The College of Westchester Scholarships and Grants

### **Matching Scholarships**

Students who have received an approved outside scholarship are eligible to have their awards matched by The College of Westchester. Each matching scholarship may not exceed \$2,000 per year. If the approved outside scholarship is awarded each year, the matching scholarship will be credited to the student's account in the same year. If the approved outside scholarship is awarded in the first year only, the matching scholarship will be matched in the student's second year.

### **Joseph and Julia Sutkowski Memorial Scholarships**

*(Freshman and Sophomore only)*

Students who have graduated from high school with an 80% or better cumulative grade average or who have completed a minimum of at least 24 credits at a prior college with a 3.0 or better GPA evidenced by an official transcript may be awarded up to \$5,000 per year. Students must maintain 2.50 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

### **Institutional Grants**

The College makes available a number of institutional grants for new and continuing students. Grants are awarded based on financial need. Special consideration is given to students in critical need of assistance to continue studies. Grants range up to \$5,000 per year. Awards are evaluated each year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

### **CW Program Grants**

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

### **President's Scholarships**

*(Day Division only)*

The President's Scholarships range up to half tuition for Associate and Bachelor's Degree programs. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. Students must maintain a 2.5 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

### **Achievement Award**

This grant is awarded at the discretion of the Achievement Award Committee which carefully considers a student's academic promise and their financial need. Award amounts range up to \$8,000 per year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

### **CW School of Business Scholarship**

### **CW School of Health Professions Scholarship**

### **CW School of Information Technology Scholarship**

Each of the above Schools award scholarships ranging up to \$8,000 per year. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. Students must maintain a 2.5 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

### **The CW Empower Award**

*(For High School Seniors)*

This program provides scholarship funds to accepted first time freshman students based on both academic merit and financial need. The CW Empower Award applies to direct tuition charges not covered by Federal Pell and SEOG grants, New York State TAP and ETA grants or other outside grant funding. Eligible students must have earned a high school diploma with the required GPA and possess a Federal Expected Family Contribution (EFC) index of 500 or lower in each award year. Students must be eligible for both Federal Pell and NYS TAP grants. (Residents outside of NY are not eligible) Students must maintain full time status and a cumulative GPA of 2.5 to avoid loss of eligibility. Other academic and financial eligibility requirements apply and are detailed in The CW Empower Award Statement of Understanding and Agreement. For additional eligibility requirements, please contact the Office of Admissions. (See GPA Requirements)

### **The CW Inspire Award**

This program provides tuition scholarship funds to accepted students based on both academic merit and financial need. The Award applies to direct tuition charges not covered by Federal Pell and SEOG grants, New York State TAP and ETA grants or other outside grant funding. Eligible students must have earned a high school diploma with the required GPA and possess a Federal Expected Family Contribution (EFC) index of 500 or lower in each award year. Students must be eligible for both Federal Pell and NYS TAP grants. (Residents outside of NY are not eligible) The CW Inspire Award covers tuition only, books and fees are the responsibility of student. Students must maintain a cumulative GPA of 2.5 to avoid loss of eligibility. Other academic and financial eligibility requirements apply and are detailed in The CW Inspire Award Statement of Understanding and Agreement. For additional eligibility requirements, please contact the Office of Admissions.

### **Transfer Scholarship**

The College offers scholarships to students who transfer into CW with credits earned from prior colleges. Tuition scholarships range from 20 to 40 percent based on prior credits earned and cumulative grade point average. Scholarship percentage is applied to the remaining tuition balance after all eligible federal, state and third party grants and scholarships have been applied. Students must maintain a 2.50 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

### **The College of Westchester Scholarship and Grant Requirements and Guidelines**

- Students' awards are limited to actual charges at The College of Westchester after all other financial aid, grants and scholarships have been awarded.
- Most programs require that students apply for federal, state and other financial aid and awards are calculated after outside grants / scholarships have need applied.
- Students must maintain a specific minimum grade point average in order to receive the grant / scholarship in each subsequent semester.
- Certain awards may require that you reapply each year or semester.
- Most scholarships require that students maintain full time attendance.
- CW scholarships and grants are awarded on a per credit basis and applied to the student account at the conclusion of the semester / term.
- Except Empower Award, CW grants and scholarships are used toward tuition only and do not cover fees or textbooks/electronic media.
- In the event a student receives any increase in TAP, Federal PELL, FSEOG, FWS or outside scholarship, institutional grants may be reduced.
- If students leave before completion of the academic term, they may lose their CW scholarship/grant/award.

### **GPA Requirements**

CW scholarship and grant recipients must maintain the required cumulative grade point average (GPA) as stated in the awards above. Grades/GPA are reviewed at the end of each semester/term. Recipients who fail to meet the minimum cumulative GPA will be given one additional semester (2 terms for Evening/Online) to achieve the required cumulative GPA. If the student does not achieve the GPA after this period, the student will automatically forfeit the scholarship/grant beginning with the subsequent semester/term. Students may appeal for reinstatement based on hardship circumstances.

### **Appeal of Loss of CW Scholarship/Grant**

Below are some examples of reasons for an appeal request which may include, but are not limited to for an appeal to be considered and reviewed:

- Documented medical condition/serious illness/injury of student
- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/separation
- Military Service
- Student or family lives in an area that has been officially declared a National Disaster Area

Submission of a written appeal from the student must have all appropriate documentation to support the appeal. Appeals should be addressed to the VP of Student Services and Director of Student Financial Services. The student will be notified in writing of all appeal decisions. The decision of the appeal will be final.

### **The College of Westchester Charitable Foundation Scholarship**

The College of Westchester Charitable Foundation (CWCF) is a 501(c) (3) non-profit charitable organization which awards scholarships to students who demonstrate academic promise. The Foundation annually invites CW students to submit application for consideration.

### **Other Scholarship Programs**

Periodically the Student Financial Services Staff posts notices announcing corporate and community-based scholarship programs throughout the campus. Application information can be obtained at the Office of Student Financial Services. Students should contact the Director of Student Financial Services for further information.

### **CW Partners Recognition Award**

The College of Westchester has selected specific area corporations, non-profits and community-based organizations as Official CW Partners. Employees of CW Partners may be eligible to receive up to 50% toward tuition and their immediate family members

(spouses/dependent children) may be eligible to receive up to 25% toward tuition. This special CW Partners Recognition Award applies toward tuition balances, only after other external financial assistance are applied.

Awards are only effective for dates in which Official CW Partner Agreements are active and are not retroactive. This award cannot be combined with any other CW merit scholarship, and does not apply toward books/electronic media and fees or other expenses. The funds are distributed equally per credit at the end of each academic semester/term of enrollment and students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester/term in order to receive subsequent awards. In the event a student receives any increase in NY State TAP, Federal PELL, FSEOG or outside scholarship, the CW Award may be reduced. If students leave before completion of the academic semester/term, they will lose their Award. Proof of employment will need to be submitted at the beginning of the enrollment and will need to be submitted each new award year. Continuing students should contact the Student Financial Assistance Office and prospective students should contact the Admissions Office for further details.

### **Part-time and Cooperative Employment Opportunities**

The College's Career Services Office administers part-time and cooperative employment opportunities which help students earn money to meet college expenses. To determine how you may qualify, prospective students can contact the Admissions Office or continuing students can contact the Career Services Office.

### **Company Tuition Reimbursement**

Many students who attend college receive tuition reimbursement from their employers. Company plans vary, granting up to 100% tuition reimbursement. Contact your supervisor or human resources department at your place of employment to determine if your company has such a plan. The Student Accounts Office will help you complete any required forms.

## **Veterans Benefits**

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>*

### **Active Military**

The College does not participate in the U. S. Department of Defense (DoD) Voluntary Education Partnership program and accordingly does not provide military Tuition Assistance. (TA) to active military personnel to cover tuition expense.

### **The Post-9/11 GI Bill®**

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

- Tuition & fees directly to the school not to exceed \$27,120.05. A monthly housing allowance is provided based on rate of pursuit and the Basic Allowance for Housing for an E-5 with dependents at the location of the school. If you are enrolled in exclusively online training you will receive a reduced amount based on the national average for an E-5 with dependents. Students may use the GI Bill® Comparison Tool on the U.S. Department of Veteran Affairs Website.
- An annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.
- If you are on active duty you will not receive the housing allowance or books and supplies stipend.
- This benefit provides up to 36 months of education benefits. If your release from active duty was before January 1, 2013, there is a 15 year time limitation for use of benefits. For individuals whose last discharge date is on or after January 1, 2013, the time limitation has been removed.
- Some service members may be eligible to transfer their benefit to their dependents. Applications and more information can be obtained on the Veteran Affairs Website at [www.va.gov](http://www.va.gov).

### **The Montgomery GI BILL – Active Duty – Chapter 30 (MGIB)**

The MGIB-AD program—sometimes known as Chapter 30—provides education benefits to Veterans and Service members who have at least two years of active duty.

### **Type of Assistance**

Assistance may be used for college degree and certificate programs, technical or vocational courses, flight training, apprenticeships or on-the-job training, high-tech training, licensing and certification tests, entrepreneurship training, certain entrance examinations, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Benefits are generally payable for 10 years following your release from honorable active service. Get the [Montgomery GI Bill Active Duty](#) pamphlet (PDF).

### **Available Benefits and Eligibility**

Eligible Service members may receive up to 36 months of education benefits. The monthly benefit paid to you is based on the type of training you take, length of your service, your category, any college fund eligibility, and if you contributed to the \$600 buy-up program. You usually have 10 years to use your MGIB benefits, but the time limit can be fewer or more years depending on the situation. View [current payment rates](#).

### **\$600 Buy-Up Program.**

Some Service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5,400 in additional GI Bill benefits. The additional contribution must be made while on active duty. View increased monthly rates and contact your personnel or payroll office.

### **Eligibility**

You may be an eligible if you have an honorable discharge; AND you have a high school diploma or GED or in some cases 12 hours of college credit; AND you meet the requirements of one of the categories below:

#### **CATEGORY I**

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by \$100 a month for first 12 months
- Continuously served for three years or two years, if that is what you first enlisted for or if you entered the Selected Reserve within a year of leaving active duty and served four years (the 2 by 4 program)

#### **CATEGORY II**

- Entered active duty before January 1, 1977
- Served at least one day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or through 6/30/87 if you entered the Selected Reserve within one year of leaving active duty and served four years)
- On 12/31/89, you had entitlement left from Vietnam-era GI Bill

#### **CATEGORY III**

- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91
- OR involuntarily separated on or after 11/30/93
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by \$1,200

#### **CATEGORY IV**

- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR you entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89, AND you elected MGIB during the period 10/9/96 - 7/08/97
- Had military pay reduced by \$100 a month for 12 months or made a \$1,200 lump-sum contribution

Apply

Apply now by filling out VA Form 22-1990 (Application for Education Benefits)

### **The Montgomery GI BILL – Selected Reserve – Chapter 1606 (MGIB-SR)**

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. It is the first program that does not require a person to serve on active duty in the regular Armed Forces to qualify.

You may be considered an eligible reservist or National Guard member if:

- After June 30, 1985, you signed a six year obligation to serve in the Selected Reserve, AND
- You completed your Initial Active Duty Training (IADT), AND
- You received your High School Diploma or the equivalent recognized and authorized by the state where it was awarded before you completed your IADT, AND
- You are in good standing in a drilling Selected Reserve Unit.

If you stay in the Selected Reserves, benefits generally end 10 years from the date you become eligible for the program if you became eligible before October 1, 1992.

Benefits generally end 14 years from the date you became eligible on or after October 1, 1992. Your period of eligibility may be extended, if you were unable to train because of a service-related disability. Typically, your eligibility ends when you leave the Selected Reserves.

You may be entitled to receive up to 36 months of education benefits. View [current payment rates](#).

Follow these steps to become eligible and apply:

1. Get the DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program from your unit. Your unit will also code your eligibility into the DoD personnel system so VA may verify your eligibility.

2. Then make sure your selected program is approved for VA training. If you are unsure, VA will inform you and the school or company about the requirements.
3. Obtain and complete VA Form 22-1990 (Application for Education Benefits). Send it to the VA regional office with jurisdiction over the state where you will train.
4. If you started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999 not available online Enrollment Certification, and send all the forms to VA.

For More information on how to apply for the above listed Education Benefits you may also visit the Veterans Certifying Official at the College.

### **New York State Veterans Tuition Awards**

(VTA) are awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

### **Eligible Veterans**

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

These students must also:

- Establish eligibility by applying to New York State Higher Education Services Corporation (NYSHESC) at [www.hesc.ny.gov](http://www.hesc.ny.gov).
- Be New York State residents.
- Be US Citizens or eligible non-citizens.
- Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.
- Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

### **Award Amounts**

- For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.
- For part-time study, awards will be prorated by credit hour. Part-time study is defined as at least three but fewer than twelve credits per semester (or the equivalent) at a degree-granting institution, or six to twenty-three hours per week in a vocational training program.

### **2023-2024 Awards**

For the 2023-2024 academic year, awards are set at 98% of tuition or \$7,070 whichever is less. If a Tuition Assistance Program (TAP) award is also received, the combined academic year award cannot exceed tuition. Thus, the TAP award may be reduced accordingly.

### **Duration**

#### **Full-time Study**

- Undergraduate Degree – Granting Programs – Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.
- Graduate Degree – Granting Programs – Awards are available for up to six semesters (three years) of graduate study.
- Vocational Training Programs – Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

#### **Part-time Study**

- Undergraduate Degree – Granting Programs – Awards are available for up to the equivalent of eight semesters (four years) of full-time under-graduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.
- Graduate Degree – Granting Programs – Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.
- Vocational Training Programs – Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or noncredit vocational training programs of at least 320 clock hours specifically approved by the New York State Division of Veterans' Affairs Bureau of Veterans Education.

Questions regarding eligible service or how to document service should be directed to the Certifying Veterans Official at the College or the HESC Scholarship Unit at 1-888-697-4372.

Undergraduate and Graduate Full-time & Part-time Study apply for payment by doing the following:

- Complete the FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa> and the TAP on the Web application.
- Complete and submit the Veterans Tuition Award Application.
  - Be sure to print the Application Confirmation, sign and submit it, along with the required documentation, according to the instructions.

NOTE: A recipient is not required to submit another Veterans Tuition Award Application once awarded this scholarship, but must complete the FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa> and the TAP on the Web application each year to receive payment.

All applications must be completed by June 30 of the academic year for which an award is sought.

### **Survivors' and Dependents' Educational Assistance Program – Chapter 35**

Survivors' and Dependents' Educational Assistance is an educational benefit for eligible spouses and children of certain veterans. Eligible persons can receive up to 45 months of full-time or equivalent benefits. To be eligible for Survivors' and Dependents' Education Assistance you must be the son, daughter or spouse of:

- A veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must have arisen out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A service member missing in action or captured in the line of duty by a hostile force.
- A service member forcibly detained or interned in the line of duty by a foreign government or power.
- A service member hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits (effective Dec. 23, 2006).

Spouses and surviving spouses have 10 years from the date that the VA establishes eligibility to use the benefit. Surviving spouses of veterans who died while on active duty have 20 years from the date of the veteran's death to use the benefit. Benefits can't be paid before December 10, 2004 for anyone whose 10 year period ended prior to that date. Children may use the benefit while they are between the ages of 18 and 26.

The amount that VA pays is based on the type of training program and training time (i.e. full-time, half-time, etc.). Benefits are paid monthly and in arrears. The VA pays \$1224 a month for full-time training or a full month at a college or university. If attendance is less than a month or less than full-time, payments are reduced proportionately.

### **Vocational Rehabilitation and Employment Program – Chapter 31 (VR&E)**

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program.

To receive an evaluation for VR&E services, a veteran must:

- Have received, or will receive, a discharge that is other than dishonorable.
- Have a service-connected disability rating of at least 10%.
- Submit a completed application for VR&E services.

The basic period of eligibility in which VR&E services may be used is 12 years from the latter of the following:

- Date of separation from active military service, or
- Date the veteran was first notified by VA of a service-connected disability rating.

A veteran who is eligible for an evaluation under Chapter 31 must complete an application and meet with a Vocational Rehabilitation Counselor (VRC). If the VRC determines that an employment handicap exists as a result of a service-connected disability, the veteran is found entitled to services. The VRC and the veteran will then continue counseling to select a track of services and jointly develop a plan to address the rehabilitation and employment needs of the veteran.

### **The Yellow Ribbon Program**

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post 9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with the U.S. Department of Veterans Affairs (VA) to assist VA students in funding tuition expenses.

Veterans are welcome at The College of Westchester, online and at our ground campus. We are a Yellow Ribbon participant, offering up to \$6,700 a school year in supplemental funding to those veterans or designated eligible transferee that qualify for the full Post-9/11 benefit. Visit <https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/> for additional information on the Yellow Ribbon Program or other benefits. Also, for further information on what you specifically may qualify for based on length of service, please visit the VA website at [www.va.gov](http://www.va.gov).

### **Veterans Benefits and Transition Act of 2018**

In accordance with Title 38 US Code 3679 subsection (e), the College of Westchester adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.



# Student Activities and Support Services

The College of Westchester offers an array of support services designed to help students achieve their fullest potential for growth.

## Orientation for New Students

At Orientation, new students meet members of The College of Westchester's staff, faculty, administration and Student Success Coaches, in addition to meeting fellow students. Students have the opportunity to discuss their programs of study, college policies, and college services available to help them succeed.

## Family Welcome

At Family Welcome, family members meet members of The College of Westchester's staff, faculty, administration and Student Success Coaches, in addition to meeting fellow family members. Family members have the opportunity to learn and discuss, their students' program of study, college policies, and become familiarized with the array of student services and resources available to them.

## 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 CW professional, who oversees the student's success and progress at The College. The 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.

## Academic Advising

The Student Services Center is the centralized advising office serving Day, Evening, and Online Division 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, The Learning Center and The Testing 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.

## The Counseling Center

The Counseling Center at The College of Westchester provides free individual counseling services to all students experiencing both personal and academic issues. Students have the ability to attend once a week counseling sessions or come on a "walk-in" basis when concerns arise. Topics discussed may include but are not limited to: academic concerns, anxiety, depression, relationships, parenting, acculturation, and stress. The Counseling Center's mission is to assist students in developing their full potential within both The College of Westchester and their personal lives alike. The Center is operated by a mental health professional and backed by various college and community resources to encourage a safe and confidential environment where students can come and explore their needs and concerns. The Counseling Center may provide external referrals as needed.

Students also have 24/7 access to ULifeline, an online resource for mental health support: [ulifeline.org/cw/get\\_help\\_now](http://ulifeline.org/cw/get_help_now).

## The Learning Center

The Learning Center (TLC) ensures that students have access to learning support services to help them to succeed in their courses. In addition to in-person and remote sessions with peer and professional tutors, TLC oversees the offering of the online tutoring service (Brainfuse), which provides live chat help in most subjects, as well as an online paper review service, both of which are accessed through the student's course web page on the LMS (Moodle).

## The Library

The Library offers a wide variety of information resources for users who need to access its services in person or electronically. 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. Our book collection includes more than 3,000 titles and the majority may be borrowed overnight up to two weeks at a time, with a College of Westchester ID card.

The Library has two distinct purposes – one is to ensure students have the resources they need to enhance and support their coursework and research, the other is to ensure that students understand how to effectively use these resources to meet coursework objectives. Databases are available for Ebsco, Gale, and ProQuest. All students and faculty have 24/7 access with their CW credentials. Interlibrary loan (ILL) books are books borrowed from other college and university libraries. Please contact a librarian 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.

### **CW Everywhere Mobile App**

The “CW Everywhere” mobile phone application provides access to a variety of essential information and applications. This includes web pages for each student service area, providing office hours, contact information, shared files, and other resources. A suite of custom tools is delivered via the app, providing access to student account information, course information and grades, class schedules, and more. The app also serves as a means of receiving weather-related alerts and emergency notifications, as well as other custom messaging.

### **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) and Section 504 of the Rehabilitation Act. The student has an obligation to self-identify that the student has a disability and needs an accommodation, and all accommodations are made on a case-by-case basis. The student will be asked to submit 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 Coordinator of Disabilities 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.

### **The Testing Center**

The Testing Center offers a wide variety of services for The CW 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. The Testing Center is a certified PearsonVue, National Healthcareer Association (NHA), National Center for Competency Testing (NCCT), and Accuplacer ATB testing site. Professional, certified test administrators as well as technical support staff are available to assist in all aspects of certification testing. Certification exams may require a fee, and there is no guarantee of a passing grade.

### **Bookstore**

Textbooks and various stationery items may be purchased from the Bookstore during scheduled hours of operation. The Online Bookstore is available for students to order textbooks for Online Division programs through the student portal.

## **Student Activities**

Recognizing the need for the social, cultural, and academic development of the individual, The College of Westchester offers a wide range of activities to meet the needs and interests of the entire student body. Please see the Student Services Office for more information.

### **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. In addition, it serves to provide students with a voice in CW’s participatory shared governance system, develop leadership skills and promote the exchange of ideas and viewpoints among faculty members, administration and students. Any student enrolled in classes at CW may become a member of the Student Government Association. It gives students the opportunity to exercise leadership, express opinions, and work together toward the achievement of common goals.

### **National Association of Black Accountants (NABA)**

Student members of NABA are part of a network that provides opportunities for growth and success in the global business marketplace. NABA’s members share and promote a professional ethos – “Lifting as we Climb!” Student members must maintain a minimum cumulative grade point average of 3.50.

### **Student Clubs**

The College of Westchester offers a wide variety of extracurricular clubs and student organizations which provide students the opportunity to become more actively engaged in campus life as well as develop leadership and collaborative skills. Individual clubs are detailed in the Student Handbook.

### **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, serving on an alumni steering committee, speaking to The College of Westchester classes, becoming involved in our internships program, and attending alumni meetings. Ongoing support from the Career Service Center is also available to alumni, and many of our alumni take advantage of this service.

**Voter Registration**

The College of Westchester distributes and makes widely available a mail voter registration form to each student enrolled at The College by electronically transmitting to each student a message containing an acceptable voter registration form or an internet address where that form can be downloaded.

**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 on each September 17th. 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.

## Academic Excellence Initiatives: Recognizing Academic Excellence

**Honors Program – (Associate Degree)**

The Honors Program for Associate Degree students 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. To qualify a student must have a high school and/or college grade point average of 3.0 or better. Students may apply at any point during their associate program and must complete it by the end of the program. Once students are accepted into the Honors Program, they will complete three research papers of choice while pursuing their degree. 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.

**The Honors Research Seminar – (Bachelor Degree)**

The Honors Research Seminar is designed to introduce high-achieving bachelor-level students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. Bachelor-level students will learn about the academic research process through presentations and research assignments. At the conclusion of the seminar, student researchers will showcase their research projects at college-sponsored colloquia. Eligibility includes junior status, a minimum 3.5 grade point average and demonstrated research ability. Successful completion of this course will culminate in Honors distinction at graduation.

**Phi Theta Kappa**

Phi Theta Kappa is recognized as the official honor society for two-year colleges by the American Association of Community Colleges and is the largest honor society in American higher education, Beta Pi Gamma. The College of Westchester's chapter of Phi Theta Kappa, inducts members semi-annually and eligibility is based on completion of 24 credits at CW and maintenance of a 3.5 grade point average. Membership in Phi Theta Kappa is a valuable addition to the college experience and offers students the opportunity to participate in more than \$36 million in transfer scholarships.

**Sigma Beta Delta**

The purpose of Sigma Beta Delta is 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 student must have completed 72 credits and rank in the upper 20 percent of the junior or senior class. Members are eligible to compete for the Society's various annual fellowship awards.

## **The College of Westchester Campus Security Report**

The College of Westchester is proud of its excellent record of creating a safe and comfortable environment in which to work and learn and for keeping our campus as crime free as possible. The Annual Campus 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, the College has compiled this report in order 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. This report is updated annually in September and is available on the College's website at <https://www.cw.edu/consumer-information> and also at <https://www.cw.edu/studentmenu> on the Student Services page. A paper copy will be provided upon request from the Vice President of Academic Affairs. The contact number is 914-831-0219.

# Career Services

The College of Westchester's Office of Career Services staff is available to assist students with career guidance and securing employment. Students are introduced to services offered during orientation and at other points throughout their matriculation. Students are encouraged to visit the Office of Career Services to explore career information and seek help with the process of planning and preparing for their actual job search. Students may seek coaching in proper completion of employment applications, resume preparation, securing job interviews, researching companies, conducting interviews and related topics.

The Office of Career Services also hosts a variety of career/job fairs annually.

Additional information regarding the Office of Career Services is available at [www.cw.edu](http://www.cw.edu)

## **Types of Graduate and Professional Education in Which CW's Bachelor Degree Graduates Enroll**

•CW Bachelors graduates who graduated 2021-2022 (July 1, 2021 through June 30,2022) have enrolled in the following types of graduate and professional education through February of 2023: Master's degree programs at the following institution types:

- Four year private institutions

Areas of study include Accounting, Healthcare Administration, Health Services Management, Business Administration, Finance, Interactive Media Arts, Human Resources. This information was obtained from the National Student Clearinghouse, a national organization that provides post-secondary enrollment verification services.

### Code of Ethics:

The College of Westchester does not guarantee employment upon graduation and adheres to a strict code of ethics. In all communications with prospective and current students, no representation is given regarding likelihood of employment, type of position, potential salaries or any other promise or assurance of outcomes.

# Academic Standards

## College Regulations and Policies

*The catalog, which serves as the official college publication, is subject to revision at any time. The College reserves the right to make changes as deemed necessary: add, delete or revise any course, program of study, book charges, calendar, class schedule, tuition or requirements/policies as described within. It is expected that students carefully read the catalog to understand rules, regulations, standards and policies.*

### Academic Calendar

The College of Westchester offers courses in three different calendar formats: Day Division, Evening Division, and Online Division. The Day academic calendar in the back of this catalog details the schedule which is based on three semesters beginning in January, May, and September. In the Day Division two semesters, and a minimum of twenty-four credits, are equal to one academic year. The Evening Division and Online Division academic calendars are based on scholastic terms: Fall I, Fall II, Spring I, Spring II, and Summer. Four terms, and a minimum of twenty-four academic credits, are equivalent to one academic year.

Classes in the Day Division are offered in semesters consisting of fifteen weeks each. Courses are on a semester credit hour basis. Students ordinarily complete their Associate Degree in five semesters and their Baccalaureate Degree in four additional semesters. Courses meet twice a week or one day each week. A minimum of twelve academic credits each semester is required for full-time status.

Classes in the Evening Division meet Monday, Tuesday, Wednesday, and Thursday evenings and Saturdays (classes are offered during the day on Saturdays based on enrollment). The Evening Division is also on a semester credit hour basis. A minimum of six credits each term is required for full-time status. Courses in the Evening Division are offered five terms each year for eight weeks each term: Fall I, Fall II, Spring I, Spring II, and Summer.

Courses in the Online Division are offered five terms each year for eight weeks each term: Fall I, Fall II, Spring I, Spring II, and Summer. The Online Division is on a semester credit hour basis and a minimum of six credits per term is required for full-time status. All noted times are Eastern Standard Time (EST).

### Accelerated Academic Calendar – Day Division

The College of Westchester's Day Division academic calendar permits students to complete three academic semesters in one calendar year. The Fall Semester typically runs from September to December, the Winter Semester from January to April and Spring Semester from May to August. This academic calendar offers students opportunities to accelerate their credits earned within a calendar year, which may permit degree / certificate completion in less than the published normal time. Contact your academic and financial advisors to discuss your credit load and schedule of program pursuit.

### Course Formats

Courses are offered in one of the following formats:

1. Traditional Day Division courses which consist of classroom instruction with technology elements including Moodle LMS for web-enhanced learning;
  2. Hybrid/Blended Evening Division courses which combine elements of distance learning and traditional face to face instruction.
  3. Online Division courses which do not meet in a classroom. All CW online courses are run asynchronously for the duration of the semester or term. Assignments are posted online, and students participate in discussion boards online.
- The learning objectives are the same in hybrid, online, and traditional face-to-face courses.

### Attendance

All credit-bearing courses offered at The College of Westchester are designed to fully comply with both New York State and Federal definitions of a credit hour. These definitions require that for each three-credit college-level course, students complete a minimum of 37.5 clock hours of instruction and 75 hours of independent homework for a total of 112.5 hours of learning. CW builds its course schedule to ensure or exceed compliance with this requirement. For on-ground courses, 3 hours of instructional time are scheduled each week over the course of a 15-week semester along with approximately 75 hours of additional homework assignments that may include assigned readings, writing assignments, research projects, interactive discussion forums and video viewing assignments. Hybrid and fully online courses contain identical learning objectives to those taught in the traditional classroom setting. For an 8-week hybrid course carrying 3-credits, courses are scheduled for a minimum of 5.25 hours of instructional time per week (3.25 hours in class and 90-120 minutes online) in addition to 10.5 hours of assigned homework. For a fully online course, this works out to 5 hours of online instructional time and additional homework assignments. Students are expected to be in regular attendance, be active participants in class and online, and complete all homework assignments.

Each day semester, evening and online term schedule is carefully constructed by the College Registrar to ensure the minimum number of instructional weeks, class meeting sessions, and class meeting hours necessary to meet or exceed the instructional time described above. Every course syllabus, including learning outcomes, instructional content, and instructional resources is reviewed and approved by the College-wide Committee on Curriculum and Academic Policy. The College attendance policy, provided to students through the College Catalog, Student Handbook and every course syllabus instructs students about the expectation and importance of class attendance and participation.

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. Attendance in online courses is determined by a student’s activity in a list of academically related activities completed within Moodle, the learning management system, including but not limited to, submitting an academic assignment, taking an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums.

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.

Student attendance is recorded and reported daily and periodic audits are conducted to ensure that course syllabi, learning outcomes, class meeting hours, online learning activities, and assigned projects and homework comply with the above.

### **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 are a result of a severe hardship. A student may request that a faculty member waive select absences when calculating the students’ grade in light of these hardships. Such a request should be made by the student, with documentation to support the 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.

## **Academic Programs**

### **Certificate Programs**

The College of Westchester offers Certificate programs in a variety of majors. The Certificate programs are designed to prepare students for a variety of employment opportunities, and the credits are transferable to the Associate Degree programs at The College. Certificate programs are either 36 credits or 48 credits. The certificate programs are registered by the New York State Department of Education.

### **Associate Degree**

The College of Westchester offers both the Associate in Applied Science (AAS), the Associate of Science (AS), and the Associate in Occupational Studies (AOS). There are generally fewer liberal arts requirements for the AOS Degree. A cumulative grade point average of 2.0 or better as well as completion of all required courses is compulsory for graduation. The requirements include courses in college skills, courses pertaining to the student’s major, and, for those students pursuing an AAS Degree, courses in general education. The current Associate Degree requires the completion of 66 academic credits. The Associate Degree programs are registered by the New York State Department of Education.

### **Bachelor’s Degree**

The College of Westchester offers Bachelor of Business Administration (BBA) and Bachelor of Science (BS) degrees. Students must complete a total of 120 credits to earn the Bachelor’s Degree. Students who have earned an Associate Degree at The College of Westchester are eligible to apply to a BBA or BS program if they have earned at least 60 academic credits and have achieved a minimum of a 2.5 cumulative grade point average. A cumulative grade point average of 2.0 or better as well as completion of all BBA and BS programs is required for graduation.

### **Academic Program Improvement**

The College of Westchester believes strongly in the formalized assessment of student learning, both in the classroom, across academic programs, and in academic support functions, as a means of fostering continuous quality improvement of our educational services. The assessment of student learning at The College of Westchester relies on a process that is:

- Evidence-based (using qualitative and quantitative measures)
- Mission-driven (based upon the CW’s Mission Statement and the Mission Statements of each academic program)
- Systematic (based upon a College-wide assessment template)
- Cyclical (based upon the triennial program review cycle) with annual reporting components
- Outcomes-oriented (student learning outcomes will be the focus of measurement and reporting)
- Faculty-developed and implemented
- Utilitarian (results will be utilized for continuous program improvement)

By documenting student learning, reflecting upon the effectiveness of our teaching methods and curriculum, making adjustments to those methods and curriculum when our research dictates, by providing feedback to students and through increased dialogue among faculty, the aims of continuous quality improvement may be realized.

The College of Westchester believes in an assessment environment that is non-threatening, supported by the administration, encourages faculty to objectively engage in outcomes assessment practices and openly share their findings. In order to insure that level of freedom and comfort, the College avoids using assessment findings as a means through which to evaluate a faculty member's performance. Assessment research also serves as an accountability link for internal and external stakeholders of the College as well as a means through which the college measures progress in meeting and achieving broad educational objectives and its overall mission.

### **Degree Classifications**

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

### **General Education**

The goal of general education is to provide broad, coherent knowledge for the development of students and to give them the critical skills needed to function effectively in the workplace and in society. Liberal arts courses in critical thinking, effective writing and communications, and analytical reasoning are some of the essential academic areas addressed in the general education curriculum.

### **External Professional Certification**

Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam. However, students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student, in most cases.

### **Grade Point Average – Computation Example**

Course	Grade	Credits	Quality Points Earned
Principals of Marketing	A (4)	3	12
English Composition I	B (3)	3	9
Financial Accounting I	B (3)	3	9
Transformative Learning	C (2)	3	6
Total		12	36
36 Quality Points = 3.0 Grade Point Average 12 Credits			

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



## Grading System

Grade	Value	Numerical Credit Hour	Grade Point Value
A	Excellent	95-100	4.0
A-		90-94	3.75
B+		86-89	3.5
B	Good	80-85	3.0
C+		76-79	2.5
C	Average	70-75	2.0
D	Minimum Passing Grade	60-69	1.0
F	Failure	Below 60	0
UF	Unauthorized Failure***		0
Fail	Fail for Pass/Fail Courses		
FR	Failed Course/Retook		
P	Pass		
Pass	Pass for Pass/Fail Courses		
WD	Withdrawal, No Credit		
DP	Dropped Course, No Credit		
I	Incomplete		
INC	Incomplete for Pass/Fail Courses		
IC	Internal Transfer Credits		
TO	Test Out*		
TR	Transfer Credit Accepted		
AUD	Audit		
EX	Exempt*		
S	Satisfactory		
U	Unsatisfactory**		
Z	Unsatisfactory because of absence**		
CR	Credit (no GPA impact)		
NC	No Credit (no GPA impact)		

*\*Requires additional elective*

*\*\*Students who receive a grade of "U or Z" must repeat the course. Grade reports are distributed upon the conclusion of each session.*

*\*\*\*UF" grades are assigned to those students who fail to attend class or engage in online academic activity during the final four (4) weeks of the semester or final three (3) weeks of the term, and, in the opinion of the instructor, have not met the course learning objectives.*

## Class Standing Determination

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

Class Standing	Credits
Freshman	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 (Evening 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.

## Full-Time Status

A minimum of twelve academic credits each semester is required for full-time status in all Divisions.

## Less than Full-Time Status

3/4 time	9 credits
1/2 time	6 credits
<1/2 time	Less than 6 credits

## Matriculation

A person is considered matriculated when the student has met all of the following:

1. Student registered in courses at CW for their selected degree or certificate program of study.
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 Vice President.
5. May apply for matriculation by following standard protocol and meeting the cumulative GPA requirement of 2.0. Accordingly, if a non-matriculated student wants to enroll in a degree or certificate program, the student 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 Vice President of Student Services and Retention. If such students achieve a cumulative GPA of 2.0, matriculation may be reinstated if all other standards of progress are met.

**Standards of Academic Progress (SAP)**

Satisfactory Academic Progress (SAP) is measured by a qualitative standard, whereby students must maintain a minimum Grade Point Average (GPA), and quantitative (pace) standard, whereby students must earn a percentage of credits attempted (number of credits earned divided by number of credits attempted). Failure to maintain academic performance in compliance with these standards will result in academic action, including academic probation, suspension and/or dismissal from the college. All courses and grades earned that apply towards fulfilling a student's program requirements must be included in SAP calculations. Students' records are reviewed for Standards of Academic Progress at the end of each semester and term.

The College of Westchester expects matriculated students to maintain satisfactory academic standing to continue to be enrolled at The College. No student will be graduated with a cumulative grade point average (CGPA) below 2.0.

Please refer to the Student Financial Services section of this catalog for further information regarding Standards of Academic Progress and financial aid eligibility.

Associate Degree (66 credits)			Bachelor Degree (120 credits)			Certificate Program (36 credits)			Certificate Program (48 credits)		
Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)
0-6	0.00	0%	0-6	0.00	0%	0-6	0.00	0%	0-6	0.00	0%
7-15	0.80	30%	7-15	0.80	30%	7-15	1.25	30%	7-15	1.25	30%
16-30	1.25	42%	16-30	1.25	42%	16-30	1.50	42%	16-30	1.50	42%
31-45	1.50	50%	31-45	1.50	50%	31-45	2.00	67%	31-45	1.80	67%
46-60	1.80	67%	46-60	1.80	67%	46-54	2.00	67%	46-60	2.00	67%
61-75	2.00	67%	61-75	2.00	67%				61-72	2.00	67%
76-99	2.00	67%	76-120	2.00	67%						

**Academic Probation**

Should a student not meet minimum SAP standards at the end of a semester/term, as stated in the above chart, the student will automatically be placed on Academic Probation. No appeal or action is required. Various academic supports or actions may be applicable including limiting credit load, repeating previously failed courses, required meetings with academic advisors and tutoring. After completing the Probation semester/term, the student must have achieved the required minimum SAP standards for continued matriculation and financial aid eligibility.

### **Academic Suspension**

Academic Suspension is a separation from The College imposed when a student has failed to meet the minimum satisfactory academic progress after the Probation semester/term. Suspended students may be considered for reinstatement by submitting an appeal. Please refer to the Appeal for Academic Waiver policy.

### **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 and 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. Employment, childcare or transportation issues are not considered to be appropriate basis for appeal.
- The student can be granted only one academic waiver during the students' 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 and 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.
- Students who are denied appeals, may challenge the committee's decision by contacting the Vice President of Academic Affairs.
- Should you have any questions regarding this procedure, please contact the Registrar, whose office is located in the Student Services office.

Students should refer to the section 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.

### **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 standards of academic progress. There is no appeal available for a student who has been Academically Dismissed. A student may also be dismissed for conduct.

### **Flexible Grading Policy**

- All students have the option to request that a limited number of 'C' and 'D' grades (up to two in the Day Semester and one in the Evening and Online Term) be converted to the grade of "Credit" (CR) and that any grade of 'F' be converted to "No Credit" (NC) for grades earned.
- If a student chooses to opt-in, the passing letter grade (C through D) will convert to 'CR' with credit for the class being awarded, while a failing grade (F) will convert to 'NC', with no credit awarded. Credit/No Credit grades will not impact the student's GPA. W, I and UF grades cannot be converted to NC. For courses in the School of Health Professions where a minimum grade of C is required as prerequisite for higher level courses, converting a grade of 'D' to a 'CR' will not exempt a student from having to repeat the course and earning a minimum of 'C' before advancing.
- Courses not opted-in and kept as a letter grade will continue to be included in the term and cumulative GPA, while courses opted in and changed for a Credit/Non-credit grade will be excluded from the GPA calculation.
- If a student chooses the option of Credit/No Credit, the Credit (CR) grade will not negatively impact the student's satisfactory progress toward degree completion.
- Once selected, the CR/NC option cannot be reversed.
- CR/NC grades will be reflected on the student's official College transcript and the grade glossary, attached to each transcript, will be updated to include a notation denoting that all applicable semester's/term's grades, including CR or NC.
- Before choosing this grading option for one or more of their classes, students should consult with their academic and financial aid advisors regarding potential impact to their financial aid.

### **Student Transcripts/Degrees**

It is The College policy to provide a complimentary unofficial transcript at graduation. Requests for official transcripts will be processed upon payment of a \$10.00 fee for each. Three working days should be allowed for processing. All such requests must be in writing with a student's written authorization or signed waiver. Students may also order a transcript at [cw.edu/transcript](http://cw.edu/transcript). 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 their degree, the cost is \$30.00. The College will only honor requests for records that originate from The College of Westchester.

### **President's List and Dean's List**

Students who have completed a minimum of twelve (12) academic credits for the period being evaluated 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.

Full-time Day Division students will be evaluated at the end of each semester. Full-time Evening 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 will be evaluated at the end of each Evening/ Online term regardless of session (Day, Evening/ Online) and will be given the honor after every 12-credit increment. President's or Dean's honors will be added to the student's transcript and a certificate will be printed and mailed to their home address.

### **Student of the Semester**

Each semester one Associate and one Bachelor's student from each division (Day, Evening and Online) is selected by the faculty to receive the Student of the Semester award. This award criteria is a minimum 3.8 cumulative average and at least 24 earned credits from CW, as well as demonstrated excellent academic progress and overall academic achievement.

### **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 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 Foundations of Communication and/or Foundations of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Foundations of Communication and Foundations 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 Evening 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 Registrar.

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, White Plains, New York 10606.

*\*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 School of Business baccalaureate programs.*

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

### **Program Competency Requirements for Two Year Transfer Students**

If a student has not met one or more competencies at the time of enrollment, the student will be required to achieve these competencies within the first academic year of their program or longer with the approval of the appropriate Dean. Program competencies can be found under individual program sheets.

### **Transfer Agreements/Articulations**

Students who wish to continue their education after attendance at CW may be able to transfer credits to other institutions based on that institution's transfer policy. Students should consult with the Registrar with questions regarding these transfer agreements with other schools.

CW has also entered into formal Articulation Agreements with several institutions of higher learning through which students enter CW with Junior status. A current list of such institutions may be found at [cw.edu/articulations](http://cw.edu/articulations). This list is updated periodically. Each individual agreement specifies the number of total credits that will be accepted, along with any competencies that need to be fulfilled in order to earn a CW degree. These agreements are housed in the Office of the Registrar.

### **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.

### **Add/Drop and Course Withdrawals**

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 ten calendar days from when classes begin 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 "UF" grade for the course.

For Evening Division 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 Evening College student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "UF" grade for the course.

In the Evening 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 "UF" grade for the course.

For Online courses, the first fourteen (14) 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, unless a student has received special approval from the Provost and Vice President of Academic Affairs. 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 "UF" grade for the course. Please refer to the catalog or its addendum for refund and withdrawal policies that may affect financial responsibility.

### **Repeat Policy**

Upon completion of a repeated course, the grade for the repeated course will replace the "F" grade in the student's GPA calculation. The original "F" grade will be replaced with an "FR" retaken grade or an asterisk and the "F" will no longer be computed in the student's grade point average. If the course was failed more than once, only one "F" grade is removed from the grade point average calculation. However, all grades of "F," whether repeated or not, will be included when determining the student's minimum successful course completion percentage. Having to repeat failed classes may alter a student's date of program completion and may affect a student's pursuit of progress.

A student who fails a course may repeat the course once without requiring prior approval. If the student does not successfully pass the repeated course, the student must obtain permission to repeat the course a second time by meeting with an advising professional in the Student Services office and agreeing in writing to mandatory conditions. Students may not repeat a course more than twice. Students should consult with the Office of Student Financial Services regarding the use of financial aid for repeated courses.

### **Repeat Policy for Health Professions**

The student will be allowed to repeat any required medical course (MED, MSC) only once. If the student fails the course for a second time, the student *may* be dismissed from The School of Health Professions program in which the student failed the course or enrolled into an alternative academic program within The School of Health Professions or enrolled into an alternative program outside of The School of Health Professions. The student may appeal this decision to the Provost and Vice President for Academic Affairs.

### **Incomplete Grades**

A grade of "I" will be submitted for students who are unable to complete one or more course requirements. A grade of "INC" will be submitted for courses designated as Pass/Fail. For purposes of determining a student's academic progress in regards to successful course completion percentage, incomplete grades are counted as attempted credit, but not earned and have no impact on the student's grade point average. All outstanding work must be completed no later than the last day of the following semester in the Day

Division, or two (2) terms in the Evening/Online Division. Faculty must submit Grade Change form/Incomplete form, which requires approval by the Registrar. Special extenuating circumstance may be appealed to the Vice President of Student Services and Retention.

### **Grade Changes**

All outstanding work must be completed no later than the last day of the following semester in the Day Division, or two (2) terms in the Evening/Online Division. Faculty must submit Grade Change form/Incomplete form, which requires approval by the Registrar. Special extenuating circumstance may be appealed to the Vice President of Student Services and Retention.

### **Academic 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 and Vice President of Academic Affairs. The decision of the Provost and Vice President of Academic Affairs will be final.

### **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 for the internet and for Information Technology Systems.

### **Computer Usage Policy**

For a complete copy of CW's Computer Usage Policy, refer to Student Handbook.

### **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 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 expressed 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.

### **Social Media Policy for Students**

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. 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.

#### **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.

### **Dress Code Policy for School of Health Professions 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.
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 or white crocs with no holes. Toes must be closed and shoe material cannot be canvas, or cloth. Shoes 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 3/4".
6. Finger nails must be trimmed to an appropriate length. If nail polish is applied, it must be 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. Other than earrings, as described above 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.

### **Code of Conduct and Disciplinary Procedures**

#### **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 to have engaged in any of the following:

1. Conduct which could be construed to be a violation of any federal, state, or local law and adversely affects the interests and reputation of the College;
2. Conduct that places another in danger of bodily harm;
3. Conduct that causes bodily harm or threatens bodily harm in a circumstance where there is a clear and present danger of bodily harm;
4. 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.
5. Theft of College property of the property of a member of the College or local community. This includes without limitation (a) unauthorized use of College property, equipment, facilities or services (b) possession of stolen property; (c) possession or use of unauthorized College keys or access devices; (d) unauthorized entry; and (e) refusal to leave or to release any property when ordered to do so by its owner or any person having jurisdiction over it.
6. Misappropriation, destruction of, unauthorized removal of, or damage to computer equipment or any College property, including intellectual property.
7. Conduct in violation of the community standards listed under the Academic Integrity section.
8. Smoking, vaping, or use of tobacco products on campus, including in parking lots, entryways, and sidewalks.
9. Being in any place for the purpose of unlawful use, possession, or distribution of a controlled substance.
10. Disorderly, lewd, slanderous, intimidating or indecent conduct or other personal conduct that would tend to demean another or the reputation of the College.
11. Bullying defined as any repeated, intentional, and harmful behavior directed towards an individual or group, where there is an imbalance of power. It includes but is not limited to physical, verbal, psychological, or cyberbullying. This includes incidents that occur on campus, during college-related activities, or through via digital means between two or more members of the CW community.
12. Photographing or audio/visual recording another without their knowledge.
13. Harassment, which may include but is not limited to: (a) pursuing or following another person in or about a public place(s) or through physical, electronic, written, or telephonic means; (b) repeated unwelcome communications; (c) directing obscene language, gestures or abusive conduct, including verbal abuse, threats, and intimidation at another; (d) directing verbal abuse at another because the individual is carrying out duties and responsibilities associated with their role as faculty, staff or student staff at the College; (e) publishing, distributing or posting of photographs or recordings of members of the CW community without their consent; and (f) distributing private information about another individual without their consent.
14. Assault and/or sexual assault. See Title IX Policy Prohibiting Sexual Harassment and Sexual Misconduct.
15. Knowingly providing false information to the College or making false statements or false reports to College officials, engaging in forgery, alteration or improper use of any College record, key, identification card or other document.
16. Willful failure or refusal to appear as a witness at a College disciplinary proceeding after having been directed to do so.
17. 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.
18. Use, possession or storage of dangerous weapons, chemicals, explosive devices or materials including, but not limited to, firearms, tasers, 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, bombs, or any other instrument designed or intended to inflict injury or cause a reasonable person to believe they are in physical danger.
19. 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.
20. Failure to honor financial obligations to The College or to any element thereof.
21. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
22. Failure to comply with any other applicable College policy, including without limitation, the Rules for the Maintenance of Public Order; the Anti-Drug and Alcohol Policy, the Computer Usage Policy; Audio/Video Recording Policy; Social Media Policy; Title IX Grievance Procedure; Policy against Sexual Harassment and Sexual Misconduct; and the Policy against Discrimination and Harassment.

### **Disciplinary Grievance Procedures for Conduct Violations**

The College of Westchester's discipline policy is intended to support the standards of The College with regard to the conduct of students and academic integrity policies. (Alleged violations of the Title IX Grievance Policy and the Policy against Sexual Harassment and Sexual Misconduct will be investigated and adjudicated pursuant to the procedures set forth therein.) A student may



face interim suspension if they are accused of possessing drugs, alcohol or weapons on College property or any other major conduct violation that could put another member of the College community in immediate danger or threat of harm. 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. The interim suspension may remain in place until a final decision regarding responsibility is made by the Discipline Committee as outlined below.

Students accused of a conduct violation 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 via electronic correspondence to the student's CW email as well as overnight mail. 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 Vice President of Student Services and Retention. 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 of the committee's decision, within three business days after the hearing by electronic correspondence to the student's CW email as well as overnight mail. If the accused student does not fulfill the penalty imposed by the committee, the student may be suspended or dismissed.

Sanctions for a violation of the Code of Conduct may include but are not limited to: dismissal, suspension for one or more semesters, probation for one or more semesters, loss of privileges for one or more semesters, warning, restitution for stolen or damaged property, educational workshops; or transcript notation.

The accused student may appeal the committee's decision to the Vice President of Academic Affairs. The appeal must be submitted, in writing, within three business days of the committee's decision and must include a rationale for seeking the appeal. In order to be considered, the appeal must articulate one or more of the following criteria:

- A. A procedural error occurred that significantly impacted the outcome of the hearing
- B. To consider new evidence, unavailable during the original hearing, that could substantially impact the finding or sanction
- C. The sanctions fall outside the range typically imposed

Should an appeal be submitted that meets the above criteria, the sanction(s) may be reduced, but will not be made more severe.

The College may, 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.

#### **Dismissal Based on Conduct**

The College of Westchester reserves the right to place a student on an emergency dismissal when the continued presence of such a student could constitute a danger to the safety of persons or property on the premises of The College. In the event of such a dismissal, the student, upon written request, shall have the right to a hearing before the Discipline Committee within five business days after said request.

#### **Legal Protections and External Remedies**

A student who believes that an error or misjudgment has been made regarding a college policy may first discuss the matter with their 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 Vice President of Student Services and Retention, in writing, citing the basis for grievance, within one month of the incident in question. If the request is approved, the College will investigate the student complaint which may include meetings with the student and any involved parties to arrive at a final determination and actions taken. A decision will typically be made within three weeks of receipt of the formal written complaint.

If the student still believes that they have been aggrieved by the College, the student may appeal the decision to the Vice President of Academic Affairs. After reviewing the written complaint, associated facts and final determination, the Vice President of Academic Affairs will make a determination to grant or deny the appeal within five business days.

If the student still believes that they have 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/consumer-information>, under "Student Grievance Procedures".

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, 32 Old 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:<https://www.msche.org/complaints/>

Out-of-state enrolled and prospective students (excluding Florida): Complaints pertaining to distance education programs being offered by out-of-state institution operating under a nationwide reciprocity agreement - known as the State Authorization Reciprocity Agreement (NC-SARA) - need to be filed with the State Portal Agency of the institution home state within two years of the incident about which the complaint is made. CW is a voluntary institutional member of NC-SARA and its State Portal Agency is the New York State Department of Education, attention Supervisor, Higher Education Programs, 89 Washington Avenue, Albany, NY 12234. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduct violation). Florida is not an NC-SARA member and therefore, enrolled and prospective students who are residents of Florida should file the complaint with the State of Florida. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduct violation). A list which includes the contact information for the relevant state agencies are located at <https://www.cw.edu/student-consumer-information>. Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

### **Returning Students**

If a student withdraws from The College for any reason and then decides to return after a period of time, the administration must evaluate the students' academic and financial eligibility to resume academic studies. Students who return to The College will be required to follow whatever new or additional program requirements are in place at the time of their return.

Students should contact the Office of Returning Students at 914-831-0222 to schedule an appointment preferably a minimum of two weeks prior to the start of the term or semester the student wishes to return.

### **Academic Renewal Policy**

If a former student wishes to re-enroll at The College after an absence of at least three calendar years under a different academic program, they may be eligible for academic renewal. All courses completed under the prior program that do not apply to the new program would no longer be factored into the Standards of Academic Progress review. Please note the following:

- The courses/grades that are not counted towards the new program will continue to appear on the student transcript but will not be factored into the cumulative GPA. These courses will carry a special designation on the student transcript.
- All attempted credits and grades that do not count toward the new major will not be included in the satisfactory academic progress determination, which may result in passing grades being removed from calculation as well. Conversely, all attempted credits and grades that count towards the new major will be calculated for Standards of Academic Progress, including failed courses.
- Once the student has reenrolled under these conditions, the courses excluded under the new major may not be used to fulfill any CW requirements or electives.
- Technology courses completed more than three years prior to reenrollment require a review of the course description and/or course syllabus.
- Courses taken but no longer offered at CW cannot be accepted towards the new program.
- Approval to return under the Academic Renewal Policy lies at the discretion of the Registrar. Students who would not meet academic standards under a new program would not be eligible to return.
- For the purposes of financial aid eligibility, credits earned and counted toward Academic Renewal, and any credits going forward, will be counted toward Satisfactory Academic Progress. All students must meet Standards of Academic Progress requirements toward a degree/certificate to continue to be eligible for federal and state aid. Academic Renewal does not supersede federal and state financial aid regulations for financial aid recipients as federal and state grant and loan limits may not exceed the mandated amounts, which are specified in federal and state regulations. All previous federal and state aid prior to Academic Renewal is counted toward future aid eligibility. Please contact Student Financial Services for complete details.
- Students may only use the Academic Renewal Policy once and must continue to meet Standards of Academic Progress going forward.

### **Non-Credit Developmental Courses**

Based on a student's placement assessment, the student may be required to successfully complete Foundations of Mathematics and/or Foundations of Communications. Foundations of Mathematics and Foundations of Communications are non-credit developmental courses. A student may earn a "Satisfactory" or "Unsatisfactory" grade which will not impact on the students' cumulative grade point average. Although these courses carry institutional credit units they are not counted toward graduation credit requirements. Enrollment in these courses may increase the number of sessions necessary to complete degree requirements. If a student receives an "Unsatisfactory" grade, the student must repeat the course.

### **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 a term/semester. Should a student need to leave after they have started the term/semester, the student will be treated as a withdrawal.

The Leave of Absence application form may be obtained from the Student Services office. 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 Leaves of Absence**

The Mental Health Counselor, the Director of the Counseling Center, and/or the Director of Campus Security may determine that a Leave of Absence may be granted based on medical, psychological, or safety factors if it would be in the best interests of the student or The College. This action may be taken if, in the opinion of either a counseling professional or the Vice President of Student Services and Retention, 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 Student Services Office. 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. Counseling Center professional staff and/or the Vice President of Student Services and Retention 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.

### **Online Student Relocation**

Online programs are subject to regulation by New York, as well as by the state of each student's residence. Since student's state residency may affect eligibility to remain enrolled in the College, it is essential that online students intending to change their state of residence notify their Academic Advisor prior to their relocation.

### **Withdrawal from The College**

If a student finds it necessary to withdraw from The College, the student must contact an advising professional to discuss the withdrawal process. A student should also contact a member of the Student Financial Services Department to discuss any financial obligations to the College and to complete the Student Loan exit interview if applicable.

If a student in the Day Division withdraws from The College within the forty-five (45) calendar days following the ten (10) calendar days of the Add/Drop period (total of 55 calendar days), a grade of WD (withdrawal no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "UF" grades for the courses.

If a student in the Evening Division withdraws from The College within the twenty-five (25) calendar days following the fourteen (14) days of the Add/Drop period (a total of 39 calendar days), a grade of WD (withdrawal no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "UF" grades for the courses.

In the Online Division if a student withdraws within the twenty-five (25) calendar days following the fourteen (14) calendar days of the Drop period (total of 39 calendar days), a grade of WD (withdrawal no credit) will be given. After the Withdrawal period, withdrawal from The College will result in "UF" grades for the courses.

If the last day of the add/drop and/or withdrawal period falls on a holiday, the period will end on the 'next day.

Please refer to the catalog or its addendum for refund and withdrawal policies that may affect student financial responsibility.

### **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 we will issue an administrative credit to cover the balance for the term. Contact directly [cwveterans@cw.edu](mailto: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](mailto:cwveterans@cw.edu) for assistance.

### **Graduation and Retention Rates**

The information provided below is in accordance with the federal Student Right-to-Know Act. Graduation rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Education Data System-Graduation Rate Survey).

Of the first time full-time freshman who enrolled in The College in a certificate or degree program in Fall 2016 and the summer immediately preceding, 42% have graduated. Graduation rates are calculated based on 150% of the normal program length.

Of the first time full-time freshman who enrolled in The College in a Bachelor's degree program in Fall 2021 and the summer immediately preceding, 71% were still enrolled in Fall 2022.

Disaggregated Graduation Rates and additional information is available on the NCES College Navigator:

<https://nces.ed.gov/collegenavigator/?q=college+of+westchester&s=all&id=197285>

## **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 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. A student may revoke consent at any time. If the student wishes to make any changes to their consent for release they will need to complete and file a new form. The new authorization on the new form will supersede all prior authorizations for release of any information. The updated release will be processed by the Registrar's Office. If a student has any questions they may call the Student Services Office at (914) 831-0433.
5. An educational agency or institution may disclose 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 disclosing personally identifiable information on behalf of the educational agency in response to judicial order or subpoena.
6. 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 Registrar.

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 Registrar.

## **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 Vice President of Academic Affairs.

## **Graduation**

The Registrar reviews the academic records of all potential graduates to ensure they have successfully completed the degree requirements for their academic program. Students who do not complete program requirements by the end of the last term/semester they are expected to graduate will be processed as a Withdrawal. This status will be applied to students who fail one or more classes in their last term/semester, students with "I" or "INC" grades, and for those students with outstanding transfer credit pending receipt of official records. Students will be changed to Graduate status upon completion of their full degree requirements. A minimum cumulative grade point average of 2.0 is required for graduation. The annual graduation ceremony is either the last Thursday of the month of May or the first Thursday of the month of June.

## Graduation Honors

Honors recognition is earned by degree candidates whose grade point average for all completed study is 3.5 or higher. Students who graduate 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 are presented with honor cords which they wear at commencement. Students with cum laude recognition wear a white cord; students with magna cum laude recognition wear a silver cord; and students with summa cum laude recognition wear a gold cord.

Students who successfully complete all requirements of the Honors Program wear honor stoles over their gowns for the commencement ceremony. Associate Degree students in the Phi Theta Kappa Honor Society wear Phi Theta Kappa stoles over their gowns. Bachelor degree students in the Sigma Beta Delta Honor Society wear Sigma Beta Delta stoles over their gowns.

## Graduation Awards

### The Dr. Milton E. Cagan Memorial Award

Every academic year selected Associate Degree and Bachelor of Business Administration graduates receive the Dr. Milton E. Cagan Award in memory of the former President of The College of Westchester. This is an academic excellence award and the 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

Each academic department offers a commencement award to one Associate Degree Day student and one Evening Division student in its department who has demonstrated the qualities of academic excellence and student leadership.

### 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 and the community.

### The Information Technology Award

This award recognizes outstanding Computer Network Administration Associate degree and Information Technology Bachelor degree 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 and insight that focuses on staying engaged and ahead in the IT industry.

### The John F. Sterling Award in Business Administration

The John F. Sterling Award was established in 1986. This award recognizes outstanding Day, Evening and Online Division Associate Degree Business Administration-Management/Marketing graduates and Bachelor of Business Administration graduates in honor of Mr. Sterling. John F. Sterling is the former regional Vice President of South-Western Publishing Company and a longtime friend of The College of Westchester. Throughout the years, Mr. Sterling has made valuable contributions to The College. The College respects him as an individual with qualities that set him apart from the crowd. The students selected for this award must 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 recognizes outstanding Day and Evening Division Associate Degree and Bachelor of Business Administration in Accounting graduates. The award is named in honor of Mr. Marc Polcek, a respected Accounting faculty member and Chairperson who taught at The College of Westchester from 1976 to 1999. The student selected for this award must 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 Health Professions Award

This award recognizes outstanding graduates in the associate or bachelor's degree in the Health Professions. The students 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 and people with whom they have interacted in their community.

### The CW Charitable Foundation Scholar's Award

This award recognizes an outstanding graduate who was a recipient of a CWCF Scholarship. The CW Charitable Foundation awards scholarships to deserving students based on need and talent. The student selected for this award, in addition to being a scholarship recipient, will have demonstrated academic excellence, student leadership and a commitment to The College and to other students.

**The School Spirit Award**

The School Spirit Award is designed to recognize the contributions of a student who demonstrates the spirit of a CW Warrior. The Spirit Award honors a student who inspires others with their unwavering positivity, participation, active citizenship and extraordinary enthusiasm for their CW community.

**The Student Leadership Award**

The Student Leadership Award honors a student who embodies the spirit of leadership and service to their CW community. Criteria for the 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.

At the end of Fall II Term and at the end of Spring II Term, students in the Evening 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.

All students will receive the certificate via mail.

# College-Wide Core Competencies

## General Education Department

Dr. Erica Schacht

*Chairperson*

Ed.D, Walden University

MA, Iona College

BS, Salve Regina University

Core competencies provide the fundamental basis of learning and are the integration of knowledge, skills, and abilities acquired during a student's course of study at The College of Westchester. Core competencies inform student learning experiences across courses and programs.

## Professional Competency and Ethical Awareness

Student learning objectives are that students conduct themselves in a professional and respectful manner, and demonstrate awareness of personal responsibility and ethical conduct to meet the professional standards and competencies specific to their discipline and degree level. This objective will focus on:

- Knowledge of the technical, social, and professional skills essential in one's chosen profession.
- A healthy work ethic conducive to success in the workplace.
- Good judgment in personal appearance, wardrobe selection appropriate to the chosen professional sector, and a respect for the dignity and worth of individuals with whom they professionally interact.

## Critical and Competent Use of Technology

Student learning objectives are that students demonstrate proficiency in the competent and ethical use of a variety of standard computer technologies and software applications specific to their field of study and degree level. This objective will focus on:

- Effective use of contemporary software applications in the business or professional setting.
- The ability to effectively communicate with colleagues and clients, visually and textually, using current software applications.
- The ability to use technology in a manner consistent with ethical and legal standards.

## Communication Skills

Student learning objectives are that students express themselves clearly and concisely to others through effective use of oral communication as evidenced by a logical, well-organized and thought-out process appropriate to their degree level; and express themselves clearly and concisely to others through effective use of written communication as evidenced by a logical, well-organized and well-documented paper or technology-assisted presentation appropriate to their degree level.

These objectives will focus on:

- A facility in the use of spoken and written language that is correct, clear and expressive.
- The use of well-chosen vocabulary that enriches communication.
- A command of the language of a chosen profession.

## Financial Literacy

Student learning objectives are that students demonstrate a basic level of personal financial planning and management skills. This objective will focus on:

- Ability to create a personal budget.
- The ability to evaluate various investment tools.
- The knowledge of behaviors to reduce the risk of identity theft and fraud.
- Proper management of personal debt.

## Career Planning

Student learning objectives are that students demonstrate a basic level of career planning to secure an entry level position. This objective will focus on:

- The knowledge of what a job in their field of choice would entail.
- Effective use and understanding of the skills needed to be successful in their chosen career.
- Ability to create an executable career plan.

## Academic Programs

Below is a listing of the academic programs offered by The College of Westchester which are registered with the New York State Department of Education. *Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.*

### Normal Time of Program Completion

Program	CIP Code	Program Credential	Total Credits	Program Length Day	Program Length Evening	Program Length Online
<b>School of Business</b>						
Accounting (BBA)	52.0301	Bachelor's Degree	120	4 yr	51 mo.	N/A
Accounting (AAS)	52.0302	Associate Degree	66	2 yr	30 mo.	N/A
Accounting for Business (AAS) Online Intensive Accounting/	52.0302	Associate Degree	66	N/A	N/A	30 mo.
Computer Applications	52.0302	Certificate	36	13 mo.	18 mo.	N/A
Business Administration (BBA)	52.0201	Bachelor's Degree	120	4 yr	51 mo.	N/A
Business Administration – Management (BBA) Online	52.0201	Bachelor's Degree	120	N/A	N/A	51 mo.
Business Administration – Management/Marketing (AAS)	52.0201	Associate Degree	66	2 yr	30 mo.	N/A
Business Management/Marketing (AAS) Online	52.0201	Associate Degree	66	N/A	N/A	30 mo.
Interactive Digital Media and Marketing (BS)	50.0402	Bachelor's Degree	120	4 yr	51 mo.	N/A
Digital Media Specialist Certificate	11.0801	Certificate	48	21 mo.	23 mo.	N/A
<b>School of Health Professions</b>						
Healthcare Services Administration (BBA)	51.0701	Bachelor's Degree	120	4 yr	51 mo.	N/A
Health Services Administration (BBA) Online	51.0701	Bachelor's Degree	120	N/A	N/A	51 mo.
Medical Assistant Management (AAS)	51.0801	Associate Degree	66	2 yr	30 mo.	N/A
Health Information Management (AOS)	51.0707	Associate Degree	66	2 yr	30 mo.	N/A
Health Information Administration (AOS) Online	51.0707	Associate Degree	66	2 yr	N/A	30 mo.
Health Information Specialist Certificate	51.0713	Certificate	36	13 mo.	18 mo.	18 mo.
Medical Assistant Specialist Certificate	51.0801	Certificate	36	N/A	18 mo.	N/A
Human Services (BS)	44.0000	Bachelor's Degree	120	4 yr	51 mo.	N/A
Human and Social Services (BS) Online	44.0000	Bachelor's Degree	120	N/A	N/A	51 mo.
Human Services (AS)	44.0000	Associate Degree	66	2 yr	30 mo.	N/A
Human and Social Services (AS) Online	44.0000	Associate Degree	66	N/A	N/A	30 mo.
<b>School of Information Technology</b>						
Information Technology (BS)	11.0103	Bachelor's Degree	120	4 yr	51 mo.	N/A
Computer Information Systems (BS) Online	11.0103	Bachelor's Degree	120	N/A	N/A	51 mo.
Computer Network Administration (AAS)	11.1001	Associate Degree	66	2 yr	30 mo.	N/A
Computer Networking & Security (AAS) Online	11.1001	Associate Degree	66	N/A	N/A	30 mo.
Computer Networking Specialist Certificate	11.1006	Certificate	48	21 mo.	23 mo.	N/A

*Note: Students' actual program length may be affected by transfer credits, credit load, "Foundations" coursework, course failures, stop outs and other factors.*



### Academic Program Registration

Below is a listing of the academic programs with associated HEGIS (Higher Education General Information Survey) codes offered by The College of Westchester which are registered with the New York State Department of Education. In addition, the list provides the associated Federal CIP (Classification of Instructional Programs) codes.

*Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.*

#### School of Business

<b>Program</b>	<b>Degree</b>	<b>NYS HEGIS Code</b>	<b>Federal CIP Code</b>
Accounting	BBA	0502	52.0301
Accounting	AAS	5002	52.0302
Accounting for Business (Online)	AAS	5002	52.0302
Intensive Accounting/Computer Applications	Certificate	5002	52.0302
Business Administration	BBA	0506	52.0201
Business Administration – Management (Online)	BBA	0506	52.0201
Business Administration – Management/Marketing	AAS	5004	52.0201
Business Management/Marketing (Online)	AAS	5004	52.0201
Interactive Digital Media & Marketing	BS	1009	50.0402
Digital Media Specialist	Certificate	5199	11.0899

#### School of Health Professions

<b>Program</b>	<b>Degree</b>	<b>NYS HEGIS Code</b>	<b>Federal CIP Code</b>
Healthcare Services Administration	BBA	1202	51.0701
Health Services Administration (Online)	BBA	1202	51.0701
Medical Assistant Management	AAS	5214	51.0801
Health Information Administration (Online)	AOS	5213	51.0707
Health Information Management	AOS	5213	51.0707
Health Information Specialist	Certificate	5213	51.0713
Medical Assistant Specialist	Certificate	5214	51.0801
Human Services	BS	2101	44.0000
Human and Social Services (Online)	BS	2101	44.0000
Human Services	AS	5501	44.0000
Human and Social Services (Online)	AS	5501	44.0000

#### School of Information Technology

<b>Program</b>	<b>Degree</b>	<b>NYS HEGIS Code</b>	<b>Federal CIP Code</b>
Information Technology	BS	0701	11.0103
Computer Information Systems (Online)	BS	0701	11.0103
Computer Network Administration	AAS	5199	11.1001
Computer Networking & Security (Online)	AAS	5002	11.1001
Computer Network Specialist	Certificate	5199	11.1006

# School of Business

The School of Business offers associate and bachelor level programs. The department has a well-defined curriculum, which is designed to equip graduates with academic skills and job-specific knowledge and experience. Students are strongly encouraged to pursue internships at the associate level; bachelor students complete internships (or capstone course in Online Division) as required by their program of study. A variety of business and general education courses are offered to students so that they become well-rounded graduates.

Learning through experience is the cornerstone of each academic program. Students are presented with real life problems to address using newly developed, course-related skills. The School of Business offers students a chance to compete as either a business generalist or specialist by providing a relevant, career-specific course of study designed to position each student for success.

## **TRAE COOPER**

*Associate Chair, School of Business*

MBA, BS, SUNY Empire

AS, Westchester Community College

# BBA - Accounting

## Bachelor of Business Administration Degree (BBA) Accounting – HEGIS Code 0502

The accounting curriculum places a strong emphasis on accounting concepts, ethics and practical business knowledge. The Bachelor of Business Administration degree in Accounting (BBA) provides students with a solid business foundation through an advanced curriculum in accounting and complementary courses in finance, technology, marketing and business law. In addition, critical business skills such as strategic planning, team building, problem solving and decision making are developed. Experiencing this career-specific curriculum helps students prepare for a wide variety of accounting and financial related career tracks in business, government and nonprofit organizations.

### Program Learning Objectives

- Analyze implicit & explicit ethical issues related to the practice of accounting and the impact on stakeholders.
- Use financial information to prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Apply advanced cost concepts to make and defend managerial decisions using internal and external information.
- Utilize industry standard accounting and business software applications to prepare financial reports.
- Evaluate and apply federal tax concepts to prepare corporate and partnership tax returns.

Course No.	Major-Related Courses	Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC127	Spreadsheet Applications .....	3
ACC131	Computerized Accounting I.....	3
ACC206	Federal Income Taxation .....	3
ACC211	Intermediate Accounting I.....	3
ACC220	Practical Applications in Accounting .....	3
ACC221	Cost Accounting I.....	3
ACC311	Intermediate Accounting II .....	3
ACC330	Financial Statement Analysis.....	3
ACC335	Advanced Federal Income Taxation .....	3
ACC345	Advanced Cost Accounting.....	3
ACC347	Accounting Information Systems .....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3
ACC415	Auditing.....	3
ACC470*	BBA Accounting Internship .....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management .....	3
BUS314	Principles of Finance.....	3
BUS325	Management Applications and Strategy .....	3
BUS337	Business Law.....	3
	<b>Total Major-Related Credits .....</b>	<b>63</b>

Course No.	General Education Courses	Credits
GEN105	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN157	Statistics .....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Data Analytics and Statistical Applications .....	3
GEN330	Personal and Professional Development.....	3
GEN421	Business Communication and Research Methods .....	3
	<b>Total General Education Credits .....</b>	<b>33</b>

Electives	Credits
Business Elective (1).....	3
General Education Electives (3).....	9
Open Electives (4) .....	12
<b>Total Elective Credits .....</b>	<b>24</b>

## 120 CREDITS REQUIRED FOR GRADUATION

*\*Evening Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:*

ACC470A      *Preparation Workshop for BBA Accounting Internship*  
ACC470B      *BBA Accounting Internship*

## BBA -Accounting

### **Program Competencies For Two Year Transfer Students**

Students accepted as two year transfers into the BBA Accounting program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)\*
- Financial Accounting I and II
- Intermediate Accounting I
- Cost Accounting
- Federal Income Taxation
- Computerized Accounting I
- Principles of Marketing (for students who take Marketing/Management elective)
- Statistics
- Principles of Economics
- Spreadsheet Applications
- Essentials of Public Speaking
- An introductory computer course

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

# AAS - Accounting

## Associate in Applied Science Degree (AAS) Accounting – HEGIS Code 5002

The Accounting program provides students with an accounting curriculum which places a strong focus on computer applications and problem solving in a group environment. Upon graduation, students should be prepared for a variety of career possibilities in which a thorough understanding of applications of the principles of accounting is essential.

### Program Learning Objectives

- Explain pertinent ethical issues and the importance of ethical conduct in the accounting field.
- Use financial information to discuss financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Apply introductory cost concepts to prepare internal and external financial reports.
- Utilize accounting and business software applications.
- Prepare individual income tax returns, reflecting knowledge of federal tax laws and concepts.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC127	Spreadsheet Applications.....	3
ACC131	Computerized Accounting I.....	3
ACC206	Federal Income Taxation.....	3
ACC211	Intermediate Accounting I.....	3
ACC220	Practical Applications in Accounting.....	3
ACC221	Cost Accounting I.....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
	<b>Total Major-Related Credits</b> .....	<b>30</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Essentials of Public Speaking.....	3
GEN157	Statistics.....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits</b> .....	<b>24</b>

<b>Electives</b>	<b>Credits</b>
Business Elective (1).....	3
General Education Elective (1).....	3
Open Elective (2).....	6
<b>Total Elective Credits</b> .....	<b>12</b>

**66 CREDITS REQUIRED FOR GRADUATION**

## AAS - Accounting for Business (Online)

### Associate in Applied Science Degree (AAS) Accounting for Business – HEGIS Code 5002

The Accounting program provides students with an accounting curriculum which places a strong focus on computer applications and problem solving in a group environment. Upon graduation, students should be prepared for a variety of career possibilities in which a thorough understanding of applications of the principles of accounting is essential.

### Program Learning Objectives

- Explain pertinent ethical issues and the importance of ethical conduct in the accounting field.
- Use financial information to discuss financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Apply introductory cost concepts to prepare internal and external financial reports.
- Utilize accounting and business software applications.
- Prepare individual income tax returns, reflecting knowledge of federal tax laws and concepts.

Course No.	Major-Related Courses	Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC127	Spreadsheet Applications.....	3
ACC131	Computerized Accounting I.....	3
ACC206	Federal Income Taxation.....	3
ACC211	Intermediate Accounting I.....	3
ACC220	Practical Applications in Accounting.....	3
ACC221	Cost Accounting I.....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
	<b>Total Major-Related Credits</b> .....	<b>30</b>

Course No.	General Education	Credits
GEN105	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Essentials of Public Speaking.....	3
GEN157	Statistics.....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits</b> .....	<b>24</b>

Electives	Credits
Business Elective (1).....	3
General Education Elective (1).....	3
Open Elective (2).....	6
<b>Total Elective Credits</b> .....	<b>12</b>

**66 CREDITS REQUIRED FOR GRADUATION**

## Intensive Accounting/Computer Applications

### Certificate

#### Intensive Accounting/Computer Applications – HEGIS Code 5002

The Intensive Accounting/Computer Applications program prepares students for a variety of employment opportunities in the computerized accounting field. Credits are transferable to CW associate and bachelor degree programs in Accounting.

<b>Course No.</b>		<b>Credits</b>
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC127	Spreadsheet Applications.....	3
ACC131	Computerized Accounting I.....	3
ACC206	Federal Income Taxation.....	3
ACC220	Practical Applications in Accounting.....	3
BUS112	Principles of Marketing.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN250	Ethics and Professionalism.....	3
	Elective (1).....	3
<b>Total Credits</b>		<b>36</b>

**36 CREDITS REQUIRED FOR GRADUATION**

# BBA - Business Administration

## Bachelor of Business Administration Degree (BBA) Business Administration - HEGIS Code 0506

The BBA Degree in Business Administration offers students a strong and comprehensive business program by integrating courses in management, marketing, finance and technology. Students will learn applied business skills such as problem solving, decision making, team building, strategic planning and project management. In addition, the BBA program provides opportunities to develop specialized skills in data analytics and artificial intelligence, which are increasingly desired by employers. BBA students will also focus and develop their newly acquired knowledge and skills in a Business Capstone Experience course and during a required Internship. All baccalaureate students will experience a career-oriented curriculum designed to prepare them for a wide variety of business career tracks.

### Program Learning Objectives

- Design and implement decision-making strategies for project management.
- Develop marketing policies to identify, attract, and retain the right customers.
- Develop operations management policies to design reliable supply chains and efficient processes to turn raw materials into final products.
- Apply business concepts in the business setting and in business case studies.
- Create a formal digital marketing plan for a business, applying suitable social media channels, knowledge of data analytics, successful e-mail marketing campaign tools, and search engine optimization (SEO) techniques.

Course No.	Major-Related Courses	Credits
BUS103	Introduction to Business .....	3
BUS112	Principles of Marketing.....	3
BUS122	Integrated Business Applications .....	3
BUS203	Principles of Management .....	3
ACC107	Financial Accounting I.....	3
ACC127	Spreadsheet Applications .....	3
DMD220	Social Media for Marketing & Advertising .....	3
BUS230	Principles of Selling.....	3
BUS123	Human Resources Management .....	3
BUS279	Customer Relationship Management.....	3
ACC320	Accounting for Managers .....	3
BUS305	Marketing Management .....	3
BUS314	Principles of Finance.....	3
BUS320	Operations Management .....	3
BUS325	Management Applications and Strategy .....	3
BUS337	Business Law.....	3
BUS370	Project Management Essentials .....	3
BUS425	Business Capstone Experience .....	3
BUS435	Business Analytics .....	3
BUS470*	BBA Internship.....	3
	<b>Total Major-Related Credits .....</b>	<b>60</b>

Course No.	General Education	Credits
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Data Analytics & Statistical Applications .....	3
GEN330	Personal and Professional Development.....	3
GEN363	Conflict, Communication and Resolution .....	3
GEN421	Business Communication and Research Methods .....	3
GEN329	Organizational Leadership OR	
GEN380	Applied Artificial Intelligence .....	3
	<b>Total General Education Credits .....</b>	<b>42</b>

Electives	Credits
Open Electives (6).....	18
<b>Total Elective Credits .....</b>	<b>18</b>



## **120 CREDITS REQUIRED FOR GRADUATION**

*\*Evening Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:*

*BUS470A            Preparation Workshop for BBA Internship*  
*BUS470B            BBA Internship*

## **BBA - Business Administration**

### **Program Competencies For Two Year Transfer Students**

Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)\*
- Financial Accounting I
- An introductory computer course
- Spreadsheet Applications
- Essentials of Public Speaking
- Principles of Marketing
- Statistics

If a student has not met one or more of these competencies at the time of enrollment, they will be required to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

# BBA - Business Administration – Management (Online)

## Bachelor of Business Administration Degree (BBA) Business Administration - Management - HEGIS Code 0506

The BBA Degree in Business Administration offers students a strong and comprehensive business program by integrating courses in management, marketing, finance and technology. Students will learn applied business skills such as problem solving, decision making, team building, strategic planning and project management. In addition, the BBA program provides opportunities to develop specialized skills in data analytics and artificial intelligence, which are increasingly desired by employers. BBA students will also focus and develop their newly acquired knowledge and skills in a Business Capstone Experience course. All baccalaureate students will experience a career-oriented curriculum designed to prepare them for a wide variety of business career tracks.

### Program Learning Objectives

- Design and implement decision-making strategies for project management.
- Develop marketing policies to identify, attract, and retain the right customers.
- Develop operations management policies to design reliable supply chains and efficient processes to turn raw materials into final products.
- Apply business concepts in the business setting and in business case studies.
- Create a formal digital marketing plan for a business, applying suitable social media channels, knowledge of data analytics, successful e-mail marketing campaign tools, and search engine optimization (SEO) techniques.

Course No.	Major-Related Courses	Credits
BUS103	Introduction to Business .....	3
BUS112	Principles of Marketing.....	3
BUS122	Integrated Business Applications .....	3
BUS203	Principles of Management .....	3
ACC107	Financial Accounting I.....	3
ACC127	Spreadsheet Applications .....	3
DMD220	Social Media for Marketing & Advertising .....	3
BUS230	Principles of Selling.....	3
BUS123	Human Resources Management .....	3
BUS279	Customer Relationship Management .....	3
ACC320	Accounting for Managers .....	3
BUS305	Marketing Management .....	3
BUS314	Principles of Finance.....	3
BUS320	Operations Management .....	3
BUS325	Management Applications and Strategy .....	3
BUS337	Business Law.....	3
BUS370	Project Management Essentials .....	3
BUS425	Business Capstone Experience .....	3
BUS435	Business Analytics .....	3
BUS480	BBA Career Capstone .....	3
	<b>Total Major-Related Credits .....</b>	<b>60</b>

Course No.	General Education	Credits
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism .....	3
GEN305	Data Analytics & Statistical Applications .....	3
GEN330	Personal & Professional Development.....	3
GEN363	Conflict, Communication and Resolution .....	3
GEN421	Business Communication and Research Methods .....	3
GEN329	Organizational Leadership OR	
GEN380	Applied Artificial Intelligence .....	3
	<b>Total General Education Credits .....</b>	<b>42</b>

Electives	Credits
Open Electives (6).....	18
<b>Total Elective Credits .....</b>	<b>18</b>

## 120 CREDITS REQUIRED FOR GRADUATION

# BBA - Business Administration - Management (Online)

### **Program Competencies For Two Year Transfer Students**

Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)\*
- Financial Accounting I
- An introductory computer course
- Spreadsheet Applications
- Essentials of Public Speaking
- Principles of Marketing
- Statistics

If a student has not met one or more of these competencies at the time of enrollment, they will be required to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

# AAS - Business Administration – Management/Marketing

## Associate in Applied Science Degree (AAS)

### Business Administration – Management/Marketing - HEGIS Code 5004

The Business Administration – Management/Marketing Associate Degree program is designed to provide students with a foundation education needed for success in business. Students will learn practical knowledge and application of skills in essential disciplines such as Management, Marketing, Selling and Accounting. Credits earned may be transferred into the bachelor's degree programs.

## Program Learning Objectives

- Employ strategic decision-making skills for project management.
- Apply marketing strategies to identify, attract, and retain the right customers.
- Define the operations management strategies used to identify and choose reliable supply chains and efficient processes to turn raw materials into final products.
- Demonstrate fundamental knowledge and application of business concepts in the business setting and in business case studies.
- Demonstrate knowledge of digital marketing practices, including consumer engagement and conversion, branding, social media and e-mail campaigns, and data protection and privacy policies.

Course No.	Major-Related Courses	Credits
BUS103	Introduction to Business.....	3
BUS112	Principles of Marketing.....	3
BUS122	Integrated Business Applications.....	3
BUS203	Principles of Management .....	3
ACC107	Financial Accounting I.....	3
ACC127	Spreadsheet Applications .....	3
DMD220	Social Media for Marketing & Advertising .....	3
BUS230	Principles of Selling.....	3
BUS123	Human Resources Management .....	3
BUS279	Customer Relationship Management.....	3
	<b>Total Major-Related Credits .....</b>	<b>30</b>

Course No.	General Education	Credits
GEN105	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits .....</b>	<b>27</b>

Electives	Credits
Open Electives (3).....	9
<b>Total Elective Credits .....</b>	<b>9</b>

**66 CREDITS REQUIRED FOR GRADUATION**

# AAS - Business Management/Marketing (Online)

## Associate in Applied Science Degree (AAS) Business Management/Marketing - HEGIS Code 5004

The fully online AAS degree in Business Management/Marketing program is designed to provide students with a foundation education needed for success in business. Students will learn practical knowledge and application of skills in essential disciplines such as Management, Marketing, Selling and Accounting. Credits earned may be transferred into the bachelor's degree programs.

### Program Learning Objectives

- Employ strategic decision-making skills for project management.
- Apply marketing strategies to identify, attract, and retain the right customers.
- Define the operations management strategies used to identify and choose reliable supply chains and efficient processes to turn raw materials into final products.
- Demonstrate fundamental knowledge and application of business concepts in the business setting and in business case studies.
- Demonstrate knowledge of digital marketing practices, including consumer engagement and conversion, branding, social media and e-mail campaigns, and data protection and privacy policies.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
BUS103	Introduction to Business.....	3
BUS112	Principles of Marketing.....	3
BUS122	Integrated Business Applications.....	3
BUS203	Principles of Management .....	3
ACC107	Financial Accounting I.....	3
ACC127	Spreadsheet Applications .....	3
DMD220	Social Media for Marketing & Advertising .....	3
BUS230	Principles of Selling.....	3
BUS123	Human Resources Management .....	3
BUS279	Customer Relationship Management.....	3
	<b>Total Major-Related Credits .....</b>	<b>30</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN186	Principles of Economics.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits .....</b>	<b>27</b>

<b>Electives</b>	<b>Credits</b>
Open Electives (3).....	9
<b>Total Elective Credits .....</b>	<b>9</b>

**66 CREDITS REQUIRED FOR GRADUATION**

# BS - Interactive Digital Media and Marketing

## Bachelor of Science Degree (BS)

### Interactive Digital Media and Marketing - HEGIS Code 1009

The B.S. in Interactive Digital Media and Marketing is designed to prepare and equip students in the entrepreneurial and strategic aspects of interactive digital and social media design, production and marketing utilization for business. A unique combination of project-based studio and lecture courses integrate the creative design process with the production, roll-out, and business analytics of interactive digital and social media.

### Program Learning Objectives

- Demonstrate an understanding of the principles of design in producing dynamic visual communications.
- Produce professional interactive, digital and print design and marketing elements that correspond with client needs.
- Demonstrate mastery of current industry standard design software in the creation of marketable designs and presentations.
- Analyze and anticipate design trends in the fast-paced professional world of graphic design and social media analytics.
- Create a formal digital marketing plan for a business, applying suitable social media channels, knowledge of data analytics, successful e-mail marketing campaign tools, and search engine optimization (SEO) techniques.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
DMD101**	Visual Storytelling .....	3
DMD107	Digital Design and Graphics .....	3
DMD123	Digital Video & Effects .....	3
DMD150	Publishing Design & Layout .....	3
DMD160	Web Page Development I .....	3
DMD165	Digital Animation & Motion Graphics .....	3
DMD175	Foundations of Interactive Design.....	3
DMD220	Social Media for Marketing & Advertising .....	3
DMD227	HTML 5, CSS & JavaScript.....	3
DMD250	Graphic Design Projects .....	3
DMD310	Interface Design & Usability .....	3
DMD420	Digital Marketing & Social Media Analytics .....	3
DMD410	Mobile Application Development.....	3
DMD470*	Digital Media Internship .....	3
DMD480	Senior Project Capstone .....	3
BUS112	Principles of Marketing.....	3
BUS122	Integrated Business Applications .....	3
BUS305	Marketing Management .....	3
BUS370	Project Management Essentials .....	3
	<b>Total Major-Related Credits</b> .....	<b>57</b>

<b>Course No.</b>	<b>General Education Courses</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN193	Studio Art/Drawing .....	3
GEN195	Color Theory & Design.....	3
GEN250	Ethics and Professionalism .....	3
GEN330	Professional and Personal Development .....	3
GEN363	Conflict, Communication and Resolution .....	3
GEN370	Consumer Behavior & Culture .....	3
GEN421	Business Communication and Research Methods .....	3
	<b>Total General Education Credits</b> .....	<b>39</b>

<b>Electives</b>	<b>Credits</b>
General Education Electives (7) .....	21
Open Elective (1) .....	3
<b>Total Elective Credits</b> .....	<b>24</b>

### 120 CREDITS REQUIRED FOR GRADUATION

\*Evening Division students taking their BS internship will take this over two terms. This course is broken into two courses as listed below:

DMD470A      Preparation Workshop for Digital Media BS Internship

## BS - Interactive Digital Media & Marketing

### ***Program Competencies For Two Year Transfer Students***

Students accepted as two year transfers into the Interactive Digital Media and Marketing BS program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent course*)\*
- Essentials of Public Speaking
- Principles of Marketing
- Digital Imaging\*\*
- HTML5, CSS & JavaScript or Web Page Development I\*\*

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

\*\*If students do not meet these competencies, they must take GEN300 (Digital Communications) before taking any other 300 or 400-level DMD courses.

# Digital Media Specialist

## Certificate

### Digital Media– HEGIS Code 5199

The Digital Media Specialist program is designed to provide students with the skills needed for career opportunities in a diverse and evolving industry that includes graphic design, web design, animation, video and visual effects. The program utilizes current digital media technologies which enable students to enhance their personal portfolios to emphasize their strengths, skills, and potential.

<b>Course No.</b>		<b>Credits</b>
DMD101	Visual Storytelling .....	3
DMD107	Digital Design and Graphics .....	3
DMD175	Foundations of Interactive Design.....	3
DMD227	HTML 5, CSS & JavaScript.....	3
GEN125	English Composition I .....	3
GEN129	Essentials of Public Speaking.....	3
GEN127	English Composition II .....	3
GEN193	Studio Art/Drawing .....	3
GEN195	Color Theory & Design.....	3
BUS112	Principles of Marketing.....	3
BUS122	Integrated Business Applications.....	3
	Digital Media Electives (3) .....	9
	Open Elective (1).....	3
	General Education Elective (1) .....	3
<b>Total Credits</b>		<b>48</b>

**48 CREDITS REQUIRED FOR GRADUATION**



# School of Health Professions

The School of Health Professions at The College of Westchester serves as a leader in the education of innovative and responsible allied health professionals. These include graduates of our Medical Assistant Management, Health Information Management, Healthcare Services Administration and Health Services Administration programs. The School, in response to the needs of the community and society, promotes excellence in healthcare services. Strong linkages with clinical educators and advisory council members of the healthcare community are essential to the success of our programs.

## **Dr. Shamva Wright-Shingler, D.C.**

*Program Director, School of Health Professions*

DC, Sherman College of Straight Chiropractic

BS, Claflin University

Certifications: Certified Health Instructor (CHI), Maryland Online Quality Matters Peer Reviewer, Allied Health Instructor (AHI)

CW maintains affiliations with American Medical Technologists (AMT), the National Healthcareer Association (NHA), and the National Center for Competency Testing (NCCT) and has a variety of clinical placement affiliations in the New York Metropolitan region.

# BBA - Healthcare Services Administration

## Bachelor of Business Administration Degree (BBA) Healthcare Services Administration - HEGIS Code 1202

The Bachelor's Program in Healthcare Services Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in healthcare management, public policy, law and ethics, long term care administration, and healthcare delivery both in the United States and abroad. The focus on long term care administration will also prepare students to work in numerous elder care organizations and health systems. Students will receive instruction in the current healthcare system including managed care and the delivery of care to a growing aging population.

### Program Learning Objectives

- Understand and utilize the technical language common in healthcare organizations including those that pertain to the areas of basic science, clinical science, and regulatory affairs
- Evaluate effective methodologies and processes related to the management of a medical office, including programming, financial management, and human resources.
- Analyze the governing structure of healthcare organizations including the role of the governing board, administrators, risk management, and committees.
- Interpret and apply legal and ethical principles across the health care continuum.
- Demonstrate a basic understanding of relevant federal and state health policy issues.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
MED103	Medical Terminology .....	3
MSC110*	Human Biology .....	3
MED111	Healthcare Law and Ethics .....	3
MED201	Introduction to Medical Coding .....	3
MED203	Advanced Medical Coding .....	3
MED206	Hospital Reimbursement .....	3
MED208	Administrative Medical Practice .....	3
MED212	Medical Billing .....	3
MED215	Health Information Technology .....	3
HCA310	US Healthcare .....	3
HCA320	Global Healthcare Delivery Systems .....	3
HCA330	Healthcare Economics and Finance .....	3
HCA340	Managed Care .....	3
HCA400	Public Health Issues and Practices .....	3
HCA420	Long Term Care Administration .....	3
HCA440	Legal and Ethical Management of Health Information .....	3
HCA470**	BBA Health Care Administration Internship .....	3
BUS122	Integrated Business Applications .....	3
BUS123	Human Resources Management .....	3
BUS203	Principles of Management .....	3
BUS279	Customer Relationship Management .....	3
BUS325	Management Applications and Strategy .....	3
ACC107	Financial Accounting I .....	3
ACC127	Spreadsheet Applications .....	3
ACC320	Accounting for Managers .....	3
	<b>Total Major-Related Credits</b> .....	<b>75</b>
<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace .....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking .....	3
GEN157	Statistics .....	3
GEN250	Ethics and Professionalism .....	3
GEN330	Professional and Personal Development .....	3
GEN421	Business Communication & Research Methods .....	3
GEN363	Conflict, Communication and Resolution .....	3
	<b>Total General Education Credits</b> .....	<b>30</b>
<b>Electives</b>		<b>Credits</b>
Open Electives (5) .....		15
<b>Total Elective Credits</b> .....		<b>15</b>

## **120 CREDITS REQUIRED FOR GRADUATION**

*\*MSC110 course satisfies the General Education requirements.*

*\*\*Note: Evening Division students taking their BBA Internship will take this over two terms. This course is broken into two courses as listed below:*

HCA470A            *Preparation Workshop for BBA Health Care Administration Internship*  
HCA470B            *BBA Health Care Administration Internship*

## **BBA - Healthcare Services Administration**

### **Program Competencies For Two Year Transfer Students**

Students accepted as two year transfers into the Healthcare Services Administration BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent course*)\*
- Essentials of Public Speaking
- Financial Accounting I
- Medical Terminology
- Digital Literacy in the Workplace or its equivalent
- Spreadsheet Applications

If a student has not met one or more of these competencies at the time of enrollment, they will be expected to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

## BBA- Health Services Administration (Online)

### Bachelor of Business Administration Degree (BBA) – (Online) Healthcare Services Administration - HEGIS Code 1202

The Bachelor's Program in Health Services Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in healthcare management, public policy, law and ethics, long term care administration, and healthcare delivery both in the United States and abroad. The focus on long term care administration will also prepare students to work in numerous elder care organizations and health systems. Students will receive instruction in the current healthcare system including managed care and delivery of care to a growing aging population.

### Program Learning Objectives

- Understand and utilize the technical language common in healthcare organizations including those that pertain to the areas of basic science, clinical science, and regulatory affairs
- Evaluate effective methodologies and processes related to the management of a medical office, including programming, financial management, and human resources.
- Analyze the governing structure of healthcare organizations including the role of the governing board, administrators, risk management, and committees.
- Interpret and apply legal and ethical principles across the health care continuum.
- Demonstrate a basic understanding of relevant federal and state health policy issues.

Course No.	Major-Related Courses	Credits
MED103	Medical Terminology .....	3
MSC110*	Human Biology .....	3
MED111	Healthcare Law and Ethics .....	3
MED201	Introduction to Medical Coding .....	3
MED203	Advanced Medical Coding .....	3
MED206	Hospital Reimbursement.....	3
MED208	Administrative Medical Practice .....	3
MED212	Medical Billing.....	3
MED215	Health Information Technology .....	3
HCA310	US Healthcare .....	3
HCA320	Global Healthcare Delivery Systems.....	3
HCA330	Healthcare Economics and Finance .....	3
HCA340	Managed Care .....	3
HCA400	Public Health Issues and Practices.....	3
HCA420	Long Term Care Administration .....	3
HCA440	Legal and Ethical Management of Health Information .....	3
HCA480	Health Administration Capstone Course .....	3
BUS122	Integrated Business Applications .....	3
BUS123	Human Resources Management .....	3
BUS203	Principles of Management .....	3
BUS279	Customer Relationship Management .....	3
BUS325	Management Applications and Strategy .....	3
ACC107	Financial Accounting I.....	3
ACC127	Spreadsheet Applications .....	3
ACC320	Accounting for Managers .....	3
	<b>Total Major-Related Credits .....</b>	<b>75</b>

Course No.	General Education Courses	Credits
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN157	Statistics .....	3
GEN250	Ethics and Professionalism.....	3
GEN330	Professional and Personal Development .....	3
GEN421	Business Communication and Research Methods .....	3
GEN363	Conflict, Communication and Resolution .....	3
	<b>Total General Education Credits .....</b>	<b>30</b>

Electives	Credits
Open Electives (5).....	15
<b>Total Elective Credits .....</b>	<b>15</b>

## 120 CREDITS REQUIRED FOR GRADUATION

*\*MSC110 course satisfies the General Education requirements.*

### BBA - Health Services Administration (Online)

#### **Program Competencies For Two Year Transfer Students**

Students accepted as two year transfers into the Health Services Administration BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent course*)\*
- Essentials of Public Speaking
- Financial Accounting I
- Medical Terminology
- Digital Literacy in the Workplace or its equivalent
- Spreadsheet Applications

If a student has not met one or more of these competencies at the time of enrollment, they will be expected to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

# AAS - Medical Assistant Management

## Associate in Applied Science Degree (AAS) Medical Assistant Management – HEGIS Code 5214

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

### Program Learning Objectives

- Employ critical thinking to effectively distinguish pathological conditions associated with body systems.
- Apply practices for administrating patient care utilizing medical asepsis, standard precautions, and safety procedures as required by OSHA.
- Apply knowledge and skills of various clinical procedures such as vital signs, laboratory testing, and other diagnostic and medical procedures.
- Interpret and apply use of medical terminology and legal and ethical standards of practice.
- Employ effective communication skills with patients, families, and other health professionals in a medical environment including preventative and treatment regimens as prescribed by the physician.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
MED103	Medical Terminology.....	3
MED111	Healthcare Law and Ethics .....	3
MED201	Introduction to Medical Coding .....	3
MED208	Administrative Medical Practices .....	3
MED215	Health Information Technology .....	3
MSC110*	Human Biology .....	3
MSC126*	Anatomy and Physiology I .....	3
MSC131	Anatomy and Physiology II .....	3
MSC207	Clinical Procedures/Asepsis .....	3
MSC209	Hematology/Phlebotomy.....	3
MSC212	Diagnostic Clinical Applications .....	3
MSC220	Pharmacology.....	3
MSC301**	Practicum (Medical Assistant Management).....	6
	<b>Total Major-Related Credits .....</b>	<b>42</b>

<b>Course No.</b>	<b>General Education Courses</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN250	Ethics and Professionalism .....	3
BUS122	Integrated Business Applications.....	3
	<b>Total General Education Credits .....</b>	<b>21</b>

<b>Elective</b>	<b>Credits</b>
Open Elective (1) .....	3
<b>Total Elective Credits .....</b>	<b>3</b>

### 66 CREDITS REQUIRED FOR GRADUATION

\*MSC110 & MSC126 courses also satisfy the General Education requirements.

\*\*Note: Evening College students taking their Practicum - Medical Assistant Management (MSC301) will take this over two terms.

This course is broken into two courses as listed below:

MSC301A	Practicum Medical Assistant Management I
MSC301B	Practicum Medical Assistant Management II

### Note: Medical Assistant Certification

Prior to completion of the Practicum Medical Assistant Management course (MSC301 in the Day Division and MSC301A and MSC301B in the Evening Division), students will register for and be expected to sit for a nationally recognized Medical Assistant Certification exam. It is not a course or program requirement that students pass the exam. However, students will receive an "INC" grade in the course and will not be eligible to graduate until the exam has been taken and the course completed.

# AOS - Health Information Management

## Associate in Occupational Studies Degree (AOS) Health Information Management – HEGIS Code 5213

This program prepares health information management (HIM) professionals to seek employment in a variety of administrative medical office settings including both private practice and larger healthcare facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates will be qualified to seek positions in medical office positions where knowledge of medical billing and coding are most important.

### Program Learning Objectives

- Apply the practices of computer-based and other electronic technology related to healthcare, including the use of industry specific software applications and other tools and techniques for collecting, storing, and retrieving healthcare data.
- Demonstrate competency in completing health information analysis tasks such as abstracting, interpreting, and presenting statistics and relevant healthcare data.
- Employ systems designed to protect the confidentiality and privacy of health records in application of principles of legal and ethical behavior relative to health information.
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance while successfully processing medical insurance claims both manually and electronically.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
MSC110*	Human Biology .....	3
MED103	Medical Terminology.....	3
MED111	Healthcare Law and Ethics .....	3
MED201	Introduction to Medical Coding .....	3
MED203	Advanced Medical Coding .....	3
MED206	Hospital Reimbursement.....	3
MED208	Administrative Medical Practices .....	3
MED212	Medical Billing.....	3
MED215	Health Information Technology .....	3
BUS122	Integrated Business Applications.....	3
BUS123	Human Resources Management .....	3
BUS203	Principles of Management .....	3
BUS279	Customer Relationship Management.....	3
ACC107	Financial Accounting I.....	3
ACC127	Spreadsheet Applications .....	3
	<b>Total Major-Related Credits .....</b>	<b>45</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits .....</b>	<b>18</b>

<b>Elective</b>	<b>Credits</b>
Open Elective (1) .....	3
<b>Total Elective Credits .....</b>	<b>3</b>

### 66 CREDITS REQUIRED FOR GRADUATION

\*MSC110 course satisfies the General Education requirement.

## AOS - Health Information Administration (Online)

### Associate in Occupational Studies Degree (AOS)

#### Health Information Administration - HEGIS Code 5213 – (Online)

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

### Program Learning Objectives

- Apply the practices of computer-based and other electronic technology related to healthcare, including the use of industry specific software applications and other tools and techniques for collecting, storing, and retrieving healthcare data.
- Demonstrate competency in completing health information analysis tasks such as abstracting, interpreting, and presenting statistics and relevant healthcare data.
- Employ systems designed to protect the confidentiality and privacy of health records in application of principles of legal and ethical behavior relative to health information.
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance while successfully processing medical insurance claims both manually and electronically.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
MSC110*	Human Biology .....	3
MED103	Medical Terminology .....	3
MED111	Healthcare Law and Ethics .....	3
MED201	Introduction to Medical Coding .....	3
MED203	Advanced Medical Coding .....	3
MED206	Hospital Reimbursement .....	3
MED208	Administrative Medical Practices .....	3
MED212	Medical Billing .....	3
MED215	Health Information Technology .....	3
BUS122	Integrated Business Applications .....	3
BUS123	Human Resources Management .....	3
BUS203	Principles of Management .....	3
BUS279	Customer Relationship Management .....	3
ACC107	Financial Accounting I .....	3
ACC127	Spreadsheet Applications .....	3
	<b>Total Major-Related Credits</b> .....	<b>45</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace .....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking .....	3
GEN250	Ethics and Professionalism .....	3
	<b>Total General Education Credits</b> .....	<b>18</b>

### Elective

Open Elective (1) .....	3
<b>Total Elective Credits</b> .....	<b>3</b>

### 66 CREDITS REQUIRED FOR GRADUATION

\*MSC110 course satisfies the General Education requirement.



# Health Information Specialist

## Certificate

### Health Information Specialist – HEGIS Code 5213

Health Information Management (HIM) is a rapidly developing and evolving field within the healthcare industry. HIM professionals work to procure, analyze, and protect patient data using electronic health record technology. Students work with healthcare data management tools for medical billing and coding and may seek positions in organizations ranging from private physician offices to larger healthcare facilities.

<b>Course No.</b>	<b>Required Courses</b>	<b>Credits</b>
MED103	Medical Terminology.....	3
MED111	Healthcare Law and Ethics.....	3
MED201	Introduction to Medical Coding.....	3
MED203	Advanced Medical Coding.....	3
MED206	Hospital Reimbursement.....	3
MED208	Administrative Medical Practice.....	3
MED212	Medical Billing.....	3
MED215	Health Information Technology.....	3
ACC127	Spreadsheet Applications.....	3
BUS122	Integrated Business Applications.....	3
BUS279	Customer Relationship Management.....	3
GEN125	English Composition I.....	3
<b>Total Credits</b>	.....	<b>36</b>

**36 CREDITS REQUIRED FOR GRADUATION**

# Medical Assistant Specialist

## Certificate

### Medical Assistant Specialist – HEGIS Code 5214

The Medical Assistant Specialist program provides students with a foundation in both the administrative and clinical skills that medical assistants are expected to utilize in performing their basic job responsibilities. Upon graduation, students will be qualified to seek entry level employment as a medical assistant in a variety of healthcare settings. Credits are transferable to the associate degree program, Medical Assistant Management.

Course No.	Required Courses	Credits
GEN115	Digital Literacy in the Workplace.....	3
MED103	Medical Terminology.....	3
MED111	Healthcare Law and Ethics.....	3
MED208	Administrative Medical Practices.....	3
MSC110*	Human Biology.....	3
MSC126*	Anatomy and Physiology I.....	3
MSC131	Anatomy and Physiology II.....	3
MSC207	Clinical Procedures/Clinical Asepsis.....	3
MSC209	Hematology/Phlebotomy.....	3
MSC212	Diagnostic Clinical Applications.....	3
BUS122	Integrated Business Applications.....	3
	Open Elective (1).....	3
<b>Total Credits</b>	.....	<b>36</b>

### 36 CREDITS REQUIRED FOR GRADUATION

Note: Students who have not previously passed 3 college credits of English Composition or passed the English Proficiency Test are required to take English Composition I as an elective.

***This certificate is currently offered for Evening Division students only.***

*\*MSC110 & MSC126 courses also satisfy the General Education requirements.*

# BS – Human Services

## Bachelor of Science Degree (BS)

### Human Services – HEGIS Code 2101

The Bachelor of Science program in Human Services is designed to prepare students for career positions in human service agencies and organizations. This may include positions such as case manager, social services supervisor, senior center administrator, job counselor, child welfare worker, group residence supervisor, information and referral specialist, outreach worker, public health worker or mental health associate. This is an interdisciplinary program that prepares students to assess the social and developmental needs of individuals and families—particularly of those who are considered at-risk or otherwise vulnerable—and either to participate directly in delivering the services required to address their needs, or to arrange and coordinate the delivery of quality services by others. The program offers three concentrations of study through the selection of three elective course tracks in Family Services, Gerontology Services, and Human Services Administration.

### Program Learning Objectives

- Analyze and apply theories, knowledge and skills to the scope of conditions that promote or inhibit human functioning to the range of populations served by human services professions.
- Analyze and apply information in the service of clients or client groups through development, design, implementation and evaluation of plans of action.
- Demonstrate administrative skills necessary for service delivery such as strategic planning, leadership, supervision, budgeting and monitoring, grant and contract negotiation and compliance with regulatory statutes.
- Employ logical approaches to real world problems in the human services fields that rely on the development of data-based research, program design, and evaluation methods to draw evidence-based conclusions.
- Demonstrate the ability to self-assess, self-correct, and self-direct toward identifying needs and sources of learning and how to seek further knowledge and understanding.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
GEN161	Psychology .....	3
HMS110	Introduction to Human Services .....	3
HMS120	Introduction to Counseling .....	3
GEN167	Contemporary Social Issues .....	3
HMS210	Research Methods in Social Science.....	3
HMS220	Case Management.....	3
HMS270	Human Services Internship I.....	3
HMS310	Human Services and Disabilities.....	3
HMS320	Diversity and Inclusion .....	3
HMS410	Introduction to Grief and Loss.....	3
HMS420	Group Dynamics in Human Services .....	3
HMS470*	Human Services Internship II.....	6
HCA400	Public Health Issues and Practices.....	3
GEN363	Conflict, Communication, and Resolution .....	3
BUS122	Integrated Business Applications .....	3
ACC127	Spreadsheet Applications .....	3
BUS325	Management Applications and Strategy .....	3
BUS330	Foundations of Fundraising .....	3
	<b>Total Major-Related Credits</b> .....	<b>57</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN171	Political Institutions .....	3
GEN250	Ethics and Professionalism.....	3
GEN330	Professional and Personal Development.....	3
GEN421	Business Communication and Research Methods .....	3
MSC110	Human Biology .....	3
	<b>Total General Education Credits</b> .....	<b>36</b>

Students will complete 9 elective courses in this program, 2 of which must be from one of the concentration areas below.

<b>Electives</b>		
Concentration Electives (2)	.....	6
General Education Electives (5)	.....	15
Open Elective (2)	.....	6
<b>Total Elective Credits</b>	.....	<b>27</b>

<b>Course No.</b>	<b>Concentration Areas</b>	
	<b>Family Services Concentration</b>	
HMS330	Child and Adolescent Development .....	3
HMS430	Marriage and the Family .....	3
	<b>Gerontology Concentration</b>	
HCA420	Long Term Care Administration .....	3
HCA340	Managed Care .....	3
	<b>Human Services Administration Concentration</b>	
BUS123	Human Resources Management .....	3
BUS203	Principles of Management .....	3

**120 CREDITS REQUIRED FOR GRADUATION**

*\* Evening Division students taking their Human Services Internship II (HMS470) will take this over two terms. This course is broken into two courses as listed below:  
HMS470A Human Services Internship II A  
HMS470B Human Services Internship II B*

**BS – Human Services**

**Program Competencies** *For Two Year Transfer Students*

Students accepted as two year transfers into the BS – Human Services program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)\*
- Introduction to Human Services
- Introduction to Counseling
- Research Methods in Social Science
- Case Management

If a student has not met one or more of these competencies at the time of enrollment, they will be required to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of “C” or better in English Composition I and II. If unable to meet this minimum average grade of “C”, then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student’s writing and determine if the student has achieved the required English proficiency.

# BS – Human & Social Services (Online)

## Bachelor of Science Degree (BS) Human Services – HEGIS Code 2101

The Bachelor of Science program in Human and Social Services is designed to prepare students for career positions in human service agencies and organizations. This may include positions such as case manager, social services supervisor, senior center administrator, job counselor, child welfare worker, group residence supervisor, information and referral specialist, outreach worker, public health worker or mental health associate. This is an interdisciplinary program that prepares students to assess the social and developmental needs of individuals and families—particularly of those who are considered at-risk or otherwise vulnerable—and either to participate directly in delivering the services required to address their needs, or to arrange and coordinate the delivery of quality services by others. The program offers three concentrations of study through the selection of three elective course tracks in Family Services, Gerontology Services, and Human Services Administration.

## Program Learning Objectives

- Analyze and apply theories, knowledge and skills to the scope of conditions that promote or inhibit human functioning to the range of populations served by human services professions.
- Analyze and apply information in the service of clients or client groups through development, design, implementation and evaluation of plans of action.
- Demonstrate administrative skills necessary for service delivery such as strategic planning, leadership, supervision, budgeting and monitoring, grant and contract negotiation and compliance with regulatory statutes.
- Employ logical approaches to real world problems in the human services fields that rely on the development of data-based research, program design, and evaluation methods to draw evidence-based conclusions.
- Demonstrate the ability to self-assess, self-correct, and self-direct toward identifying needs and sources of learning and how to seek further knowledge and understanding.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
GEN161	Psychology .....	3
HMS110	Introduction to Human Services .....	3
HMS120	Introduction to Counseling .....	3
GEN167	Contemporary Social Issues .....	3
HMS210	Research Methods in Social Science.....	3
HMS220	Case Management.....	3
HMS280	Human & Social Services Capstone I .....	3
HMS310	Human Services and Disabilities.....	3
HMS320	Diversity and Inclusion .....	3
HMS410	Introduction to Grief and Loss .....	3
HMS420	Group Dynamics in Human Services .....	3
HMS480*	Human & Social Services Capstone II .....	6
HCA400	Public Health Issues and Practices .....	3
GEN363	Conflict, Communication, and Resolution .....	3
BUS122	Integrated Business Applications .....	3
ACC127	Spreadsheet Applications .....	3
BUS325	Management Applications and Strategy .....	3
BUS330	Foundations of Fundraising .....	3
	<b>Total Major-Related Credits</b> .....	<b>57</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN171	Political Institutions .....	3
GEN250	Ethics and Professionalism.....	3
GEN330	Professional and Personal Development .....	3
GEN421	Business Communication and Research Methods .....	3
MSC110	Human Biology .....	3
	<b>Total General Education Credits</b> .....	<b>36</b>

Students will complete 9 elective courses in this program, 2 of which must be from one of the concentration areas below.

<b>Electives</b>	
Concentration Electives (2) .....	6
General Education Electives (5) .....	15
Open Elective (2) .....	6
<b>Total Elective Credits</b> .....	<b>27</b>

<b>Course No.</b>	<b>Concentration Areas</b>	
	<b>Family Services Concentration</b>	
HMS330	Child and Adolescent Development .....	3
HMS430	Marriage and the Family .....	3
	<b>Gerontology Concentration</b>	
HCA420	Long Term Care Administration .....	3
HCA340	Managed Care .....	3
	<b>Human Services Administration Concentration</b>	
BUS123	Human Resources Management .....	3
BUS203	Principles of Management .....	3

**120 CREDITS REQUIRED FOR GRADUATION**

\* *Online Division students taking their Human & Social Services Capstone II (HMS480) will take this over two terms. This course is broken into two courses as listed below:*  
HMS480A Human and Social Services Capstone II A  
HMS480B Human and Social Services Capstone II B

**BS – Human Services**

**Program Competencies** *For Two Year Transfer Students*

Students accepted as two year transfers into the BS – Human Services program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)\**
- Introduction to Human Services
- Introduction to Counseling
- Research Methods in Social Science
- Case Management

If a student has not met one or more of these competencies at the time of enrollment, they will be required to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of “C” or better in English Composition I and II. If unable to meet this minimum average grade of “C”, then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student’s writing and determine if the student has achieved the required English proficiency.

# AS – Human Services

## Associate of Science Degree (AS) Human Services – HEGIS Code 5501

The A.S. degree in Human Services is designed to prepare graduates for a variety of human services occupations common to many social service agencies in both the government and not-for-profit sectors. In addition to training workers to enter directly into the workplace upon completion of the program, students may elect to continue to a four year program in either Human Services or Healthcare Services Administration. As such, emphasis is placed upon developing or enhancing competency in the broad skill areas required for working in the human services field. The curriculum provides a solid liberal arts background and exposure to a full range of human services competencies.

### Program Learning Objectives

- Analyze and apply information in the service of clients or client groups through development, design, and implementation of plans of action.
- Demonstrate knowledge of, and adhere to, all applicable legal and ethical standards of the human service profession.
- Demonstrate cultural competence in working collaboratively and ethically with diverse populations.
- Demonstrate basic knowledge of the contributions of social policy and funding methods to the delivery of human services.
- Identify areas for self-improvement and pursue necessary education and/or training resources for continuing professional development.

Course No.	Major-Related Courses	Credits
GEN161	Psychology .....	3
HMS110	Introduction to Human Services .....	3
HMS120	Introduction to Counseling .....	3
GEN167	Contemporary Social Issues .....	3
HMS210	Research Methods in Social Science.....	3
HMS220	Case Management.....	3
HMS270	Human Services Internship I.....	3
BUS122	Integrated Business Applications .....	3
GEN250	Ethics and Professionalism .....	3
	<b>Total Major-Related Credits</b> .....	<b>27</b>

Course No.	General Education	Credits
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN171	Political Institutions .....	3
MSC110	Human Biology .....	3
	<b>Total General Education Credits</b> .....	<b>24</b>

Electives	Credits
General Education Electives (5) .....	15
<b>Total Elective Credits</b> .....	<b>15</b>

### 66 CREDITS REQUIRED FOR GRADUATION

# AS – Human and Social Services (Online)

## Associate of Science Degree (AS)

### Human and Social Services – HEGIS Code 5501

The A.S. degree in Human and Social Services is designed to prepare graduates for a variety of human services occupations common to many social service agencies in both the government and not-for-profit sectors. In addition to training workers to enter directly into the workplace upon completion of the program, students may elect to continue to a four year program in either Human Services or Healthcare Services Administration. As such, emphasis is placed upon developing or enhancing competency in the broad skill areas required for working in the human services field. The curriculum provides a solid liberal arts background and exposure to a full range of human services competencies.

## Program Learning Objectives

- Analyze and apply information in the service of clients or client groups through development, design, and implementation of plans of action.
- Demonstrate knowledge of, and adhere to, all applicable legal and ethical standards of the human service profession.
- Demonstrate cultural competence in working collaboratively and ethically with diverse populations.
- Demonstrate basic knowledge of the contributions of social policy and funding methods to the delivery of human services.
- Identify areas for self-improvement and pursue necessary education and/or training resources for continuing professional development.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
GEN161	Psychology .....	3
HMS110	Introduction to Human Services .....	3
HMS120	Introduction to Counseling .....	3
GEN167	Contemporary Social Issues .....	3
HMS210	Research Methods in Social Science.....	3
HMS220	Case Management.....	3
HMS280	Human Services Capstone I .....	3
BUS122	Integrated Business Applications .....	3
GEN250	Ethics and Professionalism .....	3
	<b>Total Major-Related Credits</b> .....	<b>27</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Essentials of Public Speaking.....	3
GEN147	College Mathematics .....	3
GEN171	Political Institutions .....	3
MSC110	Human Biology .....	3
	<b>Total General Education Credits</b> .....	<b>24</b>

<b>Electives</b>	<b>Credits</b>
General Education Electives (5) .....	15
<b>Total Elective Credits</b> .....	<b>15</b>

## 66 CREDITS REQUIRED FOR GRADUATION



# School of Information Technology

The School of Information Technology offers degrees that help prepare graduates for careers in the diverse field of Information Technology (IT) and helps satisfy the industry's demand for IT professionals in the following areas: Network technologies, network administration, programming, database administration, network and cyber security, and service and support systems and users.

Through practical application of classroom theory in lab environments, students learn the technical skills and gain the theoretical knowledge necessary to understand current computer and network technologies and interpret emerging technologies while developing problem solving, critical thinking in the workplace, communication and teamwork skills.

In addition, CW is one of 11,800 Cisco Networking Academies in 190 countries. The Cisco Networking Academy delivers a comprehensive, 21st century learning experience to help students develop the foundational information and communication technology (ICT) skills needed to design, build, and manage networks.

## **Dr. Grace Bonanno**

*Chairperson and Professor, School of Information Technology*

Ph.D., Nova Southeastern University

MS, Iona College

BS, Pace University

Certifications: MCSE, CCNA, CCAI, Network+, MCSA, Security+

# BS - Information Technology

## Bachelor of Science Degree (BS)

### Information Technology– HEGIS Code 0701

The Bachelor of Science in Information Technology program provides a solid foundation of IT skills and knowledge, communication skills, critical thinking and design skills relevant to pursue positions in the IT field. Students will learn the core competencies needed to plan strategic and effective IT solutions for organizations.

### Program Learning Objectives

- Design, secure, operate, and troubleshoot enterprise networks and equipment such as switches and routers.
- Utilize critical thinking and problem-solving skills using real and virtual equipment to build personal computers, establish virtualization, software-defined networks, and use application programming interfaces (APIs) and configuration management tools to enable network automation.
- Use IT tools to design, develop and implement effective IT solutions and to solve organizational problems.
- Investigate and analyze security vulnerabilities and mitigate threats by applying effective countermeasures.
- Using the software development process and algorithmic approaches, design, write, test, and run web and desktop applications using object-oriented programming languages.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET145	Linux Administration.....	3
NET151	Windows Server Administration.....	3
NET163	Cisco Switching, Routing, and Wireless Essentials.....	3
NET215	Networking Essentials (Network+).....	3
NET265	Enterprise Networking, Security, and Automation.....	3
NET283	Network Security.....	3
NET335	Active Directory Services.....	3
NET345	Network Infrastructure & Cloud Computing.....	3
NET410	Cyber Counterintelligence.....	3
NET470*	Networking BS Internship.....	3
CIS110	Programming Logic.....	3
CIS210	Structured Programming.....	3
CIS233	Database Applications (Access).....	3
CIS325	Python Programming.....	3
CIS420	Advanced Database SQL.....	3
	<b>Total Major-Related Credits</b> .....	<b>54</b>

<b>Course No.</b>	<b>General Education Courses</b>	<b>Credits</b>
GEN105	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Essentials of Public Speaking.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Data Analytics and Statistical Applications.....	3
GEN315	Discrete Mathematics.....	3
GEN330	Professional and Personal Development.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN421	Business Communications and Research Methods.....	3
	<b>Total General Education Credits</b> .....	<b>36</b>

<b>Electives</b>	<b>Credits</b>
General Education Electives (8).....	24
Open Electives (2).....	6
<b>Total Elective Credits</b> .....	<b>30</b>

**120 CREDITS REQUIRED FOR GRADUATION**

*\*Note: Evening Division students taking their BBA Internship will take this over two terms. This course is broken into two courses as listed below:*

NET470A      *Preparation Workshop for Networking BS Internship*  
NET470B      *Networking BS Internship*

## BS - Information Technology

### **Program Competencies For Two-Year Transfer Students**

Students accepted as two-year transfers into the Information Technology, BS program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)\*
  
- Essential of Public Speaking
  
- College Algebra
  
- Programming Logic
  
- Statistics
  
- Access
  
- PC Technology (A+)\*\*
  
- Operating System Technologies\*\*
  
- Cisco Networking Basics\*\*
  
- Linux Administration\*\*
  
- Windows Server Administration\*\*
  
- Network Security

If a student has not met one or more of these competencies at the time of enrollment, they will be required to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

\*\*If one of these classes is missing, then a student must take NET270 IT Foundations. NET270 must be taken before any 300 or 400-level NET course. Some industry certification exams may satisfy required competencies. Students should submit all documentation to the Registrar for official evaluation.

# BS - Computer Information Systems (Online)

## Bachelor of Science Degree (BS)

### Computer Information Systems – HEGIS Code 0701 (Online)

The Bachelor of Science in Computer Information Systems program provides a solid foundation of IT skills and knowledge, communication skills, critical thinking in the workplace and design skills relevant to pursue positions in the IT field. Students will learn the core competencies needed to plan strategic and effective IT solutions for organizations.

### Program Learning Objectives

- Design, secure, operate, and troubleshoot enterprise networks and equipment such as switches and routers.
- Utilize critical thinking and problem-solving skills using real and virtual equipment to build personal computers, establish virtualization, software-defined networks, and use application programming interfaces (APIs) and configuration management tools to enable network automation.
- Use IT tools to design, develop and implement effective IT solutions and to solve organizational problems.
- Investigate and analyze security vulnerabilities and mitigate threats by applying effective countermeasures.

Using the software development process and algorithmic approaches, design, write, test, and run web and desktop applications using object-oriented programming languages.

Course No.	Major-Related Courses	Credits
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET145	Linux Administration.....	3
NET151	Windows Server Administration.....	3
NET163	Cisco Switching, Routing, and Wireless Essentials.....	3
NET215	Networking Essentials (Network+).....	3
NET265	Cisco Enterprise Networking, Security, and Automation.....	3
NET283	Network Security.....	3
NET335	Active Directory Services.....	3
NET345	Network Infrastructure & Cloud Computing.....	3
NET410	Cyber Counterintelligence.....	3
CIS110	Programming Logic.....	3
CIS210	Structured Programming.....	3
CIS233	Database Applications (Access).....	3
CIS325	Python Programming.....	3
CIS420	Advanced Database SQL.....	3
CIS480	Computer Information Systems Capstone.....	3
<b>Total Major-Related Credits</b> .....		<b>54</b>

Course No.	General Education Courses	Credits
GEN105	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Essentials of Public Speaking.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Data Analytics and Statistical Applications.....	3
GEN315	Discrete Mathematics.....	3
GEN330	Professional and Personal Development.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN421	Business Communications and Research Methods.....	3
<b>Total General Education Credits</b> .....		<b>36</b>

Electives	Credits
General Education Electives (8).....	24
Open Electives (2).....	6
<b>Total Elective Credits</b> .....	<b>30</b>

**120 CREDITS REQUIRED FOR GRADUATION**

## BS - Computer Information Systems (Online)

### **Program Competencies For Two-Year Transfer Students**

Students accepted as two-year transfers into the online Computer Information Systems, BS program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)\*
- Essentials of Public Speaking
- College Algebra
- Programming Logic
- Statistics
- Access
- PC Technology (A+)\*\*
- Operating System Technologies\*\*
- Cisco Networking Basics\*\*
- Linux Administration\*\*
- Windows Server Administration\*\*
- Network Security

If a student has not met one or more of these competencies at the time of enrollment, they will be required to achieve these competencies within the first academic year of the students program or longer with the approval of the appropriate Dean.

\*For students who have earned an Associate Degree from The College of Westchester, they must have earned an average grade of "C" or better in English Composition I and II. If unable to meet this minimum average grade of "C", then students must submit a supervised writing sample for consideration. The Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

\*\*If one of these classes is missing, then a student must take NET270 IT Foundations. NET270 must be taken before any 300 or 400-level NET course. Some industry certification exams may satisfy required competencies. Students should submit all documentation to the Registrar for official evaluation.

# AAS - Computer Network Administration

## Associate in Applied Science Degree (AAS)

### Computer Network Administration – HEGIS Code 5199

The Computer Network Administration program provides students with career-focused education to pursue positions in today's technical world. Students study administration, design, support and maintenance of local area and wide area networks through lecture and using Microsoft Windows operating systems and Cisco IOS. The program includes additional non-technical courses to enhance the student's career opportunities. In addition, this program has been given the Center of Academic Excellence in Cyber Defense (CAE-CD) designation by the National Security Agency (NSA).

### Program Learning Objectives

- Demonstrate hardware and software competencies through planning and building personal computers.
- Develop, test, and debug programs using relevant programming and scripting languages.
- Install, configure, manage, monitor, and secure local area networks (LANs) and wide area networks (WANs) including various network devices to meet logical and physical business design goals.
- Define the concepts of and perform necessary tasks to ensure confidentiality, availability, and integrity of network resources as they relate to information security.
- Apply critical thinking and problem-solving skills by analyzing and evaluating user, application, host, and network environments to novel situations in network administration for various business environments.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET145	Linux Administration.....	3
NET151	Windows Server Administration.....	3
NET163	Cisco Switching, Routing, and Wireless Essentials.....	3
NET215	Networking Essentials (Network+).....	3
NET265	Enterprise Networking, Security, and Automation.....	3
NET283	Network Security.....	3
CIS110	Programming Logic.....	3
CIS233	Database Applications (Access).....	3
	<b>Total Major-Related Credits</b> .....	<b>33</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Essentials of Public Speaking.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits</b> .....	<b>21</b>

<b>Electives</b>	<b>Credits</b>
General Education Elective (2).....	6
Open Electives (2).....	6
<b>Total Elective Credits</b> .....	<b>12</b>

**66 CREDITS REQUIRED FOR GRADUATION**

# AAS - Computer Networking & Security (Online)

## Associate in Applied Science Degree (AAS) Computer Networking & Security – HEGIS Code 5002

The Computer Networking & Security program provides students with a career-focused education to pursue positions in today's technical world. Students study administration, design, support and maintenance of local area and wide area networks through lecture and using Microsoft Windows operating systems and Cisco IOS. The program includes additional non-technical courses to enhance the student's career opportunities.

### Program Learning Objectives

- Demonstrate hardware and software competencies through planning and building personal computers.
- Develop, test, and debug programs using relevant programming and scripting languages.
- Install, configure, manage, monitor, and secure local area networks (LANs) and wide area networks (WANs) including various network devices to meet logical and physical business design goals.
- Define the concepts of and perform necessary tasks to ensure confidentiality, availability, and integrity of network resources as they relate to information security.
- Apply critical thinking and problem-solving skills by analyzing and evaluating user, application, host, and network environments to novel situations in network administration for various business environments.

<b>Course No.</b>	<b>Major-Related Courses</b>	<b>Credits</b>
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET145	Linux Administration.....	3
NET151	Windows Server Administration.....	3
NET163	Cisco Switching, Routing, and Wireless Essentials.....	3
NET215	Networking Essentials (Network+).....	3
NET265	Cisco Enterprise Networking, Security, and Automation.....	3
NET283	Network Security.....	3
CIS110	Programming Logic.....	3
CIS233	Database Applications (Access).....	3
	<b>Total Major-Related Credits</b> .....	<b>33</b>

<b>Course No.</b>	<b>General Education</b>	<b>Credits</b>
GEN105	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Essentials of Public Speaking.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN250	Ethics and Professionalism.....	3
	<b>Total General Education Credits</b> .....	<b>21</b>

<b>Electives</b>	<b>Credits</b>
General Education Elective (2).....	6
Open Electives (2).....	6
<b>Total Elective Credits</b> .....	<b>12</b>

### 66 CREDITS REQUIRED FOR GRADUATION

# Computer Networking Specialist

## Certificate

### Computer Networking Specialist– HEGIS Code 5199

The Computer Networking Specialist program provides a concentrated curriculum in Computer Network Administration. This program is suggested for students with previous computer knowledge. Students study administration, design, support and maintenance of local area and wide area networks through lecture and using Microsoft Windows operating systems and Cisco IOS. This program prepares students for opportunities in the computer networking field.

Course No.	Required Courses	Credits
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET145	Linux Administration.....	3
NET151	Windows Server Administration.....	3
NET163	Cisco Switching, Routing, and Wireless Essentials.....	3
NET215	Networking Essentials (Network+).....	3
NET265	Cisco Enterprise Networking, Security, and Automation.....	3
NET283	Network Security.....	3
GEN129	Essentials of Public Speaking.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN250	Ethics and Professionalism.....	3
	Open Electives* (3).....	9
	<b>Total Credits</b> .....	<b>48</b>

### 48 CREDITS REQUIRED FOR GRADUATION

*\*Students who have not previously passed 6 college credits of English Composition or passed the English Proficiency Tests are required to take English Composition I (GEN125) and English Composition II (GEN127) as electives.*



# Course Descriptions

## Special Notes:

- Refer to course descriptions for prerequisites or other special requirements. Prerequisites may be waived with permission of the chairperson, dean or vice president.
- Not all programs or courses are offered in all divisions.
- Some elective courses are offered only on sufficient demand. For more detailed offerings, contact admissions or academic services.

## Academic Enrichment

### **ACE106 Foundations of Mathematics**

**3 Institutional Credits**

This course is by placement only, and teaches math for everyday use. It is a process-oriented course that helps students with math concepts and calculations. Sample topics include decimals, percentages and fractions. This course must be successfully completed before progressing to the next level of mathematics. This course is graded as "Satisfactory" or "Unsatisfactory." If a student receives an "Unsatisfactory" grade, they must repeat the course.

### **ACE108 Foundations of Communications**

**3 Institutional Credits**

This course is by placement only, and develops basic writing proficiency in standard written English by focusing on composing skills. Focus is placed on sentence structure, word usage, reading comprehension, listening and writing. This course must be taken in the first term. The course is graded on a "Satisfactory" or "Unsatisfactory" basis. This course must be successfully passed before progressing to English Composition I. If a student receives an "Unsatisfactory" grade, they must repeat the course.

## Accounting

### **ACC107 Financial Accounting I**

**3 Credit Hours**

Students taking Financial Accounting I will be involved in accounting theory and its applications. In addition, there will be an in-depth study of the nature of assets and liabilities such as cash, accounts receivable, accounts payable, short-term investments, inventories, plant and equipment, intangibles and the preparation of financial statements. During the semester, emphasis will be placed on journal entries, posting, preparation of month-end financial statements as well as closing and adjusting entries.

### **ACC108 Financial Accounting II**

**3 Credit Hours**

Students continuing onto Financial Accounting II will be focusing more on the topics in corporate accounting such as contributed capital, stock rights, convertible securities, retained earnings, and earnings per share. The course will also focus on procedures for a merchandising business, including accounts and notes receivable and interest, accounts and notes payable and interest, types of inventory systems, and inventory valuation, accounting for long-term assets and related depreciation methods. In addition, the course covers bond discounts and premiums, statements of cash flow, analyses of financial statements including comparative analysis and liquidity, profitability, and leverage measurement.

*Prerequisite: ACC107 or permission of Chair*

### **ACC127 Spreadsheet Applications**

**3 Credit Hours**

This course introduces Excel spreadsheet concepts using software in the Windows environment. Topics to be covered include: creating the Excel worksheet, formulas, functions, enhancing spreadsheets with graphs and charts, analyzing spreadsheet data (what-if analysis) and working with large worksheets.

### **ACC131 Computerized Accounting I**

**3 Credit Hours**

This course will enable students to apply their knowledge of accounting utilizing computer software. Students will use Sage50, QuickBooks and other software to perform general ledger, accounts receivable, accounts payable, inventory, job costs and payroll functions. In addition, students will complete an accounting practice set using the computer software for the purpose of an "on the job" simulation.

*Prerequisite: ACC108 or permission of Chair*

### **ACC206 Federal Income Taxation**

**3 Credit Hours**

This course briefly reviews the history of taxation, tax legislation and research and covers the Internal Revenue Code and Regulations. Methods and forms required to complete tax returns are carefully examined and completed.

*Prerequisite: ACC107 or permission of Chair*

### **ACC211 Intermediate Accounting I**

**3 Credit Hours**

This course presents an introduction to the basic concepts and principles of financial accounting and an in-depth analysis of the basic elements in accounting. Included are cash and investments, receivables, inventory and related financial statements, general valuation procedures, inventory estimating procedures and an overview of the accounting processes through problem solving.

*Prerequisite: ACC108 or permission of Chair*

- ACC220 Practical Applications in Accounting** **3 Credit Hours**  
 This course will be taught with a hands-on approach. Students will learn to apply the concepts learned in Financial Accounting I through exercises based on typical applications and forms used in business and industry. Students will acquire, through simulated practice sets, the skills that will be needed in a real world work environment. Topics emphasized will be payroll applications, inventory, depreciation valuations, adjusting and closing entries.  
*Prerequisite: ACC107 or permission of Chair*
- ACC221 Cost Accounting** **3 Credit Hours**  
 This course is a study of the principles of cost accounting by elements: material, labor and overhead. Applications to modern manufacturing plants and other types of business enterprises are presented.  
*Prerequisite: ACC107 or permission of Chair*
- ACC229 Fraud and Forensics** **3 Credit Hours**  
 This course examines the nature and many types of fraudulent business and accounting activities prevalent in today's technologically advanced world. The course uses real life cases and business examples to teach students how to identify, detect, investigate and prevent fraud.
- ACC301 Internship: Accounting** **3 Credit Hours**  
 The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.  
*Prerequisites: GPA 2.5 or higher, prior approval by the Department Chairperson is required before registration.*
- ACC311 Intermediate Accounting II** **3 Credit Hours**  
 This course is an advanced course which presents a detailed analysis with respect to fixed assets, liabilities and retained earnings. Also covered are retirement of fixed assets and related depreciation, valuation of capital stock, and accounting for bonds and investments. This course integrates and provides an emphasis on current financial topics and their application.  
*Prerequisite: ACC211 or permission of Chair*
- ACC320 Accounting For Managers** **3 Credit Hours**  
 This course provides exposure to topics which include standard cost systems, budgeting, cost volume profit relationships and breakeven analysis. Spreadsheet and quantitative methods are utilized in class to analyze simulated real life business situations applied to modern manufacturing plants and other types of business enterprises.  
*Prerequisite: ACC107 or permission of Chair*
- ACC325 Advanced Accounting** **3 Credit Hours**  
 This course covers accounting and reporting for business combinations, mergers, consolidated financial statements, foreign currency transactions, and equity method of reporting investments, intercompany transactions and translation of financial statements. Fund and selected governmental accounting topics will also be covered.  
*Prerequisite: ACC211 or permission of Chair*
- ACC330 Financial Statement Analysis** **3 Credit Hours**  
 This course advances the student's ability to effectively analyze a set of financial statements. The student will learn how to integrate key elements, such as economic characteristics and current conditions of a firm's businesses, in order to evaluate the profitability and risk of a company.  
*Prerequisite: ACC211 or permission of Chair*
- ACC335 Advanced Federal Income Taxation** **3 Credit Hours**  
 Federal income taxation principles and concepts pertaining to partnerships, corporations, trusts and estates are introduced, examined and applied. Also discussed are transactions related to distributions, dividends, redemptions, liquidations, and reorganizations. Internal Revenue Code, rulings, regulations and research techniques are reviewed and applied. Advanced applications pertaining to individuals regarding tax planning and preparation are also examined. Students will complete simulated case projects.  
*Prerequisite: ACC206 or permission of Chair*
- ACC345 Advanced Cost Accounting** **3 Credit Hours**  
 This course will help students gain a grasp of cost accounting systems that enable management to plan and track production costs in the manufacturing process. Included in the review of costs will be materials, labor and factory overhead. Cost accounting systems will include process costing, standard costing and cost analysis.  
*Prerequisite: ACC221*
- ACC347 Accounting Information Systems** **3 Credit Hours**  
 The course provides a comprehensive presentation of the fundamentals of data organization, classification, control, and reporting. Various accounting systems will be analyzed with an emphasis on database management and systems analysis, creation, and control.  
*Prerequisite: ACC108*

**ACC350 Accounting Ethics and Professional Responsibility** **3 Credit Hours**  
This course examines the background and nature of the “new” era of corporate and professional accountability and governance. Readings and cases examine the behavior and interaction of directors, executives and accountants. Important legislation which has impacted the practice of accounting and the current business environment will be discussed and critiqued in order to expose students to moral and ethical decision making. The “new” code of conduct (as provided by the PCAOB, SEC, AICPA, SOX and ethical decision models) should have appropriate values and ethical reasoning integrated throughout the course material.

*Prerequisites: ACC211 and Junior Status*

**ACC405 Accounting Theory and Problems** **3 Credit Hours**  
This is an advanced course with an in-depth study of accounting theory and the practice of accounting. Underlying concepts found in Generally Accepted Accounting Principles, Financial Accounting Standards Board pronouncements and International Reporting Financial Standards are reviewed, discussed and evaluated. Other topics relevant to the practice of accounting are also discussed.

*Prerequisite: ACC311 or permission of Chair*

**ACC415 Auditing** **3 Credit Hours**  
Standards, procedures and techniques used by certified public accountants in the examination of financial statements will be introduced, reviewed and applied. The nature and use of internal control procedures and methods of gathering audit evidence will be emphasized. The auditor’s report will be reviewed and discussed with a focus on form and content. Ethical and legal considerations will also be emphasized. Students will complete a comprehensive case study.

*Prerequisite: ACC108 or permission of Chair*

**ACC470 BBA Accounting Internship** **3 Credit Hours**  
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY  
The Internship is a capstone course involving the culmination project in the Accounting BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.

*Prerequisite: The Internship course must be taken in the final two semesters of a student’s degree program.*

**ACC470A Preparation Workshop for BBA Accounting Internship** **Non Credit**  
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY  
This course is a non-credit workshop which occurs in the term prior to the BBA Accounting Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the ACC470B – BBA Accounting Internship.

*Prerequisite: The Workshop course must be taken in the final five terms of a student’s degree program and must be completed prior to a student’s enrollment in ACC470B.*

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

*Prerequisite: ACC470A. The Internship course must be taken in the final four terms of a student’s degree program.*

## Business Administration

**BUS103 Introduction to Business** **3 Credit Hours**  
This course allows students to explore a variety of industries of interest to them. The structure of the organizations, competitive activity, consumer attitudes as well as the job functions needed to make each successful will be examined. Students will engage in group discussions regarding the importance of the industry to the consumer and the economy. Students will complete this introductory course with a broad knowledge that can be streamlined to a specific industry in courses that follow.

**BUS112 Principles of Marketing** **3 Credit Hours**  
This course surveys the general nature of marketing concepts, process, organization, and buyer behavior. It also examines the basic decision areas of product, distribution, promotion, pricing and society’s interaction with the dynamics of marketing.

- BUS122 Integrated Business Applications** **3 Credit Hours**  
 In this course, students will examine the concepts and applications of Microsoft Word & PowerPoint. Students will use these technology tools to create business documents, marketing materials, and develop effective business presentations that will prepare them for today's information based business environment.
- BUS123 Human Resources Management** **3 Credit Hours**  
 Provides the foundation for the contemporary theory and practices relating to the management of people through a behavioral approach. Major attention is devoted to the process of personnel procurement, development and maintenance of human resources. This includes sound practices in selection, training, motivation and compensation of employees.
- BUS203 Principles of Management** **3 Credit Hours**  
 A thorough study of the most modern management methods. Analyzes the areas of organizing, planning, staffing, directing and controlling the organization. Examines the relationship of individuals in line and staff positions and the nature and interaction of the activities.
- BUS216 Money and Banking** **3 Credit Hours**  
 This course examines the historical aspects of the banking system and the important role of the Federal Reserve System. Through a study of the internal operations and regulations of banking institutions, the student will gain knowledge of the effects of banking on the economy. Topics to be discussed are the functions of savings banks, commercial banks, investment companies, credit agencies and foreign currency.
- BUS230 Principles of Selling** **3 Credit Hours**  
 A practical approach to learning the basic phases of the sales process necessary to become a successful salesperson and employee: approach, demonstration, sales resistance, closing, selling through suggestion, product knowledge and analysis. The course relates the importance of communication to successful living and employment through development of poise, demeanor, style of dress, sales ethics, influencing people, behavior patterns, buying and motives.
- BUS245 Personal Finance** **3 Credit Hours**  
 This course provides a survey of the areas of personal financial matters. The course content guides each person towards receiving results in the following areas: financial planning; buying on credit; borrowing money; using bank services; selecting from various types of insurance coverages; home ownerships vs renting; obtaining investment information; investing in stocks and bonds; budgeting; retirement planning and estate planning.
- BUS261 Front Office Operations & Reservations Systems** **3 Credit Hours**  
 Students will study various activities that are the responsibility of the front office. Focus will be on guestroom availability, reservation processing, guest registration, night audit, check-out procedures and the importance of technology and the Internet for optimum operation of the business. The impact this office has in conjunction with all other departments in the organization that are needed to operate a successful establishment are reviewed.
- BUS263 Hospitality Marketing & Management** **3 Credit Hours**  
 The elements of product, price, promotion and place are applied to the Hospitality industry. Students will examine a variety of popular hotels and resorts to understand who they appeal to and why. This course will require students to develop a marketing plan focusing on product mix, new product development and concepts as well as consumer likes and dislikes. The importance of diversity, pricing and consumer needs is examined.
- BUS271 Visual Merchandising & Retailing** **3 Credit Hours**  
 The importance of store image, color and composition, types of displays and fixtures to the consumer. Displays, graphics, lighting and the logic behind floor plans are critical components to a course which allows students to learn and apply their creativity to a store design of their own.
- BUS275 Event Planning & Promotion** **3 Credit Hours**  
 Methods and techniques utilized in planning, organizing, promoting and delivering major events are explored. Students will first examine various aspects of the Business Venture of their choice covering issues ranging from setting objectives and goals, to communication and ultimately management and delivery of the plan. They will complete a term project which will be designed to develop an event either for the college or an external function taking full responsibility for its overall development, communications, forecasting sales, setting up operations, selling tickets and delivering their event to the consumer. Customer service satisfaction and issues will be addressed.
- BUS277 Business Etiquette/Customer Service** **3 Credit Hours**  
 The way you handle yourself in a business and social environment can reveal a lot about you, and your position within an organization. From meetings with the boss to meetings with clients and customers, knowing the right things to do and say can make a tremendous difference in helping you reach your goals. Students will understand: Why etiquette is important, proper manners for meeting and greeting others, basic office equipment etiquette, professional presence (what to wear and not to wear), the basics of how to act in both business and social situations, dealing with customers so that objectives are achieved, careers expand and sales grow.

**BUS279 Customer Relationship Management****3 Credit Hours**

Providing excellent customer service is key when it comes to relationship management and customer retention. Students will learn basic greetings and conversation starters, as well as how to maintain a professional presence when dealing with customers. We will look at the correlation between customer service and the increase of sales and revenue. A variety of communication tools will be examined and evaluated to determine what methods may be appropriate in keeping in touch with your client base. The term project will require students to create a Customer Service training manual for a company/industry of their choice.

**BUS301 Internship: Business Administration****3 Credit Hours**

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

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

**BUS305 Marketing Management****3 Credit Hours**

This course will introduce the student to the concepts and skills needed in planning, organizing, operating and controlling a business firm's total marketing program. Emphasis is placed on considerations necessary for sound marketing management decisions in product development, pricing, demand creation and channel activities of the firm. A global perspective will be introduced to provide an understanding of the effects and opportunities of an interconnected, international marketplace. Experiential exercises and case studies are employed to provide students with the opportunity to develop skills in the evaluation, diagnosis and formulation of marketing strategies and tactics.

*Prerequisites: Junior level status and BUS112*

**BUS314 Principles of Finance****3 Credit Hours**

This course examines the fundamental financial problems of business. The student becomes acquainted with financial organization and operation. Current and long-term requirements for capital and analysis of capital structure including planning and control, budgeting and forecasting are examined.

*Prerequisite: ACC107 or permission of Chair*

**BUS320 Operations Management****3 Credit Hours**

This course will familiarize the student with the problems encountered by the operating management of a business enterprise and the methods used to analyze and solve these problems. Topics include forecasting, productivity, quality management, inventory management, capacity planning, scheduling, production planning, and project management, and the introduction of basic problem solving and project management tools.

*Prerequisites: Junior level status*

**BUS325 Management Applications and Strategy****3 Credit Hours**

This course will provide the framework for understanding concepts and theories related to management across a variety of business sectors including for-profit, not-for-profit, and government-operated organizations. Students will learn how institutions are organized and governed, the role of various employee classes, and the management systems designed for their efficient and effective operation.

*Prerequisite: Junior level status or permission of Chair*

**BUS330 Foundations of Fundraising****3 Credit Hours**

This course will examine the role that external fundraising plays in non-profit organizations and the means through which funds are raised from government, individuals, foundations and corporations. The importance of stewardship, program evaluation, and the role of the board and staff in developing effective fundraising strategies will be addressed. Legal development and structure of fundraising organizations will also be introduced. Students will come to understand the role that fundraising plays in supporting the budgetary needs of non-profit and social service agencies, sources through which such funding can be secured, and the methods of successfully courting, writing, and stewarding external fundraising. The focus will be on developing and implementing comprehensive marketing and fundraising strategies using ethically based approaches.

*Prerequisites: Junior-level standing or permission of chair*

**BUS337 Business Law****3 Credit Hours**

Explore the fundamental aspects of law as they pertain to the business world in the Business Law course. Delve into the intricacies of courts, court procedures, torts, and crimes. This foundational knowledge sets the stage for a deeper understanding of business contracts, including their nature, prerequisites, and regulations as governed by the Uniform Commercial Code. Special emphasis is placed on sales contracts, with a comprehensive examination of title transfer and risk allocation. This course provides a strong legal framework essential for navigating the complexities of business transactions and relationships.

*Prerequisite: Junior Level Status or Permission of Chair*

**BUS338 Intermediate Finance****3 Credit Hours**

This course examines the fundamentals of treasury management. The student becomes acquainted with cash flow management, and short-term investment.

*Prerequisites: Junior Level Status with BUS314, ACC107, and familiarity with Library databases*

- BUS370 Project Management Essentials** **3 Credit Hours**  
 The emphasis of this course is on the core competencies of Project Management as defined by PMI (Project Management Institute) and set forth in the Guide to the Project Management Body of Knowledge (PMBOK). Upon introducing the foundational elements of project management, students will gain experience by applying these elements to projects and employing them during the course of a logical project life cycle.  
*Prerequisite: Junior level status*
- BUS410 Seminar: Critical Issues in Business** **3 Credit Hours**  
 This seminar course covers the strategic analysis of major newsworthy events affecting the national and global business environment. The goal of this course is to enable students to develop an awareness of how valuable being “in the know” about current events is integral to business performance and employee productivity. Student participation includes the selection, strategic analysis, and discussion of a current major topic. Relevant and reputable business periodicals and journals will be examined. Students will conduct research and engage in discussion about important current issues that affect business.  
*Prerequisite: Junior Level Status*
- BUS420 Advanced Finance** **3 Credit Hours**  
 This course examines the fundamentals of investment analysis and portfolio management. The student becomes acquainted with investment concepts, global capital markets, the functioning of securities markets, security market indicators, information sources for securities, and portfolio management theories, as well as capital market theory, analysis and valuation of securities, and bond fundamentals and valuations. Rigorous financial report reading for both markets and corporations are included. The Capital Asset Pricing Model, international diversification, and basic derivatives such as puts, calls, limited commodity futures and financial futures will be discussed and analyzed.  
*Prerequisites: Junior level status with ACC107 and BUS314 or BUS338*
- BUS425 Business Capstone Experience** **3 Credit Hours**  
 In the Business Capstone Experience course, students will bring together their business knowledge and skills to create a comprehensive business plan, enabling them to integrate theory and practice while highlighting expertise in strategic planning, market analysis, financial modeling, and more. Through extensive research, critical thinking, and creative problem-solving, students will construct a compelling roadmap for launching and managing a successful business venture. This course will challenge students to think innovatively, make data-driven decisions, and present a well-rounded business plan.  
*Prerequisite: Senior Level Status*
- BUS435 Business Analytics** **3 Credit Hours**  
 This course provides an overview to the field of business analytics, focusing on the application of data-driven insights to inform business decisions. Students will learn foundational concepts, tools, and techniques for collecting, cleaning, analyzing, and interpreting data to extract valuable insights that drive organizational success. The course emphasizes practical skills and critical thinking through hands-on exercises, case studies, and real-world examples.  
*Recommended: GEN305 or equivalent*
- BUS440 Applied Project Management Concepts** **3 Credit Hours**  
 Using project management methodology and various software tools, learners will create a detailed project charter and scope document, communication plan, risk management plan, schedule, and lessons learned based on a case study or actual project.  
*Prerequisite: BUS370*
- BUS470 BBA Internship** **3 Credit Hours**  
 THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY  
 The Internship is a capstone course involving the culmination project in the Business Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.  
*Prerequisites: BUS440. The Internship course must be taken in the final two semesters of a student's degree program.*
- BUS470A Preparation Workshop for BBA Internship** **Non Credit**  
 THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY  
 This course is a non-credit workshop which occurs in the term prior to the BBA Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the BUS470B - BBA Internship  
*Prerequisites: The Workshop course must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in BUS470B.*
- BUS470B BBA Internship** **3 Credit Hours**  
 THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY  
 This course is a continuation of BUS470A. The Internship is the capstone course for the BBA in Business Administration degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be

subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.

*Prerequisites: BUS440 and BUS470A. The internship course must be taken in the final four terms of a student's degree program.*

### **BUS480 BBA Career Capstone**

**3 Credit Hours**

The capstone course for the BBA in Business Administration degree will require students to apply skills and knowledge learned in the program to a typical project they may encounter in actual employment. Using the criteria outlined below, students will identify a specific topic and prepare a one page description for review and discussion with their faculty advisor. Then they will provide a written proposal outlining recommendations with supporting research, data and documentation. Students will be expected to defend proposals and make final amendments based on feedback and challenges by either an instructor or a review committee. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set.

**Note:** Fulfills capstone requirement for Online students and Evening students with permission of Department Chairperson.

*Prerequisites: The Capstone course must be taken in the final two semesters of a Day student's degree program or the final four terms of an Evening or Online student's degree program.*

## Computer Information Systems

### **CIS110 Programming Logic**

**3 Credit Hours**

This course introduces the art and science of planning and writing programs and enforces good style and logical thinking. Students will learn the guidelines to developing structured program logic and compose a set of instructions that directs a computer's behavior.

### **CIS210 Structured Programming**

**3 Credit Hours**

This course uses advanced problem-solving strategies and algorithms using classes and objects. Students will develop programs using data structures, character strings, records, files, stacks and queues.

*Prerequisite: CIS110*

### **CIS233 Database Applications (Access)**

**3 Credit Hours**

Investigation and application of advanced database concepts will be covered including database administration, database technology, and selection and acquisition of database management systems. Through the introduction of Microsoft Access, the students will complete an in-depth practicum in database applications, including database design, relational tables, queries, forms, and reports.

*Prerequisite: GEN115 or NET111 or DMD101 or permission of Chair*

### **CIS267 Web Programming & Scripting**

**3 Credit Hours**

This course is designed to provide students with an introduction to programming web-based applications using PHP and MySQL. These applications process data submitted from Web forms and access back-end databases to dynamically generate Web pages. PHP, which stands for "PHP: Hypertext Preprocessor" is a widely-used, general-purpose scripting language that is especially suited for Web development and can be embedded into HTML. Students will learn how to design, code and implement dynamic web sites. This course will move the student from an understanding of HTML to the development of powerful web applications that can be deployed over the Internet.

*Prerequisites: DMD175, DMD160, or permission of Chair*

### **CIS310 Business Processes Analysis**

**3 Credit Hours**

This course will examine Business Processes Analysis as a method of problem solving. Learners will monitor and evaluate the life of a system and its ability to continue to meet business requirements, and will design and implement modifications and enhancements in response to end-user requests and environmental changes.

*Prerequisites: An earned Associate degree or demonstrated proficiency in writing and third semester standing and GEN115 or DMD101 or NET111.*

### **CIS315 Data Structures**

**3 Credit Hours**

This course teaches the algorithms and concepts such as sorting methods (selection, insertion), searching (sequential, binary), merging, pointers (called references in Java), linked lists, stacks, queues, recursion, random numbers, files (text, binary, random access, indexed), binary trees, advanced sorting methods (heapsort, quicksort, merge sort, Shell sort), and hashing (a very fast way to search).

*Prerequisite: CIS210*

### **CIS325 Python Programming**

**3 Credit Hours**

This course introduces Python programming concepts and techniques. Students will learn how to write and test code, handle common errors, and develop interactive programs using the Python language.

*Prerequisite: CIS110*

**CIS420    Advanced Database SQL**

**3 Credit Hours**

This course introduces the advanced features of the SQL language and how it can be used to query a database in order to answer business questions. Students will examine the following advanced features: querying with unions, advanced joins and sub queries, add, update and remove data, manipulate tables, views and various indexes, data integrity with transactions, and creation of databases.

*Prerequisite: CIS233*

**CIS480    Computer Information Systems Capstone**

**3 Credit Hours**

The Computer Information Systems capstone course assesses students' knowledge on the learning objectives of the Computer Information Systems program. All assignments in this course will build upon one another and provide students with different components for their Capstone Project. The emphasis will be IT project management, enterprise architecture, business requirement analysis, system modeling, acquisition, testing, deployment, and quality assurance.

**Note:** Fulfills Capstone requirement for Online students and Evening students or with permission of Department Chairperson.

*Prerequisite: The Capstone course must be taken in the final two semesters of a Day student's degree program or the final four terms of an Evening or Online student's degree program.*

## Digital Media

**DMD101    Visual Storytelling**

**3 Credit Hours**

This course is an introduction to digital media concepts and includes discussions of digital media design and development. The course will review current and emerging trends in digital media technologies, career opportunities, and resources. Students will be exposed to a variety of different media applications used in the industry, while learning the value of telling a story through studying design and storytelling in both principle and practice. Various media will be used to render stories from concept to completion, including photography, illustration, computer graphics, storyboarding, and collage.

**DMD107    Digital Design and Graphics**

**3 Credit Hours**

This course combines concepts and practical skills in the field of digital imaging. Building skills and understanding in the execution of typography, color theory, aesthetics, design thinking, and creative problem solving best practices. Students will explore digital image formats, creation, storage, manipulation, color layout and the elements of design required for web pages, interface design, and printed media. Students will plan, execute and layout professional level projects using a full range of digital technology.

**DMD123    Digital Video & Effects**

**3 Credit Hours**

After Effects is the desktop standard for compositing and creating 2D/3D animation and stunning special effects for film, video, digital media and the Web. Students will create motion graphics in a timeline environment and blend together video, still imagery, audio, text, and time based effects. Some of the topics to be discussed include digital compression, output formats, color correction and manipulation, title design, key framing, masks, layers and mattes.

*Prerequisite: DMD107 or DMD113 or permission of Chair*

**DMD150    Publishing Design & Layout**

**3 Credit Hours**

This course concentrates on graphic design process, research and concept development. Typography, layout, design quality, and construction for the commercial market will be covered. Topics include page layout, fundamentals of type, importing, creating graphics, fonts, color, styles, generating and placing text, and object linking and embedding.

**DMD160    Web Page Development I**

**3 Credit Hours**

This course will concentrate on both Dreamweaver and the hypertext markup language, HTML. Students will learn to incorporate images and format text in a desirable, aesthetic fashion. Students will also learn design concepts such as creating form elements, building lists and hot links, and using CSS (Cascading Style Sheets) for styling and layout. This course will stress the proper use of design techniques and tactics learned in prerequisite courses to formulate exciting, cohesive websites designed to be both user friendly and attractive.

*Prerequisite: DMD107 or permission of Chair*

**DMD165    Digital Animation & Motion Graphics**

**3 Credit Hours**

Students will use industry-standard software to create 2-dimensional vector animations for use on the web, broadcast and other digital media applications. The basic principles of animation and UI/UX design will be incorporated for application and use in the digital media fields.

*Prerequisite: DMD107 or permission of Chair*

**DMD175    Foundations of Interactive Design**

**3 Credit Hours**

This course is an introduction to the software engineering design process which is to identify the problem, research the problem, develop possible solutions, select the best possible solution(s), code prototypes and/or models, test and evaluate, communicate the solutions, and redesign. Students will develop these basic skills through the use of a graphical programming



language, allowing them to build a foundation and understanding of this process before moving on to the syntax and semantics of a particular high-level programming language in future courses.

**DMD220 Social Media for Marketing & Advertising**

**3 Credit Hours**

This course will explore the various facets of social media and its uses in the current digital landscape. Students will explore and analyze various social media tools and platforms and examine why and when each should be used. Students will apply various social techniques to real world cases to begin, or continue building, a social media portfolio. As a class, students will engage in discussions about the current social landscape and the place social media has in online communications, marketing and advertising, and personal branding. Students will acquire or expand upon the essential knowledge for a foundation in social media management, strategy and content creation.

**DMD227 HTML 5, CSS & JavaScript**

**3 Credit Hours**

HTML5 is the newest major revision of the HTML web language standard, offering flexibility, ease-of-coding, and powerful new features. This course covers using HTML (Hypertext Markup Language) and JavaScript to produce powerful interactive Web content. This course will also cover CSS3 (Cascading Style Sheets), which offers more sophisticated properties and elegant solutions for styling and animating elements. JavaScript is an essential language for some of the features of HTML5, and students will learn the basic use of JavaScript, JQuery and the new HTML5 JavaScript APIs.

*Prerequisite: DMD175 or permission of Chair*

**DMD230 Web Page Development II**

**3 Credit Hours**

This course will build on the skills learned through the prerequisite while covering some of the advanced features of Dreamweaver. Topics will focus on defining behaviors, editing graphics in Fireworks, creating templates, developing libraries, defining and utilizing plug-ins and exploring the use of back-end databases.

*Prerequisite: DMD160 or permission of Chair*

**DMD250 Graphic Design Projects**

**3 Credit Hours**

This course will cover basic and intermediate concepts and practices of graphic design. The topics covered will include image and page composition, layout, text, and color theory. Projects will include ad design, corporate identity, newsletter/paper and magazine layout.

*Prerequisites: DMD107, and DMD150 or permission of Chair*

**DMD300 Typography Essentials**

**3 Credit Hours**

Typography is an essential aspect of all digital media fields including, but not limited to graphic design, animation, and game design. Students will explore typographic structures, terminology and various methods for using type as a tool for visual communication. Grid-based design and the fundamentals of layout will be examined through hands-on projects. Students will plan, execute and layout professional level projects using a full range of both digital technology and traditional media

*Prerequisites: Junior level standing and for non DM majors, or permission of Chair.*

**DMD310 Interface Design & Usability**

**3 Credit Hours**

The course will cover user interface design principles, task and user analysis, interface design methods, user interface evaluation and usability testing. The course offers strategies to design which bridge the gap between functionality and usability and introduces students to some of the unique challenges of designing within the realm of a digital, interactive medium. The course examines ways in which the features and functions of a product get translated into something people find usable, useful, and desirable.

*Prerequisites: Junior level standing and for non DM majors, or permission of Chair.*

**DMD330 Publishing for the Web**

**3 Credit Hours**

Students will examine the production, design and theory of online magazines, documents, Wikis and blogging. Students will use tools, such as WordPress to develop an online magazine or blog of their own concept and philosophy. These sites will include research, advertising, copy and photographs all compiled by the students.

*Prerequisites: DMD300 and DMD310*

**DMD410 Mobile Application Development**

**3 Credit Hours**

This course covers how to develop applications for mobile platforms. The course will enable students to conceptualize, design, build, and implement engaging mobile applications. Students will build on the skills that they have acquired from the prerequisite courses by using their knowledge of interactive design and development, as well as interface design and usability. Differences between mobile and desktop computing will be investigated, sample mobile apps will be dissected, and tool suites for the development of mobile software will be covered.

*Prerequisites: DMD227 and DMD310*

**DMD420 Digital Marketing and Social Media Analytics**

**3 Credit Hours**

This course will provide students with a detailed perspective and practical experience on digital marketing and social media analytics as used in the contemporary business setting. Topics covered include search engine optimization, search engine marketing, social network marketing, social network targeting, social media analytics, predictive analytics, user-generated content management and marketing, mobile advertising and commerce, CRM strategy along with the concepts of different earned versus paid media, predictive modeling for ad targeting and customer relationship management, measuring and managing product virality, viral product design, native advertising, and engaging the multichannel experience.

*Prerequisites: DMD220, GEN157, and BUS112  
Formally DMD/BUS420*

**DMD470 Digital Media Internship**

**3 Credit Hours**

The Internship is a capstone course involving the culmination project in the Digital Media BS program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement. This internship is an opportunity for the student to gain valuable experience in a production and management environment that will enable the student to acquire a hands-on professional perspective in design, technology, networking, organization and strategy.

*Prerequisite: BUS370. The Internship course must be taken in the final two semesters of a student's degree program.*

**DMD470A Preparation Workshop for Digital Media BS Internship**

**Non Credit**

THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY

This course is a non-credit workshop which occurs in the term prior to the Digital Media Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the DMD470B - Internship

*Prerequisite: The Workshop course must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in DMD470B.*

**DMD470B Digital Media BS Internship**

**3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY

This course is a continuation of DMD470A. The Internship is the capstone course for the BS in Digital Media degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.

*Prerequisites: BUS370 and DMD470A. The Internship course must be taken in the final four terms of a student's degree program.*

**DMD480 Senior Project Capstone**

**3 Credit Hours**

This course brings together many of the theories and applications introduced throughout the Bachelor's in Digital Media degree program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effectively in the entrepreneurial and strategic aspects of digital media design and production. Students will prepare themselves to assume challenging roles in which design strategy and tactics can be used as tools for strategic change.

As design and production savvy managers and entrepreneurs, they will soon be contributing towards the growth and change in professional industries. As is consistent with a culminating experience, this course will draw upon and test competencies developed in previous courses. Students will be required to demonstrate an awareness of prominent issues in their chosen fields. On their paths toward the completion of a senior studio project, students will employ and refine their evolving skills of research, analysis, explanation, persuasion, and presentation with their project and its message.

## General Education

**GEN105 Transformative Learning**

**3 Credit Hours**

This course will introduce students to the value of change, personal growth, and transformation. Students will engage in activities designed to stimulate reflective thinking, create a positive personal outlook, and foster "behaviors of success."

**GEN115 Digital Literacy in the Workplace**

**3 Credit Hours**

The objective of this course is to familiarize students with digital technologies as they are being used in the workplace today, and explore how emerging technologies are likely to continue to evolve. Students will be exposed to digital technology fundamentals to better position them to readily adopt common workplace technologies. Students will also learn about security concerns, ethical considerations, digital communications etiquette, and other important concepts related to the use of digital technologies.

**GEN125 English Composition I**

**3 Credit Hours**

In this course, students develop their reading comprehension and written communication skills. Different styles of writing are examined as students develop writing proficiency through practice in planning, outlining, drafting, revising and editing. In addition to regular class meeting times, Day Division students are required to participate in a ten-week Writing Lab component which counts as ten percent of the grade for English Composition. For the Day Division, the Writing Lab is graded as Pass or Fail.

**Note:** Writing Lab is not required in the Evening division or for fully online programs.

*Prerequisite: Proficiency Examination and/or ACE108*

**GEN127 English Composition II****3 Credit Hours**

This course builds on skills developed in English Composition I by presenting additional writing styles and helping students further refine their writing skills. Research skills and MLA documentation are also introduced. In addition to regular class meeting times, Day Division students are required to participate in a ten-week Writing Lab component which counts as ten percent of the grade for English Composition. For the Day Division, the Writing Lab is graded as Pass or Fail.

**Note:** Writing Lab is not required in the Evening division or for fully online programs.

*Prerequisite: GEN125 or permission of Chair*

**GEN129 Essentials of Public Speaking****3 Credit Hours**

Communication skills require good speech habits. Therefore, this course covers organization of thoughts, voice control, diction, and presentation of ideas to a variety of audiences. The art of listening is also studied. Emphasis will be placed on a series of oral presentations in order to acquire and reinforce these skills.

**GEN131 Critical Thinking in the Workplace****3 Credit Hours**

This course is intended to sharpen a student's ability to think clearly, consistently, critically, and creatively. The course considers principles of sound judgment, both deductive and inductive reasoning, separating fact from opinion, analyzing arguments and testing hypotheses.

**GEN147 College Mathematics****3 Credit Hours**

This course will provide complimentary sessions to Foundations of Math in fundamental mathematics. Ratios, percentages, proportions, descriptive statistics, word problems, basic geometry, and an introduction to algebra will be covered.

The course provides a sound understanding in basic math concepts necessary for future math courses.

*Prerequisite: Proficiency exam and/or ACE106*

**GEN151 College Algebra****3 Credit Hours**

Topics include the fundamentals of algebra: the rules of numbers, equations, negative numbers and integers, fractions and rational numbers, exponents, inequalities, graphs, and linear equations. Emphasis will be placed on word problems and business applications.

*Prerequisite: Proficiency exam and/or ACE106 or permission of Chair*

**GEN157 Statistics****3 Credit Hours**

This course offers an introduction to basic statistical theory and application. Topics to be discussed in detail include: sampling procedures, finding mean, median, and mode; finding the variance and standard deviation; graphing histograms and bell curves. This course also illustrates how statistics are used in the business world as well as in the media and the benefits and drawbacks of statistical information.

*Prerequisite: Proficiency exam and/or ACE106 or permission of Chair*

**GEN161 Psychology****3 Credit Hours**

This course takes a realistic approach based on the principles of general psychology and is designed to assist the student in coping with life situations. Included are theories of personality, emotions, character, motivation, environmental influences, and the development of students.

**GEN167 Contemporary Social Issues****3 Credit Hours**

Global issues such as world hunger, human rights, and nuclear war, as well as American issues concerning inequalities of wealth, civil rights, crime and the role of government are examined in this course. In addition to gaining an understanding of the social, political, and economic dimensions of these issues, students will also consider the underlying values and ethics.

**GEN171 Political Institutions****3 Credit Hours**

This course is a study of the institutions of American and global political governments. It is an in-depth examination of national and international governments and politics. The course emphasizes the comparative study of political institutions, ideologies, political cultures, participation, and party systems in the United States and selected nations of the world. Patterns of political change and global interactions with reference to current issues will be studied.

**GEN181 Microeconomics****3 Credit Hours**

The basic principles of microeconomics, including individual and social choice, specialization and trade, supply and demand, and prices are discussed. The study of scarcity and choice and marginal concepts are examined, and an understanding of command and market economics, private property and factors of production is provided.

**GEN183 Macroeconomics****3 Credit Hours**

This course covers the basic principles of macroeconomics: money, spending, output and income. Examined are the circular flow of income and spending, money and the banking systems, including the Gross National Product and various price indexes. The problems of unemployment, inflation, and the national debt are examined.

**GEN 186 Principles of Economics****3 Credit Hours**

This course covers the foundational principles of economics. Macroeconomics, where money, spending, and income intersect, along with microeconomics, focusing on individual choices, trade, and supply-demand dynamics are examined throughout the course. Understand economic challenges, indicators, and decision-making at both national and individual levels are discussed.

**GEN193 Studio Art/Drawing****3 Credit Hours**

This is a studio class covering design in principle and practice. Students will learn-by-doing developing artistic skills needed for success in today's computer age. Various media will be used to render still life, emulations, and the human figure. The use of perspective, proportion, shading, highlighting, and color will be examined and developed through studio work.

**GEN195 Color Theory & Design****3 Credit Hours**

This course will examine the principles of color theory and design. Students will gain an understanding of color relationships, as well as learn to identify and analyze the principles and elements of design. Emphasis is placed on color relationships, visual impact, as well as the psychological and symbolic uses of color. Students will utilize these theories and principles in the creation of their own unique designs through creative hands-on projects. In addition, students will also develop their comprehension of 3D space, light, materials and texture. Students will discover the power and effect of color, two-dimensional design, and three-dimensional design on an audience.

**GEN224 Professional Communications and Career Development****3 Credit Hours**

This course is designed to provide a culminating experience in business communications and professional development. Covered in this course are advanced English usage essential to written business document creation and oral presentations. Using individual participation and demonstration methods, students will be trained in interviewing techniques and in developing professional demeanors vital to career success. *Prerequisite: GEN127 or permission of Chair.*

**GEN241 Interpersonal and Group Dynamics****3 Credit Hours**

This course examines the human dynamics in organizations, focusing on individuals and small groups within them. Students will learn a wide range of interpersonal skills needed to succeed in most business occupations. In addition, students will learn how to identify group goals, understand the different needs of group members, accomplish group tasks, and effectively communicate within groups.

**GEN245 Social Media Communications****3 Credit Hours**

In this course students will learn how to create effective content for online communication, including text-based graphics and verbiage for compelling social media posts. Students will analyze successful social media campaigns and determine the impact of hashtags, photos, videos, and sponsored ads. Software and social media tools for analytics, community engagement and content creation will be explored.

**GEN250 Ethics and Professionalism****3 Credit Hours**

This course will introduce the student to the moral principles and standards that guide behavior in today's complex society and business. The definition and application of moral philosophies are used to explore ethical decision-making using a case study approach. Economic, legal, and social dimensions are explored along with interpersonal relationships and the development of morality within individual thinking.

**GEN301 Internship: General Education****3 Credit Hours**

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

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

**GEN305 Data Analytics and Statistical Applications****3 Credit Hours**

This course dives deeper into data analysis and the skills necessary for informed decision making while developing a nuanced understanding of the role and impact of data-driven insights. Building upon GEN157 Statistics, this course illustrates how statistics drive decisions in business and media, while understanding their advantages and limitations. Topics include correlation, regression, sampling distributions, central limit theorem, confidence intervals, and hypothesis testing.

*Prerequisite: GEN157 or equivalent.*

**GEN315 Discrete Mathematics****3 Credit Hours**

This course studies the unique mathematical structures of computer science and programming known as discrete mathematics. A wide range of topics such as permutations, properties of sets, formal logic notation, methods of performing proofs, recurrences, and discrete probability.

*Prerequisite: Proficiency exam and/or GEN151*

**GEN324 American Culture and the Media****3 Credit Hours**

This course features significant themes in American culture and media focusing on the impact of issues such as diversity and gender on work, family life, entertainment, sports, and the environment. Students will also examine issues of power related to gender, race, and class, and the economic and cultural implications of mass media representation and consumption. Materials for discussion and analysis will be drawn from essays, newspapers, television, advertising, and music. Case studies, class discussions and written essays will be used to develop the topics.

*Prerequisite: Junior Level Status or Permission of Chair.*

**GEN329 Organizational Leadership**

**3 Credit Hours**

Explore the principles of effective organizational leadership within the business world. Gain insights into leading teams, fostering innovation, and driving positive change within diverse workplace environments. Develop essential leadership skills that empower students to inspire, motivate, and guide teams toward achieving shared goals.

*Prerequisite: Junior Level Status*

**GEN330 Professional and Personal Development**

**3 Credit Hours**

This course focuses on the adult years as a complex and extraordinarily variable process, rather than as an orderly sequence of predictable stages. Through experiential, interactive processes, this course will explore various theories and philosophies of adult physical, cognitive, and personality development. Attention will also be given to the larger social contexts and the adult's experience as worker and learner.

*Prerequisite: Sophomore Level Status or Permission of Chair.*

**GEN342 Writing for the Business Professions**

**3 Credit Hours**

This writing seminar is designed for bachelor degree students. Its focus will be on the importance of analysis and interpretation in the business and professional writing process. Students will learn how to write thoughtful, expressive, and well-developed documents for colleagues or management.

*Prerequisite: Junior Level Status or Permission of Chair.*

**GEN363 Conflict, Communication and Resolution**

**3 Credit Hours**

This course will examine how communication can be used to effectively resolve conflicts between people, organizations, and cultures. Conflicts resulting from differences in gender and ethnicity in the contexts of work and personal relationships will also be emphasized. The course will have an interdisciplinary emphasis through the use of cases from history, psychology, sociology, and current events.

*Prerequisite: Junior Level Status or Permission of Chair.*

**GEN364 Intermediate Macroeconomic Theory**

**3 Credit Hours**

A continuation of concepts and theories learned in macroeconomics with an emphasis on economic problem solving. Through guided research and data mining, learners become familiar with the tools of economic analysis and their use as a means of informing economic decisions and policy making.

*Prerequisite: GEN186*

**GEN370 Consumer Behavior and Culture**

**3 Credit Hours**

This course will introduce the concepts of consumer behavior and decision making. It provides empirical evidence of convergence and divergence in consumer behavior and covers various psychological and sociological aspects of human behavior used for explaining consumer purchasing decisions. It will explore the concept of culture and introduce various models of culture, as well as the affects they have on consumer behavior. Finally, the course will discuss and review how consumer buying behavior and its cultural variations differ across the world.

*Prerequisite: BUS112*

**GEN380 Applied Artificial Intelligence**

**3 Credit Hours**

Delve into the practical applications of artificial intelligence in the Applied Artificial Intelligence course. Explore how AI technologies like machine learning and neural networks are implemented to solve real-world problems across industries such as business, healthcare, finance, and more. Gain hands-on experience and insights into leveraging AI for enhanced decision-making and innovation.

*Prerequisite: Junior Level Status or Permission of Chair*

**GEN415 Honors Research Seminar**

**3 Credit Hours**

This honors seminar is designed to introduce high-achieving bachelor-level students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. Bachelor-level students will learn about the academic research process through presentations, guest lectures, and research assignments. At the conclusion of the seminar, student researchers will showcase their research projects at college-sponsored colloquia.

*Prerequisites: Junior Level status, 3.5 GPA or better, faculty recommendations, and demonstrated research ability.*

**GEN421 Business Communication and Research Methods**

**3 Credit Hours**

This course will emphasize the necessary written, oral, and visual communication needed for today's global business environment. The course is designed to provide a basic understanding of the importance of professionalism in the workplace, especially in the competitive business environment. Both interpersonal skills as well as research skills will be developed throughout the course.

Throughout the semester, students will learn how utilizing creative skills and being flexible will be valuable in many career scenarios.

*Prerequisites: Junior Level Status, or Permission of Chair.*

**GEN431 Writing for the Internet**

**3 Credit Hours**

The purpose of this course is to provide practical guidance in writing purposeful and effective content for online media. Students will be exposed to effective writing styles of all types including news, feature articles, opinion articles, online story forms such as Q&A, list of articles or listicles, combinations of text, images and graphics or charticle, and marketing content.

## Health Professions

### **HCA310 US Healthcare**

**3 Credit Hours**

This course looks at the US healthcare system and the services needed to care for the United States population. This course explores the history, development, structure and current forces that have transformed the healthcare delivery system. Topics may include health insurance, physician practice and payment, ambulatory care and alternative delivery systems, mental health and long term care, hospital services and DRGs, doctor-patient relationship, medical technology, and the future of the US healthcare system.

*Prerequisite: MED103 or permission of the Chair*

### **HCA320 Global Healthcare Delivery Systems**

**3 Credit Hours**

In this course, students will evaluate national and international health care delivery systems. Course themes include the regulatory environment, daily operations, recruitment and selection, and training. Students will explore the dynamics of health care system delivery, which include supply and demand, sociocultural influences, and politics. Students will develop a cross-cultural understanding of health care delivery through assignments, readings, and interactions with health care practitioners.

*Prerequisite: Junior-level standing or permission of the Chair*

### **HCA330 Healthcare Economics and Finance**

**3 Credit Hours**

This course serves as an introduction to economic, financial and accounting concepts for healthcare providers. Emphasis will be on the market mechanism of supply and demand of health services, budgeting practices, financial statement analysis, and the influence of third party payers on the revenues and costs of healthcare delivery systems.

*Prerequisite: Junior-level standing or permission of the Chair*

### **HCA340 Managed Care**

**3 Credit Hours**

This course presents an overview of major issues related to the design function management regulation and evaluation of health insurance and managed care plans. Provides a firm foundation in basic concepts pertaining to private and public sector health insurance/benefit plans both as provided by Medicaid and Medicare. Key topics include provider payment, accountability, cost containment and public policy. Students will also analyze and compare insurance plans for profit and not for profit organizations.

*Prerequisites: Junior-level standing or permission of the Chair*

### **HCA350 Human Resource Management in Healthcare**

**3 Credit Hours**

The Human Resource Management function is an important healthcare administrative skill set. The recruitment of trained and credentialed healthcare professionals and staff is a primary job responsibility of healthcare administrators. While human resources is a complex discipline, healthcare administrators need to have strong working knowledge of organizational development, training, and performance management, employee and labor relations, selection and recruitment and compensation and benefits. As such, this course will emphasize the strategic role of human resources and the influence of legal compliance on this business activity.

*Prerequisite: Junior-level standing or permission of the Chair*

### **HCA400 Public Health Issues and Practices**

**3 Credit Hours**

This course will provide a framework for developing and analyzing a range of health policy issues as well as a comprehensive introduction to public health concepts and practices. This course will also address important health issues and problems facing the public health system. Case studies and a variety of practice-related exercises serve as a basis for learner participation in real world public health problem-solving simulations. The various components of these courses aim to stimulate interactions among learners and instructors around important problems and issues facing public health. This course will also provide an orientation to the ethical foundations of public health research and identify resources for encouraging the ethical practice of public health.

*Prerequisite: Junior-level standing or permission of the Chair*

### **HCA410 Aging Population and Healthcare**

**3 Credit Hours**

This course provides an overview of the aging population, implications for individuals, families, and society, and the background for health policy related to the aging population. This course presents an overview of aging from the perspective of demographics, functional capacity and disability, epidemiology of diseases in the elderly, federal and state health policies affecting the elderly, social aspects of aging, and the ethical considerations in the care of the elder population.

*Prerequisite: Junior-level standing or permission of the Chair*

### **HCA420 Long Term Care Administration**

**3 Credit Hours**

This course describes long-term delivery programs designed to meet the special needs of seniors. It will review care and service systems from the perspective of an aging population including the physiological and psychological changes common among seniors. The purpose of this course is to acquaint students with the dynamic field of long term care. This course helps students examine the issues, challenges, and dilemmas confronting long term care management and others in the field of long term health services.

*Prerequisite: Junior-level standing or permission of the Chair*

- HCA430 Quality Improvement in Healthcare** **3 Credit Hours**  
 This course provides an in depth analysis of continuous quality improvement, utilization management, and risk management in healthcare. This course also examines the role of the patient in CQI and how government, regulatory, and professional pressure have affected the delivery of quality healthcare.
- HCA440 Legal and Ethical Management of Health Information** **3 Credit Hours**  
 Students discover and discuss local, state, and federal laws, regulatory mandates, healthcare policies and practices relative to health information. Students will be introduced and explore the concepts of confidentiality, ethics, healthcare legislation, and regulations related to the maintenance and use of health information.  
*Prerequisite: Junior-level standing or permission of the Chair*
- HCA470 BBA Health Care Administration Internship** **3 Credit Hours**  
**THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY**  
 The Internship is a capstone course involving the culmination project in the Healthcare Services Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.  
*Prerequisite: The internship course must be taken in the final two semesters of a student's degree program.*
- HCA470A Preparation Workshop for BBA Health Care Administration Internship** **Non Credit**  
**THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY**  
 This course is a non-credit workshop which occurs in the term prior to the BBA HealthCare Administration Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the HCA470B – BBA HealthCare Administration Internship.  
*Prerequisite: The Workshop course must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in HCA470B.*
- HCA470B BBA Health Care Administration Internship** **3 Credit Hours**  
**THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY**  
 This course is a continuation of HCA470A. The Internship is the capstone course for the BBA in Healthcare Services Administration. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to and/or communicate with their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. The first meeting will be jointly conducted by professors from Career Development Services and the Allied Health Department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using their skill set.  
*Prerequisite: HCA470A. The Internship course must be taken in the final four terms of a student's degree program.*
- HCA480 Health Administration Capstone Course** **3 Credit Hours**  
**(ONLINE PROGRAM ONLY)**  
 This course brings together many of the theories and applications introduced throughout the BBA in Health Administration program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effective managerial applications relative to the health care field. Students will review various case studies, perform comparative analyses, and conduct field research to examine the challenges facing healthcare decision making based on an individual's socioeconomic status. An individual's socioeconomic status may include the administration of care for the aging population.  
*Prerequisite: The Capstone course must be taken in the final four terms of an Online student's degree program.*
- MED103 Medical Terminology** **3 Credit Hours**  
 Students will be introduced to the foundation of medical terminology through a thorough study of the roots, prefixes, and suffixes which form medical language. Students will also learn the vocabulary used in various medical specialties. Spelling, definitions, and pronunciation are stressed.
- MED111 Healthcare Law and Ethics** **3 Credit Hours**  
 This course will introduce for discussion a variety of ethical issues that healthcare professionals may encounter during the course of their careers. Emphasis will be placed on the importance of ethical and professional behavior in the healthcare workplace. In depth discussions, textbook assignments and role playing will provide guidance to students in how to successfully manage patient relationships, protect patient privacy in compliance with the Health Insurance Privacy and Accountability Act as well as understand the distinct job responsibilities of the myriad of employees who comprise the typical healthcare organization. *Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.*
- MED201 Introduction to Medical Coding** **3 Credit Hours**  
 This course will provide students with an introduction to the historical development of medical nomenclature and classification systems including ICD-9-10-CM, CPT-4 and HCPCS coding. This course concentrates on the coding of diseases, evaluation and management procedures, diagnostic and operative procedures and abstraction of clinical diagnostic data from source documentation

in order to produce optimal reimbursement when filing claims with third party payers. Also included in this course will be an overview of the medical billing cycle including coverage of Hospital Billing Applications. In accordance with new federal regulations effective January, 2014, students will be introduced to ICD-10.

*Prerequisite: MED103 or permission of Chair*

**MED203 Advanced Medical Coding**

**3 Credit Hours**

This course will leverage and build upon the skills acquired in Introduction to Medical Billing and Coding and concentrates on application of coding skills and analyzing operative reports and consultation notes. These reports and other cases simulate real world out-patient clinical and hospital ICD-9-10, CPT, and HCPCS. Included will be the application of learned skills to EOB denial analysis, collection procedures, and the appeals processes as well as the study of Electronic Records Management.

*Prerequisite: MED201 or permission of Chair*

**MED206 Hospital Reimbursement**

**3 Credit Hours**

This course provides an introduction to hospital reimbursement methodologies. The course will focus on basic reimbursement methodologies for inpatient settings, including Medicare acute and skilled inpatient reimbursement guidelines, Prospective Payment Systems, relationship between coding and Diagnosis Related Groups (DRGs) assignment and coding compliance.

*Prerequisite: MED201*

**MED208 Administrative Medical Practices**

**3 Credit Hours**

This course will provide the groundwork for understanding the rules and responsibilities of allied health care providers in an administrative role. The course will cover topics such as electronic health records management, written and oral communication skills, understanding the complexity of the health insurance industry, scheduling and monitoring patient appointments, and the overall administrative duties that impact a health care facility.

*Prerequisite: MED103*

*Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.*

**MED212 Medical Billing**

**3 Credit Hours**

This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and adjudication. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or other healthcare entity, and as a claims examiner for insurance carriers. Case studies will be provided to simulate a realistic experience in completing insurance forms.

*Prerequisites: MED208, MED201*

**MED215 Health Information Technology**

**3 Credit Hours**

This course introduces students to the health information management profession, the health information department and the health record. Basic concepts and techniques covered will include health record content, assembly, analysis, control, storage, retention, retrieval, form design and control, indices and registers, and filing systems for both paper and electronic health records.

*Prerequisites: MED208 & GEN115 or permission of Chair*

**MED303 Internship: Health Information Management**

**3 Credit Hours**

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

*Prerequisites: MED221 or MED203 and current enrollment in MED221 and prior approval by the Department Chairperson is required before registration.*

**MSC110 Human Biology**

**3 Credit Hours**

This course introduces students to the basic concepts of human biology and chemistry in preparation for further study in the Allied Health Sciences. Biological concepts of cell theory, cell cycle, and cell reproduction will be explored and the major systems of the human body will be introduced. Chemistry concepts of atoms, molecules, and elements will be introduced along with biological molecules. Appropriate medical terminology will be introduced and utilized to accurately communicate in the biological and medical sciences. Emphasis is placed on body system components and function as it relates to human diseases.

**MSC126 Anatomy and Physiology I**

**3 Credit Hours**

MSC 126 is the first section of a two-semester course in Human Anatomy and Physiology. Both MSC126 and MSC131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology, and is intended for students majoring in the allied-health professions. The emphasis of this course will be on understanding the structural and functional relationships of the major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. A special effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cells, tissues, and the integumentary, skeletal, muscle, nervous, endocrine, and special senses.



*Prerequisites: MED103, MSC110 or permission of the Chair*

*Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.*

*Cannot be taken concurrently with Anatomy and Physiology II (MSC131). Course can be taken out of sequence.*

### **MSC126A Anatomy and Physiology I Lab**

**1 Credit Hour**

This course provides students with the practical laboratory component attached to the MSC126 Human Anatomy & Physiology I lecture course. Students will engage in the laboratory study of anatomy and physiology of the cell, tissues, skeletal, muscle, integumentary, nervous and endocrine systems by studying the normal histology, gross anatomy, and physiology. Laboratory activities will include examination of models, prepared tissue slides, dissection of preserved vertebrate specimens, and the measurement and analysis of physiological processes within the human body.

*Pre- or Co-requisite: MSC126 or MSC131*

### **MSC131 Anatomy and Physiology II**

**3 Credit Hours**

MSC 131 is the second section of a two-semester course in Human Anatomy and Physiology. Both MSC 126 and MSC 131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology, and is intended for students majoring in the allied health professions. The emphasis of this course will be on understanding the structural and functional relationships of major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. An effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

*Prerequisites: MED103, MSC110 or permission of the Chair*

*Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.*

*Cannot be taken concurrently with Anatomy and Physiology I (MSC126). Course can be taken out of sequence.*

### **MSC131A Anatomy and Physiology II Lab**

**1 Credit Hour**

This course provides students with the practical laboratory component attached to the MSC1231 Human Anatomy & Physiology II lecture course. Students will engage in the laboratory study of anatomy and physiology of blood, cardiovascular, respiratory, lymphatic, urinary, digestive, and reproductive systems. This is accomplished by studying histology, gross anatomy, and physiology of each of these systems, as well as development, metabolism, electrolytes, and acid base balance. Laboratory activities will include examination of models, prepared tissue slides, dissection of preserved vertebrate specimens, and the measurement and analysis of physiological processes within the human body.

*Pre- or Co-requisite: MSC126 or MSC131*

### **MSC207 Clinical Procedures/Clinical Asepsis**

**3 Credit Hours**

This course is designed to give the medical assistant student knowledge and practice in skills required in a medical practice. Topics include managing the clinical environment, patient teaching, obtaining and documenting a medical history, obtaining vital signs, assisting with examinations, sterilizing equipment, and assisting with minor office surgery. MSC207 Clinical Procedures is a co-requisite for MSC209 Hematology and MSC212 Clinical Diagnostic Applications for the Day College. In the Evening Division, if the above courses are not offered at the same time, then MSC207 must be first and will be a prerequisite.

*Prerequisites: MSC126 and MSC131, or permission of Chair. Students must receive a minimum grade of "C" (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students may receive a D (60-69%) but will be required to repeat the course.*

### **MSC209 Hematology/Phlebotomy**

**3 Credit Hours**

The aim of the course is to expose the student to the most common phlebotomy skills required in most health care settings. Students will learn the skills involving the collection of blood specimens, the importance of correct patient identification, complete specimen labeling, proper handling, and storage. Students will be expected to know how to draw blood using an evacuator tube system, butterfly, and syringe. Students will also be expected to perform dermal punctures (finger stick) obtaining and analyzing the blood using a capillary collection tube. Students will learn how to perform non-complex laboratory blood analysis with various diagnostic equipment. This course is taught through didactic, student laboratory, and clinical experiences.

*Prerequisites: MSC126, MSC131, and MSC207, or permission of Chair. Student must receive a minimum grade of "C" (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students may receive a grade of D (60-69%) but will be required to repeat the course.*

### **MSC212 Clinical Diagnostic Applications**

**3 Credit Hours**

The aim of the course is to provide the laboratory experience for students to demonstrate clinical competencies applicable to all medical disciplines. Students will be able to demonstrate skill and competence in the following areas: Lab Equipment and Safety, Infection Control and Asepsis, EKG, Microbiology, Urinalysis and Pregnancy Testing, Fecal Occult Blood (Hemoccult) test, Vital Signs, Pain Assessment, Visual Screening, Hearing Examination, Surgical Instrumentation, Patient Examination and Preparation, Pulmonary Function Treatment and Testing, and Medical History.

*Pre- or Co-requisite: MSC207*

*Prerequisites: MSC126 and MSC131. Students must receive a minimum grade of C (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students may receive a grade of D (60-69%) but will be required to repeat the course.*

### **MSC220 Pharmacology**

**3 Credit Hours**

This course introduces the student to the current and commonly used practices, procedures, medications, and drug preparations. Basic medical terminology and mathematics related to pharmacology, the different categories of drugs used in healthcare facilities and retail pharmaceutical establishments are emphasized. Special attention is paid to Brand names and their generic equivalents as well as to common medical abbreviations.

*Pre- or Co-requisite: MSC207*

*Prerequisites: MSC126 and MSC131, or permission of Chair. Students who are required to take ACE106 Foundations of Mathematics must first complete the course before taking MSC220. Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course. Students must complete MSC220 prior to MSC301.*

### **MSC301 Practicum Medical Assistant Management**

**6 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY

This course provides students a supervised learning experience in the clinical setting during which the student can further develop the skills they have learned within your course of study. The student is required to complete a minimum of 170 field hours and 19 classroom hours. CPR training will be provided as part of the 19 classroom hours.

*Prerequisites: MSC207, MSC209, MSC212, MSC220*

*Prior to completion of this course, students will register for and be expected to sit for a Medical Assistant Certification exam. Although it is not a course requirement that students pass the exam, students will receive an "INC" grade in this course and will not be eligible to graduate until the exam has been taken and requirements for the course have been met.*

### **MSC301A Practicum Medical Assistant Management I**

**3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY

The objective of this course is to give the Medical Assistant Management student a work experience designed to enhance the students' career objectives. Students will also receive hands on training in emergency procedures including CPR. Students must meet or exceed the criteria set forth in the Student Practicum Handbook. This course can only be completed in a minimum of two terms. In Part A, students will complete a minimum of 85 field hours and a minimum of 9.5 class work hours to earn 3 credits.

*Prerequisites: MSC207, MSC209, MSC212, MSC220*

### **MSC301B Practicum Medical Assistant Management II**

**3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY

This course is a continuation of MSC 301A. Students complete 85 field hours and 9.5 hours of class work to earn these 3 credits\* Students will exercise their clinical skills in a medical facility applying skills and knowledge to typical tasks they may encounter in a true clinical setting. These include taking vital signs, performing venipuncture, and EKGs. Students will also receive CPR training and certification. Successful completion of this capstone course includes completion of clinical and workshop hours, submission of journal entries, and a final paper that reflects upon the Practicum experience.

**\*Note:** By completing both 301A and 301B students will have a total of 170 field hours and 19 classroom hours.

*Prerequisite: MSC301A*

*Prior to completion of this course, students will register for and be expected to sit for a nationally recognized Medical Assistant Certification exam. Although it is not a course requirement that students pass the exam, students will receive an "INC" grade in this course and will not be eligible to graduate until the exam has been taken and requirements for the course have been met.*

## **Human Services**

### **HMS110 Introduction to Human Services**

**3 Credit Hours**

The purpose of this course is to examine the broad range of service and functions of the human service professional in his or her workplace. You will become knowledgeable about the many roles and functions of the human service professional, gain an understanding of the types of agencies where human service professionals are employed, and be exposed to an overview of the human service profession. The course will help you understand important issues related to the development of effective human service and assist you in seeing the importance of ethical, professional, legal, and multicultural issues in the human services profession. This course is the first course in your educational career to become a professional in the human services field.

### **HMS120 Introduction to Counseling**

**3 Credit Hours**

This course provides a general overview of counseling theories, an introduction to counseling techniques, the conditions, which facilitate an effective counseling relationship, and stages in the counseling process. Students will be introduced to the foundational counseling theories that will be necessary for the student's success in more advanced counseling courses. This experiential course will emphasize practice as well as didactic information. Students will be introduced to the "common factors" that have been found through empirical research to have a significant impact on client satisfaction and therapeutic outcome, as such Aponte and Kissil's "the person of the therapist" and style, the therapeutic relationship, and techniques that cut across different models. It is hoped that students not only develop a working knowledge of the major counseling theories but also how these theories create an environment

for change in clients. Introduction to process recordings.

*Prerequisite: HMS110*

### **HMS210 Research Methods in Social Science**

**3 Credit Hours**

This course is designed to introduce students to social science research and to develop student research and analytical skills. Students are introduced to the theory and logic of research, the ethics that guide the research process, and to the range of research methods generally employed in the social sciences. Attention will be paid to research design, data collection, elementary data analysis, and report writing. The course includes discussion of specific methodological approaches. Students completing this course will have a better understanding of how to conduct their own research in the fields of Human Services as well as a better understanding of how to evaluate the research of others.

*Prerequisites: HMS110*

### **HMS220 Case Management**

**3 Credit Hours**

This course examines the history and evolution of case management as a human service delivery strategy. Case management models will be examined within the context of socio-cultural determinants that have shaped the evolution of case management from early inception to today, including economic downturns and continuing financial struggles for individuals, families, communities, and states, federal legislation, emerging client groups, technology, shifting demographics, funding challenges, new service delivery models. Students will learn about the phases of the assessment process, along with strategies to develop strength-based assessments and service plans. The ethical dimensions and challenges faced by case managers will be explored as students engage in activities that emphasize quality service delivery, cultural competence and strategies to promote professional growth, clinical supervision, wellness, self-care, and continuing education. Of particular emphasis is the concept of advocacy and ways case managers may become involved in individual, community, and policy advocacy including the concepts of micro, mezzo and macro resources and their impact on individuals and families. A new model of case management, called adaptive social service leadership, will be presented as a way to help case managers respond to the dynamic nature of social services in today's world.

*Prerequisites: HMS110 and HMS120*

### **HMS310 Human Services and Disabilities**

**3 Credit Hours**

This course is designed to expand the knowledge base of future human services professionals as well as all members of society to better understand and support the diverse needs and interests of individuals with disabilities. The course will introduce class members to the concept of disability and the field of special education. We will examine the history, etiology, and characteristics of specific categories of disability labels as well as educational and other federally mandated programs designed to support the inclusion of individuals with disabilities in schools and communities. Topics germane to the study of disability, disability justice, and the field of special education will also be explored, including current controversies and trends.

*Prerequisites: HMS110 and HMS220*

### **HMS320 Diversity and Inclusion**

**3 Credit Hours**

This course focuses on issues of diversity, oppression and social justice as well as methods of inclusion. It is designed to prepare CW's Human Services program students to be knowledgeable of people's biases based on race, ethnicity, culture, religion, age, sex, sexual orientation, social and economic status, political ideology, disability and how these contribute to discrimination and oppression. Students will learn about diverse cultures, family structure, roles, immigration, and assimilation experiences of marginalized groups. Students will also learn about the influence of dominant culture on these diverse and marginalized (population at risk) groups, as well as the potential for gender fluidity, which can add to marginalization, and the opportunities for understanding and inclusion.

*Prerequisites: HMS110*

### **HMS330 Child and Adolescent Development**

**3 Credit Hours**

This course is an introduction to the theoretical concepts and methodological approaches in child and adolescent development. Developmental processes through maturation and learning will be examined. Different theoretical perspectives (biological, cognitive, social, behavioral, emotional, and evolutionary) will be explored and relevant research discussed. This course explores the principles and theories of normal child growth and development from birth through adolescence. The course will focus on the physical, social, emotional and cognitive domains of development and their application. Topics include well-known theories of development, developmental milestones, the internal and external influences of culture, family and the community on child and youth development, and the developmental assets children and youth need to succeed.

*Prerequisites: HMS110 and HMS210*

### **HMS410 Introduction to Loss and Grief**

**3 Credit Hours**

This course is designed to acquaint the student with a richer understanding of loss through the life span. The course of grief varies with individuals and change resulting from loss can be transformative or life threatening as each person strives to entertain new meanings and review long-held assumptions. In addition to examining the variations in an individual's path through grief and loss, a more general grieving paradigm will be presented. Students will gain a more complex understanding of how age and developmental stage affect perceptions and coping style. Special types of losses will be reviewed. Students will have the opportunity to practice helpful responses to loss as they learn how to facilitate healthy adaptation to change. A specific focus on death and dying and related treatment concerns will also be addressed.

*Prerequisites: HMS110 and HMS220*

**HMS420 Group Dynamics and Human Services****3 Credit Hours**

This course is designed to familiarize the students with small groups function. The course will highlight some of the dynamics of group process, as well as how people communicate in groups. Issues related to selecting participants, deciding structure, methods of decision of making and ethical practice will be discussed. Group Dynamics explores the various stages of therapeutic groups, including group development. Emphasis is on basic group theory, process, and effective practice skills. Students are acquainted with task-oriented and treatment-oriented groups in a broad range of settings. This course may incorporate experiential learning where students learn about group processes via group exercises in class.

*Prerequisites: HMS110, HMS120 and HMS220*

**HMS430 Marriage and the Family****3 Credit Hours**

Through this course students will learn to apply the various sociological theories and research methods appropriate to the study of intimate relationships, marriages, and families, and examine the impact and influence the social institution of marriage maintains on the formation and alteration of human relationships in the past, present, and future and how those impacts are related to people's lives. The course will explore and examine social, economic, and policy trends related to the changing nature of marriages and families within the U.S. and globally and students will learn to critically analyze topics related to intimate relationships, marriage, and family life and how those topics are related to family life choices, attitudes regarding relationships, marriage and family, maintaining healthy/effective relationships, the relationship between family/relationship well-being and various dimensions of health, etc.

*Prerequisites: Junior-level standing or permission of chair*

**HMS270 INTERNSHIP: HUMAN SERVICES****3 Credit Hours**

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

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

**HMS280 HUMAN AND SOCIAL SERVICES CAPSTONE I****3 Credit Hours**

(ONLINE PROGRAM ONLY)

The capstone course draws upon knowledge acquired throughout the program, synthesized through a final project that reflects students' individual interests, skills and professional goals. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials, offer support to fellow students, and demonstrate their preparation and readiness for work. The course applies the social science theory theories and best practices of evidence analysis to current events and reviews the theoretical foundations of the economics, political science and sociology disciplines.

*Prerequisites: The Capstone course must be taken in the tenth or eleventh term of a student's online degree program.*

**HMS470 Human Services Internship II****6 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY

The Human Services Internship II course provides the culminating experience for students in the Human Services Bachelor of Science degree program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement

*Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.*

**HMS470A Human Services Internship II A****3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY

The Human Services Internship II course provides the culminating experience for students in the Human Services Bachelor of Science degree program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement

*Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.*

**HMS470B Human Services Internship II B****3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY

The Human Services Internship II course provides the culminating experience for students in the Human Services Bachelor of Science degree program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement

*Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.*

**HMS480A HUMAN AND SOCIAL SERVICES CAPSTONE II A****3 Credit Hours**

(ONLINE PROGRAM ONLY)

The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set. The course applies social science theory and best practices of evidence analysis to current events and reviews the theoretical foundations of the economics, political science and sociology disciplines. Students will evaluate the comparative utilities of these disciplines in analyzing social problems, and apply them to

specific social policy dilemmas. Through a mixture of discussions and written analyses, students will review major theories, organize and relate theoretical principles to evidence about real-world problems and gain experience analyzing decision-making difficulties that attend important social policy subjects.

*Prerequisites: The Capstone course must be taken in the final two semesters of a student's online degree program.*

**HMS480B HUMAN AND SOCIAL SERVICES CAPSTONE II B**  
(ONLINE PROGRAM ONLY)

**3 Credit Hours**

The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set. The course applies social science theory and best practices of evidence analysis to current events and reviews the theoretical foundations of the economics, political science and sociology disciplines. Students will evaluate the comparative utilities of these disciplines in analyzing social problems, and apply them to specific social policy dilemmas. Through a mixture of discussions and written analyses, students will review major theories, organize and relate theoretical principles to evidence about real-world problems and gain experience analyzing decision-making difficulties that attend important social policy subjects.

*Prerequisites: The Capstone course must be taken in the final two semesters of a student's online degree program.*

## Network Administration

**NET111 PC Technology (A+)**

**3 Credit Hours**

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable hardware support of personal computers. Students will identify proper procedures for installing and configuring system components and devices; diagnose and troubleshoot system problems; identify safety procedures; identify motherboards, types of memory, bus architectures and CMOS; define the print process and identify procedures for servicing printers; identify the components of portable systems; define networks. This course aligns to one of two CompTIA A+ exams.

**NET108 Computer Forensics**

**3 Credit Hours**

The expansion of the Internet and the increased use of computers have amplified the risk of technology being used to commit crimes and/or crimes being recorded on electronic devices. Because of this, a skilled computer forensics expert is needed to investigate criminal and civil cases. This course is an introduction to computer forensics. Digital media, past and current operating systems, and computer hardware will be examined. Forensics software tools will be used to identify, collect, examine and preserve evidence/information which is magnetically stored or encoded on computer devices.

**NET117 Operating System Technologies (A+)**

**3 Credit Hours**

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable software support of personal computers. Students will learn the basic system administration knowledge of command line prompt and Windows operating systems for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. This course aligns to one of two CompTIA A+ exams.

*Prerequisite: NET111 or permission of Chair*

**NET125 Cisco Networking Basics**

**3 Credit Hours**

This course provides students with a basic understanding of the way networks operate. Student will learn about network components and their functions, as well as how a network is structured, and the architectures used to create networks, including the internet. Student will be able to build local area networks (LANs), configure basic settings on routers and switches, and implement internet protocol (IP). This is the first course of a three course Cisco Academy program that aligns to the CCNA certification exam.

*Prerequisite: NET111 or permission of Chair*

**NET145 Linux Administration**

**3 Credit Hours**

This course presents an overview of various Linux operating systems used by information technology (IT) professionals. Students will install, configure, and troubleshoot the Linux operating system, both on-premises and cloud-based server environments. Security best practices, scripting, containerization, and automation will also be covered. This course aligns to the CompTIA Linux certification exam.<sup>1</sup>

*Prerequisite: NET125 or permission to waive*

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<sup>1</sup> \*External Professional Certification

The College of Westchester's academic programs help prepare graduates for careers in fields that do not require licensure or certification in New York State at this time. However students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student. Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam.

- NET151 Windows Server Administration** **3 Credit Hours**  
 This course presents an overview of the Windows operating system used as a server in on-premises and cloud environments. Students will install, configure, and manage Windows Servers and workloads in a hybrid environment; manage virtual machines and containers; implement and manage an on-premises and hybrid networking infrastructure; and manage storage and file services. This course aligns to first of two Microsoft certification exams for the Microsoft Certified: Windows Server Hybrid Administrator Associate certification.<sup>1</sup>  
*Prerequisite: NET117 or permission of Chair*
- NET163 Cisco Switching, Routing, and Wireless Essentials** **3 Credit Hours**  
 This course is a continuation of the Cisco Academy Program. This course advances one's knowledge of the operation of routers and switches in small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. This is the second of a three course Cisco Academy program that aligns to the CCNA certification exam.  
*Prerequisite: NET125*
- NET215 Networking Essentials (Network+)** **3 Credit Hours**  
 This course is designed to prepare students to become foundational-level IT network practitioners. Through scenario-based assignments, students will be presented with the opportunity to perform real world tasks in a simulated environment. Students will implement, configure, maintain, secure, and troubleshoot network architectures. This course is aligned to the TestOut Network Pro certification exam and the CompTIA Network+ certification exam.  
*Prerequisite: NET125*
- NET265 Enterprise Networking, Security, and Automation** **3 Credit Hours**  
 This course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. ENSA also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation. This is the third course of a three-course Cisco Academy program that aligns to the CCNA certification exam.  
*Prerequisite: NET163*
- NET270 IT Foundations** **3 Credit Hours**  
 This course covers the fundamentals of computer and mobile devices hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional.  
*Prerequisite: None*
- NET283 Network Security** **3 Credit Hours**  
 This course is designed to help students gain the skills and knowledge in general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security. This course is aligned to the CompTIA "Security+" certification exam.  
*Prerequisite: NET125 or permission of Chair*
- NET305 Internship: Network Administration** **3 Credit Hours**  
 The Associate Degree Program Internship is designed to give students hands-on experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.  
*Prerequisites: NET151 and prior approval by the Department Chairperson is required before registration.*
- NET310 Ethical Hacking** **3 Credit Hours**  
 The openness of modern devices such as smartphones and technologies such as Bluetooth and the Internet has made hacking and stealing information easier. This course explores the theory and concepts needed to perform ethical hacking and apply penetration testing techniques to computerized systems. An understanding of network concepts and issues, computer hardware and operating systems, and applications is required.  
*Prerequisite: NET283*
- NET325 Wireless LAN & Mobile Device Security** **3 Credit Hours**  
 This course covers the topics involving security weaknesses inherent in Wireless LANs (WLANs), the solutions available to address those weaknesses, and the steps necessary to implement a secure and manageable WLAN in an enterprise environment.  
*Prerequisite: NET283*

**NET335 Active Directory Services****3 Credit Hours**

This course is designed to give students the skills needed to analyze business requirements and design a directory and network services architecture using the Windows Server on-premises, hybrid, and Infrastructure as a Service (IaaS) platform. Students will learn how to integrate Windows Server environments with Azure services as well as manage, maintain, migrate, and deploy Windows Server IaaS workloads in Azure. This course aligns to the second of two Microsoft certification exams for the Microsoft Certified: Windows Server Hybrid Administrator Associate certification.<sup>1</sup>

*Prerequisite: NET151*

**NET345 Network Infrastructure and Cloud Computing****3 Credit Hours**

This course provides the fundamental networking skills required to deploy and support Windows Server in most organizations. It covers IP fundamentals, remote access technologies, and more advanced content including Software Defined Networking. In addition, this course provides a thorough guide of various models for cloud computing implementation and offers exam objectives for the CompTIA Cloud+exam.

*Prerequisite: NET151*

**NET410 Cyber Counterintelligence****3 Credit Hours**

This course is a comprehensive review of the tasks, knowledge, skill, and ability (KSA) requirements of the National Initiative for Cybersecurity Education (NICE) workforce framework and its relationship to the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF). This course explores the principles and models needed to ensure a sound cybersecurity framework is established in the workforce.

In addition, the Cisco CyberOps Associate curriculum will be used in this course. This curriculum provides an introduction to the knowledge and skills needed for a Security Analyst working with a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats, and vulnerabilities. This course aligns to the Cisco Certified CyberOps Associate certification exam.

*Prerequisite: NET283*

**NET470 Information Technology Internship (Day)****3 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY

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

*Prerequisites: Completion of 42 of the 54 credits required in the IT program and a minimum GPA of 2.0. The Internship course must be taken in the final semester of a student's IT program.*

**NET470A Preparation Workshop for Information Technology Internship****Non Credit**

THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY

This course is a non-credit workshop which occurs in the term prior to the BS in IT Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the NET470B – BS in IT Internship.

*Prerequisites: The workshop must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in NET470B.*

**NET470B Information Technology Internship****3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY

This course is a continuation of NET470A. The Internship is the capstone course for the BS in IT degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee work level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas, and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.

*Prerequisite: NET470A The Internship course must be taken in the final four terms of a student's degree program.*

# 2023/2024 Academic Calendar

## Day Division

### Fall Semester 2023

<b>September</b>	11	Monday	Start of Fall Semester; Faculty Development Day
	11/12	Monday/Tuesday	Orientation Days
	13	Wednesday	Classes Begin
	22	Friday	End of Add/Drop Period
<b>November</b>	23 – 24	Thursday–Friday	Thanksgiving Recess – No Classes
<b>December</b>	20	Wednesday	Last Day of Classes
	21	Thursday	Make-up Exam Day
	22	Friday	Faculty/Student Conferences
	23	Saturday	Fall Semester Grades Due
	24 – January 15	Sunday – Monday	End of Fall Semester Recess – No Classes

### Winter Semester 2024

<b>January</b>	15	Monday	Start of Winter Semester; Moodle Day
	16	Tuesday	Faculty Meeting; Orientation
	17	Wednesday	Classes Begin
	15	Monday	Martin Luther King Day – No Classes
	26	Friday	End of Add/Drop Period
<b>February</b>	19	Monday	Presidents' Day Holiday – No Classes
<b>March</b>	29	Friday	Good Friday Holiday – No Classes
<b>April</b>	24	Wednesday	Last Day of Classes
	25	Thursday	Make-up Exam Day
	26	Friday	Faculty/Student Conferences
	27	Saturday	End of Winter Semester
	28-May 12	Sunday – Sunday	Recess – No Classes

### Spring Semester 2024

<b>May</b>	13	Monday	Start of Spring Semester; Moodle Day
	14	Tuesday	Faculty Meeting; Orientation
	15	Wednesday	Classes Begin
	24	Friday	End of Add/Drop Period
	27	Monday	Memorial Day Holiday – No Classes
<b>June</b>	6	Thursday	Graduation Ceremony (Tentative date) – Classes held asynchronously
	7	Friday	No Classes
	19	Wednesday	Juneteenth Day – No Classes
<b>July</b>	4-5	Thursday-Friday	Independence Day Holiday – No Classes
<b>August</b>	21	Wednesday	Last Day of Classes
	22	Thursday	Make-up Exam Day
	23	Friday	Faculty/Student Conferences
	24	Saturday	End of Spring Semester
	25– September 8	Sunday – Sunday	Recess – No Classes



## Fall Semester 2024

<b>September</b>	9 9/10 11 20	Monday Monday/Tuesday Wednesday Friday	Start of Fall Semester; Faculty Development Day Orientation Days Classes Begin End of Add/Drop Period
<b>November</b>	28 – 29	Thursday–Friday	Thanksgiving Recess – No Classes
<b>December</b>	18 19 20 21 22 – January 13	Wednesday Thursday Friday Saturday Sunday – Monday	Last Day of Classes Make-up Exam Day Faculty/Student Conferences End of Fall Semester Recess – No Classes

## Evening Division

### Hours of Attendance:

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

## Fall Term I 2023

<b>September</b>	21 25	Thursday Monday	Orientation Start of Fall Term I – Classes Begin
<b>October</b>	8	Sunday	End of Add/Drop Period
<b>November</b>	18 19 – December 3	Saturday Sunday – Sunday	End of Fall Term I Recess – No Classes

## Fall Term II 2023

<b>November</b>	30	Thursday	Orientation
<b>December</b>	4 17 24 – January 1	Monday Sunday Sunday-Monday	Start of Fall Term II – Classes Begin End of Add/Drop Period Recess – No Classes

## January 2024

	2 15	Tuesday Monday	Classes Resume, Classes held via Moodle Martin Luther King Day; Classes held asynchronously
<b>February</b>	5 4-18	Monday Sunday – Sunday	End of Fall Term II Recess – No Classes

## Spring Term I 2024

<b>February</b>	15 19	Thursday Monday	Orientation Start of Spring Term I – Classes Begin
<b>March</b>	3 29-31	Sunday Friday-Sunday	End of Add/Drop Period Easter Recess
<b>April</b>	20 21– 28	Saturday Sunday – Sunday	End of Spring Term I Recess – No Classes

## Spring Term II 2024

<b>April</b>	25 29	Thursday Monday	Orientation Start of Spring Term II – Classes Begin
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<b>May</b>	12	Sunday	End of Add/Drop Period
	27	Monday	Memorial Day Holiday –No Classes
<b>June</b>	6	Thursday	Graduation Ceremony; (Tentative Date), Classes held asynchronously
	19	Wednesday	Juneteenth Day – Classes held asynchronously
	24	Monday	End of Spring Term II
	25 – July 14	Tuesday – Sunday	Recess – No Classes

### Summer Term 2024

<b>July</b>	11	Thursday	Orientation
	15	Monday	Start of Summer Term – Classes Begin
	28	Sunday	End of Add/Drop Period
<b>August</b>	31-September 2	Saturday – Monday	Labor Day Recess– No Classes
<b>September</b>	3	Tuesday	Classes Resume
	14	Saturday	End of Summer Term
	15–22	Sunday – Sunday	Recess – No Classes

### Fall Term I 2024

<b>September</b>	19	Thursday	Orientation
	23	Monday	Start of Fall Term I – Classes Begin
<b>October</b>	6	Sunday	End of Add/Drop Period
<b>November</b>	22	Saturday	End of Fall Term I
	23 – December 8	Sunday – Sunday	Recess – No Classes

### Fall Term II 2024

<b>December</b>	5	Thursday	Orientation
	9	Monday	Start of Fall Term II – Classes Begin
	22	Sunday	End of Add/Drop Period
	23 – January 5	Sunday-Sunday	Recess – No Classes
<b>January 2025</b>			
	6	Monday	Classes Resume
	20	Monday	Martin Luther King Day; Classes held asynchronously
<b>February</b>	15	Saturday	End of Fall Term II
	16-23	Sunday – Sunday	Recess – No Classes

## Online Division

### Fall Term I 2023

<b>September</b>	18-21	Monday-Friday	Orientation Week
	18	Monday	Orientation Kick Off
	21	Thursday	Orientation
	25	Monday	Start of Fall Term I – Courses Begin
<b>October</b>	8	Sunday	End of Drop Period
<b>November</b>	18	Saturday	End of Fall Term I
	19 –December 3	Sunday – Sunday	Recess – No Classes

## Fall Term II 2023

<b>November</b>	27-December 1	Monday-Friday	Orientation Week
	27	Monday	Orientation Kick Off
	30	Thursday	Orientation
<b>December</b>	4	Monday	Start of Fall Term II – Courses Begin
	17	Sunday	End of Drop Period
	24 – January 1	Sunday – Sunday	Holiday Recess – No Classes

### January 2024

	2	Tuesday	Courses Resume
<b>February</b>	5	Monday	End of Fall Term II
	4-18	Sunday – Sunday	Recess – No Classes

## Spring Term I 2024

<b>February</b>	12-16	Monday-Friday	Orientation Week
	12	Monday	Orientation
	19	Monday	Start of Spring Term I – Courses Begin
<b>March</b>	3	Sunday	End of Drop Period
<b>April</b>	20	Saturday	End of Spring Term I
	21 – 28	Sunday – Sunday	Recess – No Classes

## Spring Term II 2024

<b>April</b>	22-26	Monday-Friday	Orientation Week
	22	Monday	Orientation
	29	Monday	Start of Spring Term II – Courses Begin
<b>May</b>	12	Sunday	End of Drop Period
	27	Monday	Memorial Day – No Classes
<b>June</b>	6	Thursday	Graduation Ceremony (Tentative Date)
			Classes held asynchronously
	19	Wednesday	Juneteenth Day – Classes held asynchronously
	24	Monday	End of Spring Term II
	25 – July 14	Tuesday – Sunday	Recess – No Classes

## Summer Term 2024

<b>July</b>	8-12	Monday-Friday	Orientation Week
	8	Monday	Orientation
	15	Monday	Start of Summer Term – Courses Begin
	28	Sunday	End of Drop Period
<b>September</b>	2	Monday	Labor Day* - No Classes
	14	Saturday	End of Summer Term
	15 – 22	Sunday – Sunday	Recess – No Classes

## Fall Term I 2024

<b>September</b>	16-20	Monday-Friday	Orientation Week
	16	Monday	Orientation
	23	Monday	Start of Fall Term I – Courses Begin
<b>October</b>	6	Sunday	End of Drop Period
<b>November</b>	22	Saturday	End of Fall Term I
	23 –December 8	Sunday – Sunday	Recess – No Classes

## Fall Term II 2024

<b>December</b>	2-6	Monday-Friday	Orientation Week
	2	Monday	Orientation

9	Monday	Start of Fall Term II – Courses Begin
22	Sunday	End of Drop Period
23 – January 5	Sunday – Sunday	Holiday Recess – No Classes

**January 2025**

6	Monday	Courses Resume
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**February**

15	Monday	End of Fall Term II
16-23	Sunday – Sunday	Recess – No Classes

*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.*

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The College of Westchester

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## Consumer Information Disclosures

In compliance with federal and other regulations, college policies, procedures, student outcomes and other required disclosures are addressed in each relevant section of this catalog and/or on the [www.cw.edu](http://www.cw.edu) website. The College will provide a paper copy of any disclosures upon request.

Additional and more current information is available at:

<https://www.cw.edu/student-consumer-information>

<https://nces.ed.gov/collegenavigator/?q=college+of+westchester&s=all&id=197285>

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## Vision

We aspire to be The College of choice for a diverse and inclusive population of students because we are The College of choice for a broad range of employers.

## Mission

The College of Westchester graduates individuals who have completed transformative, purposeful and high value educational experiences leading to careers that foster economic advancement. As an academically student-centered, diverse and inclusive College, CW is committed to providing the highest quality education for all career and entrepreneurial-minded students through the delivery of a carefully constructed and focused curriculum, with input from regional employers and other institutional stakeholders. The College supports and encourages academic excellence, career advancement, professional integrity, financial responsibility and good citizenship through a distinctive, equitable and highly personal learning environment leading to upward economic mobility across all student populations.

## College Goals

### **Academic Excellence**

CW ensures that students learn through a continuously enhanced, employer-informed and career-relevant curriculum, effectively provided through a variety of modalities, leading to outcomes that include degrees, certificates and stackable micro-credentials delivered and supported by a diverse, qualified, student-centered faculty and staff, engaged in continuous assessment and improvement.

### **Student Excellence**

CW students are accepted to the College based on evidence of their potential and commitment to succeed at the College level, empowering successful careers. Through equitable access to personalized services and opportunities, faculty and staff remain committed to students' education and to CW from enrollment through graduation, and throughout their career progression.

### **Organizational Excellence**

CW's business operations and support services are clearly defined by compliance measures, standards of excellence, systematically measured, and are clearly communicated through policies and procedures, and delivered by dedicated employees who embrace continuous improvement and The CW Way commitment to equity and inclusion.

### **Business Excellence**

CW's competitive and financial strength is accomplished through planning and resource allocation that anticipates and supports institutional needs through regular strategic planning cycles embracing emerging external needs, while meeting regulatory compliance and accreditation requirements that facilitate student success.

# 2023/2024 Academic Calendar

## Day Division

### Fall Semester 2023

<b>September</b>	11	Monday	Start of Fall Semester; Faculty Development Day
	11/12	Monday/Tuesday	Orientation Days
	13	Wednesday	Classes Begin
	22	Friday	End of Add/Drop Period
<b>November</b>	23 – 24	Thursday–Friday	Thanksgiving Recess – No Classes
<b>December</b>	20	Wednesday	Last Day of Classes
	21	Thursday	Make-up Exam Day
	22	Friday	Faculty/Student Conferences
	23	Saturday	Fall Semester Grades Due
	24 – January 15	Sunday – Monday	End of Fall Semester Recess – No Classes

### Winter Semester 2024

<b>January</b>	15	Monday	Start of Winter Semester; Moodle Day
	16	Tuesday	Faculty Meeting; Orientation
	17	Wednesday	Classes Begin
	26	Friday	End of Add/Drop Period
<b>February</b>	19	Monday	Presidents' Day Holiday – No Classes
<b>March</b>	29	Friday	Good Friday Holiday – No Classes
<b>April</b>	24	Wednesday	Last Day of Classes
	25	Thursday	Make-up Exam Day
	26	Friday	Faculty/Student Conferences
	27	Saturday	End of Winter Semester
	28-May 12	Sunday – Sunday	Recess – No Classes

### Spring Semester 2024

<b>May</b>	13	Monday	Start of Spring Semester; Moodle Day
	14	Tuesday	Faculty Meeting; Orientation
	15	Wednesday	Classes Begin
	24	Friday	End of Add/Drop Period
	27	Monday	Memorial Day Holiday – No Classes
<b>June</b>	6	Thursday	Graduation Ceremony (Tentative date) – Classes held asynchronously
	19	Wednesday	Juneteenth Day – No Classes
<b>July</b>	4-5	Thursday-Friday	Independence Day Holiday – No Classes
<b>August</b>	21	Wednesday	Last Day of Classes
	22	Thursday	Make-up Exam Day
	23	Friday	Faculty/Student Conferences
	24	Saturday	End of Spring Semester
	25– September 8	Sunday – Sunday	Recess – No Classes

## Fall Semester 2024

<b>September</b>	9	Monday	Start of Fall Semester; Faculty Development Day
	9/10	Monday/Tuesday	Orientation Days
	11	Wednesday	Classes Begin
	20	Friday	End of Add/Drop Period
<b>November</b>	28 – 29	Thursday–Friday	Thanksgiving Recess – No Classes
<b>December</b>	18	Wednesday	Last Day of Classes
	19	Thursday	Make-up Exam Day
	20	Friday	Faculty/Student Conferences
	21	Saturday	End of Fall Semester
	22 – January 13	Sunday – Monday	Recess – No Classes

## Evening Division

### Hours of Attendance:

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

## Fall Term I 2023

<b>September</b>	21	Thursday	Orientation
	25	Monday	Start of Fall Term I – Classes Begin
<b>October</b>	8	Sunday	End of Add/Drop Period
<b>November</b>	18	Saturday	End of Fall Term I
	19 – December 3	Sunday – Sunday	Recess – No Classes

## Fall Term II 2023

<b>November</b>	30	Thursday	Orientation
<b>December</b>	4	Monday	Start of Fall Term II – Classes Begin
	17	Sunday	End of Add/Drop Period
	24 – January 1	Sunday-Monday	Recess – No Classes

### January 2024

	3	Monday	Classes Resume, Classes held via Moodle
	15	Monday	Martin Luther King Day; Classes held asynchronously
<b>February</b>	5	Monday	End of Fall Term II
	4-18	Sunday – Sunday	Recess – No Classes

## Spring Term I 2024

<b>February</b>	15	Thursday	Orientation
	19	Monday	Start of Spring Term I – Classes Begin
<b>March</b>	3	Sunday	End of Add/Drop Period
	29-31	Friday-Sunday	Easter Recess
<b>April</b>	20	Saturday	End of Spring Term I
	21– 28	Sunday – Sunday	Recess – No Classes

## Spring Term II 2024

<b>April</b>	25	Thursday	Orientation
	29	Monday	Start of Spring Term II – Classes Begin
<b>May</b>	12	Sunday	End of Add/Drop Period
	27	Monday	Memorial Day Holiday –No Classes
<b>June</b>	6	Thursday	Graduation Ceremony
			Classes held asynchronously
	19	Wednesday	Juneteenth Day – Classes held asynchronously
	24	Monday	End of Spring Term II
	25 – July 14	Tuesday – Sunday	Recess – No Classes

### Summer Term 2024

<b>July</b>	11	Thursday	Orientation
	15	Monday	Start of Summer Term – Classes Begin
	28	Sunday	End of Add/Drop Period
<b>August</b>	31-September 2	Saturday – Monday	Labor Day Recess– No Classes
<b>September</b>	3	Tuesday	Classes Resume
	14	Saturday	End of Summer Term
	15–22	Sunday – Sunday	Recess – No Classes

### Fall Term I 2024

<b>September</b>	19	Thursday	Orientation
	23	Monday	Start of Fall Term I – Classes Begin
<b>October</b>	6	Sunday	End of Add/Drop Period
<b>November</b>	16	Saturday	End of Fall Term I
	17 – December 8	Sunday – Sunday	Recess – No Classes

### Fall Term II 2024

<b>December</b>	5	Thursday	Orientation
	9	Monday	Start of Fall Term II – Classes Begin
	22	Sunday	End of Add/Drop Period
	23 – January 5	Sunday-Sunday	Recess – No Classes
<b>January 2025</b>			
	6	Monday	Classes Resume
	20	Monday	Martin Luther King Day; Classes held asynchronously
<b>February</b>	15	Saturday	End of Fall Term II
	16-23	Sunday – Sunday	Recess – No Classes

## Online Division

### Fall Term I 2023

<b>September</b>	18-21	Monday-Friday	Orientation Week
	18	Monday	Orientation Kick Off
	21	Thursday	Orientation
	25	Monday	Start of Fall Term I – Courses Begin
<b>October</b>	8	Sunday	End of Drop Period
<b>November</b>	18	Saturday	End of Fall Term I
	19 – December 3	Sunday – Sunday	Recess – No Classes

### Fall Term II 2023

<b>November</b>	27-December 1	Monday-Friday	Orientation Week
	27	Monday	Orientation Kick Off
	30	Thursday	Orientation
<b>December</b>	4	Monday	Start of Fall Term II – Courses Begin
	17	Sunday	End of Drop Period
	24 – January 1	Sunday – Sunday	Holiday Recess – No Classes
<b>January 2024</b>			
	3	Monday	Courses Resume
<b>February</b>	5	Monday	End of Fall Term II
	4-18	Sunday – Sunday	Recess – No Classes

### Spring Term I 2024

<b>February</b>	12-16	Monday-Friday	Orientation Week
	12	Monday	Orientation
	19	Monday	Start of Spring Term I – Courses Begin
<b>March</b>	3	Sunday	End of Drop Period
<b>April</b>	20	Saturday	End of Spring Term I
	21 – 28	Sunday – Sunday	Recess – No Classes

### Spring Term II 2024

<b>April</b>	22-26	Monday-Friday	Orientation Week
	22	Monday	Orientation
	29	Monday	Start of Spring Term II – Courses Begin
<b>May</b>	12	Sunday	End of Drop Period
	27	Monday	Memorial Day – No Classes
<b>June</b>	6	Thursday	Graduation Ceremony
			Classes held asynchronously
	19	Wednesday	Juneteenth Day – Classes held asynchronously
	24	Monday	End of Spring Term II
	25 – July 14	Tuesday – Sunday	Recess – No Classes

### Summer Term 2024

<b>July</b>	8-12	Monday-Friday	Orientation Week
	8	Monday	Orientation
	15	Monday	Start of Summer Term – Courses Begin
	28	Sunday	End of Drop Period
<b>September</b>	2	Monday	Labor Day* - No Classes
	14	Saturday	End of Summer Term
	15 – 22	Sunday – Sunday	Recess – No Classes

## Fall Term I 2024

<b>September</b>	16-20	Monday-Friday	Orientation Week
	16	Monday	Orientation
	23	Monday	Start of Fall Term I – Courses Begin
<b>October</b>	6	Sunday	End of Drop Period
<b>November</b>	16	Saturday	End of Fall Term I
	17 – December 8	Sunday – Sunday	Recess – No Classes

## Fall Term II 2024

<b>December</b>	2-6	Monday-Friday	Orientation Week
	2	Monday	Orientation
	9	Monday	Start of Fall Term II – Courses Begin
	22	Sunday	End of Drop Period
	23 – January 5	Sunday – Sunday	Holiday Recess – No Classes
<b>January 2025</b>			
	6	Monday	Courses Resume
<b>February</b>	15	Monday	End of Fall Term II
	16-23	Sunday – Sunday	Recess – No Classes

*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 College of Westchester**  
**Campus Security Report**  
**October 1, 2023**  
*(based on 2022 statistics)*

### **Introduction and Purpose**

The College of Westchester is proud of its excellent record of creating a safe and comfortable environment in which to work and learn and for keeping our campus as crime free as possible. This Annual Campus 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, the College has compiled this report in order 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. This report is updated annually in September and is available on the College's website at <https://www.cw.edu/student-consumer-information> and also at <https://www.cw.edu/studentmenu> on the Student Services page. A paper copy will be provided upon request from the Vice President of Student Services and Retention, Maria Gangi, email: [MGangi@cw.edu](mailto:MGangi@cw.edu), phone: 914-831-0350

### **Campus Security Procedures**

Security Staff are available at the front entrance of the building and are available during normal business hours until closing. 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 prior approval from the Vice President of Student Success & Retention, her designee, or the Director of Security. Students must display their identification cards upon entry to the building at all times; failure to do so may result in disciplinary action.

### **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 Victims Assistance Services (VAS), 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

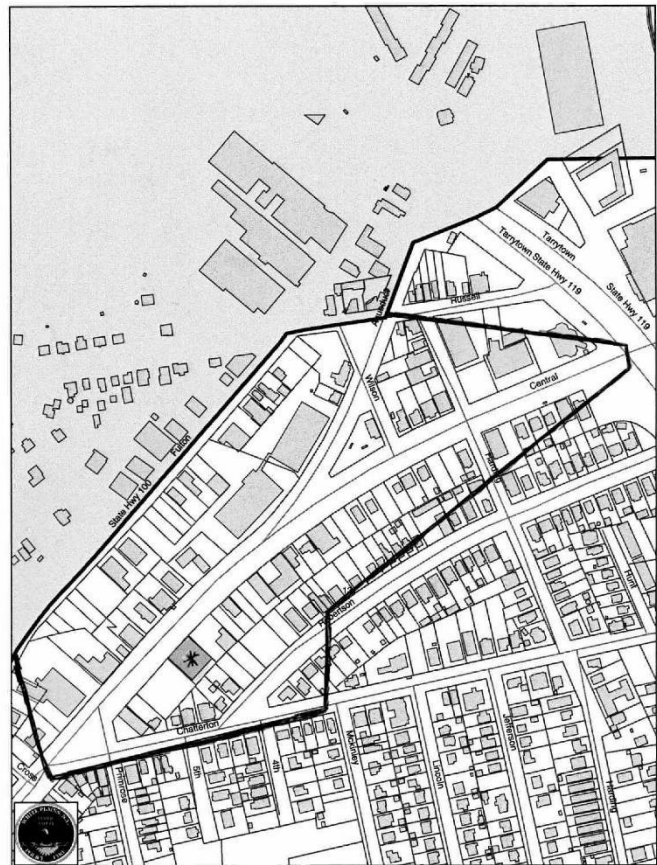
Westchester is devoted to keeping the campus a safe place in which to attend classes. A daily crime log is maintained by the Director of Security. Potential criminal actions and suspicious activity or other emergencies should be reported in person to the front Security Desk, the fourth floor Concierge Desk, or the Director of Security as soon as possible. When a report of an urgent situation is received, the Provost & Vice President of Academic Affairs, or the Director of Security will, if appropriate, contact White Plains Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Vice President of Student Success and Retention 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.

### **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 in the neighborhood and commercial areas surrounding the campus. The area for which local crime statistics are reported 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).





**CAMPUS CRIME STATISTICS**  
2020-2022

**Table One:** *Criminal Offenses on Campus Property*

<b>Offense</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	1	0	0
Dating Violence**	0	0	0
Stalking**	0	0	0

*\*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 2018 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*

<b>Arrests Related To:</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
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	2020	2021	2022
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
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	2020	2021	2022
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	2
Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	0	0	0
Dating Violence**	0	0	0
Stalking**	0	0	0

\*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 2018 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.*

<b>Arrests Related To:</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	1
Weapons possession	0	0	0

**Table Six:** *Statistics for number of unfounded crimes that occurred on property surrounding the Campus. This includes all criminal offenses, hate crimes, domestic violence, dating violence or stalking that have been unfounded. Arrests and disciplinary actions cannot be unfounded.*

<b>Offense</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total unfounded crimes	0	0	0

### **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.

Regardless of the legality under New York law, **Cannabis/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 possessing, distributing, intending to distribute or 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 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 Director of Administration 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 Student Services and is available to all students and employees.

Students and employees 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>
<b>1st offense</b>	1 year from date of conviction	2 years of conviction
<b>2nd offense</b>	2 years from date of conviction	Indefinite period
<b>3+ offenses</b>	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 the College 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.

### **POLICY PROHIBITING SEXUAL HARASSMENT AND SEXUAL MISCONDUCT**

In accordance with Title IX of the Education Amendments Act of 1972, Title VII of the Civil Rights Act of 1964, New York Education Law Section 129-b, the New York State Human Rights Law and other federal and state laws, The College of Westchester does not discriminate against students or employees on the basis of sex/gender in its educational programs and activities and prohibits students, employees and third parties from

engaging in sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence and stalking.

In May 2020, the United States Department of Education promulgated regulations that the definition of sexual harassment covered under Title IX and mandated certain procedures for investigating and adjudicating such claims.<sup>1</sup> In accordance with those regulations, the College has adopted the Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations (“Title IX Grievance Policy”), which can be accessed here: <https://www.cw.edu/title-ix-policy-prohibiting-sexual-harassment-and-sexual-misconduct>

There are, however, types of sexual harassment and sexual misconduct that are not covered by Title IX pursuant to the 2020 regulations but are prohibited by other federal and state laws. Accordingly, this Policy Prohibiting Sexual Harassment and Sexual Misconduct remains in effect. The Title IX Coordinator or designee will determine whether the allegations fall under the jurisdiction of the Title IX Grievance Policy. Allegations of sexual harassment that are covered by the Title IX Grievance Policy must be adjudicated under the Title IX Grievance Policy. If an allegation is dismissed from the Title IX Grievance Process, it may be referred for investigation and/or adjudication under this Policy. Conduct found not to have violated the Title IX Policy may violate this Policy.

Any attempt to engage in prohibited conduct may itself constitute a violation of this policy. Any actions knowingly taken to aid, facilitate or encourage another to engage in prohibited conduct and any actions taken for the purpose of interfering in the investigation of an allegation of prohibited conduct shall constitute a violation of this policy. Anyone found to have violated this policy will be subject to disciplinary action as set forth in the procedures below. The College is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, The College of Westchester prohibits retaliation against any person for complaining of a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

Community members, including students, employees (faculty and staff), interns (paid and unpaid), vendors and contractors, are protected from sexual misconduct regardless of their sex, sexual orientation, immigration status, citizenship status or national origin, or any other protected characteristic.

## **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. The criminal definitions under state and federal law may differ from the College’s definitions. The College prohibits conduct as defined by this policy.

***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. 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 to one form of sexual activity does not imply consent to other forms of sexual activity, nor does past consent to intimacy imply consent to future intimacy.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- 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.
- In order to give consent, a person must be of the legal age of consent, which is 17 in New York.

- Consent cannot be given and is deemed invalid 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.

**Coercion** is unreasonable pressure. The use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts, constitutes coercion. Coercing someone into having sex or performing sexual acts does not constitute obtaining consent and is considered sexual misconduct.

**Complainant** is the person who was allegedly subjected to prohibited conduct.

**Dating Violence** includes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of “domestic violence.”

**Domestic Violence** includes the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards (i) a current or former spouse or intimate partner; (ii) a person with whom one shares a child; or (iii) anyone who is protected from the respondent's acts under the domestic or family violence laws of New York. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships.

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion to overcome resistance.

**Incapacitation** is a state where someone cannot make rational, reasoned decisions. A person may be incapacitated due to mental disability, sleep, unconsciousness, physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs or quantities of alcohol. Sexual activity with someone whom you know or, reasonably should know, is mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy. Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person's breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Incapacity may be indicated by the quantity of alcohol consumed. The presence of one or more of these cues does not necessarily indicate incapacity, nor does the absence of these cues necessarily indicate capacity.

**Intimidation** means unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Respondent** is the person who is accused of violating this policy.

**Retaliation** includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's informal or formal complaint of a violation of this policy or participation in a school or government investigation or proceedings related to an alleged violation of this policy or related civil rights law. Federal, state and local civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

***Sexual or Sex-based Harassment*** is defined as unwelcome sex-based verbal, visual or physical conduct:

- that has the purpose or effect of creating an intimidating, hostile, or offensive living, learning or working environment;
- that has the purpose or effect of unreasonably interfering with an individual's academic or job performance or limiting or depriving someone of the ability to participate in or benefit from The College of Westchester's educational programs, activities and/or employment; or
- where submission to the conduct is explicitly or implicitly made a term or condition of an individual's education, employment, or participation in other activities sponsored by The College of Westchester; or where submission to or rejection of the conduct is used as the basis for academic or employment decisions.

Conduct that does not amount to more than petty slights or trivial inconveniences does not constitute harassment.

Examples of sex-based harassment that may cause a hostile environment include, but are not limited to:

- subtle or persistent pressure for sexual activity;
- unnecessary touching, or brushing against a person;
- requesting or demanding sexual favors concerning employment, academic activities or other College of Westchester activities;
- unwelcome communications (verbal, written, electronic, etc.) of a sexual nature;
- sexually oriented gestures, noises, remarks, jokes, or comments;
- failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior;
- verbal and/or physical aggression toward another based upon their status as transgender or a perception that the other fails to conform to stereotypical notions of expected characteristics for males or females.

***Sexual Assault*** is divided into two categories of behavior: ***Non-consensual Sexual Contact*** and ***Non-consensual Sexual Intercourse***.

***Sexual Assault--Non-consensual Sexual Contact*** includes any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without affirmative consent and/or by force. Consent is required regardless of whether the person initiating the sexual contact is under the influence of drugs and/or alcohol. When consent is withdrawn or can no longer be given due to incapacitation, sexual activity must stop.

Examples of non-consensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin, or genitals;
- intentional touching of another with breasts, buttocks, groin, or genitals;
- making another person touch someone or themselves in a sexual manner;
- any intentional bodily contact in a sexual manner.

***Sexual Assault--Non-consensual Sexual Intercourse*** includes any sexual intercourse, however slight, with any object or body part by a person against other person that is without affirmative consent and/or by force. Affirmative consent is required regardless of whether the person initiating the sexual contact is under the influence of drugs and/or alcohol. When consent is withdrawn or can no longer be given due to incapacitation, sexual activity must stop.

Examples of non-consensual sexual intercourse include, but are not limited to:

- vaginal penetration by a penis, object, tongue or finger;
- anal penetration by a penis, object, tongue or finger;
- oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual Exploitation** includes but is not limited to:

- invasion of sexual privacy and voyeurism (in-person or through audio or video recording);
- knowingly transmitting a sexually transmitted infection;
- exposing of a person's body or genitals;
- prostituting or soliciting another community member.

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to feel fear for her, his, or others' safety, or to suffer substantial emotional distress.

Examples of stalking include but are not limited to:

- constantly appearing at places the victim is known to frequent;
- persistent unwanted communication or contact whether in person, by telephone, text, or email;
- persistent unwanted gifts;
- following or surveillance;
- 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.

### **WHEN AND TO WHOM DOES THIS POLICY APPLY**

This policy applies to the conduct of The College of Westchester applicants, students and employees, including faculty and non-faculty, as well as third parties doing business with The College of Westchester (including interns, vendors and contractors) or attending College sponsored programs or activities.

This policy shall apply to conduct that occurs on The College of Westchester's campus, on College technological systems, at College sponsored programs, activities and events, as well as off-campus when the accused is a matriculated College of Westchester student or when the conduct has a continuing adverse impact upon The College of Westchester work or school environment.

Each student shall be responsible for his or her conduct from the time of application for admission through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Each employee shall be responsible for his or her conduct from the date of application for employment through the termination of employment.

### **TITLE IX COORDINATORS**

Inquiries regarding the application of this Policy should be referred to the **Title IX Coordinators, Delphine Burton** (914-831-0358, [dburton@cw.edu](mailto:dburton@cw.edu)) and **Janna Gullery**, (914-831-0401, [jgullery@cw.edu](mailto:jgullery@cw.edu)) or the **Deputy Title IX Coordinator, Anna Bravo** (914-831-0353, [abravo@cw.edu](mailto:abravo@cw.edu)), 325 Central Avenue, White Plains, NY 10606. In addition to coordinating compliance with Title IX, the Title IX Coordinators are responsible for coordinating The College of Westchester's efforts to comply with other federal and state laws governing sexual harassment and sexual misconduct, overseeing the College's responses to reports of alleged violations, and identifying and addressing any pattern or systemic problems. The Deputy Title IX Coordinator will oversee compliance with respect to employees and will provide updates to the Title IX Coordinator. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.



## **CONFIDENTIALITY, REPORTING REQUIREMENTS, AND SUPPORT RESOURCES**

### *Sexual Harassment and Misconduct Involving Students*

With the exception of licensed Counseling Center staff, all other College staff and faculty who become aware of an incident of sexual misconduct or harassment involving a student are required to elevate the report to the Title IX Coordinators or Deputy Title IX Coordinator for investigation and response.

Non-confidential resources on campus include:

- Faculty
- Success Coaches
- Deans
- Manager of Human Resources
- Security staff
- Career Counselors
- Student Financial Services Counselors
- Veterans Support staff member
- Administrative staff
- Executive Office staff
- Peer Mentors

### **Privacy versus Confidentiality**

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

### **On Campus Confidential Resources for Students**

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: [counseling@cw.edu](mailto:counseling@cw.edu) or 914-831-0441

### **Off-Campus Confidential Resources for Students and Employees**

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. Notifying any of these outside agencies does not constitute notice to the College.

- 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  
Phone (914)747-0828

- Westchester Jewish Community Services 845 N. Broadway, Suite 2  
White Plains, NY  
Phone (914)761-0600
- Victims Assistance Services  
2269 Saw Mill River Road, Bldg. #3  
Elmsford, NY  
Phone (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://ovs.ny.gov/system/files/documents/2022/06/rights-crime-victims-booklet.pdf> or by calling 1-800-247-8035. Options are explained here: <https://www.ovs.ny.gov/help-crime-victims>.

Off-campus legal assistance

Hope’s Door Family Justice Center, County Courthouse, 111 Martin Luther King Jr. Blvd.  
White Plains, NY 10601  
Phone: (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.

**Anonymous Disclosure**

- My Sister’s Place: 1-800-298-7233 (SAFE)
  - If you need to speak to a crisis counselor immediately, please call the above 24-hour, toll-free hotline. 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

**Public Awareness/Advocacy Events:**

If an incident is disclosed 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.

**Student Requests for Confidentiality after Disclosure: How The College of Westchester Will Weigh the Request and Respond**

If you disclose an incident to a College of Westchester employee who is obligated to report to the Title IX Coordinator 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 will 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 the College's ability to meaningfully investigate and pursue conduct action against an accused individual.

In evaluating a request not to investigate or 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,
- Whether there exists an 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 the College 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.

The College cannot honor requests not to investigate or address incidents of sexual harassment in the workplace.

## **Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations**

### **1. INTRODUCTION**

#### **What is the purpose of the Title IX Grievance Policy?**

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, The College of Westchester will implement the following Title IX Grievance Policy, effective August 14, 2020.

### **How does the Title IX Grievance Policy impact other campus disciplinary policies?**

In recent years, “Title IX” cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, the College of Westchester must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that it must subject to its Title IX investigation and adjudication process. **Only** incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

The College of Westchester remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has a **Code of Conduct** that defines certain behavior as a violation of campus policy and a separate **Policy Against Sexual Harassment and Sexual Misconduct** that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Policy Against Sexual Misconduct and Sexual Harassment Not Covered by Title IX and Code of Conduct, as applicable, through a separate grievance proceeding. <https://www.cw.edu/title-ix-policy-prohibiting-sexual-harassment-and-sexual-misconduct#:~:text=The%20College%20of%20Westchester%20further,those%20of%20terms%20are%20defined%20below.>

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

### **How does the Title IX Grievance Policy impact the handling of complaints?**

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

## 2. THE TITLE IX GRIEVANCE

### **POLICY General Rules of Application**

#### **Effective Date**

This Title IX Grievance Policy became effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated in accordance with the Policy Against Sexual Misconduct and Sexual Harassment in effect at the time the harassment occurred.

#### **Revocation by Operation of Law**

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Sexual Misconduct Policy.

#### **Non-Discrimination in Application**

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, immigration status, citizenship status, national origin or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness.

Anyone found to have violated this Policy will be subject to disciplinary action.

Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

#### **Non-Binding**

Nothing in this document should be construed to create a contract between any student, employee, staff member, contract worker, vendor, visitor, or any other third party subject to or affected by the contents of this policy. The College of Westchester reserves the right to amend this policy at any time, subject to Federal and state laws and regulations.

### **Covered Sexual Harassment**

**For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:**

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault;
4. Domestic violence;
5. Dating violence;
6. Stalking.

**Sexual assault**, which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. **Sexual Assault** is divided into the following two categories of behavior:

**Sexual Assault–Non-consensual Sexual Contact:** Behavior including any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without Affirmative Consent and/or by force. Examples include, but are not limited to:

- Intentional contact with the breasts, buttocks, groin, or genitals;
- Intentional touching of another with breasts, buttocks, groin, or genitals;
- Compelling someone to touch another person or oneself in a sexual manner; and
- Any intentional bodily contact in a sexual manner.

**Sexual Assault–Non-consensual Sexual Intercourse:** Behavior including any sexual intercourse, however slight, with any object or body part by a person against another person that is without Affirmative Consent and/or by force. Examples include, but are not limited to:

- Vaginal penetration by a penis, object, tongue or finger;
- Anal penetration by a penis, object, tongue or finger; and
- Oral copulation (mouth-to-genital contact or genital-to-mouth contact).

**Dating violence** includes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse.

**Domestic violence** which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New York.

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to feel fear for her, his, or others' safety, or to suffer substantial emotional distress. Examples of stalking include but are not limited to:

- constantly appearing at places the victim is known to frequent;
- persistent unwanted communication or contact whether in person, by telephone, text, or email;
- persistent unwanted gifts;
- following or surveillance;
- 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.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Code of Conduct or Policy Against Sexual Harassment and Sexual Misconduct.

### **Other Definitions**

**Affirmative Consent** (“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. 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 to one form of sexual activity does not imply consent to other forms of sexual activity, nor does past consent to intimacy imply consent to future intimacy.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- 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. A person may be incapacitated due to mental disability, sleep, unconsciousness, physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs or quantities of alcohol.
- Sexual activity with someone whom you know or, reasonably should know, is mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy. Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person’s breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness.
- Incapacity may be indicated by the quantity of alcohol consumed. The presence of one or more of these cues does not necessarily indicate incapacity, nor does the absence of these cues necessarily indicate capacity.
- In order to give consent, a person must be of the legal age of consent, which is 17 in New York.
- Consent cannot be given and is deemed invalid 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.

### **Complainant**

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

### **Education Program or Activity**

For the purposes of this Title IX Grievance Policy, The College of Westchester’s “education program or activity” includes:

- Any on-campus premises.
- Any off-campus premises that The College of Westchester has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the College’s programs and activities over which the College has substantial control.

### **Formal Complaint**

For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within the College’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

### **Relevant evidence and questions**

For the purposes of this Title IX Grievance Policy, “relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions **do not** include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
  - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
  - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege, unless the person holding such privilege has waived the privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent.

### **Respondent**

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

### **Disability Accommodations**

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

### **Making a Report Regarding Covered Sexual Harassment to the Institution**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.



Contact Information for the Title IX Coordinator:

Delphine Burton  
325 Central Ave  
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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 is:  
Anna Bravo, Manager of Administrative Services/Human Resources  
325 Central Avenue  
White Plains, NY 10606 914-831-0353  
[abravo@cw.edu](mailto:abravo@cw.edu)

The Deputy Title IX Coordinator will oversee compliance involving employees and will provide updates to the Title IX Coordinator.

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

**Confidential Reporting**

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee
- Deans
- Manager of Human Resources
- Security staff
- Career Counselors
- Veterans Support staff member
- Executive Office staff
- Managers and supervisors
- Faculty

**The following Officials may provide confidentiality:**

The Counseling Center: [counseling@cw.edu](mailto:counseling@cw.edu) or 914-831-0441

**Sexual Harassment and Misconduct that Does Not Involve Students**

All employees have a duty to report any instances of sexual harassment and sexual misconduct, whether the harassment is directed toward you or another employee and whether committed by a supervisor, fellow employee, or non-employee. If you feel that you have been subjected to harassment or other forms of sexual misconduct, or if you witness conduct that you believe violates this policy, report the matter immediately to your immediate supervisor or the Human Resources Manager. If you are not sure to whom you should speak about an issue of sexual harassment, or if you have not received a satisfactory response from your supervisor within five business days after reporting any incident of what you perceive to be sexual harassment, immediately contact the Human Resources Manager at extension 353. The Human Resources Manager will ensure that an investigation is immediately conducted. Every report of perceived sexual harassment or misconduct will be fully investigated and corrective action will be taken where appropriate. Supervisors and

managers who knowingly allow sexually harassing behavior to continue will be subject to disciplinary action.

### **Privacy vs. Confidentiality**

Consistent with the Policy Against Sexual Misconduct and Sexual Harassment, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean The College of Westchester offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed 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 for tracking patterns and spotting systemic issues. The College of Westchester will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

### **Non-Investigatory Measures Available Under the Title IX Grievance Policy**

#### **Supportive Measures**

Supportive measures are neither disciplinary, nor punitive. They are intended to provide support and facilitate access to the College's education program and activity. Complainants who report allegations that could constitute Sexual Harassment Prohibited by Title IX are entitled to receive supportive measures from the College regardless of whether they choose to file a formal complaint. These supportive measures may include, as appropriate:

- counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus
- No Contact orders, only when applicable to both parties
- Supportive measures are non-disciplinary and non-punitive.

**Request for Review and Modification:** Student Complainants and Respondents may request review and modification of any supportive measure(s) that directly impact them, including review of the need for and terms of the measure(s), by submitting a request in writing to the Title IX Coordinator along with any evidence they wish to present. In the event the measure impacts the other party, they will be given an opportunity to state their position and present evidence as appropriate. The Title IX Coordinator or designee will review the submissions and make a determination. The individual who hears the challenge to the removal determination will not be involved in any decision regarding responsibility or appeal of that decision regarding responsibility.

#### **Emergency Removal of Student-Respondent**

The College of Westchester retains the authority to remove a respondent from The College of Westchester's program or activity on an emergency basis, where The College of Westchester (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If the College determines such removal is necessary, the respondent will be provided notice and an opportunity to request review and modification of the decision immediately following the removal.

### **Administrative Leave**

The College retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with the Staff & Faculty Handbook.

## **3. THE TITLE IX GRIEVANCE PROCESS**

### **Filing a Formal Complaint**

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) school days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of the College, including as an employee. The College reserves the right, at its sole discretion, to utilize the Policy Against Sexual Harassment and Sexual Misconduct Not Covered by Title IX to address complaints from complainants who are not currently participating or attempting to participate in the education programs or activities of the College.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The College will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy or the Policy Against Sexual Harassment and Sexual Misconduct Not Covered by Title IX prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

### **Informal Resolution**

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent. Information about this Process is available through contacting your Title IX Coordinators or Title IX Advisor.

### **Multi-Party Situations**

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

### **Determining Jurisdiction**

The Title IX Coordinator or designee will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in the College's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, the College will investigate the allegations according to the Grievance Process.

If a complaint is dismissed from the Title IX Grievance Process, the Title IX Coordinator may refer the complaint to be addressed under the Policy Against Sexual Harassment and Sexual Misconduct Not Covered by Title IX or any other relevant College of Westchester policy.

### **Allegations Potentially Falling Under Two Policies:**

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the College may elect to investigate and adjudicate the conduct that would not constitute covered sexual harassment in accordance with the Title IX Grievance Process or another applicable policy, at the College's discretion. The College will notify the parties as to which procedure will be applied in the investigation and adjudication of each of the allegations.

### **Notice of Dismissal**

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

### **Notice of Removal**

Upon dismissal for the purposes of Title IX, the College retains discretion to utilize the Code of Conduct and the Policy Against Sexual Harassment and Sexual Misconduct Not Covered by Title IX (<https://www.cw.edu/title-ix-policy-prohibiting-sexual-harassment-and-sexual-misconduct#:~:text=The%20College%20of%20Westchester%20further,those%20terms%20are>)

[%20defined%20below.](#)) to determine if a violation of the Code of Conduct or Non-Title IX Sexual Misconduct Policy has occurred. If so, the College will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

### **Notice of Allegations**

The Title IX Coordinator will draft and provide the Notice of Allegations to the Complainant(s) and Respondent(s) as soon as practicable after receiving a Formal Complaint of the allegations, absent extenuating circumstances. The notifications will be sent to the parties' institutional email accounts if they are students or employees or by other reasonable means if they are neither students nor employees. If a response is not received within three (3) business days, additional attempts will be made to reach the parties.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

### **Contents of Notice**

The Notice of Allegations will include the following:

- Notice of the College's Title IX Grievance Procedure and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, including sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting Title IX sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.
- A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Additionally, the College will provide written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party expected to attend, with sufficient time for the party to prepare to participate.

### **Ongoing Notice**

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response

before any initial interview regarding those additional charges.

### **Advisor of Choice and Participation of Advisor of Choice**

The College will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The College has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the College.

The College will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The College's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and the College cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the College.

### **Notice of Meetings and Interviews**

The College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

### **Delays**

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator or designee shall have sole judgment to grant further pauses in the Process.

### **Process Free from Bias or Conflict of Interest**

Both the Complainant and the Respondent have the right to have a fair and impartial investigation, determination and appeal. If either party has any reason to believe that the Investigator, the Title IX Coordinator, or any of the Hearing or Appeals Officers has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for their concern.

- Regarding the Investigator or the Hearing Officer, to the Title IX Coordinator; and
- Regarding the Title IX Coordinator, to Human Resources.

The other party will be provided with a copy of the letter and will have an opportunity to respond. Based upon those submissions and any independent inquiry the decision-maker may choose to make, if it is determined that a conflict of interest exists, another individual will be appointed to take on the role of the conflicted person. If it is found that no conflict of interest exists, the individual will continue in their role. Concerns regarding conflicts of interest should be raised as soon as they are identified and whenever possible before the allegedly conflicted person renders a determination, for example, prior to the submission of the investigative report, the Hearing Officer's determination, or the appeal decision.

### **Investigation**

The Title IX Coordinator will assign an Investigator. The Investigator will direct the investigative process and confer with the Title IX Coordinator as appropriate. The investigation will be prompt, thorough, and impartial.

There will be no Retaliation against any individual for filing a Complaint and/or for assisting, testifying, or participating in the investigation of a Complaint. All Complaints will be kept private and disclosed only to the extent necessary for a thorough investigation.

Each party will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

The Investigator will take the following steps:

- Thoroughly review the Complaint and all supporting documentation and evidence.
- Interview both the Complainant(s) and the Respondent(s).
- Give both parties the opportunity to identify witnesses and provide relevant documentary and physical evidence. (This may include, but is not limited to, texts, emails, photos, social media posts, voicemail messages, etc.)
- The Investigator will contact witnesses who may have relevant information and engage in good faith efforts to meet with the witnesses. If a witness is not cooperative, the Investigator will not unreasonably delay the investigation.
- The Investigator has the discretion to identify and interview witnesses who were not identified by any party.
- The Investigator has the discretion not to interview a suggested witness where none of the information the party indicates that the witness can share would be relevant in the Investigator's judgment.
- Exclude from consideration information about the romantic or sexual history of either the Complainant or the Respondent, except as to prove that someone other than the respondent committed the conduct alleged by the complainant or with respect to the parties' shared sexual history when offered to prove consent. If either party offers such information, the other will have the right to respond.
- Exclude from consideration medical records and information, including mental health history or treatment, absent a waiver from the individual who is the subject of the medical record.
- Exclude from consideration information protected under a legally recognized privilege such as the attorney-client privilege unless the person holding such privilege has waived the privilege.

## **Parties' Inspection and Review of Evidence**

Once the investigation has concluded, the Investigator, in conjunction with the Title IX Coordinator or designee, shall gather all evidence that is directly related to the allegations. Unless otherwise prohibited by law, the Title IX Coordinator or designee shall make electronic copies of the evidence available to the parties and their advisors. Given the confidential nature of the materials and proceeding, the parties and their advisors will be required to sign a non-disclosure agreement not to disseminate any of the evidence subject to inspection and review and not to use the evidence for any purpose other than the Title IX Grievance Process. Any violation of the non-disclosure agreement may result in additional misconduct charges against a party, a report to an attorney's professional licensing board, or other legal action. The parties may then review the information gathered. Both will have an opportunity to respond in writing to this information within ten business days.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

### **Inclusion of Evidence Not Directly Related to the Allegations:**

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log", which may be reviewed by the parties and their advisors, if any.

## **Investigative Report**

The Investigator will consider the parties' responses in completing the final investigative report, which will compile all relevant evidence. The report will be provided to the parties no later than ten business days before any hearing on the formal complaint and before any pre-hearing meeting. The final investigative report will be redacted for information that is irrelevant or privileged. Unless otherwise prohibited by law, the Title IX Coordinator or designee shall make electronic copies of the evidence available to the parties and their advisors. The parties shall have the opportunity to provide any written response to the investigative report to the Title IX Coordinator prior to the start of the hearing. The parties may request to review the other party's written response statements once they have been submitted.

If at any stage following the submission of the parties' responses new evidence directly related to the allegations is gathered, it will be shared with the parties and their advisors in line with the parameters set forth above. The parties will have an opportunity to submit an additional written response within a time frame determined by the Title IX Coordinator or designee. The parties may request to review the other party's written response statements once they have been submitted, but they will not be permitted to submit any further written response.

## **Hearing**

Prior to taking any disciplinary action with respect to Title IX Sexual Harassment, the College will hold a live hearing. The parties cannot waive the right to a live hearing. The live hearing may be conducted with



all parties physically present in the same physical location, or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and/or other participants may appear at the live hearing virtually through a remote conferencing platform. This technology will enable participants simultaneously to see and hear each other. In the event of technological difficulties outside the parties' control, the College may delay or adjourn a hearing. Any party who wishes to participate remotely may submit such a request to the Title IX Coordinator with an explanation for the request.

The College may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

The hearing will be recorded through audio recording or audiovisual recording and a written transcript. That recording or transcript will be made available to the parties for inspection and review, provided that they and their advisors have signed a non-disclosure agreement not to disseminate the hearing [recording/transcript] or use it for any purpose other than the Title IX grievance process. Any violation of the non-disclosure agreement may result in additional misconduct charges against a party, a report to an attorney's professional licensing board, or other legal action.

The deliberations of the Hearing Officer will not be recorded.

### **Continuances or Granting Extensions**

The College may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

### **Evidence Not Previously Disclosed**

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Hearing Officer will consider this request and determine (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of proving (1) and (2) by the preponderance of the evidence.

If the Hearing Officer determines that this standard is met, then the parties will be granted a reasonable period of time to review the evidence or prepare for questioning of the witness.

### **Participants in the live hearing**

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

- Complainant(s) and advisor(s)
- Respondent(s) and advisor(s)

- Hearing Officer
- Decision-Maker
- Title IX Coordinator or designee
- Witnesses (only while they are being questioned)
- College employees needed to provide technological support/assistance
- Stenographer (if the hearing is being transcribed)

*Complainant and Respondent (The Parties)*

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party.

For example, a verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.

- The College will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party’s participation.
- If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross examination or other questions.

*The Hearing Officer/Decision-Maker*

- The Hearing Officer may also serve as the Decision-Maker.
- The Hearing Officer will be an individual who has received training on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The Hearing Officer will not have any bias for or against either party or any other conflict of interest. Neither the Title IX Coordinator, the Investigator, nor any parties’ advisor can serve as the Hearing Officer.
- The Hearing Officer is responsible for presiding over the hearing in accordance with the hearing procedures set forth below.
- The Hearing Officer will determine the order of the witnesses.
- The Hearing Officer will determine whether each question asked by one of the parties’ advisors seeks relevant information and will provide an explanation for any determination to exclude a question.
- The Hearing Officer will not consider any statement made by a witness who is not available for cross-examination.
- The Hearing Officer will prepare a written determination as set forth below.

### *Advisor of choice*

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- If neither a party nor their advisor appear at the hearing, the College will provide an advisor to appear on behalf of the non-appearing party.

### *Witnesses*

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

### **Hearing Procedures**

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The Hearing Officer will begin the hearing by establishing the rules and expectations for the hearing;
- Each party will have an opportunity to give an opening statement. The statement will be presented by the party, not the party's advisor;
- The Hearing Officer will ask questions of the Parties;
- After the Hearing Officer questions a party, the other party's advisor will have an opportunity to cross-examine;
- The Hearing Officer will ask questions of each witness;
- After the Hearing Officer questions each witness, the parties' advisors will be given the opportunity to cross-examine that witness. The advisor of the party who suggested the witness will cross-examine that witness last.
- The Hearing Officer will have the authority to stop the proceedings at any time, including to ask additional follow-up questions during cross-examination, to enforce the rules of decorum, or for any other reason.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Officer. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Officer to use statements made by the Party.
- The Hearing Officer may not consider the statements of any witness, including a party, who does not submit to cross-examination, even where such statements are contained in other evidence (i.e. emails, text messages, social media postings, etc.). Evidence that does not constitute a "statement" may be considered regardless of whether the witness is subjected to cross-examination. A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to

cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.

- The College will not threaten, coerce, intimidate or discriminate against any party in an attempt to secure the party's participation.
- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.
- Prior to the conclusion of the hearing, the parties may each make an impact statement.

### **Live Cross-Examination Procedure**

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Officer may be deemed irrelevant if they have been asked and answered.

### **Review of Transcript**

The transcript of the hearing will be available for review by the parties within seven (7) business days, unless there are any extenuating circumstances. The transcript of the hearing will not be provided to parties or advisors of choice.

### **Determination Regarding Responsibility**

#### **Standard of Proof**

The College uses the preponderance of the evidence standard. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

#### **General Considerations for Evaluating Testimony and Evidence**

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

The weight given to any evidence will not vary based upon whether it is inculpatory or exculpatory (i.e. tending to prove or disprove the allegations).

Unless barred by the cross-examination requirements, a witness's testimony regarding indirect knowledge of the facts at issue will be considered but will generally be accorded less weight than testimony regarding direct knowledge of specific facts that occurred.

Title IX regulations require that the College allow parties to call "expert witnesses" for direct and cross examination. The College does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be cross-examined, the Hearing Officer will afford greater weight to the testimony of fact witnesses than to the non-factual testimony of the expert or to the expert's testimony that is not directed to the specific facts of the case.

Where a party or witness's conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Officer may draw an adverse inference as to that party or witness's credibility.

### **Components of the Determination Regarding Responsibility**

The Hearing Officer will issue a written determination simultaneously to all parties through their institutional email account, or other reasonable means as necessary. Absent extenuating circumstances, the Determination will be issued within ten business days of the completion of the Hearing. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of this policy, if any, the respondent has or has not violated.
5. For each allegation:
  - a. A statement of, and rationale for, a determination regarding responsibility;
  - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
  - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeals").

### **Timeline of Determination Regarding Responsibility**

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the College within ten (10) business days of the completion of the hearing.

### **Finality**

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the

opportunity to appeal expires.

## **Appeals**

If a Respondent or Complainant does not accept the findings of the Hearing Officer, the party may request an appeal through the following procedures. The request for appeal must be submitted within five (5) Business Days of receipt of the Hearing Officer's decision.

Appeals are not intended to be full re-hearings or the basis for a new investigation of the Complaint. The Appeals Officer may accept or modify the original decision. Appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. The Appeal Officer's decision to deny a requested outcome on appeal is final. The ONLY grounds for appeal are as follows:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal that could have affected the outcome of the matter;
- The Title IX Coordinator, Investigator(s), or Hearing Officer had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

Any party who files an appeal must do so in writing to the Title IX Coordinator. The request for appeal will then be forwarded to an appointed Appeals Officer for review. The non-appealing party will be given an opportunity to review the written appeal and submit a written response not to exceed ten (10) pages within five (5) business days. In cases of alleged Sexual Assault, Domestic Violence, Dating Violence or Stalking involving a Student in New York, the appeal will be reviewed by a panel of three (3) persons. The appeal panel's determination need not be unanimous but, at least two of the panel members must agree on the outcome.

If the Appeals Officer determines that a procedural error occurred, they may return the original Complainant to the Hearing Officer with instructions to reconvene to remedy the error. The results of a reconvened hearing cannot be appealed.

In rare cases, where the error cannot be remedied by the original Hearing Officer (as in cases of bias), the Appeals Officer may order a new Hearing with a new Hearing Officer appointed by the Title IX Coordinator as appropriate. The results of a new hearing with a new Hearing Officer can be appealed once on the grounds for appeal listed above.

The Appeals Officer may in their discretion suspend any sanctions imposed by the Hearing Officer during the pendency of the appeal and/or any new Hearing of the original Complaint.

The Appeals Officer will render a written decision on the appeal to all parties within twenty-one (21) Business Days from receipt of the request for appeal. The decision on appeal, which will include the rationale for the decision, will be delivered to the parties simultaneously via their institutional email account or other reasonable means.

In cases of Sexual Assault, Domestic Violence, Dating Violence or Stalking, if neither party submits a written appeal within five (5) Business Days of receipt of the Hearing Officer's decisions, the Title IX Coordinator, as appropriate, will provide the parties with written notification that the Hearing Officer's decision is final. In cases involving all other kinds of alleged Title IX Sexual Harassment, the decision will be deemed final upon expiration of the period of time to appeal and no written notice will be provided.

## **Retaliation**

The College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to the Policy Against Sexual Harassment and Sexual Misconduct.

## **External Remedies for Employees**

The College of Westchester is committed to responding quickly and effectively to any internal report of harassment and encourages employees and nonemployee workers to come forward and allow the institution to pursue an internal investigation of the matter.

In addition to the College's internal complaint procedure, an employee or nonemployee worker may also choose to pursue legal remedies with the following governmental entities at any time.

### **New York State Division of Human Rights**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to CW does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that

discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, [www.dhr.ny.gov](http://www.dhr.ny.gov)

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **U.S. Equal Employment Opportunity Commission**

<http://www.eeoc.gov/>

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov)

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **The Westchester County Human Rights Commission**

<https://humanrights.westchestergov.com>

112 East Post Road, 3<sup>rd</sup> Floor

White Plains, NY 10601

Phone: (914) 995-7710



**Employee Complaint Form**

If you believe that you have been subjected to sexual misconduct, you are encouraged to complete this form and submit it to Anna Bravo Human Resources Manager, 325 Central Avenue, White Plains, NY 10606, 914-831-0353, [abravo@cw.edu](mailto:abravo@cw.edu). You may also submit a complaint orally.

**COMPLAINANT INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

**SUPERVISOR INFORMATION**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

**COMPLAINT INFORMATION**

1. Your complaint of Sexual Misconduct is made against: Name: : \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to you: Supervisor/ Subordinate/ Co-Worker/ Student/ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual misconduct. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual misconduct occurred: \_\_\_\_\_

Is the sexual misconduct continuing? Yes/No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

5. Have you previously complained or provided information about sexual harassment at the College? If yes, when and to whom did you complain or provide information?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **REPORTING TO LAW ENFORCEMENT**

**If you are in immediate danger, dial 911 and attempt to get to a safe place.**

Acts of violence, including sexual assault, domestic violence, dating violence, and stalking, are against the law. If you are not in immediate danger and would like to report an incident to the police, you can do so by contacting:

Kevin E. Hoeverman  
Senior Investigator  
New York State Police, Hawthorne N.Y.  
(914)742-6400

If you would like someone to assist you in contacting the police or go with you to the police department, any of the following individuals at The College of Westchester can assist you:

- Title IX Coordinator
- Deputy Title IX Coordinator
- Director of Security

The College strongly encourages individuals to report incidents of sexual misconduct because it is the only way that responsive action can be taken against perpetrators of sexual misconduct. 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 may report an incident to law enforcement regardless of whether they choose to report the incident to The College of Westchester. Conversely, reporting an incident to The College of Westchester does not require the Complainant to report the incident to law enforcement. The College of Westchester reserves the right to report any crime to law enforcement, but, as a general rule, will not alert law enforcement to an incident of sexual misconduct without the Complainant's permission, except where there is a serious and immediate threat to the campus community, when a minor is involved, or as otherwise required by law.

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. Absent extraordinary circumstances, the College will suspend an active Title IX investigation for a maximum of 10 days.

In addition to the protective measures that The College of Westchester may take, law enforcement may be able to provide additional protections, such as a restraining order. The College of Westchester can assist students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

### **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.

For a copy of The College's Annual Security Report, please contact:

Maria Gangi  
Vice President of Student Services and Retention  
325 Central Avenue  
White Plains, NY 10606  
(914) 831-0350, [MGangi@cw.edu](mailto:MGangi@cw.edu)

Charles Boklan  
Director of Security  
325 Central Avenue  
White Plains, NY 10606  
(914) 831-0409, [cboklan@cw.edu](mailto:cboklan@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. No employee should notify a student's parents without first consulting with the Title IX Coordinator.

### **INTERNAL COMPLAINT PROCEDURES**

Although students, faculty, staff and third parties are expected to meet the College's expectations for conduct, there are different procedures for investigating and adjudicating complaints depending upon the identity of the parties.

#### **STUDENT COMPLAINANT AND STUDENT RESPONDENT**

This procedure is used when both the person alleging a violation of the policy and the accused are students.

#### **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 who 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.

#### **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, informal 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 College encourages complainants to submit a written 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, whenever possible.

Upon receipt of a formal grievance, the Title IX Coordinator or designee will:

- Open a formal case file and determine any necessary interim remedial measures (as described below) 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).
- Assess whether the facts as alleged by the complainant, if true, would constitute a violation of the policy. If the alleged facts do not state a violation, the grievance will be closed with no further action. If the alleged facts could state a violation, then the Title IX Coordinator or designee will begin the investigation

## **Interim Protective Measures**

If necessary, The College may take interim protective 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

The College of Westchester determines which protective measures are appropriate for a particular situation on a case-by-case basis. Not all of the measures listed above will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant identifies an interim measure that is not already provided, The College of Westchester will consider whether the request can be granted. These interim measures will be taken promptly at no cost to the complainant. Depending upon the circumstances, some or all of the protective measures may be lifted once the process is complete and a decision is rendered or they may be continued to assist the complainant after a determination has been made, even if it is determined that some or all of the allegations have not been substantiated. Additional remedies and sanctions may be rendered after a violation is found.

Failure to comply with a directive relating to a protective measure may lead to further disciplinary action. Remedial measures will be kept confidential to the extent possible. Only those individuals who need to be informed in order to effectuate the measures will be informed.

The complainant or the respondent may request review and modification of any interim remedial measure(s) that directly impacts him or her, including review of the need for and terms of the protective measure(s), by submitting a letter to the Title IX Coordinator along with any evidence he or she wishes to present. In the event the measure impacts the other party, he or she will be given an opportunity to state his or her position and present evidence as appropriate. The Title IX Coordinator or her designee will review the submissions and make a determination.

In addition to the measures that The College of Westchester may take, law enforcement may be able to provide

additional protections, such as a restraining order. The College of Westchester can assist students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

### **Investigation**

The investigator will conduct a prompt, fair, impartial, and thorough investigation. During the investigation, the appointed investigator will:

- interview the complainant, the respondent, and any material witnesses (the investigator will not interview witnesses whose sole purpose is to provide character information);
- gather all relevant documentary and/or physical evidence from the complainant, respondent, and witnesses; (This may include, but is not limited to, texts, emails, photos, Facebook posts, voicemail messages, etc.
- give the respondent proper notice of the complaint, the date, time, location and factual allegations concerning the alleged violation as well as the specific policy provisions he or she is alleged to have violated and provide an opportunity for the respondent to provide information;
- complete the investigation in a timely manner, without unnecessary deviation from the intended timeline; and
- maintain communication with the complainant and the respondent on the status of the investigation and overall process.

### Information re Romantic and Sexual History

The investigator will not consider information concerning the romantic or sexual history of either the complainant or the respondent, except as provided by the complainant or respondent relating to their shared sexual history. If either offers such information, the other will have the right to respond.

### Information re Mental Health Diagnosis or Treatment History

Each party shall have the right to object to the investigator's consideration of his or her own mental health history or treatment. In the event such an objection is raised, the investigator will neither gather nor consider information regarding mental health diagnosis or treatment.

### Prior Conduct Violations

The investigator will not consider prior alleged misconduct. If an individual has previously been found responsible for a violation of this policy, that information may be considered in the context of determining an appropriate disciplinary sanction.

### **Determination and Sanctions**

At the conclusion of the investigation, the investigator will prepare a written investigation report. The report will clearly set forth the prohibited conduct alleged and will include summaries of all witness interviews and any documentary or physical evidence identified. The report will further provide the investigator's assessment of whether it is more likely than not that the prohibited conduct occurred and the evidentiary basis for that assessment.

The parties will have an opportunity to review the report but will not be provided with a copy of the report. Within 3 business days of reviewing the report, the parties may submit in writing any additional information or clarifications that they believe are relevant to the determination and sanctions. This may include a statement regarding the impact the alleged events have had on them.

Upon completion of the investigation, the Title IX Coordinator or their designee will review all of the evidence and determine whether the evidence establishes that it is more likely than not that the policy was violated. In other words, whether a violation has been established based upon a preponderance of the evidence. If a violation is found, 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.

### **Remedies and Sanctions**

Potential remedies and/or sanctions may include one or more of the following:

- A no contact order.
- Revisions to class schedules to maintain separation of parties.
- Transfer of respondent to different division of the College (Adult/Day/Online).
- Temporary suspension from The College pending program completion of victim(s).
- Loss of privileges (including but not limited to use of facilities and participation in campus organizations and activities),
- Community service.
- Mandated training and education.
- Revocation of honors or awards.
- Warning or reprimand.
- Disciplinary probation.
- Permanent dismissal from The College.
- Transcript notation.

The Title IX Coordinator will provide both the complainant and the respondent with written notice of the determination and the rationale for such determination. In cases of sexual assault, dating violence, domestic violence and/or stalking, the complainant and the respondent will be informed simultaneously and in writing of any sanctions imposed and the rationale for such sanction. In other cases of sexual misconduct, the complainant will only be informed of discipline to the extent such sanctions relate to the complainant.

#### Declining to Participate

If the student respondent chooses not to cooperate in the investigation, the investigator will still complete the investigation and prepare a report based solely upon the information available. No adverse inference will be made as a result of a party's decision not to participate in the investigation, but a determination will be made based upon the information available.

If the complainant chooses to withdraw the complaint prior to the completion of the investigation, the Title IX Coordinator will determine whether to continue to pursue the complaint employing the factors outlined on previously.

#### **Appeal Procedure**

Both the complainant and the respondent have the option to appeal the final determination of an investigation by submitting a letter of appeal to the Appeals Officer:

Dr. Erica Schacht, Associate Vice-President of Academic Affairs, 325 Central Avenue, White Plains, NY 10606, 914-831-0237 or [eschacht@cw.edu](mailto:eschacht@cw.edu)

Requirements for appeal:

1. The appeal is made within 14 days of the original sanction, and
2. The appeal articulates one of the following 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

If the Appeal Officer determines that the request for appeal sets forth a legitimate ground for appeal, he/she will notify the non-appealing party and give them the opportunity to review the letter of appeal and submit a written response within 7 days of notification.

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

1. Decisions by the 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 for additional investigation.
3. Sanctions imposed are implemented immediately unless the Title IX Coordinator or designee stays their implementation pending the outcome of the appeal.
4. The Appeal Officer will normally render a written decision on the appeal to all parties within 7 business days from receipt of the non-appealing party's submission.
5. All parties will be informed in writing of the results of the appeal decision.
6. Once an appeal is decided, the outcome is final: further appeals are not permitted.

If neither party files an appeal within two weeks of the determination's rendering, the Title IX Coordinator will provide both parties with written notice that the determination is final.

### **Transcript Notations**

Any student who is found responsible for domestic violence, dating violence, sexual assault or stalking (or any other crime of violence) and suspended will have a notation on his or her transcript indicating, "suspended after a finding of responsibility for a policy violation."

Any student who is found responsible for domestic violence, dating violence, sexual assault or stalking (or any other crime of violence) and expelled will have a notation on his or her transcript indicating, "expelled after a finding of responsibility for a policy violation."

Any student who withdraws from The College of Westchester while a complaint of sexual assault, domestic violence, dating violence, or stalking (or any other crime of violence) is pending against him or her and declines to complete the investigatory and disciplinary process will have a notation on his or transcript indicating, "withdrew with conduct charges pending."

If a finding of responsibility is vacated for any reason, the transcript notation will be removed. Students shall have the right to seek the removal of a notation of suspension after one year has elapsed since the end of the suspension. Students wishing to request removal should submit a letter to the Title IX Coordinator setting forth the justification for removal. Notations of expulsion cannot be removed.

### **Advisors**

Student complainants and respondents have a right to be accompanied by an advisor of his or her choice at all meetings and interviews related to an allegation of sexual misconduct. In cases involving allegations of domestic violence, dating violence, sexual assault or stalking, the advisor may be an attorney.

Advisors are not permitted to advocate on behalf of the individual or to address the investigator, the Title IX Coordinator or the Appeal Officer directly. The party may confer with the advisor, and the advisor may pass notes to the party. If the advisor is disruptive or otherwise fails to comply with these parameters, he or she may be asked to leave.

### **Conflict of Interest**

Both the complainant and the respondent have the right to have a fair and impartial investigation, determination and appeal. If either the complainant or respondent has any reason to believe that the investigator, the Title IX Coordinator or any of the Appeal Officer members has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for his or her concern. Concerns regarding the investigator or the Appeal Officer should be submitted to the Title IX Coordinator. Concerns regarding the Title IX Coordinator should be submitted to the Appeal Officer. The other party will be provided with a copy of the letter and will have an opportunity to respond. If based upon those submissions and any independent inquiry the decision-maker may choose to make, the decision-maker determines that there is a conflict of interest, another individual will be appointed to take on the role. If it is found that there is no such conflict, the individual will continue in his or her role. Concerns regarding conflicts of interest should be raised as soon as they are identified and prior to the individual with the alleged conflict's rendering of his or her

determination, e.g. prior to the submission of the investigation report, the determination, or the appeal decision

### **Notice**

Each party will receive reasonable and advance written or electronic notice of any meeting he or she is required or eligible to attend. In cases of domestic violence, dating violence, or stalking, each party will be given prompt notice of any meeting relating to the proceeding at which either the complainant or the respondent will be present, except that the respondent will not be notified of meetings with the complainant relating solely to interim protective measures and other supportive accommodations.

### **STUDENT COMPLAINANT AND EMPLOYEE RESPONDENT OR EMPLOYEE COMPLAINANT AND STUDENT RESPONDENT**

This procedure is used when one of the parties is a student and one of the parties is an employee (faculty or staff), an intern, or a non-employee working on campus (e.g. a vendor or contractor).

### **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. *The Amnesty Policy is not applicable to employees.*

### **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, informal 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 College encourages complainants to submit a written 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, whenever possible.



Upon receipt of a formal grievance, the Title IX Coordinator or designee will:

- Open a formal case file and determine any necessary interim remedial measures (as described below) 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).
- Assess whether the facts as alleged by the complainant, if true, would constitute a violation of the policy. If the alleged facts do not state a violation, the grievance will be closed with no further action. If the alleged facts could state a violation, then the Title IX Coordinator or her designee will begin the investigation.

### **Interim Protective Measures**

If necessary, The College may take interim protective 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; and/or
- Retake course or withdraw without penalty.

The College of Westchester determines which protective measures are appropriate for a particular situation on a case-by-case basis. Not all of the measures listed above will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant identifies an interim measure that is not already provided, The College of Westchester will consider whether the request can be granted. These interim measures will be taken promptly at no cost to the complainant. Depending upon the circumstances, some or all of the protective measures may be lifted once the process is complete and a decision is rendered or they may be continued to assist the complainant after a determination has been made, even if it is determined that some or all of the allegations have not been substantiated. Additional remedies and sanctions may be rendered after a violation is found.

The student complainant or the student respondent may request review and modification of any interim remedial measure(s) that directly impacts him or her, including review of the need for and terms of the protective measure(s), by submitting a letter to the Title IX Coordinator along with any evidence he or she wishes to present. In the event the measure impacts the other party, he or she will be given an opportunity to state his or her position and present evidence as appropriate. The Title IX Coordinator or designee will review the submissions and make a determination.

Failure to comply with a directive relating to a protective measure may lead to further disciplinary action. Remedial measures will be kept confidential to the extent possible. Only those individuals who need to be informed in order to effectuate the measures will be informed.

### **Investigation**

The investigator will conduct a prompt, fair, impartial, and thorough investigation. During the investigation, the appointed investigator will:

- interview the complainant, the respondent, and any material witnesses (the investigator will not interview witnesses whose sole purpose is to provide character information);
- gather all relevant documentary and/or physical evidence from the complainant, respondent, and witnesses; (This may include, but is not limited to, texts, emails, photos, Facebook posts, voicemail messages, etc.)
- give the respondent proper notice of the complaint, the date, time, location and factual allegations concerning the alleged violation as well as the specific policy provisions he or she is alleged to have violated and provide an opportunity for the respondent to provide information;

- complete the investigation in a timely manner, without unnecessary deviation from the intended timeline; and
- maintain communication with the complainant and the respondent on the status of the investigation and overall process.

#### Information regarding Romantic and Sexual History

The investigator will not consider information concerning the romantic or sexual history of either the complainant or the respondent, except as provided by the complainant or respondent relating to their shared sexual history. If either offers such information, the other will have the right to respond.

#### Information regarding Mental Health Diagnosis or Treatment History

Each party shall have the right to object to the investigator's consideration of his or her own mental health history or treatment. In the event such an objection is raised, the investigator will neither gather nor consider information regarding mental health diagnosis or treatment.

#### **Determination and Sanctions**

At the conclusion of the investigation, the investigator will prepare a written investigation report. The report will clearly set forth the prohibited conduct alleged and will include summaries of all witness interviews and any documentary or physical evidence identified. The report will further provide the investigator's assessment of whether it is more likely than not that the prohibited conduct occurred and the evidentiary basis for that assessment.

The parties will have an opportunity to review the report but will not be provided with a copy of the report. Within 3 business days of reviewing the report, the parties may submit in writing any additional information or clarifications that they believe are relevant to the determination and sanctions. This may include a statement regarding the impact the alleged events have had on them.

Upon completion of the investigation, the Title IX Coordinator or her designee will review all of the evidence and determine whether the evidence establishes that it is more likely than not that the policy was violated. In other words, whether a violation has been established based upon a preponderance of the evidence. If a violation is found, 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.

#### **Remedies and Sanctions**

Potential remedies and/or sanctions may include one or more of the following:

- A no contact order.
- Mandated training and education.
- Revocation of honors or awards.
- Revisions to class schedules to maintain separation of parties.
- Transfer of student respondent to different division of the College (Adult/Day/Online).
- Loss of privileges (including but not limited to use of facilities and participation in campus organizations and activities),
- Community service.
- Warning or reprimand.
- Disciplinary probation.
- Suspension.
- Termination of Employment.
- Permanent dismissal from The College.
- Transcript notation.

The Title IX Coordinator will provide both the complainant and the respondent with written notice of the determination and the rationale for such determination. In cases of sexual assault, dating violence, domestic violence and/or stalking, the complainant and the respondent will be informed simultaneously and in writing of any sanctions imposed and the rationale for such sanction. In other cases of sexual misconduct, the complainant

will only be informed of discipline to the extent such sanctions relate directly to the complainant.

### Declining to Participate

If a student respondent chooses not to cooperate in the investigation, the investigator will still complete the investigation and prepare a report based solely upon the information available. No adverse inference will be made as a result of a student's decision not to participate in the investigation, but a determination will be made based upon the information available. Employee respondents who refuse to cooperate in the investigation may be subject to disciplinary action, up to and including dismissal.

If the complainant chooses to withdraw the complaint prior to the completion of the investigation, the Title IX Coordinator will determine whether to continue to pursue the complaint employing the factors described above.

### **Advisors**

Student complainants have a right to be accompanied by an advisor of their choice at all meetings and interviews related to an allegation of sexual misconduct. In cases involving allegations of domestic violence, dating violence, sexual assault or stalking, the advisor may be an attorney.

Employees are entitled to be accompanied by an advisor of their choice, who may be an attorney, in cases involving allegations of dating violence, domestic violence, sexual assault or stalking.

Advisors are not permitted to advocate on behalf of the individual or to address the investigator, the Title IX Coordinator or the Appeal Panel directly. The party may confer with the advisor, and the advisor may pass notes to the party. If the advisor is disruptive or otherwise fails to comply with these parameters, he or she may be asked to leave.

### **Conflict of Interest**

Both the complainant and the respondent have the right to have a fair and impartial investigation, determination and appeal. If either the complainant or respondent has any reason to believe that the investigator, the Title IX Coordinator or any of the Appeal Panel members has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for his or her concern. Concerns regarding the investigator or the Appeal Panel should be submitted to the Title IX Coordinator. Concerns regarding the Title IX Coordinator should be submitted to the Appeal Officer. The other party will be provided with a copy of the letter and will have an opportunity to respond. If based upon those submissions and any independent inquiry the decision-maker may choose to make, the decision-maker determines that there is a conflict of interest, another individual will be appointed to take on the role. If it is found that there is no such conflict, the individual will continue in his or her role. Concerns regarding conflicts of interest should be raised as soon as they are identified and prior to the individual with the alleged conflict's rendering of his or her determination, e.g. prior to the submission of the investigation report, the determination, or the appeal decision.

### **Notice**

Each party will receive reasonable and advance written or electronic notice of any meeting he or she is required or eligible to attend. In cases of domestic violence, dating violence, or stalking, each party will be given prompt notice of any meeting relating to the proceeding at which either the complainant or the respondent will be present, except that the respondent will not be notified of meetings with the complainant relating solely to interim protective measures and other supportive accommodations.

### **Student Appeal Procedure—Only Applies in Cases of Sexual Assault, Domestic Violence, Dating Violence and Stalking**

Both the complainant and the respondent have the option to appeal the final determination of a Title IX investigation by submitting a letter of appeal to Dr. Erica Schacht, Associate Vice-President of Academic Affairs, 325 Central Avenue, White Plains, NY 10606, 914-831-0237 or [eschacht@cw.edu](mailto:eschacht@cw.edu)

Requirements for appeal:

1. The appeal is made within 14 days of the original sanction, and
2. The appeal articulates one of the following 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

If the Appeal Officer determines that the request for appeal sets forth a legitimate ground for appeal, she will notify the non-appealing party and give them the opportunity to review the letter of appeal and submit a written response within 7 days of notification.

The 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 for additional investigation.
3. Sanctions imposed are implemented immediately unless the Title IX Coordinator or her designee stays their implementation pending the outcome of the appeal.
4. The Appeal Officer will normally render a written decision on the appeal to all parties within 7 business days from receipt of the non-appealing party's submission.
5. All parties will be informed simultaneously in writing of the results of the appeal decision.
6. Once an appeal is decided, the outcome is final: further appeals are not permitted.

If neither party files an appeal within two weeks of the determination's rendering, the Title IX Coordinator will provide both parties with written notice that the determination is final.

### **Student Bill of Rights**

All students 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 healthcare 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.

### **The College of Westchester's Statement on Annual Training of Personnel**

The Violence Against Women Act amendments to the Clery Act require that certain college officials charged with responding to sexual assault, domestic violence, dating violence, and stalking be trained annually in a number of areas. This college/university is a member of the SUNY Student Conduct Institute. As part of that membership, covered officials who investigate or conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking receive at least eight hours of training annually through attendance at the SUNY Student Conduct Institute's Basic Compliance Training and/or live Advanced Trainings and/or digital Basic or Advanced Trainings. These in-person and digital courses address topics including how to determine the relevancy of evidence and use it during the proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. These trainings also address how to conduct an investigation and hearing process that protects the safety of victims, properly employs trauma-informed practice, and promotes accountability, while protecting the due process rights of the respondent. Finally, these trainings provide comprehensive reviews of federal and state laws and regulations on point as well as relevant court and administrative opinions.