

Student Handbook 2023/2024

THE COLLEGE OF WESTCHESTER®



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**Directory of Student
Services**

Department	Room	Phone	E-Mail
Student Services Center	Fourth Floor, Room 406	(914) 831-0433	studentservices@cw.edu
Admissions	Second Floor	(914) 831-0200	admissions@cw.edu
Office of Bachelor Studies & Returning Students	Second Floor, Admissions	(914) 831-0222	bbacenter@cw.edu
Career Services	Third Floor, Room 335	(914) 831-0400	careerservicesoffice@cw.edu
Counseling Center	Fourth Floor, Room 421	(914) 831-0441	counseling@cw.edu
Information Technology	Third Floor	(914) 831-0448	helpdesk@cw.edu
The Learning Center	First Floor, Room 405	(914) 831-0370	learningcenter@cw.edu
Library	First Floor, (Lower Level)	(914) 831-0280	library@cw.edu
New Student Financial Assistance	Third Floor, Room 327	(914) 831-0473	nsfa@cw.edu
Student Financial Services	Fourth Floor, Room 406	(914) 831-0473	studentfinancialservices@cw.edu
Student Accounts	Fourth Floor, Room 407	(914) 831-0389	studentaccounts@cw.edu
Student Life	Fourth Floor, Room 411	(914) 831-0401	studentactivities@cw.edu
Testing Center	Second Floor, Room 211	(914) 831-0439	testingcenter@cw.edu
Veterans	Third Floor, Room 302	(914) 831-0363	cwveterans@cw.edu

Student Life

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.

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. Lifetime placement is also available to alumni, and many of our alumni take advantage of this service.

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.

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.

Career Services

The College of Westchester's Office of Career Services staff carefully guides students through the entire process of planning and preparing for their actual job search. Students are coached in the following areas: proper completion of employment applications, resumes, letters of application, securing job interviews, researching companies, conducting interviews, job interview follow-up, grooming, business attire, and business etiquette. Should a graduate seek full-time transfer to another college, they will be assisted in the process. The Office of Career Services works closely with area colleges, businesses and industries in the New York, Connecticut and New Jersey metropolitan areas to ascertain employment requirements and the availability of specific positions, as well as transferability of college credits. While the Career Services staff assists both students and graduates, this does not preclude the students' own responsibilities. All students and graduates seeking career services assistance must be in good financial standing with The College. All graduates are entitled to lifetime assistance. The College reserves the right to withdraw placement assistance, at any time, for cause. The Career Services Department also hosts Career Fairs, Internship Fairs, Portfolio Review Day, Career Cafés, and Part-time Job Fairs.

Student Life Mission Statement

Student life is the combination of clubs and leadership experiences our students have outside of the classroom that make us a vibrant, thriving community. Our student life initiatives provide opportunities for learning, leadership development, civic engagement, and community building.

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.

Student Life Policies & Guidelines

The Student Life Manual outlines policies and guidelines related to CW-sponsored clubs, leadership and other student activities.

Read the manual here: <https://success.cw.edu/docs/pdf/2022/Student-Life-Manual-2022.pdf>

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.

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:

lifeline.org/cw/get_help_now.

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.

Public Transportation

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

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. To meet these ends, the Library is open five days a week and staffed with a librarian with an American Library Association accredited master's degree in Library and Information Science. 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 maintains memberships with the American Library Association (ALA)/Association of College and Research Libraries (ACRL), Copyright Clearance Center, the Metropolitan New York Library Council (METRO), The National Network of Libraries of Medicine, Mid-Atlantic Region (NN/LM-MAR), and the Westchester Academic Libraries Director's Organization (WALDO).

Library Code of Conduct

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

- All Library patrons will check in when entering the Library.

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

LOCKERS

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

MOODLE

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

COLLEGE EVENTS CALENDAR

SEPTEMBER

Club Day
Constitution Day
Celebration Student Recognition/Club Day

OCTOBER

Family Welcome
Hispanic Heritage Month

NOVEMBER

First Generation College Student Day
Honors Induction Ceremony
Veteran's Day Observance

JANUARY

Club Day

FEBRUARY

Black History Month

MARCH

Women's History Month

APRIL

"Spring Into Wellness" Health Fair
Honors Induction Ceremony

JUNE

Club Day
Graduation Ceremony
Juneteenth
Pride Celebration

JULY/AUGUST

CW Warrior Summer Fun Fest
Ice Cream Social

Please note: Calendar of Events subject to change.

Orientation for New Students

At Orientation, new students meet members of The College of Westchester's staff, faculty, and 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 Orientation, family members meet members of The College of Westchester's staff, faculty, and 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.

Parking

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

Loss of Personal Property

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

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 one-on-one coaching sessions are designed to address each student's particular needs. Students and coaches work together to develop proactive strategies to address academic concerns and life challenges.

The Office of Bachelor Studies and Returning Students

The Office of Bachelor Studies and Returning Students is dedicated to providing information to all CW students who have a desire to pursue any one of our bachelor degree programs. This Office will review and discuss what the necessary requirements are in order for students to experience a smooth transition from their associate degree program into their bachelor degree program. In addition, they work with students who wish to return to CW to complete their degree in conjunction with Academics and Student Financial Services.

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.

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 Recognition

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.

Graduation Requirements and Awards

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

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 long time 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.

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.

Honors Research Seminar Baccalaureate Degree

The Honors Research Seminar for baccalaureate students 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. Eligibility includes junior status, a minimum 3.5 grade point average, demonstrated research ability, and recommendations from faculty. Students who complete the Honors Research Seminar wear a stole over their gowns at Commencement. They are also recognized at one of two honors ceremonies each year, in either April or October.

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 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.

Academic Policies

Academic Integrity

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.

The use of AI or other generative artificial intelligence in creating, producing, or completing academic assignments or assessments is considered plagiarism and is strictly prohibited. In cases where faculty explicitly permit or incorporate the use of AI or generative artificial intelligence in the learning process, students must adhere to the specific guidelines provided by the instructor.

A student who plagiarizes, falsifies or copies an assignment, term paper or examination may receive an "F" grade for the assignment and may also fail the class. The first time a student is found responsible for plagiarism, the student must meet with the professor for this course as well as their academic advisor. If a student is accused of plagiarism a second or subsequent time, the violation will be referred to the Discipline Committee and may face disciplinary action including but not limited to warning, probation, educational workshops, transcript notation, suspension for one or more semesters or dismissal. This procedure is outlined in the section titled *Disciplinary Grievance Procedures for Conduct Violations*. Students wishing to appeal an "F" grade may follow the procedures under the section titled *Appeal of Assigned Grade*.

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.

Add/Drop and Course Withdrawals

A student wishing to change courses may do so only within the designated days of the Add/Drop period, which applies to the Day and Evening Divisions, or the Drop period for the Online Division and receive a grade of "DP" (dropped, no credit). A student who drops a course during the Add/Drop or Drop period and has not received attendance in said course will be unregistered from the course. A student who drops a course during the Add/Drop or Drop period and has received attendance in said course will receive a grade of "DP" (dropped, no credit). In order to stay enrolled in each course, students must receive attendance in each enrolled course during the Add/Drop period. If a student

does not receive attendance in a course during the Add/Drop period, the student will be unregistered from that course.

This extends to a course that a student adds to their schedule during the Add/Drop period (for Day and Evening Divisions). To stay enrolled in a course, a student must add the course and receive attendance in the course during the Add/Drop period. If a student adds a course during the Add/Drop period and does not receive attendance, the student will be unregistered from that course.

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 and Saturday 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.

For the Online Division, the first fourteen (14) calendar days of the term are designated as the Drop period, not including holidays. Students may not add online courses once the semester begins. Students may drop an online class during the Drop period. If a student receives attendance in that course during the Drop period, the student will receive a grade of "DP" (dropped, no credit). If a student does not receive attendance in that course during the Drop period, the student will be unregistered from that 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 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.

Administrative Withdrawal (Stopped Attending)

If a student has not attended classes or completed an academically-related activity online for a 14 day period and the student has had no contact with The College regarding reasons for non-attendance, the student will be administratively withdrawn. The withdrawal date is determined from The College's attendance records, and the last date of attendance will determine the calculation for the return of Title IV funds, whether the student withdraws officially or unofficially.

Change of Major Policy

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

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.

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 Vice President of Academic Affairs. The decision of the Vice President of Academic Affairs will be final.

Alert Lists

Students enrolled in the Day College who are at risk due to poor academic performance and/or absenteeism are reported to the Student Services office by their faculty for inclusion on the Early Alert, Midterm Alert, and End of Semester Alert lists. Students enrolled in the Evening or Online College who are at risk due to poor academic performance and/or absenteeism are reported to the Student Services office by their faculty for inclusion on the Midterm Alert list. All students who are identified as at risk meet with an advisor in the Student Services office to determine strategies for becoming successful. Recommended strategies include regular meetings with their Academic Advisor, Success Coach and/or regular meetings with a tutor.

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 hrs in class and 90-120 min 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 Learning Management System, 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 his/her grade in light of these hardships. Such a request should be made by the student, with documentation to support the request,

when appropriate. 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.

While a faculty member may determine that one or more absences are considered excused, excused absences may not override the policies listed under the sections titled *Attendance* and *Administrative Withdrawal*.

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

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)

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

**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.*

GRADE POINT AVERAGE – COMPUTATION EXAMPLE

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

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.

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 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 of Student Services and Retention. WIA programs with more than 15 credits are the exception.
5. May apply for matriculation by following standard protocol and meeting the cumulative GPA requirement of 2.0. 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.

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 for assistance.

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

Test-Outs for Exemptions from Courses

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

Transfer 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 Basics of Communication and/or Basics of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Basics of Communication and Basics of Mathematics before being eligible to receive transfer credit for upper level English and Mathematics courses.
9. Students with an earned Associate Degree or its equivalent from The College of Westchester* or other accredited higher education institution recognized by the Council for Higher Education (CHEA) may be accepted as 2 Year transfer students into a Bachelor's Degree program with a junior level status in most cases. These applicants must meet all admissions requirements published in The College catalog and have a minimum grade point average of 2.5** from their prior college(s). Other program competencies may be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor's coursework. (See Program Competency Requirements).
10. The College of Westchester will limit academic residency to twenty-five percent or less of the degree credit requirement for all degrees for active-duty service members and their adult family members (spouses and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

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

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

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

Transfer Agreements/Articulations

Students who wish to continue their education after attendance at CW are able to transfer credits to other institutions based on that institution's transfer policy. 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. 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.

College Policies and Procedures

CELL PHONE POLICY

Making calls in classrooms is not allowed. If an emergency call must be made, the student should request permission from the instructor to leave the classroom in order to use the cell phone. Discrete use of cell phones is allowed in public areas only.

CLASSROOM AUDIO/VIDEO RECORDING POLICY

In order to respect and ensure the privacy of faculty, staff, and students, The College of Westchester prohibits students from recording others in the classroom via audio or video without the consent of all parties being recorded (see general policy prohibiting recording under the section titled *Grounds for Disciplinary Action*). Notwithstanding the foregoing, faculty reserve the right to grant permission for students to photograph content written or displayed on classroom whiteboards. Students needing academic accommodations in the classroom may be granted permission through the Coordinator for Disability Services to record classes and lectures. When prior approval to record whiteboards, lectures, or course discussions is granted, the recorded materials are for personal academic use only and are not for public distribution or sale in any fashion.

INFORMATION TECHNOLOGY HARDWARE REQUIREMENTS

All students are required to use computer devices that have internet access to log into essential applications systems including the Moodle Learning Management System and Microsoft Office 365 (all students have access to download Office 365 if they wish to). Moodle and Office 365 can be accessed from computers, tablets, and smartphones (although some functions in some applications may be impractical to use on a smartphone). Devices should have a dependable internet connection and be fully functional, free of malware, and have a current operating system, in order to access and effectively utilize these required programs.

Note that some campus-based Academic Programs utilize additional hardware and software, made accessible on campus in our computer labs.

ONLINE and EVENING PROGRAM students must have regular access to a functional device that can run browser-based applications via the Internet. This is also strongly recommended for students in Day Term Programs. There are a limited number of computers available on Campus for students who require them.

SOFTWARE REQUIREMENTS

For Moodle:

Recommended browsers and versions: We recommend that you use the latest version

of **Chrome**, **Firefox**, **Internet Explorer**, **Microsoft Edge**, or **Safari** for the best Moodle experience. Moodle may also operate on other browsers, but with qualifications.

For MS Office Products:

The College of Westchester uses Microsoft Word, Excel, and/or PowerPoint in numerous courses. This page from Microsoft defines system requirements for these [applications:https://products.office.com/en-US/office-system-requirements](https://products.office.com/en-US/office-system-requirements)

Students at The College of Westchester can access and download MS Office 365 by going to portal.office.com and logging in with the college email address and password. MS Office 365 can be downloaded on up to five devices and students will have access as long as they are active students at the college.

TROUBLESHOOTING & ASSISTANCE: Students can reach out via phone 24/7 by calling (855) 5772036 if they are having trouble accessing any of our systems from their devices students can

also email helpdesk@cw.edu to request assistance (support via email is limited to the normal hours of operation for the college building).

COMPUTER USAGE POLICY

The College of Westchester provides students with access to electronic communication devices and programs to support their educational programs. These systems include, but are not limited to, computers, telephone equipment, electronic mail (email), internet access, and any other communications or software systems (e.g., text messaging, instant messaging, etc.) or devices used by The College. These devices shall be referred to within this policy as “electronic communications” or “electronic communication systems.” These devices are limited to educational use only and are the property of The College.

The use of the Internet, e-mail and information technology systems at The College of Westchester shall be considered a privilege, not a right, and inappropriate use will result in the cancellation of such privilege. The College of Westchester will, in its sole judgment, determine what inappropriate use is. It is important that students understand that the electronic communication systems are the property of The College. Therefore, information transmitted from, or stored in, such systems, is also the property of The College. The College maintains the right to access any and all contents stored or transmitted via The College’s electronic communications systems. Confidentiality of messages stored or transmitted with a password should not be assumed or relied upon. The College maintains its rights to inspect and govern conduct on all electronic communication systems, as they pertain and/or impact The College. The hardware and information transmitted or stored on such systems are property of The College. The College has the right to review, audit, and intercept all communications, and, when appropriate disclose all data/information sent over its systems, with or without notice.

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

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

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

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

- To assist in redirecting misaddressed mail;
- To assist in authorized system user with his or her own files;
- To maintain system integrity and security, including compliance with software copyright laws;
- To ensure the efficient operation and maintenance of the network or system;
- To conduct statistical monitoring and usage analysis; and

- To conduct investigations and/or cooperate with legal and regulatory agencies;
- To conduct investigations of system abuses, including but not limited to possible violations of The College's policies.

The Code of Conduct and the College's policy prohibiting sexual and other harassment apply to the use of our electronic communications systems.

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

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

- Students may use only those systems and/or services that they are authorized to use.
- Students must never misrepresent themselves while communicating electronically.
- Students may not use The College's electronic communication system for personal gain or profit or in violation of other College policies.
- No users of The College's electronic communications systems shall use such systems to violate or infringe upon the copyright of any third party.
- No users of The College's electronic communications systems shall knowingly disable, inhibit, or circumvent the functionality of any security features of these systems (malware application detection and prevention, firewall applications, web traffic monitoring, etc.).
- The use of the Internet, as well as email, voice mail, facsimile machines, or other electronic communication equipment or platforms, for unlawful, defamatory or disrespectful, obscene, or other inappropriate communication is prohibited. Material of this nature may not be accessed, stored or transmitted.
- Users are prohibited from entering, opening, or transferring a file without authorization.
- Members of the College community are prohibited from using another person's identity, password, or personal access code number.
- Use of the electronic communication system to interfere with the work of a student, faculty member, or other College official is prohibited.
- The equipment, services, and technology provided to access the Internet or other electronic communication devices remain at all times the property of The College. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.
- Electronic communications should be conducted with the same degree of professionalism as traditional writing, with care being taken to avoid misstatements or remarks of any kind that could lead to legal exposure for the author, The College or both.

Students are responsible for safeguarding their log-on and other passwords or security codes. They may not share these codes with any third party or with another student. The College of Westchester makes no warranties of any kind, whether 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.

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

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

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

CYBER SECURITY AWARENESS RESOURCES FOR STUDENTS

Several Cyber Security Awareness videos for students have been made available in the CW Everywhere app. The College is committed to providing cyber security awareness resources to students, and will be expanding on these resources in our student-facing electronic platforms. Students are encouraged to keep an eye out for notifications regarding such resources in their college email and other institutional communication platforms.

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

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.

MARKETING OF CREDIT CARDS TO STUDENTS POLICY

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

FOOD AND DRINK POLICY

Food and drink are not permitted in classrooms, the Library, and the Admissions Reception areas with the exception of bottled beverages with twist caps in non-medical lab classrooms. Student clubs and events that involve refreshments must be approved in advance in accordance with the policies outlined in the Student Life Manual, available here: <https://success.cw.edu/docs/pdf/2022/Student-Life-Manual-2022.pdf>. This policy is in place to maintain a clean and professional environment conducive to teaching and learning, free of distractions and disruptions.

NON-SOLICITATION

The College recognizes that students may have interests in events and organizations outside the College. However, to maintain an orderly environment and prevent interference with academics, no student may solicit another student or employee while on campus or otherwise engaged in class or academic activities. For purposes of this policy, solicitation refers to any activity that poses a reasonable risk of interference with production by calling for an immediate response to another student's oral persuasion to join a certain cause or purchase a type of product or service unless that activity is a pre-approved, permitted activity directly related to an approved, club-sponsored event. It is prohibited to distribute or post advertising material, handbills, or other literature while on campus or otherwise engaged in classroom or academic activities. In addition, students may not distribute literature or printed materials of any kind at any time while on campus or while otherwise engaged in classroom or academic activities that are not related to approved classroom or club-sponsored events or activities.

Trespassing, soliciting or distributing literature by non-students on our premises is prohibited at all times.

DRESS CODE POLICY FOR ALLIED HEALTH DEPARTMENT AND MEDICAL LAB

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

1. Students will wear seal blue scrubs with the CW logo embroidered in the upper left corner above the pocket. Scrubs are to be worn when taking classes in 401 or 423 (Medical Labs). Scrubs must be kept clean at all times.
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 $\frac{3}{4}$ ".
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

The College of Westchester Campus Security Report

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. 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.

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, including the building, parking lot, sidewalks, etc. 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.

Policy for Alcohol and/or Drug Use Amnesty:

The health and safety of every student at The College of Westchester is of utmost importance. The College recognizes that students 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. The College strongly encourages students 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 [Institution's] officials or law enforcement will not be subject to CW's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.”

EMERGENCY PROCEDURES

Emergency Notification and Evacuation Procedures

The College of Westchester provides emergency alert notifications through the CW Everywhere mobile phone app. The College will immediately notify the campus community through the app upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All students should download and log into the CW Everywhere mobile app in order to be able to receive these notifications.

In the case of an emergency, students, faculty, and staff will receive an immediate notification through the CW Everywhere app. Unless the notification will, in the professional judgment of responsible

authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, this notification will be sent. The College also has a campus public address system through which emergency announcements will be made as appropriate in the event of an emergency.

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

Emergency Preparedness Training

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

Fire Drills

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

Fire Emergency Procedures

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

Lockdown Drills

Each year The College runs lockdown drills in all sessions, Day and Evening, to prepare staff and students with the procedures to follow in a lockdown situation. Students should lock classroom or office doors, turn out the lights, close blinds or cover any windows if possible, stay out of sights of doors and windows, out of sight and remain silent. If a student is in an open area during the drill, they should try to move quickly to an office or classroom where they can close the door, or stay in place and take cover, if

available, to do your best to remain unseen. All students and employees should remain in lockdown until the “all-clear” is called and lockdown is lifted.

SNOW CLOSINGS OR DELAYED OPENINGS

While The College building may close due to inclement weather, or other non-weather related cause, classes will not be cancelled. Students must log onto Moodle and submit posted assignments in order to receive attendance credit. Students must download and log into the CW Everywhere mobile app, so they can receive notifications regarding inclement weather. Student may also dial the College at 914-948-4442, ext. 766 (SNO) for the weather advisory recording. In addition, weather information will be announced on the following websites and cable television stations:

CW Moodle	Moodle.cw.edu
CW Everywhere Mobile App	
CW Facebook	www.facebook.com/collegeofwestchester
CW Twitter	www.twitter.com/TheCofWOnline
Cable 12 TV	Closings.news12.com
CBS 2	www.cbsnewyork.com
NBC 4	www.nbcnewyork.com

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

STUDENT CENTER

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

The following guidelines should be observed:

- Please be courteous to others – keep noise to a reasonable level.
- Please keep the facility clean – discard your trash and recycle.
- Please keep tables and chairs in their current location.
- Please do not sit on tabletops.
- Personal music and/or video devices must be used with headphones.
- Gambling is prohibited.
- Profanity and/or any type of disruptive behavior will not be tolerated.

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.

MAINTENANCE OF PUBLIC ORDER

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

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

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

1. Any act which would constitute a violation of federal, New York, or local law if committed off-campus is prohibited on campus or on other College property.
2. No unauthorized person or persons shall interfere with reasonable and free access to, exit from, and normal use of any College building, classroom, or other College premises.
3. No unauthorized person or persons shall interfere with the freedom of movement or speech of any individual or group.
4. No unauthorized person or persons shall take any sign or other object that may impede or disrupt any presentation, panel discussion, or speech into the building where the event is to take place.
5. Every person who attends any lecture, speech, discussion, or public event shall treat all participants in an orderly and reasonably courteous manner.

6. No unauthorized person or persons shall disrupt or interfere with classes, educational activities, or any events sponsored by any College officer or official, faculty group, or student group.
7. No unauthorized person or persons shall utilize or threaten physical force, physical harassment, or physical obstruction.
8. No person or persons shall use language or actions likely to provoke or encourage physical violence.
9. No person or persons shall use, in public, language or gestures which are unreasonably abusive or obscene.
10. No person or persons shall, without proper authority, occupy any College buildings or premises.
11. No person or persons shall examine, disturb or destroy College records without permission of the person authorized to deal with such records.
12. No person or persons shall cause injury or damage to person or property.
13. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
14. The possession of any rifle, shotgun, or firearm in or on the campus or other College property is prohibited.
15. In addition to complying with the requirements of the foregoing specific regulations, which are not exhaustive, members of the academic community shall conduct themselves in a manner which does not unreasonably disrupt the academic community or unreasonably infringe upon the rights of others. This Policy shall be enforced in accordance with the Code of Conduct and Disciplinary Procedures of The College.

Policy Against Discrimination and Harassment

The College of Westchester is committed to providing a learning and working environment free from unlawful discrimination and harassment. Consistent with this commitment, and with all applicable laws, the College of Westchester does not discriminate and prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, creed, genetic predisposition or carrier status, military status, or any other legally protected status. 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 this Policy may be referred to the Vice President of Student Services. Alternatively, inquiries or complaints regarding sexual misconduct, sexual harassment or gender-based discrimination may be directed to the College's Title IX Coordinators. Contact information and more information is listed under the section titled *Title IX Grievance Policy and Policy Prohibiting Sexual Harassment and Sexual Misconduct*.

Nothing in this policy shall abridge academic freedom or the College's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to actions, statements or written materials that are relevant and appropriately related to course subject matter or academic debate. This policy governs the conduct of all College students, faculty, staff and visitors that occurs on campus or in connection with College-sponsored programs. This policy also governs conduct by College of Westchester students, faculty, staff and visitors that creates, contributes to, or continues a hostile work or educational environment for a member or members of the College community.

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/](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 conduction 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.

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. 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.
17. 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.
18. 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.
19. Failure to honor financial obligations to The College or to any element thereof.

20. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
21. 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.

Title IX Grievance Policy and Policy Prohibiting Sexual Harassment and Sexual Misconduct

As required by Title IX and Title VII 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. The College of Westchester further prohibits students, employees and third parties from engaging in sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence and stalking as those terms are defined in the policies linked below. 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 linked 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 reporting a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

More information about College policies prohibiting sexual harassment and sexual misconduct can be found here: <https://www.cw.edu/title-ix-policy-prohibiting-sexual-harassment-and-sexual-misconduct>

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.

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.

The Title IX Grievance policy can be found here:

<https://success.cw.edu/docs/pdf/2020/Title%20IX%20Sexual%20Harassment%20Policy%20CW%209.24.20%20Final.pdf>

Policy Against Sexual Harassment and Sexual Misconduct (that falls outside of the scope of the Title IX Final Rule)

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. The Policy Against Sexual Harassment and Sexual Misconduct (that falls outside of the scope of the Title IX Final Rule) can be found here:

<https://success.cw.edu/docs/pdf/2020/Policy%20Against%20Sexual%20Harassment%20and%20Sexual%20Misconduct%20NON%20TITLE%20IX%209-24-20%20Final.pdf>

Title IX Coordinators

Inquiries regarding the application of these Policies should be referred to the Title IX Coordinators, Janna Gullery, (914-831-0401, jgullery@cw.edu) and Delphine Burton, (914-831-0358, dburton@cw.edu) or the Deputy Title IX Coordinator, Anna Bravo (914-831-0353, 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.

Student Bill of Rights

All students/employees have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and

- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution. Response to Reports:
- Notify university police or campus security, local law enforcement and/or the State Police;
- Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon first instance of disclosure by reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination, and detailing that the criminal justice process utilizes different standards of proof and evidence. The official shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy and shall inform the reporting individual of other reporting options.
- Confidentially disclose the incident to institution representatives, who may offer confidentiality and can assist in obtaining services;
- Disclose confidentially the incident and obtain services from the state or local government;
- File a report of sexual assault, domestic violence, dating violence and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with the institution policy and a reporting individual's identity shall remain private at all time if said reporting individual wishes to maintain privacy;
- Disclose the incident, if the accused is an employee of the institution, to the institution's human resources authority;
- Receive assistance from appropriate institution initiating legal proceedings in family or civil court; and
- Withdraw a complaint or involvement from the institution process at any time.

Transcript Notation Policy

A student who has been suspended or dismissed for any violation of the Code of Conduct including, but not limited to, behavior that leads to the death or serious physical injury of another person, hazing, physical abuse, sexual misconduct, and per New York State Education Law Article 129B, conduct that constitutes a crime of violence (including but not limited to sexual assault) as defined in the Clery Act will have a permanent notation placed on the student's official college transcript indicating the disciplinary suspension or dismissal. If a student withdraws from the institution while such a disciplinary matter is pending, a transcript notation will indicate that the student withdrew with student conduct charges pending.

The transcript notation will be one of the following:

- a. Suspended after a finding of responsibility for a code of conduct violation
- b. Dismissed after a finding of responsibility for a code of conduct violation
- c. Withdrew with conduct charges pending

If a student withdraws from the institution while such a disciplinary matter is pending, the transcript notation will remain on their transcript for a minimum of one year. After one year's time, a student may request to have the transcript notation removed by filing an appeal with the Vice President of Student Services or designee. Transcript notations for students who are expelled as a result of above conduct violations are permanent and cannot be removed. If a finding of responsibility is vacated for any reason, the corresponding transcript notation will be removed.

Transcript Notation Appeals Procedure

To file an appeal to have the transcript notation removed from an academic transcript, a student must submit in writing to the Vice President of Student Services or designee evidence of rehabilitation or other good cause for the transcript notation removal. Students who withdrew from the College prior to resolution of the conduct process will need to fulfill any sanctions imposed in absentia before being permitted to appeal. The Vice President of Student Services will respond in writing to student the decision regarding the appeal within fifteen business days.

