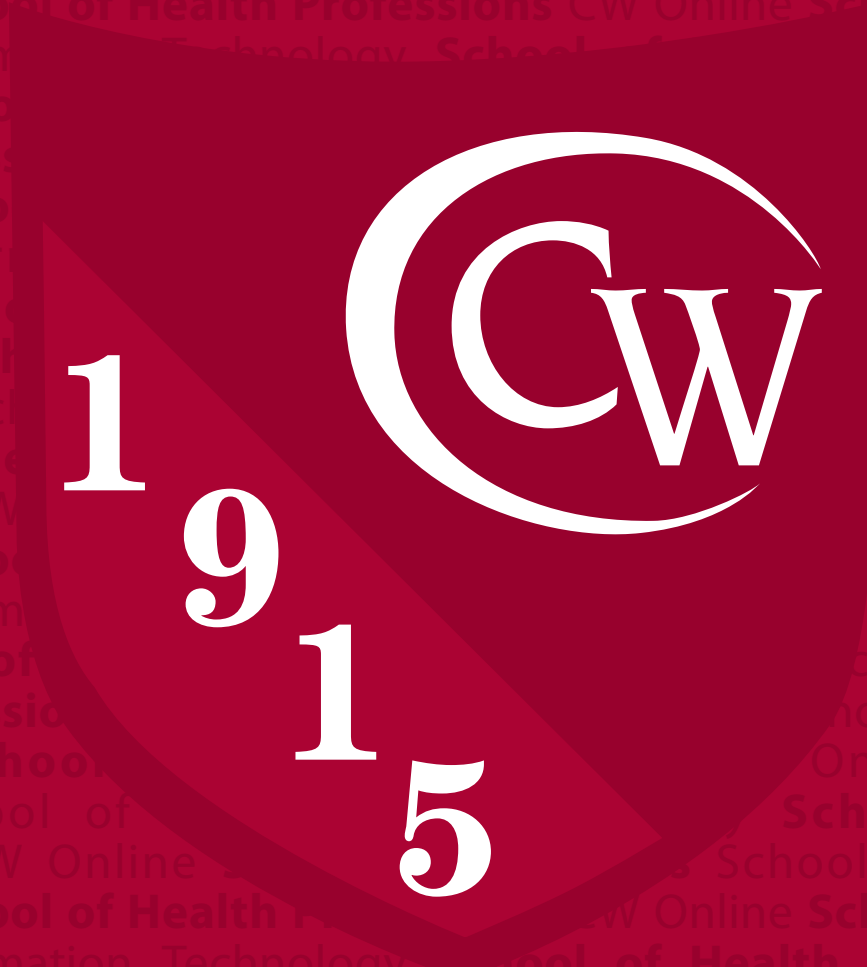


# Student Handbook 2019/2020

## THE COLLEGE OF WESTCHESTER®



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## Directory of Student Services

<b>Department</b>	<b>Room</b>	<b>Phone</b>	<b>E-Mail</b>
Student Services Center	Fourth Floor, Room 406	(914) 831-0433	studentservices@cw.edu
Admissions	Second Floor	(914) 831-0200	admissions@cw.edu
Office of Bachelor Studies & Returning Students	Fifth Floor, Room 505A	(914) 831-0222	bbacenter@cw.edu
Career Services	Third Floor, Room 335	(914) 831-0400	careerservicesoffice@cw.edu
Counseling Center	Fourth Floor, Room 422	(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	studentfinancialservices@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
Testing Center	Second Floor, Room 211	(914) 831-0439	testingcenter@cw.edu
Veterans	Third Floor, Room 321	(914) 831-0363	cwveterans@cw.edu
Writing Lab	varies	(914) 831-0370	writingcenter@cw.edu

## **STUDENT LIFE**

### **ACADEMIC ADVISEMENT**

The Student Services office is the centralized advising office serving all students. The academic advising program is designed to ensure accurate information regarding degree requirements and graduation, to promote positive and productive faculty and student relationships, and to aid in student retention. Advisors discuss the students' academic progress as well as any other concerns or questions about achieving goals and success at The College of Westchester. Academic advisors can also assist students in appropriate referrals to other departments, including The Counseling Center, the Office of Student Financial Services, Career Services, and The Learning Center. While each student is assigned an academic advisor upon enrollment, students are free to consult with any available advisor, as the professional advising staff is proficient in advising across all majors. All advising can be completed via web chat, phone, email, or face to face. Student announcements regarding policies and special events are available in the CW Everywhere mobile app and in Moodle.

### **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, and speaking to classes as an Alumni Ambassador. Lifetime career placement is also available to alumni.

### **BOOKSTORE**

New, used, rental textbooks/workbooks, College apparel, and various stationery items may be purchased from the Bookstore during scheduled hours of operation. A variety of CW branded T-shirts/hoodies, hot and cold cups, journals and bags are also available. The Online Bookstore is available for students taking online classes to order textbooks and workbooks and supplies, 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 or emergency notifications, as well as other custom messaging.

The departmental web pages and self-service modules available in the app can also be accessed online by going to [cw.edu/studentmenu](http://cw.edu/studentmenu).

## **CAREER SERVICES**

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

## **CLUBS**

### **Student Government Association (SGA)**

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

### **The Accounting Society**

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

### **Allied Health Club**

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

### **Armed Forces Student Support Club**

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

### **Basketball Team**

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

### **Brothers United**

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

### **The Business Club/Enactus**

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

### **Caribbean Student Association**

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

### **ART-Official Club**

This club provides opportunities for students to share their creative talents with one another as well as the CW community. Students will learn how to present and speak about their artwork to other students, faculty, and staff. Activities include collaborating with other clubs to create designs (flyers, logos, etc.), host art showcases, and develop special group projects. With the skills the ART-Official members share, they will learn how to be enterprising with their talents so that they can utilize their education as well as their inherent and taught talent to excel in the direction they choose for now and the future.

### **Just Dance Crew**

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

### **NAMI on Campus**

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

**Network Technologies Association**

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

**Sisters United**

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

**Soccer Team**

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

Please note: Activities/Clubs may vary by semester/term.



# COLLEGE EVENTS CALENDAR

## SEPTEMBER

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

## OCTOBER

Family Welcome

## NOVEMBER

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

## DECEMBER

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

## JANUARY

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

## FEBRUARY

Presidents' Day Holiday  
Black History Month

## MARCH

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

## APRIL

"Spring Into Wellness" Health Fair  
Good Friday  
Honors Induction Ceremony

## MAY

Memorial Day Holiday  
Graduation Ceremony

## JUNE

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

## JULY/AUGUST

Ice Cream Social  
Cram, Jam & Student Services Open House

Please note: Calendar of Events subject to change.

## **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.

Students can also access mental health support and resources 24/7 through [ULifeline.org/cw](http://ULifeline.org/cw).

## **STUDENTS WITH DISABILITIES**

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

## **DIRECTIONS TO CW**

### **Northern Westchester/Putnam County**

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

### **Rockland County/North Jersey**

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

### **Connecticut**

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

### **Lower Westchester/Bronx**

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

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

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

### **Public Transportation**

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

## **STUDENT FINANCIAL SERVICES**

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

## **IDENTIFICATION CARDS**

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

## **IMMUNIZATION REQUIREMENTS**

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

The following are acceptable:

1. Physician proof of vaccine administered on or after the first birthday. For measles, this must include two doses of live measles vaccine. Mumps and rubella require one dose or;
2. Documented laboratory blood tests which prove existing immunity to any or all three diseases or;
3. Written documentation of medical or religious factors which prohibit the student from being immunized.

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

## **THE 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 tutoring, The Learning Center oversees the offering of the online tutoring service, Brainfuse, which provides live chat help in many subjects, as well as an online paper review. Students can access the service through the learning management service for their course.

The Learning Center offers a quiet workspace for students to work (with or without appointment) and avail themselves of laptop computers. Appointments are encouraged, but walk-ins are also welcomed.

## **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 5,000 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 six days a week and staffed with a librarian with American Library Association accredited Master's degree in Library and Information Science and several assistants. 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.

## **ORIENTATION**

Orientation provides the opportunity for new students to become acquainted with The College and with members of The College community, including faculty and administration. The program includes meetings with academic departments, a computer technology session, a student panel, and an opportunity to purchase textbooks. Staff from Student Services, including the Counseling Center, Academic Advising, and Success Coaching are also present to engage with students and answer questions. In the Online Division, orientation is conducted fully in the online environment. Students are able to participate in the various orientation sections in an asynchronous manner, and may enter their classes within Moodle up to one week before the start of class, in order to acclimate themselves to each course, and to participate in in-class orientation activities.

## **FAMILY WELCOME PROGRAM**

In the fall semester in October, family members of new Day students are invited to participate in the Family Welcome program which is designed to familiarize parents with the CW College experience. Family members meet with Gateway faculty, student success coaches, and staff to learn more about the academic progress their son/daughters are making thus far.

## **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, 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.

# **Campus Security Report**

**October 1, 2019**

*(based on 2018 statistics)*

## **Introduction and Purpose**

The College of Westchester is proud of its excellent record of creating a safe and comfortable environment in which to work and learn and for keeping our campus as crime free as possible. This Annual Campus Security Report is mandated by the United States Department of Education in accordance with the **Student Right-to-Know and Campus Security Act of 1992**. In compliance with this mandate, the College has compiled this report in order to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. This report is updated annually in September and is available on the College's website at <https://www.cw.edu/student-consumer-information> and also Campus Cruiser at <https://cruiser.cw.edu> on the Academic Center page. A paper copy will be provided upon request from the Provost and Vice President of Academic Affairs. The contact number is 914-831-0219.

## **Campus Security Procedures**

Security staff are available at the front entrance of the building and are available during normal business hours until closing. Security personnel also provide escorting services to and from vehicles during late hours and/or upon request, vehicle assistance in times of need (when available) and surveillance monitoring. Security personnel can be reached at 914-831-0292. Visitors to The College of Westchester are required to be signed in at the front security desk. Students are not allowed to bring in guests without first getting prior approval from the Dean of Student Success & Retention, her designee, or the Director of Security. Students must display their identification cards upon entry to the building at all times; failure to do so may result in disciplinary action.

## **Description of Campus Security Programs**

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

## **Procedure for Reporting Security Violations**

The safety and well-being of all members of our college community is of great concern. The College of Westchester is devoted to keeping the campus a safe place in which to attend classes. A daily crime log is maintained by the Director of Security. Potential criminal actions and suspicious activity or other emergencies should be reported in person to the front Security Desk, the fourth floor Concierge Desk, or the Director of Security as soon as possible. When a report of an urgent situation is received, the Provost & Vice President of Academic Affairs, or the Director of Security will, if appropriate, contact White Plains Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Dean of Student Success and Retention will dispatch a designated employee or employees to lend assistance and conduct the necessary follow-up. This procedure has been established in accordance with the Student Right-to-Know and Campus Security Act of 1992.

**Monitoring of Off Campus Locations**

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

**Campus Crime Statistics**

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



**CAMPUS CRIME STATISTICS**

2016-2018

**Table One:** *Criminal Offenses on Campus Property*

<b>Offense</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	0	0	0
Motor Vehicle Theft	0	0	0



Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	0	0	1
Dating Violence**	0	0	0
Stalking**	0	0	0

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

\*\*Crime statistics required for Annual Security Report 2018 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.

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

Arrests Related To:	2016	2017	2018
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	0	0

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

Offense	2016	2017	2018
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	0	0

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

Offense	2016	2017	2018
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0

Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	2	1	0
Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	0	0	0
Dating Violence**	0	0	0
Stalking**	0	0	0

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

*\*\*Crime statistics required for Annual Security Report 2018 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.*

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

<b>Arrests Related To:</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Liquor law violations	0	0	0
Drug abuse violations	0	1	0
Weapons possession	0	0	0

**Table Six:** *Statistics for number of unfounded crimes that occurred on property surrounding the Campus. This includes all criminal offenses, hate crimes, domestic violence, dating violence or stalking that have been unfounded. Arrests and disciplinary actions cannot be unfounded*

<b>Offense</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total unfounded crimes	0	0	0

## **Anti-Drug and Alcohol Policy**

The College of Westchester has a no tolerance policy regarding the use of drugs and alcohol or being under the influence of drugs or alcohol on its property or surrounding property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or an illegal drug by a student or employee on property at The College of Westchester is strictly prohibited. New York and Federal law prohibits the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. Both State and Federal laws carry penalties for violations, including monetary fines and/or imprisonment. Marijuana – including “medical marijuana” – is illegal under federal law and may not be used on the College’s property or surrounding property. All students and employees are prohibited from being under the influence of marijuana while at The College. The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration and death. In addition to the health risks to the abuser of illegal drugs and alcohol are the risks to co-workers, students and the public. The College of Westchester’s Counseling Center can provide referral to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center which has procedures to assure confidentiality. Individuals whose performance is impaired as a result of the use or abuse of drugs or alcohol, who illegally use or abuse drugs or alcohol on campus or at College events, or who have been convicted of violating any criminal drug statute while on The College of Westchester property or at College events will be sanctioned. The sanctions can include required completion of an appropriate rehabilitation program, suspension, dismissal, termination of employment, and referral for prosecution by law enforcement authorities. As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the President no later than five days after any conviction for a criminal drug offense committed on The College of Westchester property. Failure to comply with these conditions will constitute unsatisfactory conduct and will lead to appropriate sanctions.

## **Description of Drug or Alcohol Abuse Education Programs**

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

## **Conviction for Possession or Sale of Drugs**

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

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

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

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program (as described below), or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In these cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to us that he or she has successfully completed the rehabilitation program.

### **Standards for a qualified drug rehabilitation program**

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

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

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

## **Fire Emergency Procedures**

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

## **Lockdown Drills**

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

## SNOW CLOSINGS OR DELAYED OPENINGS

While The College building may close due to inclement weather, or other non-weather related cause, classes will not be cancelled. Students must log onto Moodle and submit posted assignments in order to receive attendance credit. Students must 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	<a href="http://Moodle.cw.edu">Moodle.cw.edu</a>
CW Everywhere Mobile App	
CW Facebook	<a href="http://www.facebook.com/collegeofwestchester">www.facebook.com/collegeofwestchester</a>
CW Twitter	<a href="http://www.twitter.com/TheCofWOnline">www.twitter.com/TheCofWOnline</a>
Cable 12 TV	<a href="http://Closings.news12.com">Closings.news12.com</a>
CBS 2	<a href="http://www.cbsnewyork.com">www.cbsnewyork.com</a>
NBC 4	<a href="http://www.nbcnewyork.com">www.nbcnewyork.com</a>

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 on campus.
- Smoking or use of tobacco products is not allowed in the building.
- The use, possession or distribution of alcohol or controlled substances is strictly prohibited on CW's campus, and violation will result in disciplinary action.
- Inappropriate personal contact, behavior or threats of physical harm to anyone affiliated with The College will result in disciplinary action.

## **STUDENT EVENT FORM**

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

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) exists to support and stimulate the academic, cultural, social, and physical welfare of all students at The College of Westchester. 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.

## **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, who oversees the student’s success and progress at The College. The one-on-one coaching sessions are designed to address each student’s particular needs. Students and coaches work together to develop proactive strategies to address academic concerns and life challenges.

## **TESTING CENTER**

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

## **Proctored Exams**

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

## **VISITORS**

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

## **CONSTITUTION DAY**

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

## VOTER REGISTRATION

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

## ACADEMIC RECOGNITION

### DEAN'S LIST AND PRESIDENT'S LIST

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

Full-time Day Division students will be evaluated at the end of each semester. Full-time Adult Division and Online Division students will be evaluated twice a year, at the end of the Fall II term and at the end of the Spring II term. Part-time students will be evaluated at the end of each Adult/ Online term regardless of session (Day, Adult/ 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.

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

### GRADUATION REQUIREMENTS AND AWARDS

The graduation ceremony is held once each year, usually the last Thursday in May, at the Westchester County Center. All students who have completed their Associate or Bachelor's degrees are invited to participate. Day students who are completing their degree requirements in the Spring Semester, and Adult and Online Division students in the Summer term are permitted to participate in the ceremony, but they will not receive their degrees until all their requirements are completed. Students who do not complete program requirements by the end of the last term/semester and are expected to graduate will be processed as a Withdrawal. This status will be applied to students who fail one or more classes in their last term/semester, students with "I" or "INC" grades, and for those students with outstanding transfer credit pending receipt of official records. Students will be changed to Graduate status upon completion of their full degree requirements. All graduates must have a minimum grade point average of 2.00 in order to be eligible to graduate. Associate degree students must have completed 66 credits and Bachelor's degree students must have completed 120 credits. The Registrar clears all potential graduates. All potential graduates must complete the Graduate Exit Form.

### Graduation Honors

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



## **Graduation Awards**

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

Every academic year selected Associate degree and Bachelor of Business Administration degree graduates receive the Dr. Milton E. Cagan Award in memory of the former president of The College of Westchester. Recipients are selected according to the following criteria: academic achievement; overall service to the college, its student body and society in general; and attitudes and characteristics exemplifying the desire to succeed in college, at work and in social life.

## **Departmental Awards**

### **The Excellence in Digital Media Award**

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

### **The Information Technology Award**

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

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

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

### **The Marc Polcek Memorial Accounting Award**

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

### **The Health Professions Award**

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

## **HONORS PROGRAM ASSOCIATE DEGREE**

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

## **HONORS RESEARCH SEMINAR 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.

## **SCHOOL SPIRIT AWARD**

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

## **STUDENT OF THE SEMESTER**

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

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

## **ACADEMIC POLICIES**

### **ACADEMIC HONOR CODE**

At The College of Westchester we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. Students are expected to maintain high standards with regard to honesty in the submission of all written work and exams. The use of an outside source in any paper report or submission for academic credit without the appropriate acknowledgement is plagiarism. It is unethical to present as one's own work, the ideas, words, or representations of another without the proper indication of the source. A student who falsifies or copies

an assignment, term paper, or examination answers will be subject to receiving an “F” for the assignment or subject to failing in the course involved and the student may be dismissed from The College. Students are not permitted to use any technological devices such as cell phone, iPads, Blackberries or other devices while taking examinations. In addition, students are expected to abide by The College’s policy regarding acceptable use practices of the Internet and the Computer Usage Policy.

### **ADD/DROP AND WITHDRAWAL**

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

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

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

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

For Online courses, the first eight (8) calendar days of the term are designated as Drop only. If the last day of the Drop period falls on a holiday, the Drop period will be extended to the next day. A student may not register for a course after the term has started. The next twenty-five (25) calendar days following the Drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of “WD” (withdrawal, no credit). After this period, a withdrawal will result in an “F” grade for the course. Please refer to the catalog or its addendum for refund and withdrawal policies that may affect financial responsibility.

#### **Administrative Withdrawal (Stopped Attending)**

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

### **CHANGE OF MAJOR POLICY**

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

## ACADEMIC STANDING

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

### STANDARDS OF ACADEMIC PROGRESS (SAP)

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

Associate Degree (66 credits)		Bachelor's Degree (120 credits)		Certificate Program (36 credits)		Certificate Program (48 credits)	
Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required
0 – 6	0.00	0 – 6	0.00	0 – 6	0.00	0 – 6	0.00
7 – 15	0.80	7 – 15	0.80	7 – 15	1.25	7 – 15	1.25
16 – 30	1.25	16 – 30	1.25	16 – 30	1.50	16 – 30	1.50
31 – 45	1.50	31 – 45	1.50	31 – 45	2.00	31 – 45	1.80
46 – 60	1.80	46 – 60	1.80	46 +	2.00	46 +	2.00
61 +	2.00	61 +	2.00				

### ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

#### Academic Probation

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

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

### **Academic Suspension**

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

### **Academic Dismissal**

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

### **APPEAL FOR ACADEMIC WAIVER**

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

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

- The student must show, with adequate written documentation, that there were mitigating circumstances (i.e. health problems, death in the family, etc.) that contributed to his or her failing to make academic progress.
- The student must also show, with adequate documentation, that these circumstances will no longer interfere with his or her pursuit of academic progress. In the event that the extraordinary circumstances do not involve documentation from a doctor, hospital, police department, etc., notarized letters from objective third parties will be required.
- The student can be granted only one academic waiver during his/her attendance at The College of Westchester.
- Academic waivers can be granted only if the student has the ability to be in good academic standing after the subsequent semester/term.
- The granting of an academic waiver is not an automatic process. It will be up to the Academic Progress & Student Life Committee to properly review the documentation submitted in order to make a decision.
- Once a decision has been made, the student will be informed in writing. A copy of the decision will be put in the student's academic file and the student's financial aid file.
- Should you have any questions regarding this procedure, please contact the Registrar, whose office is located in the Student Services office.

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

### **APPEAL OF ASSIGNED GRADE**

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

appeal may be made in writing to the Provost & Vice President of Academic Affairs. The decision of the Provost & Vice President of Academic Affairs will be final.

### **ALERT LISTS**

Students 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 Adult 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**

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

#### **Inclement Weather**

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

#### **Online Course Attendance**

Attendance in online courses is determined by a predetermined list of academically related activities completed within Moodle, including but not limited to, submitting an academic assignment, taking an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums. Attendance in online courses is recorded automatically through Moodle activity.

#### **Student Attendance Exceptions**

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

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

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

### **CLASS STANDING DETERMINATION**

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

<u>Class Standing</u>	<u>Credits</u>
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 (Adult Division),

you do not become a sophomore unless you have earned at least 24 credits (including transfer credits). Please refer to the Financial Assistance section for aid impact to grade level.

### DEGREE CLASSIFICATIONS

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

### FULL-TIME STATUS

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

### GRADING SYSTEM

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

Grade		Numerical Grade	Grade Point Average
A	Excellent	95-100	4.00
A-		90-94	3.75
B+		86-89	3.50
B	Good	80-85	3.00
C+		76-79	2.50
C		70-75	2.00
D		60-69	1.00
F	Failure	Below 60	0.00
UF	Unauthorized Failure***		0.00
FR	Failed Course/Repeat		
Fail	Fail for Pass/Fail course		
P	Pass		
WD	Withdrawal, No Credit		
DP	Dropped Course, No Credit		
I	Incomplete		
INC.	Incomplete for Pass/Fail course		
IC	Internal Transfer Credits		
TO	Test Out*		
TR	Transfer Credit Accepted		
AUD	Audit (No Credit or Grade)		
EX	Exempt*		
S	Satisfactory		
U	Unsatisfactory**		

\*Requires additional elective

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

\*\*\*“UF” 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	3	9
English Composition II	B	3	X	3	9
Principles of Accounting I	C	2	X	3	9
Business Law	C	2	X	3	30
				12	30

30 Quality Points = 2.5 Grade Point Average  
12 Credits

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

### LEAVE OF ABSENCE

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

The Leave of Absence application form may be obtained from the 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 LEAVE OF ABSENCE

The Counselor 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 interest of the student or The College. This action may be taken if, in the opinion of either Director, a student exhibits behavior which creates, continues, or presents a risk of harm to the physical or mental health of the student concerned or others. This leave will be processed through the office of the Student Services. It is subject only to a written appeal to the Academic Progress and Student Life Committee within five business days after written notification. Any appeal must include adequate documentation that these circumstances will no longer interfere with the student's pursuit of academic progress. The Counselor Center and/or the Dean of Student Success 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 he/she has met all of the following:

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

## **NON-MATRICULATION**

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

1. Are not eligible for federal or state financial aid.
2. Are not eligible to receive career placement assistance from the Office of Career Services. An exception will be made for any non-matriculated students who have registered for courses through the Workforce Investment Act (WIA). WIA enrolled students will have access to career placement assistance for six months immediately following the successful completion of their coursework. Once this six month period has elapsed, WIA students will no longer be eligible to receive any further career placement assistance.
3. Have access to The Learning Center during the time they are enrolled in coursework at The College of Westchester. However, non-matriculated students are limited to a maximum of ten (10) hours of course specific, direct tutoring from The Learning Center personnel for each course they are registered for. Unused tutoring hours from one course are not eligible to be rolled over into any other courses that a non-matriculated student may be registered for.
4. May accumulate no more than fifteen (15) credits without approval from the Registrar. WIA programs with more than 15 credits are the exception.
5. May apply for matriculation by following standard protocol and meeting the cumulative GPA requirement of 2.00. Accordingly, if a non-matriculated student wants to enroll in a degree or certificate program, he/she must complete the admissions process in order to be accepted and proceed through all normal admissions steps.

## **MOVE FROM MATRICULATION TO NON-MATRICULATION**

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

## **MILITARY LEAVE**

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

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

Students who wish to transfer in credits to The College of Westchester from another institution must submit an official transcript to the Registrar for official evaluation. Students who wish to request an official transcript of their academic record at The College of Westchester must complete the Transcript Request Form available at the Student Services office. There is a \$10 fee for each official transcript request. Transcripts may be ordered on the website at [www.cw.edu](http://www.cw.edu). Click on the “Resources” tab on the top right hand side of the page and then click on the “Transcript Request Form.” Students may also fax a request to 914-428-0081 with current name, address, and phone number, and credit card information and the address to mail the transcript. If a student requests a duplicate copy of his/her degree, the cost is \$30.00.

### **Transfer Credit Policy**

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

1. A maximum of 21-30 credits towards a Certificate program, a maximum of 42 credits towards an Associate Degree and a maximum of 90 credits towards a Bachelor’s Degree from all combined accredited two-year and four-year institutions and training programs may be granted based on the applicability to the chosen program of study. All transcripts and other forms of training documentation must be formally evaluated by the Office of the Registrar to determine the specific credits that are applicable based upon the program for which the student registers.
2. A grade of C (2.0) or above is required for each course accepted in transfer.
3. Courses that are equivalent in credit/contact hours may be accepted in transfer.
4. Courses that are equivalent in content to required courses in the student’s academic program may be accepted.
5. A combination of courses and credits can be considered equivalent to one course at The College of Westchester.
6. Technology courses that have been completed within the last three years are acceptable for transfer. Any technology course that was completed more than three years prior to transfer requires a review of the course description and/or course syllabus.
7. If a student has successfully transferred in English Composition and/or a College Mathematics course and the official transcript has been received by the Registrar, the student will not be required to take Basics of Communication and/or Basics of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Basics of Communication and Basics of Mathematics before being eligible to receive transfer credit for upper level English and Mathematics courses.
9. Students with an earned Associate Degree or its equivalent from The College of Westchester\*\* or other accredited higher education institution recognized by the Council for Higher Education

(CHEA) may be accepted as 2 year transfer students into a Bachelor's Degree program with a junior level status, in most cases. These applicants must meet all admissions requirements published in The College catalog and have a minimum grade point average of 2.5\* from their prior college(s). Other program competencies may be satisfied through prior course credits, earned official prior learning assessment or through credits earned while pursuing required bachelor's coursework. (See Program Competency Requirements).

10. The College of Westchester will limit academic residency to twenty-five percent or less of the degree credit requirement for all degrees for active-duty service members and their adult family members (spouses and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

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

Official transcripts should be received prior to the session in which the student plans to start in order to allow sufficient time for evaluation. If the official transcript is required for a pre-requisite, the student will not be allowed to take a higher level course without the official transcript. Official transcripts received after the third term or second semester will not be accepted. Exceptions may be granted by the 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 10602.

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

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

### **TRANSFER AGREEMENTS**

Students who wish to continue their education after attendance at CW are able to transfer credits to other institutions based on that institution's transfer policy. Students should consult with the Registrar with questions regarding these transfer agreements with other schools. CW has also entered into formal Articulation Agreements with several institutions of higher learning through which students enter CW with Junior status. A current list of such institutions may be found at [cw.edu/articulations](http://cw.edu/articulations). This list is updated periodically. Each individual agreement specifies the number of total credits that will be accepted, along with any competencies that need to be fulfilled in order to earn a CW degree. These agreements are housed in the Office of the Registrar.

# **COLLEGE POLICIES AND PROCEDURES**

## **ANTI-DRUG AND ALCOHOL POLICY**

The College of Westchester has a no tolerance policy regarding the use of drugs and alcohol or being under the influence of drugs or alcohol on its property or surrounding property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or an illegal drug by a student or employee on property at The College of Westchester is strictly prohibited. New York and Federal law prohibits the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. Both State and Federal laws carry penalties for violations, including monetary fines and/or imprisonment. Marijuana – including “medical marijuana” – is illegal under federal law and may not be used on the College’s property or surrounding property. All students and employees are prohibited from being under the influence of marijuana while at The College. The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration and death. In addition to the health risks to the abuser of illegal drugs and alcohol are the risks to co-workers, students and the public. The College of Westchester’s Counseling Center can provide referral to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center which has procedures to assure confidentiality.

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

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

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

## **DESCRIPTION OF DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS**

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

## CONVICTION FOR POSSESSION OR SALE OF DRUGS

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

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

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

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program (as described below), or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In these cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to us that he or she has successfully completed the rehabilitation program.

### Standards for a qualified drug rehabilitation program

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

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

## SMOKING

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

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

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

## **CELLPHONE POLICY**

The College does not assume responsibility for the loss or damage to personal cell phones. 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.

## **AUDIO/VIDEO RECORDING POLICY**

In order to respect and ensure the privacy of faculty and students, The College of Westchester prohibits audio/video recording. Faculty reserve the right to grant permission for students to photograph content written or displayed on classroom whiteboards. Prior approval may be granted for students needing academic accommodations in the classroom through the Director of Academic Advising. When prior approval is granted, the materials are for personal academic use only and are not for public distribution or sale in any fashion.

## **INFORMATION TECHNOLOGY REQUIREMENTS**

### **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 ADULT 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>

Students at The College of Westchester can access and download MS Office 365 by going to [portal.office.com](http://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) 577-2036 if they are having trouble accessing any of our systems from their devices students can also email [helpdesk@cw.edu](mailto: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 College's policy prohibiting sexual and other harassment, in its entirety, applies to the use of our electronic communications systems. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on one's actual or perceived race, color, religion, creed, sex, sexual orientation, national origin, age, physical or mental disability, citizenship, marital status, liability for military services, genetic pre-disposition or carrier status, or any other characteristic protected by applicable law. Please refer to The College's Sexual Harassment and Non-Harassment policies for further details.

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

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

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



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

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

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

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

### **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 express or implied, for the information systems and communications services it is providing, and will not be responsible for any damages users suffer including loss of data.

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

### **MARKETING OF CREDIT CARDS TO STUDENTS POLICY**

Pursuant to Article 129-A of the New York State Education Law 6437 (Prohibition on the marketing of credit cards), The College of Westchester prohibits the advertising, marketing, or merchandising of 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 at least 6 weeks prior to allow for coordination with the Facilities department. This policy is in place to maintain a clean and professional environment conducive to teaching and learning, free of distractions and disruptions.

## **DRESS CODE POLICY FOR ALLIED HEALTH DEPARTMENT AND MEDICAL LAB**

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

1. Students will wear seal blue scrubs with the CW logo embroidered in the upper left corner above the pocket. Scrubs are to be worn when taking classes in 401 or 423 (Medical Labs). Scrubs must be kept clean at all times. Only a solid color (preferably white, black, or blue) undergarment can be worn under the scrub top.
2. A lab coat (also with the CW logo) will be worn in all clinical classes when performing Asepsis, Phlebotomy, EKG, and Clinical Procedures.
3. Footwear must be a white sneaker. Toes must be closed and shoe material cannot be canvas, or cloth. Sneakers must be all white with no contrasting colors or stripes.
4. Hair must be clean and neatly groomed. Hair longer than shoulder length must be worn up or secured so as not to fall forward. Men may wear a neatly trimmed beard or mustache.
5. Jewelry should be limited, and earrings should be either studs or hoops that are no wider than  $\frac{3}{4}$ ".
6. Finger nails must be trimmed to an appropriate length and colored with a conservative color nail polish.
7. Headgear including scarves is only permissible for religious or medical reasons (supporting documentation is required).
8. All tattoos must be covered so as not to be visible.
9. Visible piercings are not acceptable **at any time while in uniform.** This applies for classes in and outside of the lab. Students must adhere to the dress code fully when in uniform.

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day The College receives a request for access. A student should submit to the Registrar a written request that identifies the records the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask The College to amend a record should write The College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If The College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before The College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by The College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom The College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. (A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for The College.)
4. An educational agency or institution may redisclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. Notice to the parents or students is required before redisclosing personally identifiable information on behalf of the educational agency in response to judicial order or subpoena.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

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

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

### **GRIEVANCE PROCEDURE FOR COLLEGE POLICY**

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

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

If a student has a discrimination or sexual harassment complaint, the student may file a complaint with the Office of Civil Rights-New York Office, U.S. Department of Education, 32 Old Slip, 26<sup>th</sup> Floor, New York, New York 10005-2500.

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

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

<https://www.msche.org/complaints/>

Out-of-state enrolled and prospective students (excluding Florida): Complaints pertaining to distance education programs being offered by out-of-state institution operating under a nationwide reciprocity agreement - known as the State Authorization Reciprocity Agreement (NC-SARA) - need to be filed with the State Portal Agency of the institution home state within two years of the incident about which the complaint is made. CW is a voluntary institutional member of NC-SARA and its State Portal Agency is the New York State Department of Education, attention Supervisor, Higher Education Programs, 89 Washington Avenue, Albany, NY 12234. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduct violation). Florida is not an NC-SARA member and therefore, enrolled and prospective students who are residents of Florida should file the complaint with the State of Florida. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student 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.

### **MAINTENANCE OF PUBLIC ORDER**

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

#### New York State Education Law Sections 6430-6435

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

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

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

1. Any act which would constitute a violation of federal, New York, or local law if committed off-campus is prohibited on campus or on other College property.
2. No unauthorized person or persons shall interfere with reasonable and free access to, exit from, and normal use of any College building, classroom, or other College premises.
3. No unauthorized person or persons shall interfere with the freedom of movement or speech of any individual or group.
4. When a speaker is the object of protest or controversy, no unauthorized person or persons shall take any sign or other demonstration impediments into the building where the speech is to take place.
5. Every person who attends any lecture, speech, discussion, or public event shall treat all

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

### **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 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 below. The College is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, The College of Westchester prohibits retaliation against any person for complaining of a violation of this policy or for participating in any investigation or proceedings related to an alleged violation. Community members are protected from sexual misconduct regardless of their sex, sexual orientation, immigration status, citizenship status or national origin, or any other protected characteristic.

#### **Definitions**

We hear and use many words to describe sexual violence and other crimes. These definitions are provided so you can understand the College's definitions of these terms. The criminal definitions under state and federal law may differ from the College's definitions. The College prohibits conduct as defined by this policy.

Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of

itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. The following are guiding principles for consent:

- Consent to one form of sexual activity does not imply consent to other forms of sexual activity, nor does past consent to intimacy imply consent to future intimacy.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated.
- In order to give consent, a person must be of the legal age of consent, which is 17 in New York.
- Consent cannot be given and is deemed invalid when it is the result of any coercion, intimidation, force or threat of harm.

*Coercion* is unreasonable pressure. The use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts, constitutes coercion. Coercing someone into having sex or performing sexual acts does not constitute obtaining consent and is considered sexual misconduct.

*Complainant* is the person(s) who allege(s) that this policy has been violated.

*Dating Violence* includes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of "domestic violence."

*Domestic Violence* includes the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards (i) a current or former spouse or intimate partner; (ii) a person with whom one shares a child; or (iii) anyone who is protected from the respondent's acts under the domestic or family violence laws of New York. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can be a single act or a pattern of behavior in relationships. *Force* is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion to overcome resistance.

*Incapacitation* is a state where someone cannot make rational, reasoned decisions. A person may be incapacitated due to mental disability, sleep, unconsciousness, physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs or quantities of alcohol. Sexual activity with someone whom you know or, reasonably should know, is mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy. Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person's breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Incapacity may be indicated by the quantity of alcohol consumed. The presence of one or more of these cues does not necessarily indicate incapacity, nor does the absence of these cues necessarily indicate capacity.

*Intimidation* means unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.



*Respondent* is the person who is accused of violating this policy.

*Retaliation* includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's informal or formal complaint of a violation of this policy or participation in a school or government investigation or proceedings related to an alleged violation of this policy or related civil rights law. Federal, state and local civil rights laws, including Title IX, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

*Sexual or Sex-based Harassment* is defined as unwelcome sex-based verbal, visual or physical conduct:

- that has the purpose or effect of creating an intimidating, hostile, or offensive living, learning or working environment;
- that has the purpose or effect of unreasonably interfering with an individual's academic or job performance or limiting or depriving someone of the ability to participate in or benefit from the College of Westchester's educational programs, activities and/or employment; or
- where submission to the conduct is explicitly or implicitly made a term or condition of an individual's education, employment, or participation in other activities sponsored by The College of Westchester; or
- where submission to or rejection of the conduct is used as the basis for academic or employment decisions.

Examples of sex-based harassment that may cause a hostile environment include, but are not limited to:

- subtle or persistent pressure for sexual activity;
- unnecessary touching, or brushing against a person;
- requesting or demanding sexual favors concerning employment, academic activities or other College of Westchester activities;
- unwelcome communications (verbal, written, electronic, etc.) of a sexual nature;
- failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior;
- Verbal and/or physical aggression toward another based upon a perception that the other fails to conform to stereotypical notions of expected characteristics for males or females.

*Sexual Assault* is divided into two categories of behavior: *Non-consensual Sexual Contact* and *Non-consensual Sexual Intercourse*.

*Sexual Assault--Non-consensual Sexual Contact* includes any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without affirmative consent and/or by force. Consent is required regardless of whether the person initiating the sexual contact is under the influence of drugs and/or alcohol. When consent is withdrawn or can no longer be given due to incapacitation, sexual activity must stop.

Examples of non-consensual sexual contact include, but are not limited to;

- intentional contact with the breasts, buttocks, groin, or genitals;
- intentional touching of another with breasts, buttocks, groin, or genitals;
- making another person touch someone or themselves in a sexual manner;
- any intentional bodily contact in a sexual manner.

*Sexual Assault--Non-consensual Sexual Intercourse* includes any sexual intercourse, however slight, with any object or body part by a person against other person that is without affirmative consent and/or by force. Affirmative consent is required regardless of whether the person initiating the sexual contact is under the influence of drugs and/or alcohol. When consent is withdrawn or can no longer be given due to incapacitation, sexual activity must stop.

Examples of non-consensual sexual intercourse include, but are not limited to:

- vaginal penetration by a penis, object, tongue or finger;
- anal penetration by a penis, object, tongue or finger;

- oral copulation (mouth to genital contact or genital to mouth contact).

*Sexual Exploitation* includes but is not limited to:

- invasion of sexual privacy and voyeurism (in-person or through audio or video recording);
- knowingly transmitting a sexually transmitted infection;
- exposing of a person's body or genitals;
- prostituting or soliciting another community member.

*Stalking* is a course of conduct directed at a specific person that would cause a reasonable person to feel fear for her, his, or others' safety, or to suffer substantial emotional distress.

Examples of stalking include but are not limited to:

- constantly appearing at places the victim is known to frequent;
- persistent unwanted communication or contact whether in person, by telephone, text, or email;
- persistent unwanted gifts;
- following or surveillance;
- spreading harmful gossip about victims;
- breaking-and-entering that can include vandalism, theft, or even simply rearranging objects so that victims know the stalker was there.

### **WHEN AND TO WHOM DOES THIS POLICY APPLY**

This policy applies to the conduct of College of Westchester applicants, students and employees, including faculty and non-faculty, as well as third parties doing business with the College of Westchester or attending College sponsored programs or activities.

This policy shall apply to conduct that occurs on the College of Westchester's campus, on College technological systems, at College sponsored programs, activities and events, as well as off-campus when the accused is a matriculated College of Westchester student or when the conduct has a continuing adverse impact upon the College of Westchester work or school environment.

Each student shall be responsible for his or her conduct from the time of application for admission through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Each employee shall be responsible for his or her conduct from the date of application through the termination of employment.

### **Title IX Coordinator**

Inquiries regarding the application of the College of Westchester's Title IX Policy should be referred to the Title IX Coordinators, Jason Schoen, [jschoen@cw.edu](mailto:jschoen@cw.edu), 914-831-0440, and Stacy Larson, [slarson@cw.edu](mailto:slarson@cw.edu), 914-831-368, 325 Central Avenue, White Plains, NY, or the Deputy Title IX Coordinator, Anna Bravo, Manager of Administrative Services/Human Resources, 325 Central Avenue, White Plains, NY 10606, 914-831-0353, [abravo@cw.edu](mailto:abravo@cw.edu). The Title IX Coordinators are responsible for coordinating The College of Westchester's efforts to comply with Title IX, overseeing the College's responses to reports of Title IX violations, and identifying and addressing any pattern or systemic problems. The Deputy Title IX Coordinator will oversee investigations involving employees, and will provide updates to the Title IX Coordinator. Furthermore, anyone may contact the Office of Civil Rights – New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 10005-2500 for general information about Title IX or to file a complaint. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

## **Confidentiality, Reporting Requirements, and Support Resources**

### **Sexual Harassment and Misconduct Involving Students**

With the exception of licensed Counseling Center staff, all other College staff and faculty who become aware of an incident of sexual misconduct or harassment involving a student are required to elevate the report to the Title IX Coordinator or Deputy Title IX Coordinator for investigation and response.

Non-confidential resources on campus include:

- Faculty
- Success Coaches
- Deans
- Manager of Human Resources
- Security Staff
- Career Counselors
- Student Financial Services
- Counselors
- Veterans Support Center
- Administrative Staff
- Executive Office Staff
- Peer Mentors

### **Privacy versus Confidentiality**

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

### **On Campus Confidential Resources for Students**

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

The Counseling Center

- [counseling@cw.edu](mailto:counseling@cw.edu) or 914-831-0441

### **Off-Campus Confidential Resources for Students and Employees**

Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency. Notifying any of these outside agencies does not constitute notice to the College.

- My Sisters' Place White Plains Administrative  
Office One Water Street  
White Plains, NY 10601 Phone: (914) 683-1333
- Hope's Door Main Office 39 Washington Avenue Pleasantville, NY 10570  
Phone: (914) 747-0828
- Westchester Jewish Community Services 845 N. Broadway, Suite 2  
White Plains, NY Phone: (914) 761-0600
- Victims Assistance Services  
2269 Saw Mill River Road, Bldg. #3 Elmsford, NY  
Phone: (914)345-3113

### **Off-campus healthcare providers**

- Westchester Medical Center 100 Woods Rd  
Valhalla, NY 10595  
Phone: (914) 493-7000

Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: <https://www.ovs.ny.gov/sites/default/files/brochure/ovsrighthsofcvbooklet.pdf> or by calling 1-800-247-8035. Options are explained here: <https://www.ovs.ny.gov/help-crime-victims>.

Off-campus legal assistance

Hopes Door Family Justice Center, County Courthouse,  
111 Martin Luther King Jr. Blvd.  
White Plains, NY 10601  
Phone: (914) 995-3100

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

### **Anonymous Disclosure**

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

### **Public Awareness/Advocacy Events**

If an incident is disclosed through a public awareness event such as "Take Back the Night," candlelight vigils, protests, or other public event, The College of Westchester is not obligated to begin an investigation.

### **Student Requests for Confidentiality after Disclosure: How The College of Westchester Will Weigh the Request and Respond**

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

We will seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless The College of Westchester's failure to act does not adequately mitigate the risk of harm to you or other members of The College of Westchester community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual.

In evaluating a request not to investigate or to maintain confidentiality, The College of Westchester will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

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

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

### **Reporting to Law Enforcement**

If you are in immediate danger, dial 911 and attempt to get to a safe place. Acts of violence, including sexual assault, domestic violence, dating violence, and stalking, are against the law. If you are not in immediate danger and would like to report an incident to the police, you can do so by contacting:

David Comesanas  
Senior Investigator  
Campus Sexual Assault Victims Unit  
New York State Police  
845-527-8503  
David.Comesanas@troopers.ny.gov

If you would like someone to assist you in contacting the police or go with you to the police department, any of the following individuals at The College of Westchester can assist you:

- Title IX Coordinator
- Deputy Title IX Coordinator
- Director of Security

The College strongly encourages individuals to report incidents of sexual misconduct because it is the only way that responsive action can be taken against perpetrators of sexual misconduct. In the event a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred, victims are strongly encouraged to preserve evidence as may be necessary to the proof of a crime. The College of Westchester campus authorities will assist in notifying law enforcement if the victim chooses. Victims may report an incident to law enforcement regardless of whether they choose to report the incident to The College of Westchester. Conversely, reporting an incident to The College of Westchester does not require the Complainant to report the incident to law enforcement. The College of Westchester reserves the right to report any crime to law enforcement, but, as a general rule, will not alert law enforcement to an incident of sexual misconduct without the Complainant's permission, except where there is a serious and immediate threat to the campus community, when a minor is involved, or as otherwise required by law. If the complainant files a criminal complaint with a local law enforcement agency, the College will comply with law enforcement agency requests for cooperation, which may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation while the law-enforcement agency gathers evidence. Absent extraordinary circumstances, the College will suspend an active Title IX investigation for a maximum of 10 days.

In addition to the protective measures that The College of Westchester may take, law enforcement may be able to provide additional protections, such as a restraining order. The College of Westchester can assist students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

## **Institutional Crime Reporting**

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

For a copy of The College's Annual Security Report, please contact:

Charles Boklan  
Director of Security  
325 Central Avenue  
White Plains, NY 10606  
914-831-0409 cboklan@cw.edu

The College of Westchester is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual). A victim/survivor will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, The College of Westchester will not share information about a report of sexual violence with parents without the permission of the reporting individual. No employee should notify a student's parents without first consulting with the Title IX Coordinator.

## **Internal Complaint Procedures**

Although students, faculty, staff and third parties are expected to meet the College's expectations for conduct, there are different procedures for investigating and adjudicating complaints depending upon the identity of the parties.

### **Student Complainant and Student Respondent**

This procedure is used when both the person alleging a violation of the policy and the accused are students.

## **Amnesty Policy**

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

## **Informal Resolution Option**

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

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

### **Formal Investigation Process**

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

Upon receipt of a formal grievance, the Title IX Coordinator or designee will:

- Open a formal case file and determine any necessary interim remedial measures (as described below) for the alleged victim, and any other necessary remedial short-term actions.
- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, university representative, or third party).
- Assess whether the facts as alleged by the complainant, if true, would constitute a violation of

the policy. If the alleged facts do not state a violation, the grievance will be closed with no further action. If the alleged facts could state a violation, then the Title IX Coordinator or her designee will begin the investigation.

### **Interim Protective Measures**

If necessary, The College may take interim protective measures to protect the complainant during the investigation. These remedial measures include the following:

- No contact order;
- A change in academic situations as appropriate with the minimum burden on the complainant;
- Counseling;
- Health and mental health services;
- Escort services;
- Academic services; and
- Retake course or withdraw without penalty

The College of Westchester determines which protective measures are appropriate for a particular situation on a case-by-case basis. Not all of the measures listed above will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant identifies an interim measure that is not already provided, The College of Westchester will consider whether the request can be granted. These interim measures will be taken promptly at no cost to the complainant. Depending upon the circumstances, some or all of the protective measures may be lifted once the process is complete and a decision is rendered or they may be continued to assist the complainant after a determination has been made, even if it is determined that some or all of the allegations have not been substantiated. Additional remedies and sanctions may be rendered after a violation is found.

Failure to comply with a directive relating to a protective measure may lead to further disciplinary action. Remedial measures will be kept confidential to the extent possible. Only those individuals who need to

be informed in order to effectuate the measures will be informed.

The complainant or the respondent may request review and modification of any interim remedial measure(s) that directly impacts him or her, including review of the need for and terms of the protective measure(s), by submitting a letter to the Title IX Coordinator along with any evidence he or she wishes to present. In the event the measure impacts the other party, he or she will be given an opportunity to state his or her position and present evidence as appropriate. The Title IX Coordinator or her designee will review the submissions and make a determination.

In addition to the measures that The College of Westchester may take, law enforcement may be able to provide additional protections, such as a restraining order. The College of Westchester can assist students in contacting law enforcement and legal services organizations to learn about additional remedies that may be available.

### **Investigation**

The investigator will conduct a prompt, fair, impartial, and thorough investigation. During the investigation, the appointed investigator will:

- interview the complainant, the respondent, and any material witnesses (the investigator will not interview witnesses whose sole purpose is to provide character information);
- gather all relevant documentary and/or physical evidence from the complainant, respondent, and

witnesses; (This may include, but is not limited to, texts, emails, photos, Facebook posts, voicemail messages, etc.)

- give the respondent proper notice of the complaint, the date, time, location and factual allegations

concerning the alleged violation as well as the specific policy provisions he or she is alleged to have violated and provide an opportunity for the respondent to provide information;

- complete the investigation in a timely manner, without unnecessary deviation from the intended timeline; and
- maintain communication with the complainant and the respondent on the status of the

investigation and overall process.

### **Information re Romantic and Sexual History**

The investigator will not consider information concerning the romantic or sexual history of either the complainant or the respondent, except as provided by the complainant or respondent relating to their shared sexual history. If either offers such information, the other will have the right to respond.

### **Information re Mental Health Diagnosis or Treatment History**

Each party shall have the right to object to the investigator's consideration of his or her own mental health history or treatment. In the event such an objection is raised, the investigator will neither gather nor consider information regarding mental health diagnosis or treatment.

### **Prior Conduct Violations**

The investigator will not consider prior alleged misconduct. If an individual has previously been found responsible for a violation of this policy, that information may be considered in the context of determining an appropriate disciplinary sanction.

### **Determination and Sanctions**

At the conclusion of the investigation, the investigator will prepare a written investigation report. The report will clearly set forth the prohibited conduct alleged and will include summaries of all witness interviews and any documentary or physical evidence identified. The report will further provide the investigator's assessment of whether it is more likely than not that the prohibited conduct occurred and the evidentiary basis for that assessment.



The parties will have an opportunity to review the report but will not be provided with a copy of the report. Within 3 business days of reviewing the report, the parties may submit in writing any additional information or clarifications that they believe are relevant to the determination and sanctions. This may include a statement regarding the impact the alleged events have had on them.

Upon completion of the investigation, the Title IX Coordinator or her designee will review all of the evidence and determine whether the evidence establishes that it is more likely than not that the policy was violated. In other words, whether a violation has been established based upon a preponderance of the evidence. If a violation is found, The College of Westchester will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university campus community.

### **Remedies and Sanctions**

Potential remedies and/or sanctions may include one or more of the following:

- A no contact order
- Revisions to class schedules to maintain separation of parties
- Transfer of respondent to different division of the College (Adult/Day/Online)
- Temporary suspension from The College pending program completion of victim(s)
- Loss of privileges (including but not limited to use of facilities and participation in campus organizations and activities)
- Community service
- Mandated training and education
- Revocation of honors or awards
- Warning or reprimand
- Disciplinary probation
- Permanent dismissal from The College
- Transcript notation

The Title IX Coordinator will provide both the complainant and the respondent with written notice of the determination and the rationale for such determination. In cases of sexual assault, dating violence, domestic violence and/or stalking, the complainant and the respondent will be informed simultaneously and in writing of any sanctions imposed and the rationale for such sanction. In other cases of sexual misconduct, the complainant will only be informed of discipline to the extent such sanctions relate to the complainant.

### **Declining to Participate**

If the student respondent chooses not to cooperate in the investigation, the investigator will still complete the investigation and prepare a report based solely upon the information available. No adverse inference will be made as a result of a party's decision not to participate in the investigation, but a determination will be made based upon the information available.

If the complainant chooses to withdraw the complaint prior to the completion of the investigation, the Title IX Coordinator will determine whether to continue to pursue the complaint employing the factors outlined on previously.

### **Appeal Procedure**

Both the complainant and the respondent have the option to appeal the final determination of a Title IX investigation by submitting a letter of appeal to the Title IX Appeal Officer, Dr. Warren Rosenberg, Provost & Vice President of Academic Affairs, 325 Central Avenue, White Plains, NY 10606, 914-831-0219 or [wrosenberg@cw.edu](mailto:wrosenberg@cw.edu).

Requirements for appeal:

1. The appeal is made within 14 days of the original sanction, and
2. The appeal articulates one of the following grounds:

- a. A procedural error occurred that significantly impacted the outcome of the Informal or Formal Resolution (e.g. substantiated bias, material deviation from established procedures, etc.)
- b. To consider new evidence, unavailable during the original hearing, Informal or Formal Resolution or Investigation, that could substantially impact the finding or sanction
- c. The sanctions fall outside the range typically imposed for this offense, or for the cumulative conduct record of the Accused

If the Appeal Officer determines that the request for appeal sets forth a legitimate ground for appeal, the Appeal Officer will notify the non-appealing party and give them the opportunity to review the letter of appeal and submit a written response within 7 days of notification. The Appeal Officer will convene a panel of three individuals to hear the appeal.

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

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

If neither party files an appeal within two weeks of the determination's rendering, the Title IX Coordinator will provide both parties with written notice that the determination is final.

### **Transcript Notations**

Any student who is found responsible for domestic violence, dating violence, sexual assault or stalking (or any other crime of violence) and suspended will have a notation on his or her transcript indicating, "suspended after a finding of responsibility for a policy violation."

Any student who is found responsible for domestic violence, dating violence, sexual assault or stalking (or any other crime of violence) and expelled will have a notation on his or her transcript indicating, "expelled after a finding of responsibility for a policy violation."

Any student who withdraws from The College of Westchester while a complaint of sexual assault, domestic violence, dating violence, or stalking (or any other crime of violence) is pending against him or her and declines to complete the investigatory and disciplinary process will have a notation on his or transcript indicating, "withdrew with conduct charges pending."

If a finding of responsibility is vacated for any reason, the transcript notation will be removed. Students shall have the right to seek the removal of a notation of suspension after one year has elapsed since the end of the suspension. Students wishing to request removal should submit a letter to the Title IX Coordinator setting forth the justification for removal. Notations of expulsion cannot be removed.

### **Advisors**

Student complainants and respondents have a right to be accompanied by an advisor of his or her choice at all meetings and interviews related to an allegation of sexual misconduct. In cases involving allegations of domestic violence, dating violence, sexual assault or stalking, the advisor may be an attorney.

Advisors are not permitted to advocate on behalf of the individual or to address the investigator, the Title IX Coordinator or the Appeal Panel directly. The party may confer with the advisor, and the advisor may pass notes to the party. If the advisor is disruptive or otherwise fails to comply with these parameters, he or she may be asked to leave.

### **Conflict of Interest**

Both the complainant and the respondent have the right to have a fair and impartial investigation, determination and appeal. If either the complainant or respondent has any reason to believe that the investigator, the Title IX Coordinator or any of the Appeal Panel members has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter explaining the basis for his or her concern. Concerns regarding the investigator or the Appeal Panel should be submitted to the Title IX Coordinator. Concerns regarding the Title IX Coordinator should be submitted to the Appeal Officer. The other party will be provided with a copy of the letter and will have an opportunity to respond. If based upon those submissions and any independent inquiry the decision-maker may choose to make, the decision-maker determines that there is a conflict of interest, another individual will be appointed to take on the role. If it is found that there is no such conflict, the individual will continue in his or her role. Concerns regarding conflicts of interest should be raised as soon as they are identified and prior to the individual with the alleged conflict's rendering of his or her determination, e.g. prior to the submission of the investigation report, the determination, or the appeal decision.

### **Notice**

Each party will receive reasonable and advance written or electronic notice of any meeting he or she is required or eligible to attend. In cases of domestic violence, dating violence, or stalking, each party will be given prompt notice of any meeting relating to the proceeding at which either the complainant or the respondent will be present, except that the respondent will not be notified of meetings with the complainant relating solely to interim protective measures and other supportive accommodations.

### **Student Complainant and Employee Respondent OR Employee Complainant and Student Respondent**

This procedure is used when one of the parties is a student and one of the parties is an employee, whether faculty or staff.

### **Amnesty Policy**

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

*The Amnesty Policy is not applicable to employees.*

### **Informal Resolution Option**

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

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

### **Formal Investigation Process**

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

Upon receipt of a formal grievance, the Title IX Coordinator or designee will:

- Open a formal case file and determine any necessary interim remedial measures (as described below) for the alleged victim, and any other necessary remedial short-term actions.
- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, university representative, or third party).
- Assess whether the facts as alleged by the complainant, if true, would constitute a violation of the policy. If the alleged facts do not state a violation, the grievance will be closed with no further action. If the alleged facts could state a violation, then the Title IX Coordinator or her designee will begin the investigation.

### **Interim Protective Measures**

If necessary, The College may take interim protective measures to protect the complainant during the investigation. These remedial measures include the following:

- No contact order;
- A change in academic situations as appropriate with the minimum burden on the complainant;
- Counseling;
- Health and mental health services;
- Escort services;
- Academic services; and/or
- Retake course or withdraw without penalty.

The College of Westchester determines which protective measures are appropriate for a particular situation on a case-by-case basis. Not all of the measures listed above will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant identifies an interim measure that is not already provided, The College of Westchester will consider whether the request can be granted. These interim measures will be taken promptly at no cost to the complainant. Depending upon the circumstances, some or all of the protective measures may be lifted once the process is complete and a decision is rendered or they may be continued to assist the complainant after a determination has been made, even if it is determined that some or all of the allegations have not been substantiated. Additional remedies and sanctions may be rendered after a violation is found.

The student complainant or the student respondent may request review and modification of any interim remedial measure(s) that directly impacts him or her, including review of the need for and terms of the protective measure(s), by submitting a letter to the Title IX Coordinator along with any evidence he or

she wishes to present. In the event the measure impacts the other party, he or she will be given an opportunity to state his or her position and present evidence as appropriate. The Title IX Coordinator or her designee will review the submissions and make a determination.

Failure to comply with a directive relating to a protective measure may lead to further disciplinary action. Remedial measures will be kept confidential to the extent possible. Only those individuals who need to be informed in order to effectuate the measures will be informed.

#### Investigation

The investigator will conduct a prompt, fair, impartial, and thorough investigation. During the investigation, the appointed investigator will:

- interview the complainant, the respondent, and any material witnesses (the investigator will not interview witnesses whose sole purpose is to provide character information);
- gather all relevant documentary and/or physical evidence from the complainant, respondent, and

witnesses; (This may include, but is not limited to, texts, emails, photos, Facebook posts, voicemail messages, etc.)

- give the respondent proper notice of the complaint, the date, time, location and factual allegations

concerning the alleged violation as well as the specific policy provisions he or she is alleged to have violated and provide an opportunity for the respondent to provide information;

- complete the investigation in a timely manner, without unnecessary deviation from the intended

timeline; and

- maintain communication with the complainant and the respondent on the status of the investigation and overall process.

#### Information re Romantic and Sexual History

The investigator will not consider information concerning the romantic or sexual history of either the complainant or the respondent, except as provided by the complainant or respondent relating to their shared sexual history. If either offers such information, the other will have the right to respond.

#### Information re Mental Health Diagnosis or Treatment History

Each party shall have the right to object to the investigator's consideration of his or her own mental health history or treatment. In the event such an objection is raised, the investigator will neither gather nor consider information regarding mental health diagnosis or treatment.

#### **Determination and Sanctions**

At the conclusion of the investigation, the investigator will prepare a written investigation report. The report will clearly set forth the prohibited conduct alleged and will include summaries of all witness interviews and any documentary or physical evidence identified. The report will further provide the investigator's assessment of whether it is more likely than not that the prohibited conduct occurred and the evidentiary basis for that assessment.

The parties will have an opportunity to review the report but will not be provided with a copy of the report. Within 3 business days of reviewing the report, the parties may submit in writing any additional information or clarifications that they believe are relevant to the determination and sanctions. This may include a statement regarding the impact the alleged events have had on them.

Upon completion of the investigation, the Title IX Coordinator or her designee will review all of the evidence and determine whether the evidence establishes that it is more likely than not that the policy was violated. In other words, whether a violation has been established based upon a preponderance of the evidence. If a violation is found, the College of Westchester will act to end the discrimination, prevent its

recurrence, and remedy its effects on the victim and the university campus community.

### **Remedies and Sanctions**

Potential remedies and/or sanctions may include one or more of the following:

- A no contact order
- Mandated training and education
- Revocation of honors or awards
- Revisions to class schedules to maintain separation of parties
- Transfer of student respondent to different division of the College (Adult/Day/Online)
- Loss of privileges (including but not limited to use of facilities and participation in campus organizations and activities)
- Community service
- Warning or reprimand
- Disciplinary probation
- Suspension
- Termination of Employment
- Permanent dismissal from The College
- Transcript notation

The Title IX Coordinator will provide both the complainant and the respondent with written notice of the determination and the rationale for such determination. In cases of sexual assault, dating violence, domestic violence and/or stalking, the complainant and the respondent will be informed simultaneously and in writing of any sanctions imposed and the rationale for such sanction. In other cases of sexual misconduct, the complainant will only be informed of discipline to the extent such sanctions relate directly to the complainant.

### **Declining to Participate**

If a student respondent chooses not to cooperate in the investigation, the investigator will still complete the investigation and prepare a report based solely upon the information available. No adverse inference will be made as a result of a student's decision not to participate in the investigation, but a determination will be made based upon the information available. Employee respondents who refuse to cooperate in the investigation may be subject to disciplinary action, up to and including dismissal.

If the complainant chooses to withdraw the complaint prior to the completion of the investigation, the Title IX Coordinator will determine whether to continue to pursue the complaint employing the factors described above.

### **Advisors**

Student complainants have a right to be accompanied by an advisor of his or her choice at all meetings and interviews related to an allegation of sexual misconduct. In cases involving allegations of domestic violence, dating violence, sexual assault or stalking, the advisor may be an attorney.

Employees are entitled to be accompanied by an advisor of their choice, who may be an attorney, in cases involving allegations of dating violence, domestic violence, sexual assault or stalking.

Advisors are not permitted to advocate on behalf of the individual or to address the investigator, the Title IX Coordinator or the Appeal Panel directly. The party may confer with the advisor, and the advisor may pass notes to the party. If the advisor is disruptive or otherwise fails to comply with these parameters, he or she may be asked to leave.

### **Conflict of Interest**

Both the complainant and the respondent have the right to have a fair and impartial investigation, determination and appeal. If either the complainant or respondent has any reason to believe that the investigator, the Title IX Coordinator or any of the Appeal Panel members has a conflict of interest or would otherwise be unable to be fair and impartial, the concerned party should submit a letter

explaining the basis for his or her concern. Concerns regarding the investigator or the Appeal Panel should be submitted to the Title IX Coordinator. Concerns regarding the Title IX Coordinator should be submitted to the Appeal Officer. The other party will be provided with a copy of the letter and will have an opportunity to respond. If based upon those submissions and any independent inquiry the decision-maker may choose to make, the decision-maker determines that there is a conflict of interest, another individual will be appointed to take on the role. If it is found that there is no such conflict, the individual will continue in his or her role. Concerns regarding conflicts of interest should be raised as soon as they are identified and prior to the individual with the alleged conflict's rendering of his or her determination, e.g. prior to the submission of the investigation report, the determination, or the appeal decision.

### **Notice**

Each party will receive reasonable and advance written or electronic notice of any meeting he or she is required or eligible to attend. In cases of domestic violence, dating violence, or stalking, each party will be given prompt notice of any meeting relating to the proceeding at which either the complainant or the respondent will be present, except that the respondent will not be notified of meetings with the complainant relating solely to interim protective measures and other supportive accommodations.

### **Student Appeal Procedure—Only Applies in Cases of Sexual Assault, Domestic Violence, Dating Violence and Stalking**

Both the complainant and the respondent have the option to appeal the final determination of a Title IX investigation by submitting a letter of appeal to the Title IX Appeal Officer, Brittany Schweig, Academic Advisor, 325 Central Avenue, White Plains, NY 10606, 914-831-0429 or [bschweig@cw.edu](mailto:bschweig@cw.edu).

### **Requirements for appeal:**

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

If the Appeal Officer determines that the request for appeal sets forth a legitimate ground for appeal, the Appeal Officer will notify the non-appealing party and give them the opportunity to review the letter of appeal and submit a written response within 7 days of notification. The Appeal Officer will convene a panel of three individuals to hear the appeal.

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

1. Decisions by the Title IX Appeal Panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/remedial action only if there is a compelling justification to do so.
2. Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the rationale for the original sanction, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the Title IX Coordinator for additional investigation.

3. Sanctions imposed are implemented immediately unless the Title IX Coordinator or designee stays their implementation pending the outcome of the appeal.
4. The Title IX Appeals Panel will normally render a written decision on the appeal to all parties within 7 business days from receipt of the non-appealing party's submission.
5. All parties will be informed in writing of the results of the appeal decision.
6. Once an appeal is decided, the outcome is final: further appeals are not permitted.

If neither party files an appeal within two weeks of the determination's rendering, the Title IX Coordinator will provide both parties with written notice that the determination is final.

### **Student Bill of Rights**

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
- Response to Reports: Notify university police or campus security, local law enforcement and/or the State Police;
- Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon first instance of disclosure by reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination, and detailing that the criminal justice process utilizes different standards of proof and evidence. The official shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy and shall inform the reporting individual of other reporting options;
- Confidentially disclose the incident to institution representatives, who may offer confidentiality and can assist in obtaining services;
- Disclose confidentially the incident and obtain services from the state or local government;
- File a report of sexual assault, domestic violence, dating violence and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with the institution policy and a reporting individual's identity shall remain private at all time if said reporting



- individual wishes to maintain privacy;
- Disclose the incident, if the accused is an employee of the institution, to the institution's human resources authority;
- Receive assistance from appropriate institution initiating legal proceedings in family or civil court; and
- Withdraw a complaint or involvement from the institution process at any time.

### **Nondiscrimination/Affirmative Action/Equal Opportunity/Section 504 Policy**

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

### **SOCIAL MEDIA POLICY**

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

#### **General Guidelines:**

- Respect the rights of CW staff, faculty and students and others to privacy including not disclosing personal information such as names, addresses, phone numbers or any other information that may identify any individual.
- CW's logo, banner and related images are property of The College and any unauthorized use of CW's logo, banner or related images is strictly prohibited.
- Whether you are posting to your social media website or participating in someone else's, make it clear that you are expressing your own views and opinions, and that you do not speak on behalf of CW.
- Cite to the original source or reference for ideas, quotes or photos that are not your own.
- Include links to original sources or references.
- Adhere to the Computer Usage Policy and Code of Conduct as noted in the CW catalog and student handbook.
- Faculty will monitor the discussion board associated with the course you are taking using the same guidelines as noted here within. Your instructor reserves the right to include additional guidelines and will notify you of those additional guidelines. If you should have any concerns or problems, please address them with your faculty member.
- CW reserves the right to delete any post that is deemed inappropriate for any discussion forum, blogging website or any other social media websites that is under the jurisdiction of The College without prior notification to the student, faculty or staff.
- Uploading photos and videos to CW's social media websites that display nudity, racist conduct or other vulgar behavior may be removed without prior notification.
- If a student has interest in creating a CW social media website, the student must contact CW's Vice President for Marketing and Media Resources to obtain CW's written approval for a CW social media website and assistance in creating that website, if needed.

#### **Netiquette:**

- Remain professional, respectful, and courteous at all times.

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

## **CODE OF CONDUCT AND DISCIPLINE PROCEDURES**

### **Grounds for Disciplinary Action**

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

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

1. Conduct which could be construed to be a violation of any federal, state, or local law.
2. Conduct which disrupts or interferes with the personal or group rights of other members of The College community or with any activities of The College including, but not limited to, access to facilities and performance of normal duties.
3. Conduct which violates personal, group, or College rights to be secure against unlawful intrusion or seizure including, but not limited to: (a) theft or possession of stolen property; (b) possession or use of unauthorized College keys or access devices; (c) unauthorized entry; and (d) refusal to leave or to release any property when ordered to do so by any person having jurisdiction over it.
4. Destruction of, unauthorized removal of, or damage to computer equipment or any College property will result in disciplinary action which may include dismissal and payment for damages.
5. Academic dishonesty, as defined in this document.
6. documents, or identification.
7. Use (and/or presumably under the influence) possession, or distribution of controlled substances (illegal drugs, as defined by state and federal law) and precursors of controlled substances or drug paraphernalia, except as expressly permitted by state and federal law and College regulations.
8. Being in any place for the purpose of unlawful use, possession, or distribution of a controlled substance.
9. Disorderly, lewd, harassing, slanderous, or indecent conduct.
10. Assault and/or sexual assault. See Title IX Policy Prohibiting Sexual Harassment and Sexual Misconduct.
11. Willful failure or refusal to testify as a witness after having been directed to appear at an College disciplinary proceeding, unless the testimony would tend to implicate said student in a violation of College regulations; or knowingly providing false testimony or evidence at a College disciplinary proceeding.
12. Conduct which endangers the safety of The College community, including, but not limited to, tampering with safety or fire-warning devices; setting a fire on College property; reckless operation of a motor vehicle; or failing to abide by the safety rules of The College.
13. Use, possession or storage of dangerous weapons, chemicals, explosive devices or materials including, but not limited to, firearms, air guns, prohibited knives (such as switch knives, swords, daggers, gravity knives, throwing stars, and knives with blades more than three inches

- long), ammunition, slingshots, metallic knuckles, bows and arrows, firecrackers, and bombs.
14. Failure to comply with a College official in the performance of his or her duties, including but not limited to, failure to provide valid identification or knowingly furnishing false information.
  15. Failure to honor financial obligations to The College or to any element thereof.
  16. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
  17. Failure to comply with the Rules of Maintenance of Public Order.

### **DISCIPLINE HEARING PROCEDURES**

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

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

At least three days prior to the Discipline Committee hearing, the aggrieved person is required to submit a written statement describing the incident to the Dean of Student Success 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 by overnight mail and telephone of the committee's decision, 24 to 48 hours after the hearing. If the accused student does not fulfill the penalty imposed by the committee, the student will be suspended or dismissed.

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

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