

THE COLLEGE OF WESTCHESTER



Student Handbook
Online Division

2012–2013

STUDENT HANDBOOK

ONLINE DIVISION

2012 -2013

The College of Westchester
325 Central Avenue
White Plains, New York 10606
914-831-0200
www.cw.edu

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DIRECTORY OF STUDENT SERVICES FOR ONLINE DIVISION

Department	Staff	Phone	E-Mail	Hours
Academic Center*	Esperanza Cruz* Maria Papakanakis* Marsha Johnson*	914-831-0433	OLAcadCtr@cw.edu	M-Th 8-10 Fri 8-4:30; Sat 8-5
Academic Advisor	Cheryl Green* Joi Sampson* Diana Cusumano*Ijnanya Shipman-Weaver*	Assigned to individual students	OLAdvisor@cw.edu	M-Th 8-9 Fri 8-2; Sat 8-2
Admissions	Colleen McCartin Cristiana Crocco	914-831-0301	online@cw.edu	M-Th 9-9 Sat 9-2
Bookstore	Christine Louangsiyotha Marie Bonafonte	914-831-0466	OLBookstore@cw.edu	M-F 9-5 (office)
Career Services*	Roselle Glick	914-831-0400	careerservices.ol@cw.edu	M-Th 8-8 Fri 8-4; Sat 8-2
Counseling Center*	Diana Cusumano Wendy Ruoff	914-831-0334	counseling@cw.edu	M & Th 8-9; T & W 8-5; Fri 8-4; Sat 10-2
Help Desk	Various IT staff	914-831-0448	helpdesk@cw.edu	M-Th 8-9:30 Fri 8-4; Sat 8-4:30 Sun closed
Learning Center •Tutoring •CW Smarthinking contact	Bonnie Scott Alex Garcia	914-831-0370	tlc@cw.edu	M-Th 9-8 Fri 9-4; Sat 10-2
Library	Monecia Samuel Christa DeFaber	914-831-0280	Lib-Online@cw.edu	M-Th 9-8:30 Fri 9-2; Sat 9-3 (summer 9-2)

Student Accounts (billing questions)	Christopher Mangan* Liliana Carvalho*	914-831-0389	studentaccounts@cw.edu	M-Th 8-10 Fri 8-4; Sat 9-1
Student Financial Assistance*	Christina Cea* Perry Brown* Nicholas Masci*	914-831-0473	OLFA@cw.edu	M-Th 10-9 Sat 9-2
Associate Dean, Evening/Saturday College	Patricia Lyon*	914-831-0419	plyon@cw.edu	T 12-5, W 2-8, Th 3-9, F&S 10-2
Student Success Coaches	Robert Weston* Colleen McCartin*	914-831-0471 914-831-0273	rweston@cw.edu cmccartin@cw.edu	Schedule to be arranged upon assignment
Veterans	Dianne Pepitone Nellie Capellan* Liliana Carvalho*	914-831-0403	cwveterans@cw.edu	M-Th 9-6 Fri 8-5

*hours vary depending on staff availability

DIRECTORY OF FACULTY

* represents online instructors and online chairpersons

Faculty	Department	Ext.	E-Mail
Michael Aman	General Education	271	maman@cw.edu
Anne Bikofsky, Chairperson Accounting*	Accounting	325	abikofsky@cw.edu
Grace Bonanno, Chairperson Computer Network Administration*	Computer Network	323	gbonanno@cw.edu
Paula Cancro*	General Education/ Office Technologies	256	pcancro@cw.edu
Andy Capellan	General Education	264	acapellan@cw.edu
Eunme Cho, Practicum Coordinator	Allied Health	265	echo@cw.edu
Michael Clarizio*	Business Administration	245	mclarizio@cw.edu
Estelle Coffino, , Program Director Allied Health Programs	Allied Health	254	ecoffino@cw.edu
Noel D'Allacco	Business Administration	319	Ndallacco@cw.edu
Christian De Matteo	General Education	364	cdematteo@cw.edu
Rosetta DeRentis	Allied Health	251	rderentis@cw.edu
Alexa Ferreira*	General Education	235	afferreira@cw.edu
Jacqueline Flynn-Fronda*	Business Administration/ Accounting	243	jflynn@cw.edu
Michelle Fuhrman*	Allied Health	295	mfuhrman@cw.edu
Raymond Giles, III*	Office Technologies/ Digital Media	228	rgiles@cw.edu
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Michael LaSala*	Business Administration	326	mlasala@cw.edu
Jean-Paul Le Du*	General Education	238	jledu@cw.edu
James Lines	Digital Media	223	jlines@cw.edu
Lorraine Mastracchio, Sr Chairperson Office Technologies & Academic Enrichment Program*	Office Technologies	232	lmastracchio@cw.edu
James McGee, Chairperson* Business	Business Administration	250	jmcgee@cw.edu
Howard Millman*	Office Technologies	846	hmillman@cw.edu
Gary Muskin*	Office Technologies	263	jmuskin@cw.edu
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	Janet Thompson, Associate Chairperson Business Administration	Business Administration	231	jthompson@cw.edu
	Dr. Shamva Wright	Allied Health	258	swright@cw.edu

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	Hillary Millman	General Education	hmillman@cw.edu
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	Gloria Schmidt*	General Education	gschmidt@cw.edu
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	Kenny Sylvestre	Office Technologies	ksylvestre@cw.edu
	Ann Marie Tromer	Accounting	atromer@cw.edu
	Helen Uzamere*	Office Technology/Computer Networking	huzamere@cw.edu
	Neil Veloz	General Education	nveloz@cw.edu
Please also refer to the college catalog for complete listing of faculty.			

ADMINISTRATIVE DIRECTORY

President	Karen Smith
Vice President	Mary Beth Del Balzo, LCSW
Vice President of Academic & Student Affairs	Dr. Joann Mulqueen
Director of Administration & Chief Financial Officer	Nancy Poli
Assistant Vice President, Institutional Research & Strategic Initiatives	Michael Sandick
Senior Dean of Faculty and Curricula	Greg Marcarelli
Dean of Student Academic Services	Jean Carlson
Dean of Evening/Saturday College	Paul Gugliemella
Associate Dean of Academic Services	Daphne Galkin
Associate Dean of Evening/Saturday College	Patricia Lyon
Dean of Instructional Design & Faculty Development, Online Division	Ruth Best
Director of Admissions	Matt Curtis
Director of Career Services	Joann Sondey
Chief Information Officer	Kelly Walsh
Director of Student Financial Services	Dianne Pepitone
Director of The Learning Center	Bonnie Scott

Director of College Library Services	Monecia Samuel, MSLS
Director of Testing	Amelia Scordo
Director of Student Success & Retention	Dr. Judith Lilleston

STUDENT LIFE

Academic Advisement

The academic advising program at The College of Westchester 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, Student Financial Services, Career Services, and The Learning Center. While each student is assigned an 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, or face to face.

Student announcements regarding policies and special events are available on My CW, and links including advisor phone number and email address are prominently displayed on the student portal and within the LMS.

Alumni Association

Maintaining close ties with our alumni is an important goal of our college. We encourage graduates to remain active by gathering with fellow graduates for recreational outings, serving on an alumni steering committee, speaking to The College of Westchester classes, becoming involved in our co-op program, and attending alumni meetings. Lifetime placement is also available to alumni and many of our alumni take advantage of this service.

Bookstore

The online bookstore is integrated as part of the student portal at "My CW". You may contact the virtual bookstore at olbookstore@cw.edu or calling 914-831-0466. The CW Online Bookstore is open typically one to two weeks before the start of each term.

Online Division Calendar 2012/2013

Effective with the Summer 2012 term, the Online Division will follow the Saturday College Academic Calendar for fully online programs. Courses are available to access one week prior to the start of the term in order for the student to view syllabus, gain access to textbook information and first assignments. The number of online weeks will vary each term, to account for holidays including Labor Day, Thanksgiving, Easter, Memorial Day and Independence Day.

2012 Summer Term

July

21	Saturday	Start of Summer Term – Courses Begin
28	Saturday	End of Drop Period

September

22	Saturday	End of Summer Term – Courses End
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2012 Fall Term I

September 29	Saturday	Start of Fall Term I – Courses Begin
October 6	Saturday	End of Drop Period
December 1 3	Saturday Monday	End of Fall Term I - Courses End Fall Term I Grades Due

2012 Fall Term II

December 2012 8 15 22–Jan 1	Saturday Saturday	Start of Fall Term II – Courses Begin End of Drop Period Christmas Recess (not all services may be available)
February 16 18	Saturday Monday	End of Fall Term II – Courses End Fall Term II Grades Due

2013 Spring Term I

February 23	Saturday	Start of Spring Term I – Courses Begin
March 2	Saturday	End of Drop Period
April 27 29	Saturday Monday	End of Spring Term I – Courses End Spring Term I Grades Due

2013 Spring Term II

May 4 11 30	Saturday Saturday Thursday	Start of Spring Term II – Courses Begin End of Drop Period Graduation Ceremony
July 13 15	Saturday Monday	End of Spring Term II – Courses End Spring Term II Grades Due

2013 Summer Term

July 20 27	Saturday Saturday	Start of Summer Term – Courses Begin End of Drop Period
September 21 23	Saturday Monday	End of Summer Term – Courses End Summer Term Grades Due

2013 Fall Term I

September 28	Saturday	Start of Fall Term I – Courses Begin
October 5	Saturday	End of Drop Period

November		
23	Saturday	End of Fall Term I – Courses End
25	Monday	Fall Term I Grades Due
2013 Fall Term II		
December		
14	Saturday	Start of Fall Term II – Courses Begin
21	Saturday	End of Drop Period
24-Jan 1		Christmas Recess (not all services may be available)
February		
15	Saturday	End of Fall Term II – Courses End
17	Monday	Fall Term II Grades Due
2014 Spring Term I		
March		
1	Saturday	Start of Spring Term I – Courses Begin
8	Saturday	End of Drop Period
May		
3	Saturday	End of Spring Term I - Courses End
5	Monday	Spring Term I Grades Due
2014 Spring Term II		
May		
10	Saturday	Start of Spring Term II – Courses Begin
17	Saturday	End of Drop Period
29	Thursday	Graduation Ceremony (tentative date)
July		
19	Saturday	End of Spring Term II – Courses End
21	Monday	Spring Term II Grades Due
2014 Summer Term		
July		
26	Saturday	Start of Summer Term – Courses Begin
August		
2	Saturday	End of Drop Period
September		
27	Saturday	End of Summer Term – Courses End
29	Monday	Summer Term Grades Due

Campus Cruiser Portal and Cruiser Alert

The Campus Cruiser portal is a centralized, hosted application platform providing integrated access to a wide variety of essential information and applications. The Portal (which has been branded as the “My CW” Portal) provides “personal tools” for students including a customizable portal page, e-mail, bookmarks (web links), the ability to store and access files from any Internet-enabled computer and more. Each student’s default Dashboard page provides access to web pages for every office in CW, where they can locate office hours, contact information, key personnel, event information, shared files, and other information. Students can also view pages for Student Clubs and request to join clubs through the Portal. The Portal’s Campus (Home) Page is updated almost daily with Campus News. The Portal also includes the Cruiser Alert

application which provides Emergency Notification and Messaging via text messaging, e-mail and voice which transmits an emergency message to signed-up students, faculty, and staff. A suite of custom tools is delivered via the Portal which provides tools for student account management, academic information, grades, class schedules, and more.

Helpdesk for IT and technical questions related to sign-on, LMS, and other computer related issues is available for access as listed in the Online Student Services Directory which is found in the Student Handbook and on the Online Student Homepage on My CW/Campus Cruiser.

Career Services

The College of Westchester's Career Services staff helps students in preparation for the transition from CW to employment or to continue their education and prides itself on the success of its graduates. The College carefully tracks and assists graduates with career selection, job placement and/or transfer to full-time study upon completion of an associate 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. Career Services personnel assist students in their professional aspirations, currently utilizing Optimal Resume.com online career one-stop service. See link to Optimal Resume <http://www.cw.optimalresume.com>. You will be assigned a unique ID and password for Course Cruiser which is also the ID and password for Optimal Resume.

Counseling Center

Mental Health counseling is available via phone, through the college Counseling Center listed on the student portal, and through referrals via instructors, by appointment, during regular business hours. The Counseling Center can also make outside referrals in the student's home area to competent mental health professionals and agencies as necessary, and are linked with ULifeline.com, a web based helpline, featuring a 24 hour hotline and many online resources, and online resources specific to armed services Service Members. See link to ULifeline.com <http://www.jedfoundation.org/main/Home.html>

Disabilities Services

Upon students' self-identification and request for accommodations, the College provides students with disabilities with the support services and other reasonable accommodations needed to ensure equal access to the programs and activities of the college. All accommodations are made on a case-by-case basis. A student requesting accommodations is asked to submit appropriate documentation which includes 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 documentation cannot be older than one year and the College can require an annual medical update. Once the documentation has been received by the Associate Dean of Evening/Saturday College, the Committee on Disabilities will review it and make the determination regarding accommodations which may be provided. The student is required to talk with the appropriate dean to review the accommodation plan. For more information, please contact the Associate Dean of Evening/Saturday College via email, plyon@cw.edu, or by calling 914-831-0419.

To ensure that all Web content created by The College of Westchester is broadly accessible to its students with varied learning characteristics, instructional design and production staff will conform to Level A Web Content Accessibility Guidelines published by The World Wide Web Consortium's Web Accessibility Initiative (W3C-WAI) and last updated in December, 2008. Likewise, all content will conform to Section 508 standards on Web-based intranet and internet information and applications, as published by the U.S. General Services Administration (GSA). These guidelines help us ensure that our content is:

- **Perceivable:** That visually disabled students can access all non-text content through the assistance of a screen reader and students with auditory disabilities can access all audio content through transcripts or caption. When not possible, alternative information or pages will be made available.
- **Operable:** Students with cognitive or mobility disabilities will be able to navigate content, manipulate content with keyboard shortcuts, and, if approved to do so, without interference of timers. When not possible, alternative pages will be made available.
- **Understandable:** Specialized user agents (such as screen readers or specialized pointing devices, which disabled students may use) will be able to programmatically determine the page's language, predict any page behaviors that occur, and accurately report input errors (when needed).
- **Robust:** To ensure compatibility with specialized user agents, pages will follow good coding practices for all HTML elements, especially those with which the user may need to interact, such as links, buttons, and form fields.

The College of Westchester will continue to monitor emerging standards for accessibility to ensure our materials conform to emerging expectations and provide the best possible experience for online students.

Directions to The College of Westchester

Northern Westchester/Putnam County

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

Rockland County/North Jersey

New York State Thruway across Tappan Zee Bridge to Exit 8 onto I-287 East to Exit 5. Straight off ramp to the 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.

Emergency Procedures

Emergency Notification and Evacuation Procedures

The College of Westchester provides an emergency alert system through Cruiser Alert to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

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

The Facilities Manager, President and Cabinet Members 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 Director of Facilities.

Student Financial Services

As with admissions and registration, all student financial services are completed via phone, web chat and email and web-facilitated visits to the financial services portal. This allows students support while they complete all required financial aid forms to apply for Title IV funding or NY State TAP. The portal also permits students to access their student account and to make payments.

Identification Cards

All students who are attending The College of Westchester must obtain identification cards which allow them to enter the building, to use the Library and The Learning Center, and to attend special events. ID cards will be provided to you after enrollment into the College. There is a \$20.00 fee to obtain a duplicate ID card if the card has been lost.

Library Services

Electronic Reference Library and Online Librarian

The online library comprised of the online catalog for locating books and the electronic databases which includes Hoover's Reference and Megent databases for accessing articles, company and industry information, are a comprehensive collection of easy-to-access resources.

See link <http://library.cw.edu/>. Please note that most electronic books (e-books) can be found in the NetLibrary and Books 24x7 databases. If a student needs help navigating the online catalog

or electronic databases, the Student Resources page on the Library website at http://library.cw.edu/student_resource.html has online tutorials with audio that can be accessed freely, anywhere one has access to the Web. The library also has a blog <http://cwlibrarynews.blogspot.com/> and Twitter page <http://twitter.com/#!/cwlibrary> to make it easy for students to be a part of the library community.

The ground library holds over 4,000 books and subscribes to top rated journals and newspapers to include the *Wall Street Journal*, *Financial Times*, *The New York Times*, *US Today* and *The Journal News* which is also available to online students. The Library also has educational and blockbuster DVDs to include free, on demand, online borrowing through Netflix. In addition, a reference librarian is available remotely through a Meebo chat function at <http://library.cw.edu> entitled **Ask CW Library**, allowing students to inquire about periodicals, articles and texts that they require assistance to find as they complete research for projects and papers, and even allowing a librarian to send a file or link. This August 2011, **Ask CW Library** welcomes Text-A-Librarian, a service that will allow students to text their questions and receive answers 7 days a week during specified hours.

CW students, through the College of Westchester Library, may borrow books through interlibrary loan (ILL) from any participating lending library in the United States at no cost. The CW Library also has an established borrowing relationship with local university libraries, so if a book is not on our shelf that is needed for research, we can request it and have it delivered to the Library in a week or less. The Library will then scan needed chapters and send them electronically at the student's request.

In addition, if a student wishes to visit the brick and mortar campus, The College of Westchester Library offers unlimited computer use, free printing and several Wi-Fi hot spots in the library for laptop use.

Moodle

Moodle is a leading Learning Management System, a web-based open-source software program that is utilized to deliver online instruction. The course materials, resources and activities, include files, links, assignments, assessments, discussion forums, journals, peer collaboration and audio/video. A Moodle demo can be accessed from the Course Cruiser homepage and a Moodle Orientation course is available for students.

Orientation

The New Student Orientation is designed to acclimate students to the CW campus, introduce student services personnel, and to allow time to meet with department chairpersons and faculty within their chosen majors.

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 the LMS 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.

Parking

If you should decide to visit the college, complimentary valet parking is provided during the day in the north parking lot and the south parking lot. A third parking lot, which is self parking, is across from Central Avenue and is located on Fulton Street behind the Hudson Bank. Handicapped parking is available in the north and south lots, and visitor parking is available in the north parking lot. The College is not responsible for damage or loss to vehicles or their contents while parked on school property, or while making use of the valet parking service.

Proctored Exams

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

Security Procedures

Security Staff

Security staff is available at the front entrance of the building. Visitors to The College of Westchester are required to sign in at the front desk. Security staff can be reached at extension 292. All staff and students must display their identification cards upon entry to the building.

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 and the student handbook. Employee information is available in the employee handbook and through various publications made available to the employees. Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, Al-Anon, Alateen, Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the College's webpage located on the ULifeline.com website.

Procedure for Reporting Security Violations

The College of Westchester is devoted to keeping the campus a safe place to attend classes. While visiting the college, if you should see any potential criminal action, suspicious activity or other emergencies, these should be reported to the Dean of Student Academic Services or the Dean of Evening/Saturday College. An Incident Report must be completed in the Academic Center which describes any security violation that has occurred.

SECURITY REPORT

The College of Westchester is proud of its excellent record of keeping our campus as crime free as possible. Our entire College community assists in this process of keeping the campus a safe place to attend classes and to work.

This Security Report is mandated by the United States Department of Education in accordance with the Student Right-to-Know and Campus Security Act of 1992. In compliance with this mandate, we have compiled this report to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education at its website (<http://surveys.ope.ed.gov/security>). The Vice President for Student and Academic Affairs may be contacted at 914-831-0418 for any requests.

According to the Campus Crime and Security Act, The College of Westchester is required to provide statistics on: occurrences on campus concerning criminal offenses reported to local police agencies and to the Public Safety Office; statistics for drug, alcohol, and weapons arrests on campus as reported to local police agencies and to the Public Safety Office; and data provided by the City of White Plains Police Department regarding criminal offenses surrounding the campus area. This area is defined as follows: extends 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; from Central Avenue to the CW student parking lot on Fulton Street, and from house #107 to #129 on Robertson Avenue.

The College of Westchester's campus security report is updated annually, is available no later than October of each year and located on the College's website at http://library.cw.edu/student_resource.html and also Campus Cruiser at <http://cruiser.cw.edu>.

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.

SEX OFFENSE AWARENESS PROGRAM

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

Suggestions for the prevention of a possible sexual assault include:

1. Walk with your head up and look at people you come into contact with; and be aware of your surroundings.
2. Do not walk down the streets wearing earphones. Your attention will be divided, and you become a good target for an attack.
3. Try to stay away from shrubbery. Walk towards the center of the sidewalk.

4. Be sure to have your keys in your hands when you leave your car to go into your house.
5. If you are driving and suspect that you are being followed, drive to the nearest police station and blow your horn. Stay in the car until someone comes outside.
6. Follow your instinct. Use caution.

Procedures to be Followed if a Sex Offense Occurs

Should a sex offense occur, the victim of the sex offense is strongly encouraged to report the crime to the Dean of Academic Services or to the Dean of Evening/Saturday College. An adequate, reliable, and impartial investigation will be conducted. A no contact order may be required and/or interim suspensions may be possible during the period of investigation. If an offense is reported, all options and services available to the victim are presented. The following procedures shall be observed:

- (1) The victim, upon request, will be transported to White Plains Hospital for medical assistance.
- (2) Psychological counseling will be made available through (off campus counseling service), Employee Assistance Program, and/or the Westchester County Rape Crisis Center.
- (3) The victim will be notified by the respective dean of the option to change his or her academic arrangements. The Academic Center will assist in making the changes as feasible if requested by the victim.
- (4) The victim is informed of his or her option to notify the Westchester County Police Department and/or other appropriate law enforcement authorities. The Public Safety Office will also provide assistance in notifying the local authorities if requested by the victim.
- (5) The victim will be advised of the importance of preserving evidence for the proof of a criminal offense.
- (6) The victim is informed of his or her option to file charge with the appropriate disciplinary bodies. Assistance in filing charges is also available.
- (7) Both the complainant and the accused shall be informed of the outcome of any disciplinary proceeding to which they are a party. Specifically, upon written request, the alleged victim of an alleged sex offense will be notified of The College of Westchester's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Sanctions Imposed for Sex Offenses

Students found guilty upon a final determination following a disciplinary hearing are given sanctions, which are implemented by the Office of Academic Affairs in accordance with The College of Westchester. There are no automatic sanctions for particular offenses; each disciplinary proceeding is administered to evaluate cases individually and apply sanctions consonant with the severity of the offense. However, likely consequences for sexual offenses are suspension or dismissal from The College of Westchester.

Snow Closings

Virtual campuses almost never close with the exception perhaps of the rare event of prolonged power failure or long network outages. The following information is being provided in case you decide to visit the College. In inclement weather the College may have a one-hour or two-hour delay, or in extreme weather situations, may be closed. Information regarding school closings may be found by calling 914-948-4442, ext. 766 (SNO). Cruiser Alert text messages will be sent to student and staff cell phones and announcements will also be made on the following radio and television stations:

WFAS - 12.30 AM/103.9 FM
 1010WINS - 1010AM
 WHUD- 100.7 FM

WCBS - 880 am
 Cable 12 TV (CT)
 Cable 12 TV (Westchester)

Student Center

The Student Center is used for dining and for student activities including Orientation, Club Day, guest speaker presentations for Black History Month and Women's History Month, Honor Society Inductions, and numerous social events for the college. The Student Center is for use by students, staff, and faculty only. Disruptive behavior and inappropriate personal contact is not allowed and will result in disciplinary action.

Student Government Association

The Student Government Association (SGA) exists to support and stimulate the academic, cultural, social, and physical welfare of all students at The College of Westchester and serves to make decisions on behalf of the entire student body. Comprised of a committee of equal participants, any student with the necessary commitment, interest, and time may be a member of the SGA. The SGA represents the best interest of students by sharing student concerns with the College administration, serving as a source for student representation on College-wide committees, recommending student activities, managing student events, and supporting official College programs, initiatives, and functions. The SGA is highly regarded by both faculty and students. It gives students the opportunity to exercise leadership, express opinions, and work together toward achieving common goals. In addition to student organizations, throughout the calendar year, students can involve themselves in community service projects such as participating in non-profit organizations' walk-a-thons, blood drives, and food/clothing campaigns for the poor and homeless.

SGA Newspaper – *Student Voices*

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

Student Success Coaching

All new students are required to take Transformative Learning, a three-credit course that helps them make the transition to higher education and increases their self-awareness and self-esteem. As part of this course, new students are assigned a Student Success Coach. The Student Success Coach is a professionally trained staff member of the College who helps new students to succeed – academically, professionally, and personally. Students and coaches are in contact frequently to discuss any obstacles students might face and determine an appropriate strategy for success.

In addition, student surveys are built into the orientation process, and also into each course. In this way, students have a way to express their positive comments, concerns and suggestions.

The Learning Center

The College Learning Center is available via phone, text and chat, to assist students in reading, writing and mathematics. This is enhanced by commercially available *Smarthinking.com* for online tutors in most subjects and *Turnitin* for plagiarism checking and grammar and syntax review, style sheet alignment and citation generation through the Learning Center link. Students are also welcome to visit the on-campus Learning Center located on the 5th floor.

Visitors

Children and/or relatives may not accompany students to the College. All visitors must obtain a Visitor Pass at the Security counter.

Voter Registration

The College of Westchester distributes and makes widely available a mail voter registration form to each student enrolled at 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.state.ny.us/voting.html>

ACADEMIC RECOGNITION

DEAN'S LIST AND PRESIDENT'S LIST

Students who have completed a minimum of twelve (12) academic 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. Full-time 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 once a year in August for the period from September to August. If a student does not meet the minimum number of twelve credits at the time of review, the credits do not carry over into the next review period. President's List and Dean's List certificates will be distributed to students via mail.

GRADUATION REQUIREMENTS

The Registrar reviews the academic records of all potential graduates to ensure they have successfully completed the degree requirements for their academic program. A minimum cumulative grade point average of 2.00 is required for graduation. All potential students must complete an Exit Interview Form obtaining signatures from the Office of Student Financial Services, Career Services, and the Academic Center. The annual graduation ceremony is held at the Westchester County Center the last Thursday of the month of May. Graduates receive their academic regalia on the evening of the graduation ceremony. Tickets are not required for the graduation ceremony.

GRADUATION HONORS

Honors recognition is earned by degree candidates whose grade point average for all completed study is 3.5 or higher. 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 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.

The John F. Sterling Business Administration Award

The John F. Sterling Award was established in 1986. This award recognizes outstanding Day, Evening/Saturday, and Online Associate degree Business Administration-Management/Marketing graduates and Bachelor of Business Administration graduates in honor of Mr. Sterling. John F. Sterling is the former regional Vice President of South-Western Publishing Company and a long time friend of The College of Westchester. Throughout the years, Mr. Sterling has made valuable contributions to The College. The College respects him as

an individual with qualities that set him apart from the crowd. The students selected for this award must have the characteristics exemplified by Mr. Sterling: academic excellence in marketing, effective communication skills and an orientation toward sales.

HONOR SOCIETY

Phi Theta Kappa Honor Society (Associate Degree)

Phi Theta Kappa is an international honor society for two-year colleges. Eligibility in this prestigious organization is based on outstanding academic achievement and is an honor that is a valuable addition to the college experience and career resume. Students must have a cumulative grade point average of 3.5 or higher in order to be eligible for membership and to maintain membership. Membership in the CW chapter, Beta Pi Gamma, affords students access to scholarships and leadership opportunities. There are two Induction ceremonies each year, one in April/May and one in October/November, which you are invited to attend. Note that it is not mandatory for membership to have your presence – the certification can be mailed directly to you by the Society.

Sigma Beta Delta International Honor Society (BBA)

Sigma Beta Delta is an international honor society for four-year students in business. Membership in Sigma Beta Delta is the highest international recognition a business student can receive at a college or university. A business student must rank in the upper twenty percent of the class and be invited by administrators and faculty to join. Membership affords students access to scholarship and leadership opportunities. There are two Induction ceremonies each year, one in April/May and one in October/November, which you are invited to attend. Note that it is not mandatory for membership to have your presence – the certification can be mailed directly to you by the Society.

OUTSTANDING DETERMINATION AWARD

Student of the Semester

At the end of Fall II term and at the end of Spring II term, students in the Online Division 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. Student of the Semester certificate will be mailed to the student.

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 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.

Drop Period

A student wishing to change courses may do so only within the designated days of the drop period and receive a grade of "DP" (dropped no credit).

In the Online Division for fully online programs, the first nine calendar days of the term, starting with the first day of class, are designated as drop only. A student may not enter a class after the course has started. The next eight (8) 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. Effective with the Summer 2012 term, the first eight (8) calendar days of the term, starting with the first day of class, are designated as Drop only. A student may not enter a class after the course has started. The next eight (8) 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.

Academic Standing

In order to be in good academic standing a student must maintain a cumulative grade point average of 2.00. If a student falls below 2.00, he/she will be placed on Academic Probation. Additionally, if a student does not meet the prescribed minimum cumulative grade point average as set forth below, the student will be Academically Suspended. There are financial aid ramifications associated with failure to meet academic standards (see section on Student Financial Services). Students enrolled in fully online programs will be evaluated qualitatively (GPA) at the end of Fall II and Spring II.

Academic Probation

A student whose cumulative 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, 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 with associated financial aid ramifications. If the student fails to meet academic standards for a third time, the student will be Academically Suspended with financial aid sanctions (see section on Student Financial Services).

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 one full year and will be placed on Academic Probation upon their return. In the Online Division, one year is five terms. The student must also consult with a Financial Assistance Counselor to determine his/her eligibility for financial aid.

If a student wishes to be reinstated before a full year, he/she may appeal for an academic waiver to the Waiver Committee providing documentation of extenuating circumstances, e.g. circumstances outside of the student's control such as death in the family, serious illness or injury or other circumstances (see section on Appeal for Academic Waiver). If a student is granted an Academic Waiver, the student may return on Academic Probation but must consult with his/her Financial Assistance Counselor regarding financial aid eligibility.

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. It is also imposed if a student will not be able to meet academic standards within the required length to complete studies which is no more than one and one-half the normal time frame in credit hours attempted; 99 credits for the Associate's degree and 180 credits for the Bachelor's degree. There is no appeal available for a student who has been Academically Dismissed. Students may also be dismissed due to infractions of the Code of 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 Standards 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 term.

- The granting of an academic waiver is not an automatic process. It will be up to the Academic Standards Committee to properly review the documentation submitted in order to make a decision.
- Once a decision has been made, the student will be informed in writing. A copy of the decision will be put in the student's academic file and the student's financial aid file.
- Should you have any questions regarding this procedure, please contact the Dean of Instructional Design and Faculty Development, Online Division.

Students must meet federal Title IV and NYS TAP standards of academic progress in order to maintain eligibility for financial aid. Accordingly, students should refer to the catalog under the section "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.

Appeal of Assigned Grade

A student who believes that a grading error has been made, or who disputes the assignment of a grade, should first discuss with the instructor the basis upon which the grade was determined. If, after this review of the grading criteria for the course and the student's performance in it, the student disagrees with the determination of the grade, the student should make a written appeal to the department chairperson stating the basis upon which the grade 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 Academic Standards and Student Life Committee. The Academic Standards and Student Life Committee, which is made up of appointed faculty and administrators, is the final decision making body for student appeals. All other academic appeals, other than appeals of assigned grade, should be made in writing to the Academic Standards Committee.

Alert Lists

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

Attendance

The College of Westchester is an attendance-taking school. For fully online courses, faculty members determine attendance weekly based on academically-related activities. The faculty determines the attendance policy for each course including penalties for absence. Students should review the course syllabus and consult with their faculty regarding questions about the attendance policy for each course. Attendance is directly related to performance and excessive non-participation in academically-related activities may result in lower grades and/or administrative withdrawal from the College.

Academic attendance for online courses is determined by, but not limited to, one or more of the following activities per academic week:

- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.

- Participating in campus or online activities indicated in the course syllabus or assigned by the instructor, such as small group assignments, online discussion forums, or other collaborative activities.

Note that the academic week begins on a Tuesday and ends on a Monday, however, the first week of the term may start a few days earlier and the last week of the term may end a few days later. All weekly work and attendance requirements must be completed by 11:59 pm on each Monday unless earlier deadlines are posted by the faculty. Effective Summer 2012 term, the academic week begins on a Saturday and ends on a Friday. All weekly work and attendance requirements must be completed by 11:59 pm on each Friday unless earlier deadlines are posted by the faculty. **Also be aware that time deadlines for course work are based on the U.S. Eastern time zone.**

Class Standing

Class standing is determined by the number of semester hours which a student has satisfactorily completed.

0 - 24 credits	Freshman
25 - 60 credits	Sophomore
61 - 90 credits	Junior
91 - 180 credits	Senior

Degree Classifications

- A.A.S.** Associate in Applied Science
- A.O.S.** Associate in Occupational Studies
- B.B.A.** Bachelor of Business Administration

Full-time Status

In 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 Credit Value	Grade Point Value Per Grade
A	Excellent	93-100	4.00
A-		90-92	3.75
B+		87-89	3.30
B	Good	83-86	3.00
B-		80-82	2.75
C+		77-79	2.30
C	Average	73-76	2.00
C-		70-72	1.75
D	Minimum Passing Grade	65-69	1.00
F	Failure	Below 65	0.00
Fail	Failure for Pass/Fail course		
UF	Unauthorized Failure***		
FR	Failed Course/Repeat		

- P Pass
- Pass Pass for Pass/Fail Course
- WD Withdrawal, No Credit
- DP Dropped Course, No Credit
- I Incomplete
- INC. Incomplete for Pass/Fail course
- IC Internal Transfer Credits
- TO Test Out*
- TR Transfer Credit Accepted
- AUD Audit
- EX Exempt*
- S Satisfactory
- U Unsatisfactory**

*Requires additional elective

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

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

Grade Point Average - Computation Example

COURSE	GRADE	PTS	CREDITS	TOTAL POINTS EARNED
Business Organization	B	3 X	3	9
English Composition II	B	3 X	3	9
Principles of Accounting I	C	2 X	3	6
Business Law	C	2 X	<u>3</u>	<u>6</u>
			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 term. Total grade points earned for all terms divided by the total credit hours attempted for all terms will equal your term cumulative (overall) grade point average.

Credits transferred from other institutions are not included in the cumulative grade point average. Students may register for a course with the audit option without receiving any credit or a grade. Students must pay regular college fees and tuition. Transcripts will reflect AUD for audit.

Leave of Absence

It is expected that students will fulfill the requirements for their degree or certificate by registering for successive terms. However, if emergency medical, family, work, 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 the Dean of Student Academic Services or the Associate Dean of Evening/Saturday College for a period not to exceed 180 days in a twelve month period. The Leave of Absence Application form may be obtained from the student’s

Academic Advisor. 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. Students are responsible for meeting all deadlines for tuition payments and student financial assistance applications. If a student does not return to the College at the end of the Leave of Absence, the student will be officially withdrawn with the student's last date of attendance.

Involuntary Leave of Absence

The Director of the Counseling Center and/or the Dean of Student Academic Services and/or The Dean of Evening/Saturday College may determine that a leave of absence may be granted based on medical, psychological, or safety factors if it would be in the best interests of the student or the College. This action may be taken if, in the opinion of either the Director or Dean, a student exhibits behavior which creates, continues, or presents a risk of harm to the physical or mental health of the student concerned or others. This leave will be processed through the Academic Center. It is subject only to a written appeal to the Vice President of Academic and Student Affairs within five business days after written notification. The Director of the Counseling Center and/or the Dean of Student Academic Services and/or the Dean of Evening/Saturday College 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 AND NON-MATRICULATION

Matriculation

A person is considered matriculated when he/she:

1. Has filed an admissions application for the purpose of earning a degree or certificate.
2. Has a minimum 2.00 grade point average in order to be considered for admission to a matriculated program.
3. Has the potential to fulfill the required competencies of the major program.
4. Has completed the College's assessment process.
5. Has been accepted as a degree or certificate candidate.

Non-Matriculation

Students who do not intend to pursue a degree or certificate 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.
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 appropriate dean. May apply for matriculation by following standard protocol and meeting the 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 academic dean. If such students achieve a cumulative GPA of 2.00, matriculation may be reinstated if all other standards of progress are met.

Test-Outs

Students may be exempt from a course based on demonstrated competence. Students may take proficiency exams in the subject areas of English Composition I and II, Basics of Mathematics, College Mathematics, College Algebra, Emerging Information Technology, Word and Information Processing I and II, Financial Accounting I and II, Microsoft Office Applications: Word and PowerPoint 2007, Excel 2007, Medical Terminology, and Medical Ethics. At the discretion of the Academic Dean and/or department chairperson, a student may be eligible to attempt test outs for additional courses. 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. There is a \$10 fee for each official transcript request. Transcripts may be ordered on the website at www.cw.edu. Click on the "About CW" tab and then click on "Forms and Documents and then click on the Transcript Request Form link.

TRANSFER CREDIT POLICY FOR THE ASSOCIATE'S DEGREE

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 and recorded on official transcripts may be awarded credit under the following conditions:

1. A maximum number of transfer credits accepted is equal to sixty-three percent of the student's academic program at The College of Westchester (42 credits).
2. A grade of C 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. Computer courses that have been completed within the last three years are acceptable for transfer. Any computer 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. The College of Westchester does not require “final year” or “final semester” academic residency for active-duty service members and their family members.

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 will not be accepted. Exceptions may be granted by the Dean of Student Academic Services.

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

TRANSFER CREDIT POLICY FOR THE BACHELOR’S DEGREE

- 1) **Freshman Acceptance:** Prospective students may apply to the BBA degree program as first time freshmen with no college transfer credits. Applicants must meet all the admissions standards and requirements published in the College catalog.
- 2) **Two Year Transfer:** Students with a completed Associate degree from The College of Westchester** or other accredited higher education institutions recognized by the U.S. Department of Education may be accepted into the BBA degree program. These applicants must meet all admissions requirements published in the College catalog and have a minimum cumulative grade point average of 2.5* from their prior college(s). Other competencies may be required. (See BBA Competency Requirements.)
- 3) **Transfer Acceptance:** Students who have attended other colleges but who do not possess an earned degree or who have less than a 2.5* cumulative grade point average may be considered for acceptance based on a course-by-course evaluation of their transfer credits for courses with a grade of C or higher. (See Transfer Credit Policy) The maximum number of credits accepted is equal to sixty-three percent of the required 120 credits for the BBA program (75 credits).
**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 Medical Office Systems Management (MOSM) programs at The College of Westchester might not meet complete transferability requirements into this baccalaureate program.*

Transfer Agreements

Credits from The College of Westchester readily transfer into higher educational programs depending on the major. The College currently maintains a transfer agreement with Concordia College's Evening Business Administration program for CW graduates with an A.A.S. in Business Administration who will be granted junior status with up to 75 credits accepted in transfer. It also maintains a transfer articulation agreement with Dominican College for graduates with an A.A.S. or A.O.S. degree who will be granted junior status with up to 70 credits accepted in transfer as applicable to specified programs. CW also has a transfer articulation agreement with Mercy College's B.F.A. program for graduates with an A.A.S. degree in Digital Media who are required to submit a portfolio. Mercy College will accept all CW courses cooperatively agreed upon. CW also maintains an articulation agreement with Monroe College's King Graduate School. CW graduates with a 3.5 or better GPA from the Business Administration program will have the option to compete the MBA program in three semesters of 12 credits each semester, students should consult with the Dean of Student Academic Services with questions regarding these transfer agreements with other schools.

Withdrawal

If a student finds it necessary to withdraw from the College, he/she must contact the Academic Advisor to discuss the withdrawal process. A student should also contact the Financial Assistance Counselor to discuss any financial obligations to the College and to complete the Student Loan exit interview if applicable.

In the Online Division if a student withdraws within the eight calendar days following the nine calendar days of the Drop period (total of 17 calendar days), a grade of WD (Withdrawal, no credit) will be given. Effective Summer 2012 term, in the Online Division if a student withdraws within the eight calendar days following the eight calendar days of the Drop period (total of 16 calendar days), a grade of WD (Withdrawal, no credit) will be given. After the Withdrawal period, withdrawal from the College will result in "F" grades for the courses. Please refer to the catalog, or its addendum, for refund and withdrawal policies that may affect student financial responsibility.

Administrative Withdrawal (Stopped Attending)

If a student has no academically related activities 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. The last date of attendance will be the last day of a student's academically related activity as noted in CW's LMS.

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.

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

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

As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the President no later than five days after any conviction for a criminal drug offense committed on The College of Westchester property. Failure to comply with these conditions will constitute unsatisfactory conduct and will lead to appropriate sanctions.

DESCRIPTION OF DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

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

CONVICTION FOR POSSESSION OR SALE OF DRUGS

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

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

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

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

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

Standards for a qualified drug rehabilitation program

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

- Be qualified for receive funds directly or indirectly from a federal, state, or local government 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.

COMPUTER USAGE POLICY

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

The use of the Internet, e-mail and information technology systems at The College of Westchester shall be considered a privilege, not a right, and inappropriate use will result in the cancellation of such privilege. The College of Westchester will, in its sole judgment, determine what inappropriate use is.

It is important that students understand that the electronic communication systems are the property of the College. Therefore, information transmitted from, or stored in, such systems, is also the property of the College. As such, students have no reasonable expectation of privacy regarding their use of the systems. The College maintains the right to access any and all contents stored or transmitted via the College’s electronic communications systems. Confidentiality of messages stored or transmitted with a password should not be assumed or relied upon. The use of passwords or security codes is intended solely for the College’s protection, and not that of the

user. As such, all system passwords must be available to the College management, and no student may use passwords that are unknown to the College.

The College maintains its rights to inspect and govern conduct on all electronic communication systems, as they pertain and/or impact the College. The hardware and information transmitted or stored on such systems are property of the College. The College has the right to review, audit, and intercept all communications, and, when appropriate disclose all data/information sent over its systems, with or without notice.

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

Sharing copyrighted materials without a license (i.e., 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 one's actual or perceived race, color, religion, creed, sex, sexual orientation, national origin, age, physical or

mental disability, citizenship, marital status, liability for military services, genetic pre-disposition or carrier status, or any other characteristic protected by applicable law. Please refer to the College's Sexual Harassment and Non-Harassment policies for further details.

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

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

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

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

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

Vandalism: Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online 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.

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 Director and Special Assistant to the President for Marketing and Public Relations 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.

COPYRIGHT INFRINGEMENT

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

Copyright infringement includes but is not limited to plagiarism, downloading and reproducing CD's or DVD's 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 (i.e., 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.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 applies to institutional policies governing access to and release of student education records maintained by educational institutions that are recipients of federal funds. The College of Westchester complies with this statute which states, in part, that such institutions must:

1. Afford students access to education records directly relating to them;
2. Offer students an opportunity for a hearing to challenge such records as inaccurate, misleading or otherwise inappropriate;
3. Receive a student's written consent before releasing information from their education records to persons outside The College of Westchester, except as provided by the Act and except for directory information as indicated below (such information may be furnished to a student's parents without such consent only upon certification of the student's financial dependency);
4. Comply with a judicial order or lawfully issued subpoena to release a student's record, or notify the student of this action;
5. If The College of Westchester initiates legal action against a student, the college must make a reasonable effort to notify the student of its intent to disclose the information from education records to a court of law.

The College of Westchester will release the following directory information upon request: name; local address and telephone number; e-mail address; photograph; student identification number; name and address of emergency contact; dates of attendance; 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. Students may sign a consent form which provides consent to share the student's academic and financial status with family members or guardians.

Additionally, Section 99.7 of FERPA requires that schools annually notify students currently in attendance of their rights under FERPA. Copies of The College of Westchester full policy statement on the release of student information, and procedures for exercising these rights are available from the office of the Dean of Student Academic Services.

A student who believes that an error or misjudgment has been made regarding a college policy should first discuss the matter with an 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 Academic Services or the Dean of Evening/Saturday College, in writing, reciting the basis for grievance, within one month of the incident in question. If the request is approved, the Vice President of Academic and Student Affairs will set up a committee made up of not more than three parties to arrive at a final determination. A decision will be made within one week of the committee's formation.

If, after a hearing, a student still believes that he/she has been aggrieved by the College, the student may file a complaint with the New York State Department of Education. Details on filing a complaint may be obtained from the Academic Center. Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

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 an 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 in writing to the Dean of Student Academic Services or the Dean of Evening/Saturday College, describing the basis for the grievance within one month of the incident in question. If the request is approved, the Vice President of Academic and Student Affairs will set up a committee made up on not more than three parties to arrive at a final determination. A decision will be made within one week of the committee's formation.

If, after a hearing, the student still believes that he/she has been aggrieved by the College, the student may file a complaint with the New York State Department of Education. Details on filing a complaint may be obtained from the Academic Center. Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint. The College of Westchester will not allow any form of retaliation against individuals who report incidents of perceived harassment to management or who cooperate in the investigation of such reports in accordance with this policy.

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.

NONDISCRIMINATION POLICY/AFFIRMATIVE ACTION AND TITLE IX /EQUAL OPPORTUNITY/SECTION 504

The College of Westchester is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action, Title IX 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 President, The College of Westchester, 325 Central Avenue, White Plains, New York 10606.

Policy Prohibiting Sexual Harassment Sexual Harassment and Sexual Violence

The U.S. Department of Education has mandated that all colleges have an obligation to respond to sexual harassment and sexual violence. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Any student who has been the victim of sexual harassment should report the incident to the Dean of Student Academic Services or the Dean of Evening/Saturday College. An adequate, reliable, and impartial investigation will be conducted. A no contact order may be required and/or interim suspensions may be possible during the period of investigation. Depending on the nature of the circumstance, there may be a Discipline Hearing. Both the accuser and the accused have an appeal process available.

CODE OF CONDUCT AND DISCIPLINE PROCEDURES

CODE OF CONDUCT Grounds for Disciplinary Action

A violation of the Grounds for Disciplinary Action may be construed to include: (a) active violation; (b) attempt to violate; and (c) solicitation of or aiding another in the commission of a violation. Disciplinary action may be instituted in any case in which an individual or group of students is found in violation of any of the following regulations:

1. Conduct which could be construed to be a violation of any federal, state, or local law.
2. Conduct which disrupts or interferes with the personal or group rights of other members of the College community or with any activities of the College including, but not limited to, access to facilities and performance of normal duties.
3. Conduct which violates personal, group, or College rights to be secure against unlawful intrusion or seizure including, but not limited to: (a) theft or possession of stolen property; (b) possession or use of unauthorized College keys or access devices; (c) unauthorized entry; and (d) refusal to leave or to release any property when ordered to do so by any person having jurisdiction over it.
4. Destruction of, unauthorized removal of, or damage to computer equipment or any College property will result in disciplinary action which may include dismissal and payment for damages.
5. Academic dishonesty, as defined in this document.
6. Fraud, including, but not limited to, forgery, misuse, and/or alteration of College records, documents, or identification.
7. Use, 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, aggressive or indecent conduct, either verbal or physical.
10. Physical assault and/or sexual assault.
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; or reckless operation of a motor vehicle.
13. Conduct in violation of the Copyright Infringement policy.
14. 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.
15. 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.
16. Failure to honor financial obligations to the College or to any element thereof.

17. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
18. 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.

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 Academic Services. This statement will be read aloud at the hearing by the committee members and witnesses may be called to testify. The accused student will be notified by overnight mail and telephone of the committee's decision, 24 to 48 hours after the hearing. If the accused student does not fulfill the penalty imposed by the committee, the student will be suspended or dismissed.

The accused student may appeal the committee's decision to the Vice President of Academic and Student 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.

MILITARY

Networking

CW recognizes the importance of connecting with other military students enrolled at the College. The College is presently organizing a student club as well as other forms of interaction through a CW social media website and these should be available some time during the 2012-2013 academic year. CW will make announcements as these become available.

Should You Need to Leave

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

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

Transfer Credit Policy

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 servicemembers and their adult family members (spouse and college-age children). In addition, there are no “final year” or “final semester” residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

Veterans Benefits

CW is recognized by the U.S. Department of Veterans Affairs as an approved Institution of Higher Learning. CW programs are accredited and also approved by its State Veterans Approving Agency.

The Veterans federal educational benefits include:

- The Montgomery GI BILL – Active Duty – Chapter 30
- The Post-911 GI Bill
- The Montgomery GI BILL – Selected Reserve – Chapter 1606
- Survivors’ and Dependents’ Educational Assistance Program – Chapter 35
- Vocational Rehabilitation and Employment Program – Chapter 31
- Reserve Educational Assistance Program (REAP) - Chapter 1607
- Yellow Ribbon Program

Applications as well as information about these federal benefits can be obtained on the U.S. Department of Veterans Affairs website, <http://www.va.gov>.

All veterans are strongly encouraged to apply for federal Title IV assistance at www.fafsa.ed.gov and New York State grant (TAP) assistance at <http://www.hesc.com>, as well as other outside assistance.

In addition, the New York State offers the following financial assistance:

- New York State Veterans Tuition Awards
- Regents Awards (for children of deceased and disabled veterans)

All applications must be completed each year by May 1.

For further information, please contact The College of Westchester's Veterans Certifying Official, cwveterans@cw.edu.



THE COLLEGE
OF WESTCHESTER

A BACHELOR DEGREE GRANTING PRIVATE COLLEGE

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