

The College of Westchester
STUDENT HANDBOOK

Fall 2013 - Fall 2014

The College of Westchester
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DIRECTORY OF STUDENT SERVICES

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Bookstore	Joanne Lepore	Student Center	423	bookstore@cw.edu
Career Services	Joann Sondey	3 rd Floor	288	jsondey@cw.edu
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Student Success & Retention	Dr. Judith Lilleston	339	369	jlilleston@cw.edu
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DIRECTORY OF FACULTY

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ADMINISTRATIVE DIRECTORY

President	Karen Smith
Vice President	Mary Beth DelBalzo
Vice President of Academic Affairs and Dean of Faculty	Dr. Warren Rosenberg
Director of Administration & Chief Financial Officer	Nancy Poli
Vice President of Student Affairs & Institutional Research	Michael Sandick
Dean of Faculty Development & Instructional Design	Ruth Best
Associate Dean of Faculty	Paul Gugliemella
Dean of Academic Services	Daphne Galkin

Associate Dean of Institutional Research	Patricia Lyon
Director of Admissions	Matthew Curtis
Senior Admissions Counselor for BBA & Re-Enrollment	Maria Gangi
Assistant Director of Admissions	John Boyle
Director of Career Services	Joann Sondey
Chief Information Officer	Kelly Walsh
Director of Student Financial Services	Dianne Pepitone
Director of College Library Services	Monecia Samuel
Director of The Testing Center	Amelia Scordo
Director of Student Success & Retention	Dr. Judith Lilleston
Director of Instructional Technology and Design	Richard Ruane

STUDENT LIFE

ACADEMIC ADVISEMENT

The Academic Center is the centralized advising office serving all students. The academic advising program is designed to ensure accurate information regarding degree requirements and graduation, to promote positive and productive faculty and student relationships, and to aid in student retention. Advisors discuss the students' academic progress as well as any other concerns or questions about achieving goals and success at The College of Westchester. Academic advisors can also assist students in appropriate referrals to other departments, including The Counseling Center, the Office of Student Financial Services, Career Services, and The Learning Center. While each student is assigned an academic advisor upon enrollment, students are free to consult with any available advisor as the professional advising staff is proficient in advising across all majors. All advising can be completed via web chat, phone, email, or face to face. Student announcements regarding policies and special events are available on My CW, 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 College Bookstore offers a wide variety of school supplies, including textbooks, access codes, notebooks, highlighters, computer books, locks, calendars, t-shirts, sweatshirts, and other items. The bookstore's hours of operation can be viewed by logging into [Campus Cruiser \(MY CW\)](#). Online students can contact the bookstore at olbookstore@cw.edu or 914 831-0423.

2013/2015 Academic Calendar

Day Division

Fall Semester 2013

September

9	Monday	Faculty Development Day
10	Tuesday	Start of Fall Semester Orientation for New Students
11	Wednesday	Classes Begin
18	Wednesday	End of Add/Drop Period

November

28–29	Thurs–Fri	Thanksgiving Holiday – No Classes
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December

18	Wednesday	Last Day of Classes
19	Thursday	Make-up Exam Day
20	Friday	Faculty/Student Conferences
23	Monday	Fall Semester Grades Due End of Fall Semester
24–Jan 5	Tues–Sun	Recess – No Classes

Winter Semester 2014

January

6	Monday	Start of Winter Semester
7	Tuesday	Orientation for New Students
8	Wednesday	Classes Begin
15	Wednesday	End of Add/Drop Period
20	Monday	Martin Luther King, Jr. Holiday – No Classes

February

17	Monday	Presidents' Day Holiday – No Classes
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April

16	Wednesday	Last Day of Classes
17	Thursday	Make-up Exam Day
18	Friday	Good Friday Holiday
21	Monday	Winter Semester Grades Due End of Winter Semester
22–May 4	Tues–Sun	Recess – No Classes

Spring Semester 2014

May

5	Monday	Start of Spring Semester/Faculty Return
6	Tuesday	Orientation for New Students
7	Wednesday	Classes Begin
14	Wednesday	End of Add/Drop Period
26	Monday	Memorial Day Holiday – No Classes
29	Thursday	Graduation Ceremony (<i>Tentative date</i>)
30	Friday	No Classes

July

4	Friday	Independence Day Holiday – No Classes
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August

13	Wednesday	Last Day of Classes
14	Thursday	Make-up Exam Day
15	Friday	Faculty/Student Conferences
18	Monday	Spring Semester Grades Due End of Spring Semester
19–Sept 8	Tues–Mon	Recess – No Classes

Fall Semester 2014

September

8	Monday	Faculty Development Day
9	Tuesday	Orientation for New Students
10	Wednesday	Classes Begin
17	Wednesday	End of Add/Drop Period

November

27–28	Thur–Fri	Thanksgiving Vacation – No Classes
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December

17	Wednesday	Last Day of Classes
18	Thursday	Make-up Exam Day
19	Friday	Faculty/Student Conferences
22	Monday	Fall Semester Grades Due End of Fall Semester
23–Jan 12	Tues–Monday	Recess– No Classes

Winter Semester 2015

January

12	Monday	Start of Winter Semester
13	Tuesday	Orientation for New Students
14	Wednesday	Classes Begin
19	Monday	Martin Luther King, Jr. Holiday – No Classes
22	Thursday	End of Add/Drop Period

February

16	Monday	Presidents' Day – No Classes
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April

3	Friday	Good Friday – No Classes
15	Wednesday	Last Day of Classes
16	Thursday	Make-up Exam Day
17	Friday	Faculty/Student Conferences
20	Monday	Winter Semester Grades Due End of Winter Semester
21–May 4	Tues–Monday	Recess – No Classes

Spring Semester 2015

May		
4	Monday	Start of Spring Semester
5	Tuesday	Orientation for New Students
6	Wednesday	First Day of Classes
13	Wednesday	End of Add/Drop Period
25	Monday	Memorial Day Holiday – No Classes
28	Thursday	Graduation Ceremony (<i>Tentative date</i>)
29	Friday	No Classes
July		
3	Friday	Independence Day Holiday – No Classes
August		
19	Wednesday	Last Day of Classes
20	Thursday	Make-up Exam Day
21	Friday	Faculty/Student Conferences
24	Monday	Spring Semester Grades Due
		End of Spring Semester
25-Sept 7	Tues-Mon	Recess – No Classes

Adult Division

Hours of Attendance:
 Evenings: 6:00 pm – 9:45 pm
 Saturday First Class: 8:30 am – 12:15 pm
 Saturday Second Class: 12:45pm – 4:30 pm

2013 Fall Term I

September
 23 Monday Start of Fall Term I – Classes Begin

October
 6 Sunday End of Add/Drop Period

November
 16 Saturday End of Fall Term I
 19 Tuesday Fall Term I Grades Due
 17–Dec 1 Sun-Sun Recess – No Classes

2013 Fall Term II

December
 2 Monday Start of Fall Term II – Classes Begin
 15 Sunday End of Add/Drop Period
 24–Jan 5 Tue–Sun Recess – No Classes

January 2014
 6 Monday Classes Resume
 20 Monday Martin Luther King Day - No Classes

February
 8 Saturday End of Fall Term II
 11 Tuesday Fall Term II Grades Due
 9–23 Sun–Sun Recess – No Classes

2014 Spring Term I

February
 24 Monday Start of Spring Term I – Classes Begin

March
 9 Sunday End of Add/Drop Period

April
 18–20 Fri–Sun Good Friday Holiday – No Classes
 21 Monday Classes Resume
 26 Saturday End of Spring Term I
 29 Tuesday Spring Term I Grades Due
 27–May 4 Sun–Sun Recess – No Classes

2014 Spring Term II

May		
5	Monday	Start of Spring Term II – Classes Begin
18	Sunday	End of Add/Drop Period
26	Monday	Memorial Day Holiday –No Classes
29	Thursday	Graduation Ceremony (<i>Tentative date</i>)

June		
30	Monday	End of Spring Term II

July		
2	Wednesday	Spring Term II Grades Due
1–13	Tues–Sun	Recess – No Classes

Note: Spring II Saturday of Memorial Day weekend and Thursday Graduation day are Hybrid meeting days.

2014 Summer Term

July		
14	Monday	Start of Summer Term – Classes Begin
27	Sunday	End of Add/Drop Period

August		
30–Sept 1	Sat–Mon	Labor Day Holiday – No Classes

September		
2	Tuesday	Classes Resume
13	Saturday	End of Summer Term
16	Tuesday	Summer Term Grades Due
14–21	Sun–Sun	Recess – No Classes

2014 Fall Term I

September		
22	Monday	Start of Fall Term I – Classes Begin

October		
5	Sunday	End of Add/Drop Period

November		
15	Saturday	End of Fall Term I
18	Tuesday	Fall Term I Grades Due
16–30	Sun–Sun	Recess – No Classes

2014 Fall Term II

December		
1	Monday	Start of Fall Term II – Classes Begin
14	Sunday	End of Add/Drop Period
24–Jan 4	Wed–Sun	Recess – No Classes

January 2015		
5	Monday	Classes Resume
19	Monday	Martin Luther King Day – No Classes

February		
7	Saturday	End of Fall Term II
10	Tuesday	Fall Term II Grades Due
8–22	Sun–Sun	Recess – No Classes

2015 Spring Term I

February		
23	Monday	Start of Spring Term I – Classes Begin

March		
8	Sunday	End of Add/Drop Period

April		
3–5	Fri–Sun	Good Friday Holiday – No Classes
6	Monday	Classes Resume
25	Saturday	End of Spring Term I
27	Monday	Spring Term I Grades Due
26–May 3	Sun–Sun	Recess – No Classes

2015 Spring Term II

May		
4	Monday	Start of Spring Term II – Classes Begin
17	Sunday	End of Add/Drop Period
25	Monday	Memorial Day Holiday –No Classes
28	Thursday	Graduation Ceremony (<i>Tentative date</i>)

June		
29	Monday	End of Spring Term II

July		
1	Wednesday	Spring Term II Grades Due
June 30–		
July 12	Tues–Sun	Recess – No Classes

Note: Spring II Saturday of Memorial Day weekend and Thursday Graduation day are Hybrid meeting days.

2015 Summer Term

July		
13	Monday	Start of Summer Term – Classes Begin
26	Sunday	End of Add/Drop Period

September		
5–7	Sat–Mon	Labor Day Holiday – No Classes
8	Tuesday	Classes Resume
12	Saturday	End of Summer Term
15	Tuesday	Summer Term Grades Due
13–27	Sun–Sun	Recess – No Classes

2015 Fall Term I

September		
28	Monday	Start of Fall Term I – Classes Begin

October		
11	Sunday	End of Add/Drop Period

November		
21	Saturday	End of Fall Term I
24	Tuesday	Fall Term I Grades Due
22–Dec 6	Sun–Sun	Recess – No Classes

2015 Fall Term II

December

7	Monday	Start of Fall Term II – Classes Begin
20	Sunday	End of Add/Drop Period
24–Jan 3	Thur.–Sun	Recess – No Classes

January 2016

4	Monday	Classes Resume
16	Monday	Martin Luther King Day – No Classes

February

13	Saturday	End of Fall Term II
15	Monday	Fall Term II Grades Due
14–21	Sun–Sun	Recess – No Classes

Online Division

All CW online courses begin on Monday (unless otherwise stated) at 12:00 am and end Sunday evening at 11:59 pm according to the Online Division calendar.

2013 Fall Term I

September

23	Monday	Start of Fall Term I – Courses Begin
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October

6	Sunday	End of Drop Period
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November

16	Saturday	End of Fall Term I
19	Tuesday	Fall Term I Grades Due
17–Dec 1	Sun–Sun	Term break

2013 Fall Term II

December

2	Monday	Start of Fall Term II – Courses Begin
15	Sunday	End of Drop Period
24–Jan 5	Tue–Sun	Recess*

January 2014

6	Monday	Courses Resume
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February

8	Saturday	End of Fall Term II
11	Tuesday	Fall Term II Grades Due
9–23	Sun–Sun	Term break

2014 Spring Term I

February

24	Monday	Start of Spring Term I – Courses Begin
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March

9	Sunday	End of Drop Period
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April

18–20	Fri–Sun	Good Friday Holiday – No Classes*
21	Monday	Courses Resume
26	Saturday	End of Spring Term I
29	Tuesday	Spring Term I Grades Due
27–May 4	Sun–Sun	Term break

2014 Spring Term II

May

5	Monday	Start of Spring Term II – Courses Begin
18	Sunday	End of Drop Period
29	Thursday	Graduation Ceremony (<i>Tentative date</i>)

June

30	Monday	End of Spring Term II
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July

2	Wednesday	Spring Term II Grades Due
1–13	Tues–Sun	Term break

2014 Summer Term

July
14 Monday Start of Summer Term – Courses Begin
27 Sunday End of Drop Period

September
13 Saturday End of Summer Term
16 Tuesday Summer Term Grades Due
14–21 Sun–Sun Term break

2014 Fall Term I

September
22 Monday Start of Fall Term I – Courses Begin

October
5 Sunday End of Drop Period

November
15 Saturday End of Fall Term I
18 Tuesday Fall Term I Grades Due
16–30 Sun–Sun Term break

2014 Fall Term II

December
1 Monday Start of Fall Term II – Courses Begin
14 Sunday End of Drop Period
24–Jan 4 Wed–Sun Recess*

January 2015
5 Monday Courses Resume

February
7 Saturday End of Fall Term II
10 Tuesday Fall Term II Grades Due
8–22 Sun–Sun Term break

2015 Spring Term I

February

2015 Spring Term II

May
4 Monday Start of Spring Term II – Courses Begin
17 Sunday End of Drop Period
28 Thursday Graduation Ceremony (Tentative date)

June
29 Monday End of Spring Term II

July
1 Wednesday Spring Term II Grades Due
June 30–
July 12 Tues–Sun Term break

2015 Summer Term

July
13 Monday Start of Summer Term – Courses Begin
26 Sunday End of Drop Period

September
12 Saturday End of Summer Term
15 Tuesday Summer Term Grades Due
13–27 Sun–Sun Term break

2015 Fall Term I

September
28 Monday Start of Fall Term I – Courses Begin

October
11 Sunday End of Drop Period

November
21 Saturday End of Fall Term I
24 Tuesday Fall Term I Grades Due
22–Dec 6 Sun–Sun Term break

2015 Fall Term II

December

23	Monday	Start of Spring Term I – Courses Begin	7	Monday	Start of Fall Term II – Courses Begin
			20	Sunday	End of Drop Period
March			24–Jan 3	Thur–Sun	Recess*
8	Sunday	End of Drop Period			
			January 2016		
April			4	Monday	Courses Resume
3–5	Fri–Sun	Good Friday Holiday*			
6	Monday	Courses Resume	February		
25	Saturday	End of Spring Term I	13	Saturday	End of Fall Term II
27	Monday	Spring Term I Grades Due	15	Monday	Fall Term II Grades Due
26–May 3	Sun–Sun	Term break	14-21	Sun–Sun	Term break

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

**Not all services may be available*

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.

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. The Career Services Department also hosts Career Fairs, Internship Fairs, and Part-time Job Fairs. Online and ground students can also utilize Optimal Resume.com online career one-stop service. See link to Optimal Resume <http://www.cw.optimalresume.com>. You will be assigned a unique ID and password for Course Cruiser which is also the ID and password for Optimal Resume.

CLUBS

Accounting Society

The Accounting Society is geared toward students who are considering a career in accounting or are interested in the subject area. Activities include discussions of various employment opportunities, tutoring students who need extra help in accounting or math, and field trips and business lunches with guest speakers to discuss topics of importance in this field.

Allied Health Club

Students interested in the medical fields are encouraged to participate in this club, including study groups, field trips and guest speakers to enhance understanding and to build camaraderie in the business of medicine.

Armed Forces Student Support Club

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

Basketball Team

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

Business Club

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

The Digital Media Club

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

Just Dance Crew

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

Network Technologies Association

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

In Focus Photography Club

Students interested in taking photographs and the art of photography gather to share skills, technology, and experience. Individual and group projects are implemented, along with collaborations with other CW student clubs.

Poetry Club

This club was created to give students an opportunity to further develop their skills of reading, writing, and sharing the written word, both their own and other writers. It offers students the opportunity to strengthen their communication skills in a productive and stress-free environment, further preparing them for success in the workforce and encouraging self-expression.

Soccer Team

CW's Warriors Men's Soccer Team, which plays in a White Plains sports league, is supported by faculty and staff offering coaching and administrative support. The team practices and plays weekly from July through October at the Saxon Woods Soccer Field in White Plains. All players must maintain a grade point average of 2.5 to maintain eligibility to play on the CW Soccer Team.

COLLEGE EVENTS CALENDAR

September 2013 – August 2014

SEPTEMBER 2013

Labor Day Holiday

Constitution Day

Hispanic Heritage Month Celebration

OCTOBER 2013

Parents' Orientation

Phi Theta Kappa Honor Induction Ceremony

Halloween Party

NOVEMBER 2013

Sigma Beta Delta Honor Society Induction Ceremony

Thanksgiving Luncheon

Thanksgiving Food Drive

DECEMBER 2013

Toys for Tots Campaign

Holiday Parties

JANUARY 2014

New Year's Day Holiday

Martin Luther King, Jr. Holiday

FEBRUARY 2014

Black History Month

Valentine's Day Celebration

MARCH 2014

Women's History Month

APRIL 2014

Phi Theta Kappa Honor Society Induction Ceremony

Good Friday

MAY 2014
Sigma Beta Delta Honor Society Induction Ceremony
Graduation Ceremony

JUNE 2014
Annual Barbecue and Faculty vs. Students Softball Game

JULY/AUGUST 2014
Alumni Summer Bash
Ice Cream Fiestas

COUNSELING CENTER

The Counseling Center is where students can go to discuss any personal or emotional issues. Services include individual counseling, group counseling, and crisis intervention. The Counseling Center serves as a resource to assist students in developing to their potential. The Center is operated by mental health and social work staff that are available to talk with students confidentially and make appropriate referrals when necessary. 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 and adheres to the provisions of the Americans with Disabilities Act (ADA). The student has an obligation to self-identify that he/she has a disability and needs accommodation, and all accommodations are made on a case-by-case basis. The student must submit medical documentation which has been completed by a physician, psychologist, or learning disabilities specialist to establish the existence of the disability and the need for specific accommodations. The student is required to meet with the Dean of Academic Services to review the accommodation plan. To ensure that all Web content created by The College of Westchester is broadly accessible to its students with varied learning characteristics, instructional design and online production staff will create course content that conforms to Web Content Accessibility Guidelines Level A, as published by The World Wide Web Consortium's Web Accessibility Initiative (W3C-WAI). Likewise, all content will conform to Section 508 standards on Web-based intranet and internet information and applications, as published by the U.S. General Services Administration (GSA). The College of Westchester will continue to monitor emerging standards for accessibility to ensure our materials conform to emerging expectations and provide the best possible level of access for students and faculty.

DIRECTIONS TO CW

Northern Westchester/Putnam County

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

Rockland County/North Jersey

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

Connecticut

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

Lower Westchester/Bronx

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

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

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

Public Transportation

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

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.

FINANCIAL SERVICES

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

FIRE DRILLS

Each year The College runs fire drills in all sessions, Day, Evening, and Saturday in order to prepare staff and students with the procedure for evacuating the building. Students should exit their classrooms with their valuables (e.g. purses) and proceed to the nearest stairwell in a quick but orderly fashion. The faculty should turn off the lights in the classroom, and staff should

close their office doors and proceed to the nearest exit. No one should take the elevator. Once outside, there should be a path left open in the parking lot to allow emergency vehicles to enter, if necessary. Once everyone is safely outside, there will be an “all clear signal” for everyone to return to the building.

FIRE EMERGENCY PROCEDURES

1. Fire Signal - Loud clanging bell.
2. When the Fire Signal is heard, all students, instructors, office personnel and visitors will leave the building without delay. Move rapidly, but do not run. A fire exit floor plan is posted in each classroom.
3. Instructors will be responsible for directing students to their designated fire exits.
4. Students nearest the windows will make sure certain windows are closed upon leaving the room.
5. The last person to leave a room will close the door.
6. Do not stop to take coats or books, but do not leave purses or personal items of value behind.
7. Move as rapidly as possible to your designated fire exit.
8. The first person to reach the fire exit door will open and hold the door open.
9. Do not stop directly outside the fire exit. Move outside and away from the fire exit.
10. IF ANY EXIT IS BLOCKED OR JAMMED, MOVE IN AN ORDERLY MANNER TO THE NEXT AVAILABLE EXIT WITHOUT DELAY.
11. Once outside, move away from the building.
12. A member of the college faculty or administrative staff will give the order to return to class.

IDENTIFICATION CARDS

All students who are attending The College of Westchester must obtain photo identification cards which allow them to enter the building, to use the Library and The Learning Center, and to attend special events. ID cards may be obtained in the Library. There is a fee to obtain a duplicate ID card if the card has been lost.

IMMUNIZATION REQUIREMENTS

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

The following are acceptable:

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

In addition, effective August 15, 2003, New York State Public Health Law requires The College to distribute information about meningococcal meningitis and vaccination to all registered

students. Students are required to sign a Response Form indicating they had the meningococcal meningitis immunization within the past ten years (provide date), or will be immunized within 30 days, or have been provided with information about the risks and decided not to be vaccinated.

THE LIBRARY AND LEARNING CENTER

The Library and Learning Center offer a wide variety of information resources for library users who need to access its services in person or electronically. It is located on the first floor and is staffed with three full-time professionals who offer research help in the Library and in the classroom by request. The materials in the Library include books, academic periodicals, trade magazines, newspapers and DVDs. Library users are also welcome to use any computer workstation or its in-house laptops, Kindles and iPads. Our book collection includes more than 5,000 titles and the majority may be borrowed overnight up to two weeks at a time, with a College of Westchester ID card.

The Library and Learning Center have two distinct purposes – one is to ensure students have the resources they need to enhance and support their coursework and research, the other is to ensure that students understand their assignments through proper guidance and or practice of appropriate techniques or exercises required to meet coursework objectives. To meet these ends, the Library and Learning Center is open six days a week and staffed with tutors, to include peer tutors, graduate/alumni tutors and librarians with American Library Association accredited Master’s degrees in Library and Information Science. Interlibrary loan (ILL) books, are books borrowed from other college and university libraries. Please contact a librarian to make these arrangements. The lending library will set the due date for the materials and there is no cost to the student, staff or faculty borrower.

Electronic and online resources enhance the services of the Library and Learning Center as the students are offered increased options as to how they receive help – in person or online. Brainfuse, a Learning Center online service, allows students to receive feedback or live help. Additionally, the LLC subscribes to databases for research purposes provided by the most respected academic library vendors to include EBSCO, Proquest, Gale, Mergent and Lexis-Nexis. Electronic books (e-books) are available through EBSCO e-books and Books 24x7. The databases can be accessed on and off-campus with a CW username and password. Other electronic and online services include the Text-a-Librarian suite of services to include around the clock email, text and chat options provided and monitored by librarians at The College of Westchester and collaborative area libraries.

LOCKERS

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

MOODLE

Moodle is a leading Learning Management System, a web-based software program that supports classroom instruction. Computer-based course materials for each course can be delivered via Moodle, including files, links, assignments, assessments, discussion boards, and more.

ORIENTATION

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

In the Online Division, orientation is conducted fully in the online environment. Students are able to participate in the various orientation sections in an asynchronous manner, and may enter their classes within 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.

PARENTS' WELCOME PROGRAM

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

PARKING

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. All students and employees must display CW parking permits on the right-hand side of their front window or in a visible spot on their dashboard. 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.

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.

Loss of Personal Property

The College of Westchester does not assume responsibility for loss of books, other personal property, or damage to vehicles in the parking lots. A "lost and found" is maintained in the Academic Center. After thirty days, any lost articles that have not been claimed will be discarded.

Crossing Central Avenue

It is strongly recommended that all students cross at the pedestrian walkway at the corner of Central Avenue and Primrose Street.

Description of Campus Security Programs

A variety of crime prevention information is available to students and employees. Student information is provided through their Transformative Learning course, new student orientation, and the student handbook. Employee information is available in the employee handbook and through various publications made available to the employees.

Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, Al-Anon, Alateen,

Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the Office of Academic Affairs.

Procedure for Reporting Security Violations

The College of Westchester is devoted to keeping the campus a safe place to attend classes. Potential criminal action, suspicious activity or other emergencies should be reported to the Dean of Academic Services. An Incident Report must be completed in the Academic Center which describes any security violation that has occurred.

Monitoring of Off Campus Locations

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

SECURITY REPORT

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 Affairs and Institutional Research may be contacted at 914-831-0241 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.

In 2011, on the property surrounding the campus, the City of White Plains Police Department reported that there was one robbery, three drug abuse violations, and one weapons possession. Statistics for 2012 will be available in October 2013 and located on the College's website at http://library.cw.edu/student_resource.html and also Campus Cruiser at <http://cruiser.cw.edu> on the Academic Center page. Prospective students may request a copy of the report from the Dean of Academic Services

Campus Crime Statistics – 2009-2011

Table One: Offenses on Campus Property

Offense	2009	2010	2011
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible	0	0	0
Sexual Assault	0	0	0

Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Crimes of Prejudice	0	0	0

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

Arrests Related To:	2009	2010	2011
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0

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

Offense	2009	2010	2011
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible	1	0	0
Sexual Assault	0	0	0
Robbery	1	0	1
Aggravated Assault	1	1	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Crimes of Prejudice	0	0	0

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

Arrests Related To:	2009	2010	2011
Liquor law violations	0	0	0
Drug Abuse violations	3	1	3
Weapons possession	0	0	1

SEX OFFENSE AWARENESS PROGRAM

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, it 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. 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 OR DELAYED OPENINGS

While The College building may close due to inclement weather, or other non-weather related cause, classes will not be cancelled. If the building is closed, students should use Moodle to access course information and to complete required assignments on line. Information regarding class delays or building 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)

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

STUDENT CENTER

The Student Center is used for dining and for student activities including Orientation, the Student Reward Assembly, guest speaker presentations for Black History Month and Women's History Month, Honor Society Inductions, Honors Program meetings, and numerous social events for The College. The Student Center is for use by students, staff, and faculty only. Students are expected to respect their fellow students, faculty, and staff at all times.

The following guidelines should be observed:

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

STUDENT EVENT FORM

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

STUDENT GOVERNMENT ASSOCIATION

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

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

SGA Newspaper – *Student Voices*

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

STUDENT SUCCESS COACHING

New students 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 meet frequently to discuss any obstacles students might face and determine an appropriate strategy for success.

TESTING CENTER

The Testing Center, located on the second floor, offers a wide variety of services for The College community. Admissions and academic assessments assure proper course placement for applicants and students. Students can also schedule test outs and makeup exams with the approval of advising and/or instructional staff as well as IT practice sessions using PrepLogic software. In support of our office technology curricula, CW's Testing Center is a member of the world-wide Certiport network. Microsoft certifications demonstrate computing skills and help advance career goals in a competitive job market. Students in the Allied Health programs can take American Medical Technologists (AMT) and National Healthcareer Association (NHA) certification tests in the Testing Center after completing their programs. Professional test administrators and technical support staff are available to assist in all aspects of certification testing.

Proctored Exams

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

VISITORS

Children and/or relatives may not accompany students to The College. All visitors must obtain a Visitor Pass at the Security counter. If a student wants a friend or acquaintance to sit in on a class, the student must obtain a Classroom Visitor Pass at the Academic Center.

VOTER REGISTRATION

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

ACADEMIC RECOGNITION

DEAN'S LIST AND PRESIDENT'S LIST

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

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

If a student does not meet the minimum number of twelve credits at the time of review, the credits do not carry over into the next review period. President's List and Dean's List certificates will be distributed to Day Division students at the Student Reward Assembly, certificates will be distributed to Adult Division students at a special student meeting, and certificates will be distributed to students in the Online Division via email. Names on the Dean's List and President's List will be posted in the academic hallway outside of the Academic Center.

GRADUATION REQUIREMENTS AND AWARDS

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

Graduation Honors

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

Graduation Awards

The Dr. Milton E. Cagan Memorial Award

Every academic year selected Associate degree and Bachelor's 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.

Departmental Awards

The Lynne Vahey Memorial Office Technology Award

The Lynne Vahey Memorial Award was established in 2004. This award is named in memory of Mrs. Lynne Vahey who was an Assistant Dean and respected faculty member of The College of Westchester in the Office Technology Department. The award recognizes an outstanding Computer Applications Management or Office Administration graduate. The student selected for this award must have the characteristics exemplified by excellence in computer applications (Microsoft Office), overall commitment to The College and to other students, and student leadership and/or community service.

The Excellence in Digital Media Award

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

The Computer Network Administration Award

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

The John F. Sterling Business Administration Award

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

The Marc Polcek Memorial Accounting Award

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

The Computer Information System Award

The Computer Information Systems Award was established in 2004. This award recognizes outstanding graduates who have demonstrated the following: academic excellence in all computer information system courses, overall commitment to The College and to other students, student leadership, and involvement in the computer club and/or community service.

The Allied Health Award

This award recognizes an outstanding Medical Office Systems Management or Medical Assistant Management graduate. The student selected for this award, in addition to

demonstrating academic excellence, must also demonstrate that they have positively impacted the lives of other students on campus or people they have interacted with in their community.

HONORS PROGRAM

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

HONORS RESEARCH SEMINAR (BBA DEGREE)

The Honors Research Seminar for BBA students is designed to introduce high-achieving BBA students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. BBA students will learn about the academic research process through presentations, guest lectures and research projects at college-sponsored colloquia. Eligibility includes junior status, a minimum 3.5 grade point average, demonstrated research ability, and recommendations from BBA faculty.

HONOR SOCIETY - PHI THETA KAPPA (ASSOCIATE DEGREE)

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

HONOR SOCIETY - SIGMA BETA DELTA (BBA DEGREE)

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 must have completed a minimum of ninety-three completed degree credits 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 May and one in November.

OUTSTANDING DETERMINATION AWARD

Day Division Associate Degree Award

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

PERFECT ATTENDANCE AWARD

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

SCHOOL SPIRIT AWARD

Day Division Associate Degree Award

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

STUDENT OF THE SEMESTER

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

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

ACADEMIC POLICIES

ACADEMIC HONOR CODE

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

ADD/DROP

A student wishing to change courses may do so only within the designated days of the add/drop period and receive a grade of "DP" (dropped no credit). Please refer to the catalog for refund and withdrawal policies that may affect financial responsibility or its addendum.

In the Day Division, the first eight calendar days of the semester, starting with the first day of class, are designated as add/drop. A student may not enter a class after the end of the add/drop period. The next twenty (20) calendar days following the add/drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

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

In the Online Division for fully online programs, 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 add/drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of “WD” (Withdrawal, no credit). After this period, a withdrawal will result in an “F” grade for the course.

CHANGE OF MAJOR POLICY

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

ACADEMIC STANDING

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

STANDARDS OF ACADEMIC PROGRESS (SAP)

Academic progress is evaluated qualitatively (CGPA) at the end of every fifteen week semester for Day students, and at the end of Fall II, Spring II and Summer terms for Adult Division and Online Division students. If a student does not meet the minimum cumulative grade point average as outlined in the chart below, he/she may be academically suspended. Additionally, if a student meets the minimum cumulative grade point average for Standards of Academic Progress, but is below a 2.0, he/she will be placed on Academic Probation. *If a student does not meet the minimum requirements of the chart below, he/she may be suspended from The College.*

Associate Degree (66 credits)		Bachelor's Degree (120 credits)		Certificate Program (36 credits)		Certificate Program (48 credits)	
Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required
0 – 6	0.00	0 – 6	0.00	0 – 6	0.00	0 – 6	0.00
7 – 15	0.80	7 – 15	0.80	7 – 15	1.25	7 – 15	1.25
16 – 30	1.25	16 – 30	1.25	16 – 30	1.50	16 – 30	1.50
31 – 45	1.50	31 – 45	1.50	31 – 45	2.00	31 – 45	1.80
46 – 60	1.80	46 – 60	1.80	46 – 54	2.00	46 – 60	2.00
61 +	2.00	61 – 75	2.00	46 +		61 +	2.00
		76 +	2.00				

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

Academic Probation

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

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

Academic Suspension

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

Academic Dismissal

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

APPEAL FOR ACADEMIC WAIVER

Students who have been Academically Suspended from The College for failing to make satisfactory academic progress may appeal for an academic waiver. The student should write a letter of appeal to the Academic 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 semester/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 Academic Services, whose office is located in the Academic Center.

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

APPEAL OF ASSIGNED GRADE

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

ALERT LISTS

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

ATTENDANCE

The College of Westchester is an attendance-taking school. Faculty members take attendance in each class session that is conducted physically on campus. For hybrid courses, faculty members take attendance in each class session that is conducted physically on campus, and weekly determine attendance based on academically-related activities for the weeks that the student is participating in online activities. 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 and tardiness. 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 absence or tardiness 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 Monday and ends on a Sunday, 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 Sunday unless earlier deadlines are posted by the faculty. All weekly work and attendance requirements must be completed by 11:59 pm on each Sunday 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

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

FULL-TIME STATUS

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

GRADING SYSTEM

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

Grade		Numerical 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 (No credit or grade)
 EX Exempt*
 S Satisfactory
 U Unsatisfactory**

*Requires additional elective

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

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

GRADE POINT AVERAGE – COMPUTATION EXAMPLE

COURSE	GRADE	PTS		CREDITS	TOTAL POINTS EARNED
Business Organization	B	3	X	3	9
English Composition II	B	3	X	3	9
Principles of Accounting I	C	2	X	3	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 semester or term. Total grade points earned for all semesters/terms divided by the total credit hours attempted for all semesters/terms will equal your semester cumulative (overall) grade point average. Credits transferred from other institutions are not included in the cumulative grade point average.

LEAVE OF ABSENCE

It is expected that students will fulfill the requirements for the degree or certificate by registering for successive sessions. However, if emergency medical, family, military active duty, or other extenuating circumstances require students to interrupt their studies for a short period of time, a leave of absence may be granted at the discretion of an advising professional, not to exceed 180 days in a twelve month period. Each Leave of Absence will be evaluated on a case by case basis. Documentation supporting the request for a Leave of Absence is required. The Leave of Absence application form may be obtained from the Academic Center. Required documents must be submitted by determined deadline for the Leave of Absence to be processed. The student must meet with an advising professional to discuss the request for a Leave of Absence. Students who are approved for a Leave of Absence will be considered enrolled at The College until the end of the approved Leave of Absence date. Taking a Leave of Absence will alter a student’s date of program completion. Students are responsible for meeting all deadlines for tuition payments and student financial assistance applications. If a student does not return to The College at the end of the Leave of Absence, the student will be officially withdrawn with the student’s last date of attendance.

INVOLUNTARY LEAVE OF ABSENCE

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

MATRICULATION 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. An exception will be made for any non-matriculated students who have registered for courses through the Workforce Investment Act (WIA). WIA enrolled students will have access to career placement assistance for six months immediately following the successful completion of their coursework. Once this six month period has elapsed WIA students will no longer be eligible to receive any further career placement assistance.
3. Have access to The Learning Center during the time they are enrolled in coursework at The College of Westchester. However, non-matriculated students are limited to a maximum of ten (10) hours of course specific, direct tutoring from The Learning Center personnel for each course they are registered for. Unused tutoring hours from one course are not eligible to be rolled over into any other courses that a non-matriculated student may be registered for.
4. May accumulate no more than fifteen (15) credits without approval from the appropriate dean. WIA programs with more than 15 credits are the exception.
5. 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.

MILITARY LEAVE

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

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

TEST-OUTS

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

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

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

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

A student may bring a grade report or unofficial record for a preliminary evaluation while waiting for the official record to arrive at CW. The student should request that an official transcript be mailed to: Transfer Credits, Office of Admissions, The College of Westchester, 325 Central Park 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 Degree:** Students with a completed Associate degree from The College of Westchester** or other accredited higher education institutions recognized by the Council for Higher Education Accreditation (CHEA) 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 graduates with an AAS 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 AAS or AOS 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 BFA program for graduates with an AAS 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 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 an advising professional to discuss the withdrawal process. A student should also contact a member of the Student Financial Services Department to discuss any financial obligations to The College and to complete the Student Loan exit interview if applicable. If a student in the Day Division withdraws from The College within the twenty calendar days following the eight calendar days of the Add/Drop period (total of 28 calendar days), a grade of WD (Withdrawal, no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "F" grades for the courses.

If a student in the Adult Division withdraws from The College within the eight calendar days following the eight calendar days of the Add/Drop period (total of 16 calendar days) a grade of WD (Withdrawal, no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "F" grades for the course.

In the Online Division if a student withdraws within the eight (8) calendar days following the eight (8) 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 for refund and withdrawal policies that may affect student financial responsibility or its addendum.

Administrative Withdrawal (Stopped Attending)

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

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 what 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.

CELL PHONE POLICY

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

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 on one's actual or perceived race, color, religion, creed, sex, sexual orientation, national origin, age, physical or mental disability, citizenship, marital status, liability for military services, genetic pre-disposition or carrier status, or any other characteristic protected by applicable law. Please refer to The College's Sexual Harassment and Non-Harassment policies for further details.

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

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

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

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

College Use of E-mail: E-mail is an official means of communication for The College of Westchester. Therefore, The College of Westchester has the right to send communications to

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

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

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

COPYRIGHT INFRINGEMENT

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

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

Sharing copyrighted materials without a license (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.

DRESS CODE POLICY FOR ALLIED HEALTH DEPARTMENT AND MEDICAL LAB

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS & 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; CW e-mail address; photographs; name and address of emergency contact; dates of attendance; country of citizenship; school, college or division of enrollment; field of study; credit hours earned; degrees earned; honors received; and participation in organizations and activities chartered or otherwise established by the college. A student who does not wish such directory information released must file a written notice with the Registrar at the beginning of each session of enrollment. 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 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 Academic Services, 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 Affairs and the Vice President of 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 Academic Services, describing the basis for the grievance within one month of the incident in question. If the request is approved, the Vice President of Academic Affairs and the Vice President of 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, the student still believes that he/she has been aggrieved by The College, the student may file a complaint with the New York State Education Department, Office of College and University Evaluation, Education building, 5 North Mezzanine, 89 Washington Avenue, Albany, NY 12234.

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

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

A complaint about State Student Financial Aid matters may be made with the Higher Education Services Corporation (HESC), Customer Communications Center at 1-888-NYS-HESC.

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

MAINTENANCE OF PUBLIC ORDER

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

New York State Education Law Sections 6430-6435

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

organization may be subject. A copy of such rules and regulations shall be given to all students enrolled in said college and shall be deemed to be part of the by-laws of all organizations operating on said campus which shall review annually such by-laws with individuals affiliated with such organizations.

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

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

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

community or unreasonably infringe upon the rights of others. This Policy shall be enforced in accordance with the Disciplinary Procedures of The College.

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 HARRASSMENT

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 Academic Services. 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.

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.

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, slanderous, or indecent conduct.
 10. 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; reckless operation of a motor vehicle; or failing to abide by the safety rules of The College.
 13. Use, possession or storage of dangerous weapons, chemicals, explosive devices or materials including, but not limited to, firearms, air guns, prohibited knives (such as switch knives, \ swords, daggers, gravity knives, throwing stars, and knives with blades more than three inches long), ammunition, slingshots, metallic knuckles, bows and arrows, firecrackers, and bombs.
 14. Failure to comply with a College official in the performance of his or her duties, including but not limited to, failure to provide valid identification or knowingly furnishing false information.
 15. Failure to honor financial obligations to The College or to any element thereof.
 16. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
 17. Failure to comply with the Rules of Maintenance of Public Order.

DISCIPLINE HEARING PROCEDURES

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

Students accused of a breach of discipline will be referred to the Discipline Committee, composed of three faculty members who are not involved in the issue at hand. Prior to the Discipline Committee Hearing, the student will be notified of the date, time, and place of the hearing by overnight mail and telephone. If the accused student fails to appear at the hearing, the committee will proceed as scheduled and make a decision based upon the facts presented.

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 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 Affairs and the Vice President of 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.