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BS – Digital and Social Media Marketing
Effective date May 5, 2025

Bachelor of Science Degree (BS)
Digital and Social Media Marketing - HEGIS Code 0509
The B.S. in Digital and Social Media Marketing will explore how to strategically leverage social media platforms, focusing on content creation, engaging with audiences, and making decisions based on data analysis. Specialized courses will cover strategic content creation, managing social media, and designing user experiences, all aimed at improving audience engagement and running effective marketing campaigns. Moreover, students will learn about various digital marketing techniques such as SEO, paid advertising, and analytics. By integrating these vital components, students will be thoroughly equipped to navigate the ever-evolving realm of modern marketing.

Program Learning Objectives
- Produce engaging and strategic content tailored to various social media platforms, understanding the unique requirements and audiences of each platform.
- Manage and optimize social media accounts for businesses, including scheduling posts, interacting with followers, and building a brand presence.
- Demonstrate proficiency in using analytics tools to gather and interpret data from social media and digital marketing campaigns, enabling them to make informed decisions and improve campaign effectiveness.
- Analyze and apply various digital marketing techniques, such as SEO and paid advertising, to increase visibility and reach target audiences.
- Design user experiences engage audiences and promote positive interactions with the brand, contributing to successful marketing campaigns.

Course No.	Major-Related Courses	Credits
DMD101	Visual Storytelling	3
DMD102	Introduction to Digital and Social Media Marketing	3
DMD107	Digital Design and Graphics	3
DMD150	Publishing Design & Layout	3
DMD160	Website Strategy and Design	3
DMD201	Social Media Platforms and Content Strategy	3
DMD220	Social Media for Marketing & Advertising	3
DMD302	Collaborative Marketing Strategy	3
DMD305	Strategic Communication in Digital Marketing	3
DMD310	Interface Design & Usability	3
DMD330	Publishing for the Web	3
DMD420	Digital Marketing & Social Media Analytics	3
DMD430	Content Marketing Strategies	3
DMD460	Social Media and Digital Marketing Internship	3
DMD480	Senior Project Capstone	3
BUS112	Principles of Marketing	3
BUS305	Marketing Management	3
BUS370	Project Management Essentials	3
	Total Major-Related Credits	**54**

Course No.	General Education Courses	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN161	Psychology	3
GEN195	Elements of Effective Design	3
GEN250	Ethics and Professionalism	3
GEN270	Artificial Intelligence (AI) in the Workplace	3
GEN330	Professional and Personal Development	3
GEN363	Conflict, Communication and Resolution	3
GEN370	Consumer Behavior & Culture	3
GEN380	Applied Artificial Intelligence	3
GEN421	Business Communication and Research Methods	3
	Total General Education Credits	**48**

Electives **Credits**
General Education Electives (4).. 12
Open Elective (2)........ 6
Total Elective Credits... **18**

120 CREDITS REQUIRED FOR GRADUATION

This program is currently offered for Day Division students only.

BS – Digital and Social Media Marketing

Program Competencies For Two Year Transfer Students
Students accepted as two year transfers into the Digital and Social Media Marketing BS program must have achieved the required competencies prior to graduation:
• English Composition I and II *(or equivalent courses)*
• Essentials of Public Speaking
• Principles of Marketing
• Digital Design and Graphics
• Website Strategy and Design
• Introduction to Artificial Intelligence

Digital Media Course Descriptions
Effective date May 5, 2025

DMD101   Visual Storytelling   3 Credit Hours
This course is an introduction to digital media concepts and includes discussions of digital media design and development. The course will review current and emerging trends in digital media technologies, career opportunities, and resources. Students will be exposed to a variety of different media applications used in the industry, while learning the value of telling a story through studying design and storytelling in both principle and practice. Various media will be used to render stories from concept to completion, including photography, illustration, computer graphics, storyboarding, and collage.

DMD102   Introduction to Digital and Social Media Marketing   3 Credit Hours
This course will provide students with a foundational understanding of key concepts, strategies, and techniques in the rapidly evolving landscape of digital marketing. By the end of the course, students will have developed the knowledge and skills necessary to design and execute effective digital marketing campaigns that drive engagement, build brand awareness, and achieve business objectives in today's digital age.

DMD107   Digital Design and Graphics   3 Credit Hours
This course combines concepts and practical skills in the field of digital imaging. Building skills and understanding in the execution of typography, color theory, aesthetics, design thinking, and creative problem-solving best practices. Students will explore digital image formats, creation, storage, manipulation, color layout and the elements of design required for web pages, interface design, and printed media. Students will plan, execute and layout professional level projects using a full range of digital technology.

DMD150   Publishing Design & Layout   3 Credit Hours
This course concentrates on graphic design process, research, and concept development. Typography, layout, design quality, and construction for the commercial market will be covered. Topics include page layout, fundamentals of type, importing, creating graphics, fonts, color, styles, generating and placing text, and object linking and embedding.

DMD160   Website Strategy and Design   3 Credit Hours
This course will concentrate on both Dreamweaver and the hypertext markup language, HTML. Students will learn to incorporate images and format text in a desirable, aesthetic fashion. Students will also learn design concepts such as creating form elements, building lists and hot links, and using CSS (Cascading Style Sheets) for styling and layout. This course will stress the proper use of design techniques and tactics learned in prerequisite courses to formulate exciting, cohesive websites designed to be both user friendly and attractive.
Prerequisite: DMD107 or permission of Chair

DMD 201   Social Media Platforms and Content Strategy   3 Credit Hours
This course offers an introduction to social media channels, exploring their development from inception to present-day giants and analyzing the historical context that has shaped their growth and societal impact. Students will delve into the evolution of social media platforms over time, equipping them with valuable insights to inform their strategies and perspectives in navigating the digital landscape. Additionally, the course covers essential skills and strategies for producing engaging and impactful content tailored for online platform.

DMD220   Social Media for Marketing & Advertising   3 Credit Hours
This course will explore the various facets of social media and its uses in the current digital landscape. Students will explore and analyze various social media tools and platforms and examine why and when each should be used. Students will apply various social techniques to real world cases to begin, or continue building, a social media portfolio. As a class, students will engage in discussions about the current social landscape and the place social media has in online communications, marketing and advertising, and personal branding. Students will acquire or expand upon the essential knowledge for a foundation in social media management, strategy and content creation.
Prerequisite: BUS112

DMD300   Typography Essentials   3 Credit Hours
Typography is an essential aspect of all digital media fields including, but not limited to graphic design, animation, and game design. Students will explore typographic structures, terminology, and various methods for using type as a tool for visual communication. Grid-based design and the fundamentals of layout will be examined through hands-on projects. Students will plan, execute and layout professional level projects using a full range of both digital technology and traditional media.
Prerequisites: Junior level standing and for non DM majors, or permission of Chair.

DMD302   Strategic Communication in Digital Marketing   3 Credit Hours
This course offers an exploration into strategic alliances between brands and influential personalities in digital spaces. It emphasizes both traditional advertising methods and contemporary twists in collaborative marketing efforts, including innovative approaches tailored to the digital landscape. Students will delve into the principles of effective collaboration, audience engagement, and measurable impact in contemporary marketing campaigns. They will learn to navigate the evolving landscape of influencer partnerships, exercising the power of authenticity and credibility to drive brand awareness and engagement in the digital age

DMD305   Strategic Communication in Digital Marketing   **3 Credit Hours**
This course offers an exploration of traditional PR principles reimagined for the digital era, emphasizing the seamless integration of digital marketing strategies. Through hands-on learning, students will master engaging with audiences, shaping brand narratives, and leveraging data-driven insights to drive impactful PR campaigns in today's interconnected world.

DMD310   Interface Design & Usability   **3 Credit Hours**
The course will cover user interface design principles, task and user analysis, interface design methods, user interface evaluation and usability testing. The course offers strategies to design which bridge the gap between functionality and usability and introduces students to some of the unique challenges of designing within the realm of a digital, interactive medium. The course examines ways in which the features and functions of a product get translated into something people find usable, useful, and desirable.
Prerequisites: Junior level standing and for non-DM majors, or permission of Chair.

DMD330   Publishing for the Web   **3 Credit Hours**
Students will examine the production, design and theory of online magazines, documents, Wikis, and blogging. Student will use tools, such as WordPress, to develop an online magazine or blog of their own concept and philosophy. These sites will include research, advertising, copy and photographs all compiled by the students.
Prerequisites: Junior level standing and for non-DM majors, or permission of Chair.

DMD420   Digital Marketing and Social Media Analytics   **3 Credit Hours**
This course will provide students with a detailed perspective and practical experience on digital marketing and social media analytics as used in the contemporary business setting. Topics covered include search engine optimization, search engine marketing, social network marketing, social network targeting, social media analytics, predictive analytics, user-generated content management and marketing, mobile advertising and commerce, CRM strategy along with the concepts of different earned versus paid media, predictive modeling for ad targeting and customer relationship management, measuring and managing product virality, viral product design, native advertising, and engaging the multichannel experience.
Prerequisite: DMD220

DMD430   Content Marketing Strategies   **3 Credit Hours**
Content Marketing Strategies is an advanced course designed for students who want to master the art of creating compelling content across various digital platforms. In this course, students will explore content marketing techniques, SEO optimization, and keyword research. Through hands-on projects and case studies, students will develop practical skills to enhance brand visibility, engage audiences, and drive conversions.

DMD460   Social Media and Digital Marketing Internship   **3 Credit Hours**
The Internship is a capstone course involving the culmination project in the Digital Media BS program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement. This internship is an opportunity for the student to gain valuable experience in a production and management environment that will enable the student to acquire a hands-on professional perspective in design, technology, networking, organization, and strategy.
Prerequisite: BUS370. The Internship course must be taken in the final two semesters of a student's degree program.

DMD480   Senior Project Capstone   **3 Credit Hours**
This course brings together many of the theories and applications introduced throughout the Bachelor's in Digital Media degree program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effectively in the entrepreneurial and strategic aspects of digital media design and production. Students will prepare themselves to assume challenging roles in which design strategy and tactics can be used as tools for strategic change. As design and production savvy managers and entrepreneurs, they will soon be contributing towards the growth and change in professional industries. As is consistent with a culminating experience, this course will draw upon and test competencies developed in previous courses. Students will be required to demonstrate an awareness of prominent issues in their chosen fields. On their paths toward the completion of a senior studio project, students will employ and refine their evolving skills of research, analysis, explanation, persuasion, and presentation with their project and its message.

School of Health Professions Course Descriptions

Effective date May 5, 2025

MSC110   Foundations in Microbiology   **3 Credit Hours**
This course introduces essential microbiological concepts relevant to public health. Students will explore the diversity of microorganisms, including bacteria, viruses, fungi, and parasites, and their impact on human health. Key topics include disease transmission, the immune response, microbiome health, and the role of microbes in environmental and global health issues. Emphasizing practical applications, the course prepares students to understand microbial risks, inform public health strategies, and promote disease prevention.

HMS270A   Preparation Workshop for AS Human Services Internship   **3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on-experience in a Human Services environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program

HMS270B   Internship Human Services   **3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on-experience in a Human Services environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.

BBA - Healthcare Services Administration

Effective date May 5, 2025

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

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

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
MED103	Medical Terminology	3
MSC111*	Foundations in Microbiology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practice	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
HCA310	US Healthcare	3
HCA320	Global Healthcare Delivery Systems	3
HCA330	Healthcare Economics and Finance	3
HCA340	Managed Care	3
HCA400	Public Health Issues and Practices	3
HCA420	Long Term Care Administration	3
HCA440	Legal and Ethical Management of Health Information	3
HCA470**	BBA Health Care Administration Internship	3
BUS122	Integrated Business Applications	3
BUS123	Human Resources Management	3
BUS203	Principles of Management	3
BUS279	Customer Relationship Management	3
BUS325	Management Applications and Strategy	3
ACC107	Financial Accounting I	3
ACC127	Spreadsheet Applications	3
ACC320	Accounting for Managers	3
	Total Major-Related Credits	**75**

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

Electives	**Credits**
Open Electives (5)..	15
Total Elective Credits..	**15**

120 CREDITS REQUIRED FOR GRADUATION
*MSC111 course satisfies the General Education requirements.
**Note: Evening Division students taking their BBA Internship will take this over two terms. This course is broken into two courses as listed below:
HCA470A   Preparation Workshop for BBA Health Care Administration Internship
HCA470B   BBA Health Care Administration Internship

BBA - Healthcare Services Administration

Program Competencies *For Two Year Transfer Students*
Students accepted as two year transfers into the Healthcare Services Administration BBA program must have achieved the required competencies prior to graduation:
- English Composition I and II *(or equivalent courses)*
- Essentials of Public Speaking
- Financial Accounting I
- Medical Terminology
- Digital Technologies in the Workplace or its equivalent
- Spreadsheet Applications

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

BBA- Health Services Administration (Online)

Effective date May 5, 2025

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

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

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
MED103	Medical Terminology	3
MSC111*	Foundations in Microbiology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practice	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
HCA310	US Healthcare	3
HCA320	Global Healthcare Delivery Systems	3
HCA330	Healthcare Economics and Finance	3
HCA340	Managed Care	3
HCA400	Public Health Issues and Practices	3
HCA420	Long Term Care Administration	3
HCA440	Legal and Ethical Management of Health Information	3
HCA480	Health Administration Capstone Course	3
BUS122	Integrated Business Applications	3
BUS123	Human Resources Management	3
BUS203	Principles of Management	3
BUS279	Customer Relationship Management	3
BUS325	Management Applications and Strategy	3
ACC107	Financial Accounting I	3
ACC127	Spreadsheet Applications	3
ACC320	Accounting for Managers	3
	Total Major-Related Credits	**75**

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

Electives   **Credits**

Open Electives (5).. 15
Total Elective Credits.. **15**

120 CREDITS REQUIRED FOR GRADUATION
MSC111 course satisfies the General Education requirements.

BBA - Health Services Administration (Online)

Program Competencies *For Two Year Transfer Students*
Students accepted as two year transfers into the Health Services Administration BBA program must have achieved the required competencies prior to graduation:
  • English Composition I and II *(or equivalent courses)*
  • Essentials of Public Speaking
  • Financial Accounting I
  • Medical Terminology
  • Digital Technologies in the Workplace or its equivalent
  • Spreadsheet Applications

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

AAS - Medical Assistant Management

Effective date May 5, 2025

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

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

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED208	Administrative Medical Practices	3
MED215	Health Information Technology	3
MSC111*	Foundations in Microbiology	3
MSC126*	Anatomy and Physiology I	3
MSC131	Anatomy and Physiology II	3
MSC207	Clinical Procedures/Asepsis	3
MSC209	Hematology/Phlebotomy	3
MSC212	Diagnostic Clinical Applications	3
MSC220	Pharmacology	3
MSC301**	Practicum (Medical Assistant Management)	6
	Total Major-Related Credits	**42**

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

Elective		Credits
Open Elective (1)		3
Total Elective Credits		**3**

66 CREDITS REQUIRED FOR GRADUATION
*MSC111 & MSC126 courses also satisfy the General Education requirements.
**Note: Evening Division students taking their Practicum – Medical Assistant Management (MSC301) will take this over two terms. This course is broken into two courses as listed below:
MSC301A   Practicum Medical Assistant Management I
MSC301B   Practicum Medical Assistant Management II

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

AOS – Health Information Management

Effective date May 5, 2025

Associate in Occupational Studies Degree (AOS)
Health Information Management – HEGIS Code 5213
This program prepares health information management (HIM) professionals to seek employment in a variety of administrative medical office settings including both private practice and larger healthcare facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates will be qualified to seek positions in medical office positions where knowledge of medical billing and coding are most important.

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

Course No.	Major-Related Courses	Credits
MSC111*	Foundations in Microbiology	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practices	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
BUS122	Integrated Business Applications	3
BUS123	Human Resources Management	3
BUS203	Principles of Management	3
BUS279	Customer Relationship Management	3
ACC107	Financial Accounting I	3
ACC127	Spreadsheet Applications	3
	Total Major-Related Credits	45

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

Elective	Credits
Open Elective (1)	3
Total Elective Credits	**3**

66 CREDITS REQUIRED FOR GRADUATION
*MSC111 course satisfies the General Education requirement.

AOS – Health Information Administration (Online)
Effective date May 5, 2025

Associate in Occupational Studies Degree (AOS)
Health Information Administration – HEGIS Code 5213 – (Online)
The AOS degree in Health Information Administration is a fully online program that prepares health information administration (HIA) professionals to seek employment in a variety of administrative medical office settings including both private practice and larger healthcare facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates may seek positions in medical office positions where knowledge of medical terminology and medical billing and coding are most important.

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

Course No.	Major-Related Courses	Credits
MSC111*	Foundations in Microbiology	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practices	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
BUS122	Integrated Business Applications	3
BUS123	Human Resources Management	3
BUS203	Principles of Management	3
BUS279	Customer Relationship Management	3
ACC107	Financial Accounting I	3
ACC127	Spreadsheet Applications	3
	Total Major-Related Credits	**45**

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

Elective
Open Elective (1) 3
Total Elective Credits **3**

66 CREDITS REQUIRED FOR GRADUATION
*MSC111 course satisfies the General Education requirement.

Medical Assistant Specialist

Effective date May 5, 2025

Certificate
Medical Assistant Specialist – HEGIS Code 5214
The Medical Assistant Specialist program provides students with a foundation in both the administrative and clinical skills that medical assistants are expected to utilize in performing their basic job responsibilities. Upon graduation, students will be qualified to seek entry level employment as a medical assistant in a variety of healthcare settings. Credits are transferable to the associate degree program, Medical Assistant Management.

Course No.	Required Courses	Credits
GEN115	Digital Technologies in the Workplace	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED208	Administrative Medical Practices	3
MSC111*	Foundations in Microbiology	3
MSC126*	Anatomy and Physiology I	3
MSC131	Anatomy and Physiology II	3
MSC207	Clinical Procedures/Clinical Asepsis	3
MSC209	Hematology/Phlebotomy	3
MSC212	Diagnostic Clinical Applications	3
BUS122	Integrated Business Applications	3
	Open Elective (1)	3
Total Credits		**36**

36 CREDITS REQUIRED FOR GRADUATION
Note: Students who have not previously passed 3 college credits of English Composition or passed the English Proficiency Test are required to take English Composition I as an elective.
*MSC111 & MSC126 courses also satisfy the General Education requirements.

This certificate is currently offered for Evening Division students only.

BS – Human Services
Effective date May 5, 2025

Bachelor of Science Degree (BS)

Human Services – HEGIS Code 2101

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

Program Learning Objectives

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

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

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN171	Political Institutions	3
GEN250	Ethics and Professionalism	3
GEN330	Personal & Professional Development	3
GEN421	Business Communication and Research Methods	3
MSC111*	Foundations in Microbiology	3
	Total General Education Credits	**36**

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

Electives

Concentration Electives (2). 6
General Education Electives (5) 15
Open Elective (2) 6
Total Elective Credits **27**

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

120 CREDITS REQUIRED FOR GRADUATION
MSC111 course satisfies the General Education requirements.
**Note: Evening Division students taking their Human Services Internship II (HMS470) will take this over two terms. This course is broken into two courses as listed below:
HMS470A Human Services Internship II A
HMS470B Human Services Internship II B

BS – Human Services

Program Competencies For Two Year Transfer Students

Students accepted as two year transfers into the BS – Human Services program must have achieved the required competencies prior to graduation:
• English Composition I and II *(or equivalent courses)*
• Introduction to Human Services
• Introduction to Counseling
• Research Methods in Social Science
• Case Management

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

BS – Human & Social Services (Online)
Effective date May 5, 2025

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

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

Program Learning Objectives

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

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

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN171	Political Institutions	3
GEN250	Ethics and Professionalism	3
GEN330	Personal & Professional Development	3
GEN421	Business Communication and Research Methods	3
MSC111*	Foundations in Microbiology	3
	Total General Education Credits	**36**

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

Electives
Concentration Electives (2). 6
General Education Electives (5).. 15
Open Elective (2) 6
Total Elective Credits.. **27**

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

120 CREDITS REQUIRED FOR GRADUATION
*MSC111 course satisfies the General Education requirements.
**Note: Online Division students taking their Human & Social Services Capstone II (HMS480) will take this over two terms. This course is broken into two courses as listed below:
HMS480A Human and Social Services Capstone II A
HMS480B Human and Social Services Capstone II B

BS – Human & Social Services (Online)
Program Competencies For Two Year Transfer Students

Students accepted as two year transfers into the BS – Human Services program must have achieved the required competencies prior to graduation:
• English Composition I and II *(or equivalent courses)*
• Introduction to Human Services
• Introduction to Counseling
• Research Methods in Social Science
• Case Management

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

AS – Human Services

Effective date May 5, 2025

Associate of Science Degree (AS)
Human Services – HEGIS Code 5501
The A.S. degree in Human Services is designed to prepare graduates for a variety of human services occupations common to many social service agencies in both the government and not-for-profit sectors. In addition to training workers to enter directly into the workplace upon completion of the program, students may elect to continue to a four year program in either Human Services or Healthcare Services Administration. As such, emphasis is placed upon developing or enhancing competency in the broad skill areas required for working in the human services field. The curriculum provides a solid liberal arts background and exposure to a full range of human services competencies.

Program Learning Objectives

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

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

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN171	Political Institutions	3
MSC111*	Foundations in Microbiology	3
	Total General Education Credits	**24**

Electives	Credits
General Education Electives (5)	15
Total Elective Credits	**15**

66 CREDITS REQUIRED FOR GRADUATION
*MSC111 course satisfies the General Education requirements.
**Note: Evening Division students taking their AS internship will take this over two terms. This course is broken into two courses as listed below:
HMS270A   Preparation Workshop for AS Human Services Internship
HMS270B   Internship Human Services

AS – Human and Social Services (Online)
Effective date May 5, 2025

Associate of Science Degree (AS)
Human and Social Services – HEGIS Code 5501
The A.S. degree in Human and Social Services is designed to prepare graduates for a variety of human services occupations common to many social service agencies in both the government and not-for-profit sectors. In addition to training workers to enter directly into the workplace upon completion of the program, students may elect to continue to a four year program in either Human Services or Healthcare Services Administration. As such, emphasis is placed upon developing or enhancing competency in the broad skill areas required for working in the human services field. The curriculum provides a solid liberal arts background and exposure to a full range of human services competencies.

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

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

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN171	Political Institutions	3
MSC111*	Foundations in Microbiology	3
	Total General Education Credits	**24**

Electives	Credits
General Education Electives (5)	15
Total Elective Credits	**15**

66 CREDITS REQUIRED FOR GRADUATION
*MSC111 course satisfies the General Education requirements.

Student Complaint Policy
Effective date January 16, 2025

The Student Complaint Policy at the College provides a structed process for students to report incidents, concerns, or issues that do not necessarily qualify as grievances but still require administrative attention. When a student wishes to raise a concern, they are encouraged to complete the "Student Complaint/Grievance Form" available at the designated link [Student Complaint Form (cw.edu)](). Upon submission, college personnel will investigate the matter within a reasonable timeframe, aiming to resolve the issue effectively. Any changes or improvements resulting from the complaint will be documented to ensure transparency and accountability. Once the issue is resolved, the Student Services Office will record the actions taken and the resolution on the Student Complaint Form. Additionally, the Vice President of Student Services and Retention is responsible for maintaining the Student Complaint log and ensuring that the entire process is followed diligently. This policy ensures that student concerns are addressed systematically, and improvements are made where necessary.

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

Disciplinary action may be instituted in any case in which an individual or group of students is found to have engaged in any of the following:
1. Conduct which could be construed to be a violation of any federal, state, or local law and adversely affects the interests and reputation of the College.
2. Conduct that places another in danger of bodily harm;
3. Conduct that causes bodily harm or threatens bodily harm in a circumstance where there is a clear and present danger of bodily harm.
4. Conduct which disrupts or interferes with the personal or group rights of other members of The College community or with any activities of The College including, but not limited to, access to facilities and performance of normal duties.
5. Theft of College property of the property of a member of the College or local community. This includes without limitation (a) unauthorized use of College property, equipment, facilities or services (b) possession of stolen property; (c) possession or use of unauthorized College keys or access devices; (d) unauthorized entry; and (e) refusal to leave or to release any property when ordered to do so by its owner or any person having jurisdiction over it.
6. Misappropriation, destruction of, unauthorized removal of, or damage to computer equipment or any College property, including intellectual property.
7. Conduct in violation of the community standards listed under the *Academic Integrity* section.
8. Smoking, vaping, or use of tobacco products on campus, including in parking lots, entryways, and sidewalks.
9. Being in any place for the purpose of unlawful use, possession, or distribution of a controlled substance.
10. Disorderly, lewd, slanderous, intimidating or indecent conduct or other personal conduct that would tend to demean another or the reputation of the College.
11. Bullying defined as any repeated, intentional, and harmful behavior directed towards an individual or group, where there is an imbalance of power. It includes but is not limited to physical, verbal, psychological, or cyberbullying. This includes incidents that occur on campus, during college-related activities, or through via digital means between two or more members of the CW community.
12. Photographing or audio/visual recording another without their knowledge.
13. Harassment, which may include but is not limited to: (a) pursuing or following another person in or about a public place(s) or through physical, electronic, written, or telephonic means; (b) repeated unwelcome communications; (c) directing obscene language, gestures or abusive conduct, including verbal abuse, threats, and intimidation at another; (d) directing verbal abuse at another because the individual is carrying out duties and responsibilities associated with their role as faculty, staff or student staff at the College; (e) publishing, distributing or posting of photographs or recordings of members of the CW community without their consent; and (f) distributing private information about another individual without their consent.
14. Assault and/or sexual assault. See Title IX Grievance Policy and Policy Prohibiting Sexual Harassment and Sexual Misconduct.
15. Knowingly providing false information to the College or making false statements or false reports to College officials, engaging in forgery, alteration or improper use of any College record, key, identification card or other document.
16. Willful failure or refusal to appear as a witness at a College disciplinary proceeding after having been directed to do so. Conduct which endangers the safety of The College community, including, but not limited to, tampering with safety or fire-warning devices; setting a fire on College property; reckless operation of a motor vehicle; or failing to abide by the safety rules of The College.

17. Use, possession or storage of dangerous weapons, chemicals, explosive devices or materials including, but not limited to, firearms, tasers, air guns, prohibited knives (such as switch knives, swords, daggers, gravity knives, throwing stars, and knives with blades more than three inches long), ammunition, slingshots, metallic knuckles, bows and arrows, firecrackers, bombs, or any other instrument designed or intended to inflict injury or cause a reasonable person to believe they are in physical danger.
18. Failure to comply with a College official in the performance of his or her duties, including but not limited to, failure to provide valid identification or knowingly furnishing false information.
19. Failure to honor financial obligations to The College or to any element thereof.
20. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
21. Failure to comply with any other applicable College policy, including without limitation, the Rules for the Maintenance of Public Order; the Anti-Drug and Alcohol Policy, the Computer Usage Policy; Audio/Video Recording Policy; Social Media Policy; the Title IX Grievance Policy; the Policy Prohibiting Sexual Harassment and Sexual Misconduct; and the Policy Against Hate Crimes and Bias Incidents.

Disciplinary Grievance Procedures for Conduct Violations
The College of Westchester's discipline policy is intended to support the standards of The College with regard to the conduct of students and academic integrity policies. (Alleged violations of the Title IX Grievance Policy as well as the Policy Prohibiting Sexual Harassment and Sexual Misconduct will be investigated and adjudicated pursuant to the procedures set forth therein.) A student may face interim suspension if they are accused of possessing drugs, alcohol or weapons on College property or any other major conduct violation that could put another member of the College community in immediate danger or threat of harm. The College reserves the right to place a student on an emergency suspension when the continued presence of such student could constitute a danger to the safety of person or property on the premises of The College. The interim suspension may remain in place until a final decision regarding responsibility is made by the Discipline Committee as outlined below.

In some cases, the Vice President of Student Services and Retention may choose to meet with the accused prior to conduct charges being filed. Otherwise, students accused of a conduct violation will be referred to the Discipline Committee, composed of three faculty members who are not involved in the issue at hand. Prior to the Discipline Committee Hearing, the student will be notified of the date, time, and place of the hearing via electronic correspondence to the student's CW email as well as overnight mail. If the accused student fails to appear at the hearing, the committee will proceed as scheduled and make a decision based upon the facts presented. Based on the judgment of The College, discipline hearings may be held remotely via conference call, video, or other alternative formats.

At least three days prior to the Discipline Committee hearing, the aggrieved person is required to submit a written statement describing the incident to the Vice President of Student Services and Retention. This statement will be read aloud at the hearing by the committee members and witnesses may be called to testify. The accused student will be notified of the committee's decision, within three business days after the hearing by electronic correspondence to the student's CW email as well as overnight mail. If the accused student does not fulfill the penalty imposed by the committee, the student may be suspended or dismissed.

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

The accused student may appeal the committee's decision to the Vice President of Academic Affairs. The appeal must be submitted, in writing, within three business days of the committee's decision and must include a rationale for seeking the appeal. In order to be considered, the appeal must articulate one or more of the following criteria:
   a. A procedural error occurred that significantly impacted the outcome of the hearing
   b. To consider new evidence, unavailable during the original hearing, that could substantially impact the finding or sanction
   c. The sanctions fall outside the range typically imposed

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

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

Title IX Grievance Policy and Policy Prohibiting Sexual Harassment and Sexual Misconduct
Effective January 9, 2025, The College of Westchester has updated its policy and procedures surrounding Title IX, which guides how the College adjudicates complaints regarding sexual harassment. Previously, the College adhered to the Title IX Policy Prohibiting Discrimination and Harassment on the Basis of Sex as detailed starting on page 37 of the 2024-2025 Student Handbook.

Effective as of January 9, 2025 and in accordance with federal law, The College has reverted to the 2020 Title IX Final Rule, which defines "sexual harassment" as a more narrowed scope of alleged conduct which may be adjudicated under Title IX. In adherence with New York State Law 129-B, the College of Westchester remains committed to addressing any violations of its policies addressing sexual harassment and sexual misconduct, even those not meeting the narrow standards defined under the 2020 Title IX Final Rule.

Specifically, the College has a Code of Conduct that defines certain behavior as a violation of campus policy and a separate Policy Prohibiting Sexual Harassment and Sexual Misconduct that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

The College's Title IX Grievance Policy and its Policy Prohibiting Sexual Harassment and Sexual Misconduct are available on our webpage: https://www.cw.edu/titleix. As always, all students have the right to make a report to college officials regarding incidents of sexual harassment by emailing TitleIX@cw.edu or using the contact information below.

Title IX Coordinators
Inquiries regarding the application of the Title IX Grievance Policy or the Policy Prohibiting Sexual Harassment and Sexual Misconduct should be referred to the Title IX Coordinator, Janna Gullery, (914-831-0401, jgullery@cw.edu) or the Deputy Title IX Coordinator, Anna Bravo (914-831-0353, abravo@cw.edu), 325 Central Avenue, White Plains, NY 10606. In addition to coordinating compliance with Title IX, the Title IX Coordinators are responsible for coordinating the College of Westchester's efforts to comply with other federal and state laws governing sex discrimination and sex harassment, overseeing the College's responses to reports of alleged violations, and identifying and addressing any pattern or systemic problems. The Deputy Title IX Coordinator will oversee compliance with respect to employees and will provide updates to the Title IX Coordinator. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

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

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

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

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

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

Legal Protections and External Remedies
A student who believes that an error or misjudgment has been made regarding a college policy may first discuss the matter with their academic advisor or submit a Grievance/Complaint Form. If after a review of the matter, the student still believes that the issue has not been resolved, a formal hearing on the matter may be requested. The request for this formal review must be made to the Vice President of Student Services and Retention, in writing, citing the basis for grievance, within one month of the incident in question. If the request is approved, the College will investigate the student complaint which may include meetings with the student and any involved parties to arrive at a final determination and actions taken. A decision will typically be made within three weeks of receipt of the formal written complaint.
If the student still believes that they have been aggrieved by the College, the student may appeal the decision to the Vice President of Academic Affairs. After reviewing the written complaint, associated facts and final determination, the Vice President of Academic Affairs will make a determination to grant or deny the appeal within five business days.

If the student still believes that they have been aggrieved by The College, the student may file a complaint with the New York State Education Department, Office of College and University Evaluation, Education Building, 5 North Mezzanine, 89 Washington Avenue, Albany, NY 12234 (follow instructions http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html) An out-of-state student should follow the same Grievance Procedures except that the student should contact the state agency based on his/her state residency. A list which includes the contact information for the relevant state agencies is located at State Authorization Network (SAN): Student Complaint Information by State and Agency | State Authorization Network.

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

A complaint of consumer fraud may be filed with the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.
A complaint about New York State Student Financial Aid matters may be made with the Higher Education Services Corporation (HESC), Customer Communications Center at 1-888- NYS-HESC. Or students may contact the college's accrediting body, Middle States Commission on Higher Education, following the instructions by clicking on this link: https://www.msche.org/complaints/.

Out-of-state enrolled and prospective students' complaint resolution process
Complaints related to distance education programs offered by out-of-state institutions operating under the State Authorization Reciprocity Agreement (NC-SARA) need to be filed with the State Portal Entity of the institution's home state within two years of the incident. CW is a voluntary institutional member of NC-SARA, and its State Portal Entity is the New York State Department of

Education. Complaints should be addressed to the Supervisor of Higher Education Programs at 89 Washington Avenue, Albany, NY 122341.

NC-SARA facilitates interstate distance education by establishing a uniform set of standards and policies for participating institutions. This means that if a student in one SARA state has an issue with a distance education program offered by an institution in another SARA state, NC-SARA policies will guide the resolution process.

Students must first follow the College's Grievance Procedure by filing their complaint with the College. If the issue is not resolved, the complaint can then be escalated to CW's NC-SARA home state, the New York State Department of Education, as outlined in the Grievance Policy document. Please note that NC-SARA policies do not cover complaints related to grades or student conduct violations. California is not an NC-SARA member, so enrolled and prospective students who are residents of California should file their complaints with the State of California.

For more details, you can refer to the NC-SARA's link that provides the process along with other important materials. Additionally, here is the link to the New York State Education Department's complaint procedures.

A list which includes the contact information for the relevant state agencies are located at SARA for States | NC-SARA. Students who file a grievance are assured that no adverse action will be taken against them for filing a complaint.

The College of Westchester
Campus Security Report
October 1, 2024
(*based on 2023 statistics*)

Introduction and Purpose

The College of Westchester is proud of its excellent record of creating a safe and comfortable environment in which to work and learn and for keeping our campus as crime free as possible. This Annual Campus Security Report is mandated by the United States Department of Education in accordance with the **Student Right-to-Know and Campus Security Act of 1992**. In compliance with this mandate, the College has compiled this report in order to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. This report is updated annually in September and is available on the College's website at https://www.cw.edu/student-consumer- information and also at https://www.cw.edu/studentmenu on the Student Services page. A paper copy will be provided upon request from the Vice President of Student Services and Retention, Maria Gangi, email: MGangi@cw.edu, phone: 914-831-0350.

Campus Security Procedures

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

Description of Campus Security Programs

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

**Procedure for Reporting Security Violations**

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

Monitoring of Off Campus Locations

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

Campus Crime Statistics

According to the Campus Crime and Security Act, The College of Westchester is required to provide statistics on: occurrences on campus concerning criminal offenses reported to local police agencies and to the Public Safety Office; statistics for drug, alcohol, and weapons arrests on campus as reported to local police agencies and to the Public Safety Office; and data provided by the City of White Plains Police Department regarding criminal offenses in the neighborhood and commercial areas surrounding the campus. The area for which local crime statistics are reported is defined as follows: all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop which is located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue; all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139-185) and Robertson Avenue (from 107 to 135).
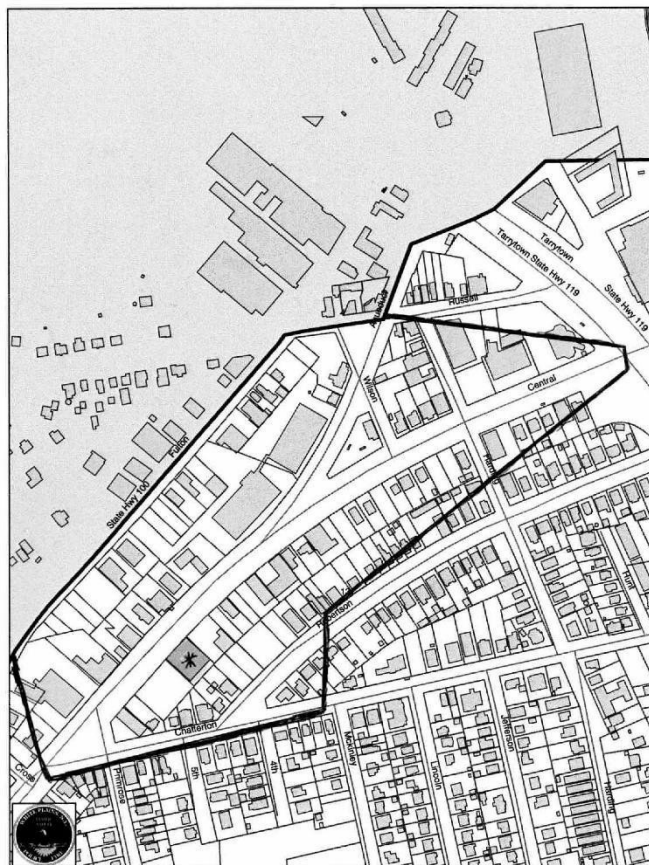
CAMPUS CRIME STATISTICS
2021-2023

Table One: *Criminal Offenses on Campus Property*

Offense	2021	2022	2023
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	1	0	0
Dating Violence**	0	0	0
Stalking**	0	0	0

*Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)
**Crime statistics required for Annual Security Report 2018 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.

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

Arrests Related To:	2021	2022	2023
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	0	0

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

Offense	2021	2022	2023
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	0	0

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

Offense	2021	2022	2023
Murder	0	0	0
Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	1	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	2	0
Arson	0	0	0
Hate Crimes*	0	0	0
Domestic Violence**	0	0	0
Dating Violence**	0	0	0
Stalking**	0	0	0

**Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)*
***Crime statistics required for Annual Security Report 2018 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.*

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

Arrests Related To:	2021	2022	2023
Liquor law violations	0	0	0
Drug abuse violations	0	1	0
Weapons possession	0	0	0

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

Offense	2021	2022	2023
Total unfounded crimes	0	0	0

Table Seven: *New York State defines hate crimes as any specified offense committed by an individual or group that either "(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color,*
national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct."

Offense	2021	2022	2023
Total hate crimes	0	0	0

Anti-Drug and Alcohol Policy
The College of Westchester has a no tolerance policy regarding the use of drugs and alcohol or being under the influence of drugs or alcohol on its property or surrounding property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or an illegal drug by a student or employee on property at The College of Westchester is strictly prohibited. New York and Federal law prohibits the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. Both State and Federal laws carry penalties for violations, including monetary fines and/or imprisonment.

Regardless of the legality under New York law, **Cannabis/Marijuana – including "medical marijuana" – is illegal under federal law and may not be used on the College's property or surrounding property.** All students and employees are prohibited from possessing, distributing, intending to distribute or being under the influence of marijuana while at The College.

Policy for Alcohol and/or Drug Use Amnesty
The health and safety of every student at The College of Westchester is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to CW's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault."

The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration and death. In addition to the health risks to the abuser of illegal drugs and alcohol are the risks to co-workers, students and the public. The College of Westchester's Counseling Center can provide referral to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center which has procedures to assure confidentiality. Individuals whose performance is impaired as a result of the use or abuse of drugs or alcohol, who illegally use or abuse drugs or alcohol on campus or at College events, or who have been convicted of violating any criminal drug statute while on The College of Westchester property or at College events will be sanctioned. The sanctions can include required completion of an appropriate rehabilitation program, suspension, dismissal, termination of employment, and referral for prosecution by law enforcement authorities. As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the Director of Administration no later than five days after any conviction for a criminal drug offense committed on The College of Westchester property. Failure to comply with these conditions will constitute unsatisfactory conduct and will lead to appropriate sanctions.

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

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

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

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years 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 the College that he or she has successfully completed the rehabilitation program.

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

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

Policy Against Hate Crimes and Bias Incidents
The College strictly prohibits hate crimes and bias crimes. Pursuant to New York Law 129-A, the College tracks, reports and posts incidents of hate and bias crimes to the College website, available under Campus Security Information: https://www.cw.edu/consumer-information. In addition, hate and bias crimes violate CW's Policy Against Discrimination and Harassment detailed in this Handbook. New York State defines hate crimes as any specified offense committed by an individual or group that either "(a) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct."

The College encourages the prompt reporting of hate and bias crimes or incidents to any of the following individuals:
Charles Boklan, Director of Security 914-831-0409, cboklan@cw.edu, Janna Gullery, Title IX Coordinator 914-831-0401, jgullery@cw.edu.

Hate or bias crimes or incidents may also be reported directly to Law Enforcement by calling 911. The College investigates any reports of hate crimes or bias incidents, and when necessary, will do so in coordination with local law enforcement. The College will assist in investigating reports of bias-related incidents that do not rise to the level of a crime.

Legal penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are

students will be subject to campus disciplinary procedures as detailed in Disciplinary Grievance Procedures for Conduct Violations as detailed in the Student Handbook

The College provides hate and bias crime prevention information to incoming students during the first-year seminar class as well as other programming and communications, which includes information about how to report a hate crime.

Investigation of Violent Felony Offenses
Violent felony offenses include: murder; kidnapping; manslaughter; rape; aggravated sexual abuse; sexual conduct against a child; assault; arson; robbery; criminal possession of a weapon; criminal use of a firearm; criminal sale of a firearm; aggravated assault upon a peace officer, fireman, or emergency services professional; gang assault; burglary; and intimidating a witness or witnesses. Pursuant to Article 129-A of the New York State Education Law, the College will take the following steps after a report of any Violent felony offense occurring on campus:

- Immediately notify the White Plains Police Department upon receiving and reviewing any report of an alleged violent crime that occurred on campus.
- The College will collaborate fully with the White Plains Police Department or other law enforcement agencies in the investigation of such a crime.
- If the offender(s) are no longer on campus and the immediate threat has ended, the College will take the appropriate measures to provide support to victims.

The College of Westchester's Statement on Annual Training of Personnel
The Violence Against Women Act amendments to the Clery Act require that certain college officials charged with responding to sexual assault, domestic violence, dating violence, and stalking be trained annually in a number of areas. This college/university is a member of the SUNY Student Conduct Institute. As part of that membership, covered officials who investigate or conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking receive at least eight hours of training annually through attendance at the SUNY Student Conduct Institute's Basic Compliance Training and/or live Advanced Trainings and/or digital Basic or Advanced Trainings. These in-person and digital courses address topics including how to determine the relevancy of evidence and use it during the proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. These trainings also address how to conduct an investigation and hearing process that protects the safety of victims, properly employs trauma-informed practice, and promotes accountability, while protecting the due process rights of the respondent. Finally, these trainings provide comprehensive reviews of federal and state laws and regulations on point as well as relevant court and administrative opinions.

TITLE IX GRIEVANCE POLICY AND POLICY PROHIBITING SEXUAL HARASSMENT AND SEXUAL MISCONDUCT
As required by Title IX and Title VII and other federal and state laws, The College of Westchester does not discriminate against students or employees on the basis of sex/gender in its educational programs and activities. The College of Westchester further prohibits students, employees and third parties from engaging in sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence and stalking as those terms are defined below. Any attempt to engage in prohibited conduct may itself constitute a violation of this policy. Any actions knowingly taken to aid, facilitate or encourage another to engage in prohibited conduct and any actions taken for the purpose of interfering in the investigation of an allegation of prohibited conduct shall constitute a violation of this policy. Anyone found to have violated this policy will be subject to disciplinary action as set forth in the procedures below. The College is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, the College of Westchester prohibits retaliation against any person for complaining of a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

All members of the College community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, College employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

Community members are protected from sexual misconduct regardless of their sex, sexual orientation, immigration status, citizenship status or national origin, or any other protected characteristic.

Conduct violations of sexual harassment or sexual misconduct may fall under one, neither or both of the College's policies. This is because the College adheres to the federal Title IX regulations, and in addition, adheres to New York State Law 129-B. You can read more about each policy and their provisions below.

You can read more about the updates and CW's policies via our webpage: https://www.cw.edu/titleix.

2024/2025 Academic Calendar

Day Division

Fall Semester 2024

September	9	Monday	Start of Fall Semester; Faculty Development Day
	9/10	Monday/Tuesday	Orientation Days
	11	Wednesday	Classes Begin
	20	Friday	End of Add/Drop Period
November	28 – 29	Thursday–Friday	Thanksgiving Recess – No Classes
December	18	Wednesday	Last Day of Classes
	19	Thursday	Make-up Exam Day
	20	Friday	Faculty/Student Conferences
	21	Saturday	End of Fall Semester
	22 – January 13	Sunday – Monday	Recess – No Classes

Winter Semester 2025

January	13	Monday	Start of Winter Semester; Moodle Day
	14	Tuesday	Faculty Meeting; Orientation
	15	Wednesday	Classes Begin
	20	Monday	Martin Luther King Jr. Day – No Classes
	24	Friday	End of Add/Drop Period
February	17	Monday	Presidents' Day Holiday – No Classes
April	18	Friday	Good Friday Holiday – No Classes
	23	Wednesday	Last Day of Classes
	24	Thursday	Make-up Exam Day
	25	Friday	Faculty/Student Conferences
	26	Saturday	End of Winter Semester
	27 – May 11	Sunday – Sunday	Recess – No Classes

Spring Semester 2025

May	12	Monday	Start of Spring Semester; Moodle Day
	13	Tuesday	Faculty Meeting; Orientation
	14	Wednesday	Classes Begin
	23	Friday	End of Add/Drop Period
	26	Monday	Memorial Day Holiday – No Classes
	29	Thursday	Graduation Ceremony – Classes held asynchronously.
June	19	Thursday	Juneteenth Day – No Classes
July	4-5	Friday-Saturday	Independence Day Holiday – No Classes
August	20	Wednesday	Last Day of Classes
	21	Thursday	Make-up Exam Day
	22	Friday	Faculty/Student Conferences
	23	Saturday	End of Spring Semester
	24 – September 7	Sunday – Sunday	Recess – No Classes

Fall Semester 2025

September	8	Monday	Start of Fall Semester; Faculty Development Day
	9	Tuesday	Orientation
	10	Wednesday	Classes Begin
	19	Friday	End of Add/Drop Period
November	27–28	Thursday–Friday	Thanksgiving Recess – No Classes
December	17	Wednesday	Last Day of Classes
	18	Thursday	Make-up Exam Day

	19	Friday	Faculty/Student Conferences
	20	Saturday	End of Fall Semester
	21 – January 12	Sunday – Monday	Recess – No Classes

Evening Division

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

Fall Term I 2024

September	19	Thursday	Orientation
	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
	17 – December 8	Sunday – Sunday	Recess – No Classes

Fall Term II 2024

December	5	Thursday	Orientation
	9	Monday	Start of Fall Term II – Classes Begin
	22	Sunday	End of Add/Drop Period
	23 – January 5	Sunday-Sunday	Recess – No Classes
January 2025			
	6	Monday	Classes Resume
	20	Monday	Martin Luther King Day; Classes held asynchronously.
February	15	Saturday	End of Fall Term II
	16 23	Sunday – Sunday	Recess – No Classes

Spring Term I 2025

February	20	Thursday	Orientation
	24	Monday	Start of Spring Term I – Classes Begin
March	9	Sunday	End of Add/Drop Period
April	18-20	Friday-Sunday	Easter Recess
	26	Saturday	End of Spring Term I
	27- May 4	Sunday – Sunday	Recess – No Classes

Spring Term II 2025

May	1	Thursday	Orientation
	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
			Classes held asynchronously.
June	19	Thursday	Juneteenth Day – Classes held asynchronously.
	30	Monday	End of Spring Term II
July	1 – July 13	Tuesday – Sunday	Recess – No Classes

Summer Term 2025

| **July** | 10 | Thursday | Orientation |
| | 14 | Monday | Start of Summer Term – Classes Begin |

	27	Sunday	End of Add/Drop Period
August	30-September 1	Saturday – Monday	Labor Day Recess– No Classes
September	2	Tuesday	Classes Resume
	13	Saturday	End of Summer Term
	14–28	Sunday – Sunday	Recess – No Classes

Fall Term I 2025

September	25	Thursday	Orientation
	29	Monday	Start of Fall Term I – Classes Begin
October	12	Sunday	End of Add/Drop Period
November	22	Saturday	End of Fall Term I
	23 – December 7	Sunday – Sunday	Recess – No Classes

Fall Term II 2025

December	4	Thursday	Orientation
	8	Monday	Start of Fall Term II – Classes Begin
	21	Sunday	End of Add/Drop Period
	21 – January 4	Sunday-Sunday	Recess – No Classes
January 2026			
	5	Monday	Classes Resume
	19	Monday	Martin Luther King Day; Classes held asynchronously.
February	14	Saturday	End of Fall Term II
	15-22	Sunday – Sunday	Recess – No Classes

Online Division

Fall Term I 2024

September	16	Monday	Orientation
	23	Monday	Start of Fall Term I – Courses Begin
October	6	Sunday	End of Drop Period
November	16	Saturday	End of Fall Term I
	17 –December 8	Sunday – Sunday	Recess – No Classes

Fall Term II 2024

December	2	Monday	Orientation
	9	Monday	Start of Fall Term II – Courses Begin
	22	Sunday	End of Drop Period
	23 – January 5	Sunday – Sunday	Holiday Recess – No Classes
January 2025			
	6	Monday	Courses Resume
February	15	Monday	End of Fall Term II
	16-23	Sunday – Sunday	Recess – No Classes

Spring Term I 2025

February	19	Wednesday	Orientation
	24	Monday	Start of Spring Term I – Courses Begin
March	9	Sunday	End of Drop Period
April	26	Saturday	End of Spring Term I
	27 – May 4	Sunday – Sunday	Recess – No Classes

Spring Term II 2025

April	30	Wednesday	Orientation
May	5	Monday	Start of Spring Term II – Courses Begin
	18	Sunday	End of Drop Period
	26	Monday	Memorial Day – No Classes
	29	Thursday	Graduation Ceremony
			Classes held asynchronously.
June	19	Thursday	Juneteenth Day – Classes held asynchronously.
	30	Monday	End of Spring Term II
July	1 – July 13	Tuesday – Sunday	Recess – No Classes

Summer Term 2025

July	9	Wednesday	Orientation
	14	Monday	Start of Summer Term – Courses Begin
	27	Sunday	End of Drop Period
September	1	Monday	Labor Day* - No Classes
	13	Saturday	End of Summer Term
	14 – 28	Sunday – Sunday	Recess – No Classes

Fall Term I 2025

September	24	Wednesday	Orientation
	29	Monday	Start of Fall Term I – Courses Begin
October	12	Sunday	End of Drop Period
November	22	Saturday	End of Fall Term I
	23 –December 7	Sunday – Sunday	Recess – No Classes

Fall Term II 2025

December	3	Wednesday	Orientation
	8	Monday	Start of Fall Term II – Courses Begin
	21	Sunday	End of Drop Period
	22 – January 4	Sunday – Sunday	Holiday Recess – No Classes
January 2026			
	5	Monday	Courses Resume
February	14	Monday	End of Fall Term II
	15-22	Sunday – Sunday	Recess – No Classes

Note: The number of evening and online division 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.