Student Handbook 2026/2027

THE COLLEGE
OF WESTCHESTER



325 Central Ave, White Plains, NY 10606
914.831.0200 • cw.edu

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About This Handbook

This Student Handbook informs students of their rights, responsibilities, and resources at The College of Westchester. It supplements the College Catalog, which governs curricula and degree requirements. Policies in this Handbook may be updated, with notice provided to students through official CW communication channels.

Required Disclosures

In compliance with the U.S. Department of Education, New York State Education Law, and the Middle States Commission of Higher Education (MSCHE), The College of Westchester provides the following required disclosures to ensure transparency, accountability, and student awareness.

Accreditation Statement:

The College of Westchester is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB#166, Wilmington, DE 19801. MSCHE is an institutional accreditor recognized by the U.S. Secretary of Education.

MSCHE Contact Information:
Website: www.msche.org / Phone: (267) 284-5000

Students may review the following areas of information online:

- Campus Security (Clery Act)
- Financial Aid & Satisfactory Academic Progress (SAP)
- Tuition, Fees, and Refund Policy
- Net Price Calculator
- Family Educational Rights and Privacy Act (FERPA)
- Voter Registration Information
- Constitution Day Programs
- Title IX Policy & Student Bill of Rights (Article 129-B)
- Transcript Notation & Appeals
- Immunization Requirements
- Hate Crimes & Bias Incident Reporting

All disclosures are available at: Consumer Information - The College of Westchester
Printed copies may be requested from the Student Services Office.

Contact Information:

For questions or assistance with any disclosure, please contact:
Maria Gangi, Vice President of Student Services & Retention
Email: mgangi@cw.edu | Phone: (914) 831-0350

DIRECTORY OF STUDENT SERVICES

Department	Room	Phone	Email
Student Services Center	Fourth Floor, Room 406	(914) 831-0433	studentservices@cw.edu
Admissions	Second Floor	(914) 831-0200	admissions@cw.edu
Returning Students	Second Floor, Admissions	(914) 831-0222	bbacenter@cw.edu
Career Services	Third Floor, Room 335	(914) 831-0400	careerservicesoffice@cw.edu
Counseling Center	Fourth Floor, Room 421	(914) 831-0441	counseling@cw.edu
Information Technology	Third Floor	(914) 831-0448	helpdesk@cw.edu
The Learning Center	First Floor, Room 405	(914) 831-0370	learningcenter@cw.edu
Library	First Floor	(914) 831-0280	library@cw.edu
Office of Accessibility	Fourth Floor, Room 410	(914) 831-0235	aferreira@cw.edu
New Student Financial Assistance	Third Floor, Room 327	(914) 831-0473	nsfa@cw.edu
Student Financial Services	Fourth Floor, Room 406	(914) 831-0473	studentfinancialservices@cw.edu
Student Accounts	Fourth Floor, Room 407	(914) 831-0389	studentaccounts@cw.edu
Student Life	Fourth Floor, Room 411	(914) 831-0401	studentactivities@cw.edu
Testing Center	Second Floor, Room 211	(914) 831-0439	testingcenter@cw.edu
Veterans	Third Floor, Room 302	(914) 831-0363	cwveterans@cw.edu

STUDENT LIFE

Academic Advising

The Student Services Center serves as the centralized advising office for Day, Evening, and Online Division students, offering a comprehensive academic advising program. This program ensures students receive accurate information regarding degree requirements and graduation, fosters positive and productive relationships between faculty and students, and supports student retention. Advisors not only discuss students' academic progress but also address any concerns or questions related to achieving their career goals and overall success at The College of Westchester. Additionally, academic advisors provide appropriate referrals to other support areas, such as The Counseling Center, the Office of Student Financial Services, Career Services, The Learning Center, and The Testing Center. While each student is assigned an academic advisor upon enrollment, they are free to consult with any available advisor, as the professional advising staff is proficient in advising across all majors. This holistic approach ensures that students are well-supported in their academic journey and career aspirations.

Alumni Association

The College of Westchester highly values our alumni and places great importance on maintaining strong connections with them. The Alumni Association, which is led by a Board of Directors, plays a crucial role in achieving this goal. Every four years, officers including the President, Vice President, Secretary, and Treasurer are elected to serve on the Board. Regular meetings of the Board are held quarterly to ensure effective communication and coordination with the college.

The primary objective of the Alumni Association is to establish a vibrant and engaged alumni network that benefits both our graduates and our institution. This is achieved through various initiatives, including building partnerships with alumni to enhance the reputation and success of the college, partnering to provide internship and employment opportunities for students and alumni, organizing events and activities for alumni to remain connected with each other and the institution, and providing a platform for alumni to share their experiences, insights, and knowledge with current students as they navigate their future endeavors.

All alumni are encouraged to stay up to date with college news and events and are also offered lifetime employment assistance and career development resources to support their growth and success.

Bookstore

Textbooks and various stationery items may be purchased from the Bookstore during scheduled hours of operation. The Online Bookstore is available for students to order textbooks for Online Division programs through the student portal.

CW Teams

Microsoft Teams is the hub for student account information, class schedules, grades, degree completion, announcements, resources, and every student's digital ID. You can sign in with your credentials used for all other technology. Within Teams, use the **Student Dashboard** to view your digital ID, grades, degree progress, and class schedule. Use the **CW Central Resource Portal** to access important resources: Directory of Services, Student Handbook, Catalog, FERPA, Title IX, Scholarships, Transcript Request, and more. Navigate to **CW Engage** to stay updated with campus news, events, and announcements.

Career Services

The College of Westchester's Office of Career Services staff carefully guides students through the entire process of planning and preparing for their actual job search. Students are introduced to Career Services during Orientation and at other points throughout their matriculation. Students are coached in the following areas: proper completion of employment applications, resumes, letters of application, securing job interviews, researching companies, conducting interviews, job interview follow-up, grooming, business attire, and business etiquette. Should a graduate seek full-time transfer to another college, they will be assisted in the process. The Office of Career Services works closely with area businesses and industries in the New York, Connecticut and New Jersey metropolitan areas to ascertain employment requirements and the availability of specific positions. While the Career Services staff assists both students and graduates, this does not preclude the students' own responsibilities. All students and graduates seeking career services assistance must be in good financial standing with The College. All graduates are entitled

to lifetime assistance. The College reserves the right to withdraw placement assistance, at any time, for cause. The Career Services Department also hosts Career Fairs, Internship Fairs, Portfolio Review Day, Career Cafés, and Part-time Job Fairs.

Internship Opportunities
Career counselors work closely with individual students to identify internships that align with their academic focus, personal interests, and skill sets. They offer personalized guidance to ensure that each internship is a good fit and assist in scheduling interviews across a variety of fields. These internships provide valuable hands-on experience, helping students develop important skills such as teamwork, communication, and problem solving, while also offering networking opportunities and career exploration.

Practicum Opportunities
The Practicum Coordinator collaborates closely with students to identify fieldwork sites that align with their specific interests and abilities. This personalized approach ensures that each placement is tailored to the student's career goals. The coordinator also assists in scheduling interviews across a diverse range of fields, providing students with opportunities to gain practical experience in their chosen area of study. This process not only helps students apply their classroom knowledge in the real-world settings but also supports their professional development and career exploration.

Additional information regarding the Office of Career Services is available at www.cw.edu

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

Clubs
The College of Westchester offers a wide variety of extracurricular clubs and student organizations which provide students the opportunity to become more actively engaged in campus life as well as develop leadership and collaborative skills. Individual clubs are detailed in the Student Handbook.

Student Life Policies & Guidelines
The Student Life Manual outlines policies and guidelines related to CW-sponsored clubs, leadership and other student activities. The manual is available on the Catalogs, Documents and Forms page of the CW website: https://www.cw.edu/catalogs-documents-forms/.

Student Activities
Recognizing the need for the social, cultural, and academic development of the individual, The College of Westchester offers a wide range of activities to meet the needs and interests of the entire student body. Please see the Student Services Office for more information.

Student Government Association
The Student Government Association (SGA) exists to support and stimulate the academic, cultural, social, and physical welfare of all students at The College of Westchester. In addition, it serves to provide students with a voice in CW's participatory shared governance system, develop leadership skills and promote the exchange of ideas and viewpoints among faculty members, administration and students. Any student enrolled in classes at CW may become a member of the Student Government Association. It gives students the opportunity to exercise leadership, express opinions, and work together toward the achievement of common goals.

The Counseling Center
The Counseling Center at The College of Westchester provides free and confidential "within the limits of the law" individual counseling services to all students experiencing both personal and academic issues. Students have the ability to schedule counseling sessions or come on a "walk-in" basis when concerns arise. Topics discussed may include but are not limited to: academic concerns, anxiety, depression, relationships, parenting, acculturation, and stress. The Counseling Center's mission is to assist students in developing their full potential within both The College of Westchester and their personal lives alike. The

Center is operated by a licensed mental health professional and has numerous community resources as needed. Counseling assistance is available both in person or via video conference.

In addition to College resources, students have 24/7 access to the 988 Lifeline, the national hotline for suicide and crisis support. 988 is reachable via phone call, text or webchat and can provide live, one-on-one support for individuals facing mental health struggles, emotional distress, alcohol or drug use concerns, or other counseling needs. Counselors provide crisis support and refer out to local partner agencies for ongoing care.

Students with Disabilities
Upon students' self-identification and request for accommodations, the College provides students with disabilities with the support services and other reasonable accommodations and adheres to the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. The student has an obligation to self-identify that the student has a disability and/or needs an accommodation, and all accommodations are made on a case-by-case basis. The student will be asked to submit documentation which has been completed by a physician, psychologist, or learning disabilities specialist to establish the existence of the disability and the need for specific accommodations. The student is required to meet with the Coordinator of Accessibility Services to review the accommodation plan. To ensure that all online content created by The College of Westchester is broadly accessible to its students with varied learning characteristics, instructional design and online production staff will create course content that conforms to Web Content Accessibility Guidelines Level A, as published by The World Wide Web Consortium's Web Accessibility Initiative (W3C-WAI). Likewise, all content will conform to Section 508 standards on intranet and internet information and applications, as published by the U.S. General Services Administration (GSA). The College of Westchester will continue to monitor emerging standards for accessibility to ensure its materials conform to emerging expectations and provide the best possible level of access for students and faculty.

ADA/504 Grievance Procedure
Students who believe they have been denied a reasonable accommodation or otherwise discriminated against based on disability may file a grievance under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Grievances must be submitted in writing within 30 days of the alleged incident to the Coordinator of Accessibility. The Coordinator of Accessibility will review the grievance and respond within 10 business days. Appeals may be submitted to the Vice President of Student Services and Retention within 5 business days of the decision.

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

The Learning Center
The Learning Center (TLC) ensures that students have access to learning support services to help them to succeed in their courses. In addition to in-person and remote sessions with peer and professional tutors, TLC oversees the offering of the online tutoring service (Brainfuse), which provides live chat help in most subjects, as well as an online paper review service, both of which are accessed through the student's course web page on the LMS (D2L Brightspace).

The Library
The Library offers a wide variety of information resources for users who need to access its services in person or electronically. The materials in the Library include books, academic periodicals, trade magazines, newspapers and DVDs. Library users are also welcome to use any computer workstation or its in-house laptops. Our book collection includes more than 3,000 titles and the majority may be borrowed overnight up to two weeks at a time, with a College of Westchester ID card.

The Library has two distinct purposes – one is to ensure students have the resources they need to enhance and support their coursework and research, the other is to ensure that students understand how to effectively use these resources to meet coursework objectives. To meet these ends, the Library is open five days a week and staffed with a librarian with an American Library Association accredited master's degree in Library and Information Science. Databases are available from Ebsco, Gale, and ProQuest. All students and faculty have 24/7 access with their CW credentials. Interlibrary loan (ILL) books are books borrowed from other college and university libraries. Please contact a librarian to make these arrangements. The lending library will set the due date for the materials, and there is no cost to the student, staff or faculty borrower.

CW maintains memberships with the American Library Association (ALA)/Association of College and Research Libraries (ACRL), Copyright Clearance Center, the Metropolitan New York Library Council (METRO), The National Network of Libraries of Medicine, Mid-Atlantic Region (NN/LM-MAR), and the Westchester Academic Libraries Director's Organization (WALDO).

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

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

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

D2L Brightspace
D2L, or Brightspace, is the learning management system (LMS) used by The College of Westchester. All CW faculty use D2L Brightspace to enhance their face-to-face courses, or to provide fully online courses. D2L Brightspace is the place where faculty will post their course syllabi, post assignment details, or link to a variety of instructional materials. Students can also visit the course shell for each class, learn about each professor, ask questions, view and submit assignments and discussions, send messages to professors and more.

Orientation for New Students

During Orientation at The College of Westchester, new students have the opportunity to meet and interact with a diverse group of individuals, including staff, faculty, administration, and Student Success Coaches, as well as their fellow students. This event provides a comprehensive introduction to the college experience, allowing students to discuss their programs of study, understand college policies, and learn about the various services available to support their success. Orientation is designed to ensure that students feel welcomed and informed, setting a strong foundation for their academic journey and helping them to connect with the resources and people that will aid their success throughout their time at the college.

Parking

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

Loss of Personal Property

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

Student Success Coaching

Student Success Coaches are dedicated to helping students get the most out of their college experience. Each new student is assigned a Student Success Coach, a trained CW professional, who oversees the student's success and progress at The College. Every Success coach is trained especially for this role which is in part to hold the student accountable for their decision to come to CW. Coaches meet with their students several times during the term. Student success coaches carefully monitor students' progress in all their courses and work collaboratively with our faculty and advisors to provide additional support and/or services.

The Office of Bachelor Studies and Returning Students

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

The Testing Center

The Testing Center offers a wide variety of services for The CW community. Admissions and academic assessments assure proper course placement for applicants and students. Students can also schedule test-outs and makeup exams with the approval of advising and/or instructional staff. The Testing Center is a certified PearsonVue, National Healthcareer Association (NHA), National Center for Competency Testing (NCCT), and Accuplacer ATB testing site. Professional, certified test administrators as well as technical support staff are available to assist in all aspects of certification testing. Certification exams may require a fee, and there is no guarantee of a passing grade.

Voter Registration
The College of Westchester distributes and makes widely available a mail voter registration form to each student enrolled at The College by electronically transmitting to each student a message containing an acceptable voter registration form or an internet address where that form can be downloaded.

Constitution Day
The day was first designated by Congress in 1952, and in 2004 the Congress required all educational institutions that receive Federal funding to hold an educational program pertaining to the Constitution on each September 17th. The College of Westchester marks Constitution Day with various programs and events focused on educating students on this important document which built the foundation of our nation.

ACADEMIC EXCELLENCE AND RECOGNITION INITIATIVES

President's List and Dean's List
Students who have completed a minimum of twelve (12) academic credits for the period being evaluated at the time of evaluation will be eligible for the Dean's List or President's List. Students who have a grade point average of 4.0 (A) will be eligible for the President's List. Students who have a grade point average of 3.0 (B) or better, with no grade lower than 2.0 (C) will be eligible for the Dean's List.
Full-time Day Division students will be evaluated at the end of each semester. Full-time Evening Division and Online Division students will be evaluated twice a year, at the end of the Fall II term and at the end of the Spring II term.
Part-time students will be evaluated at the end of each Evening/ Online term regardless of session (Day, Evening/ Online) and will be given the honor after every 12-credit increment. President's or Dean's honors will be added to the student's transcript.

Honors Program – (Associate Degree)
The Honors Program for Associate Degree students at The College of Westchester offers an enriched course of study for exceptional students. Eligibility is based upon performance in high school or college and a personal essay. To qualify a student must have a high school and/or college grade point average of 3.0 or better. Students may apply at any point during their associate program and must complete it by the end of the program. Once students are accepted into the Honors Program, they will complete three research papers of choice while pursuing their degree. Students must maintain a grade point average of 3.0 in order to maintain membership in the Honors Program. Honors Program graduates wear a stole over their gowns at Commencement.

Honors Research Seminar Baccalaureate Degree
The Honors Research Seminar for baccalaureate students is designed to introduce high-achieving bachelor-level students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. Eligibility includes junior status, a minimum 3.5 grade point average, demonstrated research ability, and recommendations from faculty. Students who complete the Honors Research Seminar wear a stole over their gowns at Commencement. They are also recognized at one of two honors ceremonies each year in either April or October.

Phi Theta Kappa
Phi Theta Kappa is recognized as the official honor society for two-year colleges by the American Association of Community Colleges and is the largest honor society in American higher education, Beta Pi Gamma. The College of Westchester's chapter of Phi Theta Kappa, inducts members semi-annually and eligibility is based on completion of 24 credits at CW and maintenance of a 3.5 grade point average. Membership in Phi Theta Kappa is a valuable addition to the college experience and offers students the opportunity to participate in more than $36 million in transfer scholarships.

Sigma Beta Delta
The purpose of Sigma Beta Delta is to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement. Membership in Sigma Beta Delta is the highest international recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for

membership, a student must have completed 72 credits and rank in the upper 20 percent of the junior or senior class. Members are eligible to compete for the Society's various annual fellowship awards.

Positive Presence
This student demonstrates consistent positivity in and outside of class. They are patient, friendly, and help regulate the mood of the class. Maybe they often assist classmates with notes, explanations or other support. They manage to stay focused on their goal even when things aren't going right, and you may notice other students adjust to their positive presence.

Warrior Way
This student might not be the 4.0, outspoken student that we typically recognize, but something about them deserves recognition. This student may be working through incredible personal challenges or may be working diligently to improve their grades after a difficult semester. Maybe they're not quite an A student, but they work hard consistently and deserve to be recognized. This student might not get noticed easily in other categories, but faculty commend their effort and presence.

Perfect Attendance
This student has 100% attendance in all classes for the covered timeframe, which may include one or two semesters.

Student of the Semester
At the end of each semester, students who have earned a minimum 3.8 grade point average are eligible to be selected by the faculty as Student of the Semester based on their academic achievement and effort.
At the end of Fall II Term and at the end of Spring II Term, students in the Evening Division and Online Division who have earned a minimum 3.8 cumulative grade point average are eligible to be selected by the faculty as Student of the Semester based on their academic achievement and effort.

GRADUATION REQUIREMENTS AND AWARDS

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

Graduation Honors
Honors recognition is earned by degree candidates whose grade point average for all completed study is 3.5 or higher. Students who graduate receive the following designated honors:

summa cum laude:	3.90 – 4.00
magna cum laude:	3.70 – 3.89
cum laude:	3.50 – 3.69

Honors graduates are presented with honor cords which they wear at commencement. Students with cum laude recognition wear a white cord; students with magna cum laude recognition wear a silver cord; and students with summa cum laude recognition wear a gold cord.
Students who successfully complete all requirements of the Honors Program wear honor stoles over their gowns for the commencement ceremony. Associate Degree students in the Phi Theta Kappa Honor Society wear Phi Theta Kappa stoles over their gowns. Bachelor degree students in the Sigma Beta Delta Honor Society wear Sigma Beta Delta stoles over their gowns.

The Dr. Milton E. Cagan Memorial Award
Every academic year selected Associate Degree and Bachelor of Business Administration graduates receive the Dr. Milton E. Cagan Award in memory of the former President of The College of Westchester. This is an academic excellence award and the recipients are selected according to the following criteria: academic achievement, overall service to The College, its student body and society in general, and attitudes and characteristics exemplifying the desire to succeed in college, at work and in social life.

Departmental Awards
Each academic department offers a commencement award to one Associate Degree Day student and one Evening Division student in its department who has demonstrated the qualities of academic excellence and student leadership.

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

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

The John F. Sterling Award in Business Administration
The John F. Sterling Award was established in 1986. This award recognizes outstanding Day, Evening and Online Division Associate Degree Business Administration-Management/Marketing graduates and Bachelor of Business Administration graduates in honor of Mr. Sterling. John F. Sterling is the former regional Vice President of South-Western Publishing Company and a long time friend of The College of Westchester. Throughout the years, Mr. Sterling has made valuable contributions to The College. The College respects him as an individual with qualities that set him apart from the crowd. The students selected for this award must have the characteristics exemplified by Mr. Sterling: academic excellence in marketing, effective communication skills and an orientation toward sales.

The Marc Polcek Memorial Accounting Award
The Marc Polcek Memorial Accounting Award was established in 1999. This award recognizes outstanding Day and Evening Division Associate Degree and Bachelor of Business Administration in Accounting graduates. The award is named in honor of Mr. Marc Polcek, a respected Accounting faculty member and Chairperson who taught at The College of Westchester from 1976 to 1999. The student selected for this award must have the characteristics exemplified by Mr. Polcek: academic excellence in accounting, overall commitment to The College and to other students, and student leadership and/or community service.

The Health Professions Award
This award recognizes outstanding graduates in the associate or bachelor's degree in the Health Professions. The students selected for this award, in addition to demonstrating academic excellence, must also demonstrate that they have positively impacted the lives of other students on campus and people with whom they have interacted in their community.

The Human Services Award
This award recognizes outstanding graduates in the associate or bachelor's degrees in Human Services. The students selected for this award, in addition to demonstrating academic excellence, must demonstrate that they have enhanced the lives of individuals both on campus and in their local communities. The recipient of this award will have also demonstrated leadership qualities and a commitment to The College and to other students.

The Public Health Award
This award recognizes outstanding graduates in the bachelor's degree in Public Health. The students selected for this award, in addition to demonstrating academic excellence, must demonstrate that they have enhanced the lives of individuals both on campus and in their local communities. The recipient of this award will have also demonstrated leadership qualities and a commitment to The College and to other students.

The School Spirit Award
The School Spirit Award is designed to recognize the contributions of a student who demonstrates the spirit of a CW Warrior. The Spirit Award honors a student who inspires others with their unwavering positivity, participation, active citizenship and extraordinary enthusiasm for their CW community.

The Student Leadership Award
The Student Leadership Award honors a student who embodies the spirit of leadership and service to their CW community. Criteria for the award include outstanding contributions to a club or other student activity.

FINANCIAL AID POLICIES AND APPEALS
The College of Westchester administers federal, state, and institutional financial aid in accordance with Title IV of the Higher Education Act and New York State Education Department regulations.

Students must maintain Satisfactory Academic Progress (SAP) to remain eligible for financial aid (see SAP Policy). Students who fail to meet SAP standards may appeal in writing within 10 business days of notification. Appeals must include supporting documentation of extenuating circumstances. Decisions are final and documented in the student record.

Additional information about financial aid rights and responsibilities is available at: https://studentaid.gov and through the Financial Aid Office.

TITLE IV REFUNDS
Refunds of tuition and fees follow the federal Return of Title IV Funds (R2T4) requirements, in compliance with the U.S. Department of Education regulations. Students who withdraw will receive a pro-rated refund according to the official withdrawal date. Detailed schedules are available from the Student Financial Services Office.

ACADEMIC POLICIES
Academic Integrity
At The College of Westchester, we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. Students are expected to maintain high standards with regard to honesty in the submission of all written work and exams. The College defines plagiarism as the use of someone else's words, ideas, or work without giving proper credit, and presenting them as your own. This includes the use of an outside source in any assignment, report or submission for academic credit without the appropriate acknowledgement. It is unethical to present as one's own work the ideas, words or representations of another without the proper indication of the source.

The use of Artificial Intelligence (AI) or other generative tools (such as ChatGPT, Co-Pilot, Bard, or similar platforms) to create, produce, or complete academic assignments or assessments without proper attribution or meaningful human engagement is considered a form of academic dishonesty and will be treated as plagiarism. These tools must not be used to bypass critical thinking, original analysis, or personal effort in academic work. When faculty explicitly allow or integrate AI tools into the learning process (for example, for brainstorming, preliminary research, organizing ideas, or refining grammar) students are required to follow all specific guidelines and expectations provided by the instructor. In such cases, students must clearly document any use of AI. Failure to disclose AI use when required, or misrepresenting AI-generated content as one's own, constitutes a serious violation of this policy. The College encourages thoughtful and ethical engagement with AI as a tool for learning, but not as a substitute for it. Misuse of AI, whether intentional or through negligence, may result in disciplinary action, including but not limited to receiving a failing grade on the assignment, failure in the course, or referral to the Discipline Committee.

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

Students are not permitted to use any technological devices such as cell phones, iPads, or other devices while taking examinations. In addition, students are expected to abide by The College's policy regarding acceptable use practices for the internet and for Information Technology Systems.

Add/Drop and Course Withdrawals
A student wishing to change courses may do so only within the designated days of the Add/Drop period and receive a grade of "DP" (dropped, no credit). A student who drops a course during the Add/Drop period and has not received attendance in said course will be unregistered from the course. A student who drops a course during the Add/Drop period and has received attendance in said course will receive a grade of "DP" (dropped, no credit). In order to stay enrolled in each course, students must receive attendance in each enrolled course during the Add/Drop period. If a student does not receive attendance in a course during the Add/Drop period, the student will be unregistered from that course.
This extends to a course that a student adds to their schedule during the Add/Drop period. To stay enrolled in a course, a student must add the course and receive attendance in the course during the Add/Drop period. If a student adds a course during the Add/Drop period and does not receive attendance, the student will be unregistered from that course.

In the Day Division, the Add/Drop period shall be the period designated by the College and published in the official Academic Calendar for the applicable term. A student may not register for a course after the end of the Add/Drop period. The next forty-five (45) calendar days following the Add/Drop period are designated as the Withdrawal period during which time a Day student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

For Evening Division and Saturday courses, the Add/Drop period shall be the period designated by the College and published in the official Academic Calendar for the applicable term. A student may not register for a course after the end of the Add/Drop period. The next twenty-five (25) calendar days following the Add/Drop period are designated as the Withdrawal period during which time an Evening College student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

For Online courses, the Add/Drop period shall be the period designated by the College and published in the official Academic Calendar for the applicable term. If the last day of the Add/Drop period falls on a holiday, the Add/Drop period will be extended to the next day. A student may not register

for a course after the term has started, unless a student has received special approval from the Vice President of Academic Affairs. The next twenty-five (25) calendar days following the Add/Drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course. Please refer to the catalog or its addendum for refund and withdrawal policies that may affect financial responsibility.

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

Change of Major Policy
Students may change their major/program during their enrollment at the College. They must meet with an academic advisor and Student Financial Services to discuss this option further to ensure the change is feasible. All attempted credits and grades from the prior academic program will be reviewed and only those credits that are applicable to the new program change will be calculated into the students Standard of Academic Progress (SAP). A change of major may result in extended graduation date and/or impact financial aid eligibility.

Standards of Academic Progress (SAP)
Satisfactory Academic Progress (SAP) is measured by a qualitative standard, whereby students must maintain a minimum Grade Point Average (GPA), and quantitative (pace) standard, whereby students must earn a percentage of credits attempted (number of credits earned divided by number of credits attempted). Failure to maintain academic performance in compliance with these standards will result in academic action, including academic probation, suspension and/or dismissal from the college. All courses and grades earned that apply towards fulfilling a student's program requirements must be included in SAP calculations. Students' records are reviewed for Standards of Academic Progress at the end of each semester and term.

The College of Westchester expects matriculated students to maintain satisfactory academic standing to continue to be enrolled at The College. No student will be graduated with a cumulative grade point average (CGPA) below 2.0.

Please refer to the Student Financial Services section of this catalog for further information regarding Standards of Academic Progress and financial aid eligibility.

Associate Degree (66 credits)			**Bachelor Degree (120 credits)**			**Certificate Program (36 credits)**			**Certificate Program (48 credits)**		
Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum Cumulative GPA required	Minimum Pace (quantitative component)
0-6	0.00	0%	0-6	0.00	0%	0-6	0.00	0%	0-6	0.00	0%
7-15	0.80	30%	7-15	0.80	30%	7-15	1.25	30%	7-15	1.25	30%
16-30	1.25	42%	16-30	1.25	42%	16-30	1.50	42%	16-30	1.50	42%
31-45	1.50	50%	31-45	1.50	50%	31-45	2.00	67%	31-45	1.80	67%
46-60	1.80	67%	46-60	1.80	67%	46-54	2.00	67%	46-60	2.00	67%
61-75	2.00	67%	61-75	2.00	67%				61-72	2.00	67%
76-99	2.00	67%	76-120	2.00	67%						

Academic Probation
Should a student not meet minimum SAP standards at the end of a semester/term, as stated in the above chart, the student will automatically be placed on Academic Probation. No appeal or action is required. Various academic supports or actions may be applicable including limiting credit load, repeating previously failed courses, required meetings with academic advisors and tutoring. After completing the Probation

semester/term, the student must have achieved the required minimum SAP standards for continued matriculation and financial aid eligibility.

Academic Suspension
Academic Suspension is a separation from The College imposed when a student has failed to meet the minimum satisfactory academic progress after the Probation semester/term. Suspended students may be considered for reinstatement by submitting an appeal. Please refer to the Appeal for Academic Waiver policy.

Appeal for Academic Waiver
Students who have been Academically Suspended from The College for failing to make satisfactory academic progress may appeal for an academic waiver. The student should write a letter of appeal to the Academic Progress and Student Success Committee. The following criteria must be met in order to qualify for an academic waiver of academic standards:

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

Students should refer to the section on Finances and Financial Assistance for Satisfactory Progress for Financial Aid Eligibility and the Financial Aid appeal process which is separate from the academic appeal process.

Academic Dismissal
Academic Dismissal is a permanent separation from The College imposed when a student has been Academically Suspended once and has been reinstated but fails to meet the required minimum standards of academic progress. There is no appeal available for a student who has been Academically Dismissed. A student may also be dismissed for conduct (see *Code of Conduct and Disciplinary Procedures*).

Academic Dismissal and Readmission
If a student's academic record makes it mathematically impossible to meet Standards of Academic Progress (SAP) requirements within the next term, the student will not be placed on probation but will instead be suspended.

A student who has been academically dismissed is permanently separated from The College of Westchester and may not appeal the dismissal decision. However, a student may be considered for readmission into a different program of study only once following dismissal, with approval of the Academic Policy and Standards Subcommittee (APSS). Students who are readmitted into a new program will be subject to the full SAP review process in that program, beginning with probation and/or suspension as applicable. If a student is academically dismissed for a second time, whether in the same or a different program of study, the dismissal is final, and no further readmission will be permitted.

Flexible Grading Policy

- All students have the option to request that a limited number of 'C' and 'D' grades (up to two in the Day Semester and one in the Evening and Online Term) be converted to the grade of "Credit" (CR) and that any grade of 'F' be converted to "No Credit" (NC) for grades earned.
- If a student chooses to opt-in, the passing letter grade (C through D) will convert to 'CR' with credit for the class being awarded, while a failing grade (F) will convert to 'NC', with no credit awarded. Credit/No Credit grades will not impact the student's GPA. W, I and UF grades cannot be converted to NC. For courses in the School of Health Professions where a minimum grade of C is required as prerequisite for higher level courses, converting a grade of 'D' to a 'CR' will not exempt a student from having to repeat the course and earning a minimum of 'C' before advancing.
- Courses not opted-in and kept as a letter grade will continue to be included in the term and cumulative GPA, while courses opted in and changed for a Credit/Non-credit grade will be excluded from the GPA calculation.
- If a student chooses the option of Credit/No Credit, the Credit (CR) grade will not negatively impact the student's satisfactory progress toward degree completion.
- Once selected, the CR/NC option cannot be reversed.
- CR/NC grades will be reflected on the student's official College transcript and the grade glossary, attached to each transcript, will be updated to include a notation denoting that all applicable semester's/term's grades, including CR or NC.
- Before choosing this grading option for one or more of their classes, students should consult with their academic and financial aid advisors regarding potential impact to their financial aid.

Academic Appeal of Assigned Grade

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

Student Alert System for Academic Progress

One of the ways that the College monitors student progress and actions interventions is through its flagship alert system. This comprehensive system monitors student attendance, submission of assignments, and even wellbeing. The system is comprised of three checkpoints for the day division: early alert, midterm alert and end of term alert, scheduled approximately one third, halfway, and two thirds way through each term, respectively. For the evening and online divisions, there is a single midterm alert. At each point, faculty are required to submit alerts (and at midterms, also letter grades) with comments specific to each student. Academic advisors and success coaches perform outreach to students who receive alerts to encourage check-in meetings and to develop individualized strategies to achieve academic success.

Attendance

All credit-bearing courses offered at The College of Westchester are designed to fully comply with both New York State and Federal definitions of a credit hour. These definitions require that for each three-credit college-level course, students complete a minimum of 37.5 clock hours of instruction and 75 hours of independent homework for a total of 112.5 hours of learning. CW builds its course schedule to ensure or exceed compliance with this requirement. For on-ground courses, 3 hours of instructional time are scheduled each week over the course of a 15-week semester along with approximately 75 hours of additional homework assignments that may include assigned readings, writing assignments, research projects, interactive discussion forums and video viewing assignments. Hybrid and fully online courses contain identical learning objectives to those taught in the traditional classroom setting. For an 8-week hybrid course carrying 3-credits, courses are scheduled for a minimum of 5.25 hours of instructional time per week (3.25 hours in class and 90-120 min online) in addition to 10.5 hours of assigned homework. For a fully online course, this works out to 5 hours of online instructional time and additional homework

assignments. Students are expected to be in regular attendance, be active participants in class and online, and complete all homework assignments.

Each day semester, evening and online term schedule is carefully constructed by the College Registrar to ensure the minimum number of instructional weeks, class meeting sessions, and class meeting hours necessary to meet or exceed the instructional time described above. Every course syllabus, including learning outcomes, instructional content, and instructional resources is reviewed and approved by the College-wide Committee on Curriculum and Academic Policy. The College attendance policy, provided to students through the College Catalog, Student Handbook and every course syllabus instructs students about the expectation and importance of class attendance and participation.

CW is officially an "attendance taking institution" and therefore, students enrolled in on-ground courses must have physical attendance in the classroom in order to maintain enrollment. Attendance in online courses is determined by a student's activity in a list of academically related activities completed within D2L Brightspace, the learning management system, including but not limited to, submitting an academic assignment, taking an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums.

On occasion, The College of Westchester may need to close the building due to inclement weather. In these cases, classes are never canceled but rather held remotely via D2L Brightspace.

Student attendance is recorded and reported daily and periodic audits are conducted to ensure that course syllabi, learning outcomes, class meeting hours, online learning activities, and assigned projects and homework comply with the above.

Online Course Attendance
Attendance in online courses is determined by a predetermined list of academically related activities completed within D2L Brightspace, including but not limited to, submitting an academic assignment, taking an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums. Attendance in online courses is recorded automatically through D2L Brightspace activity.

Student Attendance Exceptions
Sometimes student absences are unavoidable and are a result of a severe hardship. A student may request that a faculty member waive select absences when calculating his/her grade in light of these hardships. Such a request should be made by the student, with documentation to support the request, when appropriate. It is at the discretion of the faculty to determine which, if any, absences will be considered as "excused" and how that will affect the student's final grade.
While a faculty member may determine that one or more absences are considered excused, excused absences may not override the policies listed under the sections titled *Attendance* and *Administrative Withdrawal*.

Academic Divisions and Course Modalities
The College delivers courses across three academic divisions—Day, Evening, and Online—using instructional models designed to ensure academic rigor, coherence, and equitable learning outcomes regardless of delivery format.

In the Day Division, courses are delivered in a synchronous format supported through the College's learning management system (LMS) containing baseline instructional materials and assessment tools. All courses in the Day Division are delivered synchronously, with most courses offered fully in-person and remote.

In the Evening Division, courses follow a hybrid model using a standardized instructional template that integrates in-person and online learning. Each evening course has a section in the LMS, for every week, dedicated to hybrid (asynchronous) learning to meet the required hours so students understand their commitments outside the normal classroom hours. Courses in the Evening Division may meet fully in-

person, remotely or via a flex model with some meetings in-person and other remote. Modalities are determined prior to the start of each term and communicated to students.

In the Online Division, courses are delivered fully asynchronously using standardized course shells developed and reviewed by instructional design staff and academic leadership. Faculty personalize courses within approved structures to maintain continuity and quality.

Academic Calendar and Flexible Scheduling
The Day division operates on a 16-week semester per year: fall, winter and spring. In the evening/online division, there are six 8-week terms. While all students are enrolled in a specific division which best fits their scheduling and learning needs, this model empowers students with a high level of flexibility. Students enrolled in the evening division may elect courses in both the evening and online divisions each semester, and day division may elect courses in any or all of the three terms each semester. This allows students in the day and evening divisions to learn and complete coursework around their scheduling needs and course availability.

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

Class Standing	Credits
Freshman	0 through 24
Sophomore	25 through 60
Junior	61 through 90
Senior	91 or more

For example, at the end of your first two semesters (day division) or first four terms (Evening division), you do not become a sophomore unless you have earned at least 24 credits (including transfer credits). Please refer to the Financial Assistance section for aid impact to grade level.

Full-Time Status
A minimum of twelve academic credits each semester is required for full-time status in all Divisions.

Less than Full-Time Status
3/4 time 9 credits
1/2 time 6 credits
<1/2 time Less than 6 credits

Grading System

Grade	Value	Numerical Credit	Grade Point
A	Excellent	95-100	4.0
A-		90-94	3.75
B+		86-89	3.5
B	Good	80-85	3.0
C+		76-79	2.5
C	Average	70-75	2.0
D	Minimum Passing Grade	60-69	1.0
F	Failure	Below 60	0
UF	Unauthorized Failure***		0
Fail	Fail for Pass/Fail Courses		
FR	Failed Course/Retook		
P	Pass		
Pass	Pass for Pass/Fail Courses		
WD	Withdrawal, No Credit		
DP	Dropped Course, No Credit		
I	Incomplete		
INC	Incomplete for Pass/Fail Courses		
IC	Internal Transfer Credits		
TO	Test Out*		
TR	Transfer Credit Accepted		

AUD	Audit
EX	Exempt*
S	Satisfactory
U	Unsatisfactory**
Z	Unsatisfactory because of absence**
CR	Credit (no GPA impact)
NC	No Credit (no GPA impact)

Academic achievement at The College of Westchester is based on the following system:
**Requires additional elective*
***Students who receive a grade of "U or Z" must repeat the course. Grade reports are distributed upon the conclusion of each session.*
****"UF" grades are assigned to those students who fail to attend class or engage in online academic activity during the final four (4) weeks of the semester or final three (3) weeks of the term, and, in the opinion of the instructor, have not met the course learning objectives.*

Grade Point Average – Computation Example

COURSE	GRADE	POINTS		CREDITS	TOTAL EARNED POINTS
Business Organization	B	3	x	3	9
English Composition II	B	3	x	3	9
Principles of Accounting I	C	2	x	3	9
Business Law	C	2	x	3	30
				12	**30 Total Points Earned**

30 Quality Points = 2.5 Grade Point Average
12 Credits

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

The Leave of Absence application form may be obtained from the Student Services office. Required documents must be submitted by determined deadline for the Leave of Absence to be processed. The student must meet with an advising professional to discuss the request for a Leave of Absence. Students who are approved for a Leave of Absence will be considered enrolled at The College until the end of the approved Leave of Absence date. Taking a Leave of Absence will alter a student's date of program completion. Students are responsible for meeting all deadlines for tuition payments and student financial assistance applications. If a student does not return to The College at the end of the Leave of Absence, the student will be officially withdrawn with the student's last date of attendance.

Involuntary Leaves of Absence
The Mental Health Counselor and/or the Director of Campus Security may determine that a Leave of Absence may be granted based on medical, psychological, or safety factors if it would be in the best interests of the student or The College. This action may be taken if, in the opinion of either a counseling professional or the Vice President of Student Services and Retention, a student exhibits behavior which creates, continues, or presents a risk of harm to the physical or mental health of the student concerned or others. This leave will be processed through the Student Services Office. It is subject only to a written appeal to the Academic Progress and Student Success Committee within five business days after written notification. Any appeal must include adequate documentation that these circumstances will no longer interfere with the student's pursuit of academic progress. Counseling Center professional staff and/or the Vice President of Student Services and Retention must consent to the readmission of any student who is granted or placed on a medical or psychological leave of absence, in addition to the student complying with any other conditions for readmission that may have been imposed. Students will be required to submit documentation from a Licensed Mental Health Practitioner supporting the student's request to return to The College.

Matriculation
A person is considered matriculated when the student has met all of the following:
1. Student registered in courses at CW for their selected program of study.
2. Has met the Admissions criteria for acceptance (see Admissions section in catalog).
3. Has completed The College's assessment process.
4. Has been accepted as a degree or certificate candidate.

Non-Matriculation
Students may enroll as ICC (Individual Credit Course) non-matriculated students. Such students:
1. Are not eligible for federal or state financial aid.
2. Are not eligible to receive career placement assistance from the Office of Career Services. An exception will be made for any non-matriculated students who have registered for courses through

the Workforce Investment Act (WIA). WIA enrolled students will have access to career placement assistance for six months immediately following the successful completion of their coursework. Once this six month period has elapsed WIA students will no longer be eligible to receive any further career placement assistance.

3. Have access to The Learning Center during the time they are enrolled in coursework at The College of Westchester. However, non-matriculated students are limited to a maximum of ten (10) hours of course specific, direct tutoring from The Learning Center personnel for each course they are registered for. Unused tutoring hours from one course are not eligible to be rolled over into any other courses that a non-matriculated student may be registered for.
4. May accumulate no more than fifteen (15) credits without approval from the Vice President of Student Services and Retention. WIA programs with more than 15 credits are the exception.
5. May apply for matriculation by following standard protocol and meeting the cumulative GPA requirement of 2.0. Accordingly, if a non-matriculated student wants to enroll in a degree or certificate program, the student must complete the admissions process in order to be accepted and proceed through all normal admissions steps.

Move from Matriculation to Non-Matriculation
Students who failed to make satisfactory progress toward a degree or certificate and had their matriculated status terminated may pursue courses as a non-matriculated student, with no financial aid benefit, and with approval from the Vice President of Student Services and Retention. If such students achieve a cumulative GPA of 2.0, matriculation may be reinstated if all other standards of progress are met.

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

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

Readmissions of Service Members
In compliance with 34 CFR 668.18, students who withdraw due to military service are entitled to readmission to the College with the same academic status held at the time of withdrawal. Students must notify the Registrar within three years of completing their service. Dependents of active-duty personnel may also request accommodation under this policy.

Test-Outs for Exemptions from Courses
Students may be exempt from a course based on demonstrated competence. Students may take proficiency exams in the subject areas of English Composition I and II, College Mathematics, College Algebra, Digital Technologies in the Workplace, Financial Accounting I and II, Integrated Business Applications, Spreadsheet Applications, Medical Terminology, and Human Biology, etc.. Students may be exempt from Transformative Learning if they have successfully completed a freshman seminar course from another college (credit bearing or not) or have earned a college degree or have obtained 15 or more college credits with a minimum overall GPA of 3.0. Appropriate electives in these areas would replace these courses to fulfill graduation credit requirements. Test-outs must be arranged through the Testing Center by appointment. Students are allowed one opportunity to complete the test-out exam for each course requested.

Transfer Credit Policy
Students who wish to transfer in credits to The College from another institution must submit an official transcript to the Registrar for official evaluation. Courses completed at accredited institutions of higher

education recognized by Council for Higher Education Accreditation (CHEA) and recorded on official transcripts may be awarded credit under the following conditions:

1. A maximum of 21-30 credits towards a Certificate program, a maximum of 42 credits towards an Associate Degree and a maximum of 90 credits towards a Bachelor Degree from all combined accredited two-year and four-year institutions and training programs may be granted based on the applicability to the chosen program of study. All transcripts and other forms of training documentation must be formally evaluated by the Office of the Registrar to determine the specific credits that are applicable based upon the program for which the student registers.
2. A grade of C (2.0) or above is required for each course accepted in transfer.
3. Courses that are equivalent in credit/contact hours may be accepted in transfer.
4. Courses that are equivalent in content to required courses in the student's academic program may be accepted.
5. A combination of courses and credits can be considered equivalent to one course at The College of Westchester.
6. Technology courses that have been completed within the last three years are acceptable for transfer. Any technology course that was completed more than three years prior to transfer requires a review of the course description and/or course syllabus.
7. If a student has successfully transferred in English Composition and/or a College Mathematics course and the official transcript has been received by the Registrar, the student will not be required to take Basics of Communication and/or Basics of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Basics of Communication and Basics of Mathematics before being eligible to receive transfer credit for upper level English and Mathematics courses.
9. Students with an earned Associate Degree or its equivalent from The College of Westchester* or other accredited higher education institution recognized by the Council for Higher Education (CHEA) may be accepted as 2 Year transfer students into a Bachelor's Degree program with a junior level status in most cases. These applicants must meet all admissions requirements published in The College catalog and have a minimum grade point average of 2.5** from their prior college(s). Other program competencies may be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor's coursework. (See Program Competency Requirements).
10. The College of Westchester will limit academic residency to twenty-five percent or less of the degree credit requirement for all degrees for active-duty service members and their adult family members (spouses and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

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

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

A student may bring a grade report or unofficial record for a preliminary evaluation while waiting for the official record to arrive at CW. The student should request that an official transcript be mailed to: Transfer Credits, Office of Admissions, The College of Westchester, 325 Central Avenue, White Plains, New York 10606.

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

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

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

IT POLICIES AND PROCEDURES

Electronic Communication Policy
CW creates an official college email account for all active students, hosted through Microsoft Outlook (@students.cw.edu). The College utilizes this email for all official communications with students. Students are responsible for checking this email account regularly to be aware of all information disseminated from The College and its employees to students via this official email account.

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

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

Information Technology Hardware Requirements
It is mandatory for students to possess a computer device with internet capabilities to access vital application systems, such as D2L Brightspace, our Learning Management System (LMS) and Microsoft Office 365, which all students are entitled to download at their convenience. Both the LMS and Office 365 are compatible with computers, tablets, and smartphones, though some application features may be less practical on a smartphone. Devices must maintain a reliable internet connection, operate effectively without any malware, and have an updated operating system to properly engage with these essential services.

Students should be aware that certain campus-based Academic Programs may require additional hardware and software, which are provided within our on-campus computer laboratories.

Students enrolled in Online and Evening Programs are expected to consistently have access to a capable device that supports internet browser-based applications. The same is highly recommended for students in Day Term Programs. For those in need, there is a finite quantity of computers accessible on Campus.

Information Technology Software Requirements
For the Learning Management System Platform (D2L Brightspace):

We recommend utilizing the most current versions of Microsoft Edge, Chrome, Firefox, Internet Explorer, or Safari to optimize your experience on the platform. Although the platform might operate on other browsers, optimal performance is assured with the ones previously mentioned.

For MS Office Products:
The College of Westchester incorporates Microsoft Word, Excel, and PowerPoint across various courses. The following link offered by Microsoft details the system requirements for these applications: Office System Requirements. Students from The College of Westchester have the privilege to obtain and install MS Office 365 by navigating to https://portal.office.com and entering their college-provided email and password. Eligible students can install MS Office 365 on up to five different devices and maintain access throughout their active enrollment at the institution.

Microsoft Teams
Microsoft Teams serves as the central platform for student account information, including class schedules, grades, degree progress, announcements, institutional resources, and each student's digital ID. Students sign in using the same credentials utilized for all other CW technology systems.

Within Microsoft Teams, the Student Dashboard provides access to a student's digital ID, grades, degree progress, and class schedule.

The CW Central Resource Portal offers access to essential institutional information, including the Directory of Services, Student Handbook, Academic Catalog, FERPA, Title IX, Scholarship information, transcript requests, and additional resources.

The CW Engage section provides timely updates on campus news, events, and official announcements.

Student Computer and Account Use Policy
This policy applies to all students who have been assigned a user account or access, use, or store information on any of The College of Westchester (College) computer resources, whether on campus or remotely, for academic or personal purposes. Students are expected to comply with this policy, as well as with all applicable laws, regulations, and College policies and procedures. The policy also applies to any devices, networks, and systems that students use to access the platform and resources, whether owned by the College or by the students themselves.

College Use of Email
Email serves as an official channel of communication at The College. As such, the institution reserves the authority to disseminate information to students via email and anticipates these messages will be promptly received and reviewed. Instructors have the discretion to decide how email will be utilized in their courses. It is expected that students regularly monitor their official email account to remain informed about college-related matters. The College advises reviewing emails at least twice weekly, acknowledging that some announcements may be urgent.

Cyber Security Awareness Resources for Students
A range of Cyber Security Awareness videos for students is sent monthly via email. With a dedication to enhancing cyber security knowledge, The College plans to add more materials on the student platforms. Students should watch for updates about these resources in their college emails and other school communication channels.

Student Support
For 24/7 phone assistance with system access issues, students should dial (877) 461-0043. To receive assistance during the College's operating hours, contact helpdesk@cw.edu via email.

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

Copyright infringement includes downloading and reproducing CDs or DVDs for commercial distribution, removing notice of copyright or distribution of any article with copyright notice removed. There are federal laws that protect copyrighted materials from unauthorized use or distribution. Federal penalties associated with copyright infringements may be either civil or criminal. Under a civil lawsuit the copyright owner may file (1) to recover actual damages and additional profits, costs and attorney fees or (2) statutory damages for all infringements, which can be as high as $150,000. Under the "No Electronic Theft (NET) Act," criminal penalties for unauthorized software duplication can result in being fined up to $250,000 or up to five years in prison even when there is no monetary gain. Individuals who are found to be guilty of "peer-to-peer file sharing" may be subject to prosecution as a criminal. Sharing copyrighted materials without a license (e.g., P2P file sharing which is often automatically shared) is against the law and also prohibited under this policy and subject to discipline. Copyright abuse can subject both the user and The College to legal sanctions. Federal law requires The College to take action when it is notified that someone on its network is distributing copyrighted materials. The College will not protect any individual users, faculty, staff or students who distribute copyrighted material without license. Additionally, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks.

Authorized representatives of The College may monitor the use of the electronic communication systems to ensure that use is consistent with educational needs; they may also override all passwords or security codes when deemed necessary.

- The College may from time to time, as it deems necessary in the ordinary course of business, monitor students' use of the electronic communication systems.
- No users of The College's electronic communications systems shall use such systems to violate or infringe upon the copyright of any third party.
- The equipment, services, and technology provided to access the Internet or other electronic communication devices remain at all times the property of The College. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

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

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

All parties who use The College's electronic communication systems are deemed to have accepted this policy and are required to comply with it. Any student who violates this policy or uses the computer, other electronic, or telephone systems for improper purposes shall be subject to discipline, up to and including termination. Students are responsible for reporting any violations of this policy to the Director of Administration. This policy is published in compliance with the Higher Education Opportunity Act, which requires institutions to disclose information regarding copyright infringement and the unauthorized distribution of copyrighted materials, including peer-to-peer file sharing.

IT CODE OF CONDUCT

Students are responsible for:

- Using their accounts only for authorized and legitimate educational purposes.
- Keeping their usernames and passwords confidential and secure and not sharing them with anyone else.
- Logging out of their accounts and closing their browsers when they finish using the platform and resources.
- Following the College's policies and rules regarding academic honesty, plagiarism, copyright, privacy, and communication.
- Respecting the rights, opinions, and dignity of other students, teachers, and staff on the platforms and resources and conduct themselves in a manner that does not violate any applicable laws, regulations, or ethical standards.

- Using the platforms and resources in a manner that does not harm, disrupt, or interfere with the normal operation and performance of the platforms and resources, or the devices, networks, and systems of the College or other users.
- Reporting any suspected or actual unauthorized access, misuse, or breach of their accounts, or violations of this policy, or any incidents or problems related to any College computer resource to the College immediately.

Students are prohibited from:

- Using a College account, resource or communication to access, create, store, transmit, or distribute any content that is illegal, harmful, offensive, abusive, harassing, threatening, defamatory, obscene, vulgar, hateful, discriminatory, or otherwise inappropriate.
- Using a College account, resource or communication to impersonate, deceive, or misrepresent themselves or others.
- Using a College account, resource or communication to solicit, advertise, promote, profit from, or endorse any products, services, or organizations that are not related to the College or the educational purposes of the platform and resources.
- Using a College account, resource or communication to engage in any activities that are disruptive, malicious, fraudulent, or criminal, such as hacking, phishing, spamming, spoofing, or distributing viruses, malware, or other harmful software or code.
- Using a College account, or resource to access, modify, delete, or damage any data, files, or systems that belong to the College or other users, without proper authorization or consent.
- Using a College account, resource or communication to bypass, circumvent, or disable any security measures, controls, or restrictions that are in place on the platform and resources, or the devices, networks, and systems of the College or other users.
- Using a College account, or resource to download, install, or run any software, applications, or programs not authorized by the College.
- Using a College account, or resource to violate the intellectual property rights of the College or other users, such as copying, reproducing, distributing, or modifying any content, materials, or information without permission or attribution.

The College of Westchester provides students with a range of electronic communication tools and applications that support their academic pursuits. These facilities encompass, among others, computing hardware, telephonic devices, electronic mail (email), internet connectivity, along with various communication applications and technologies (such as text messaging, instant messaging, etc.) utilized by the College. The use of these resources is exclusively reserved for educational purposes and they and their data remain under the ownership of the College.

By accessing the internet, network, Microsoft 365, online learning platform Internet, or any other digital resources at the College, whether using a College account or not, students acknowledge that they have read, understood, and agreed to this policy and the terms and conditions stated herein. Students also acknowledge that they are solely responsible for their actions and the consequences of their actions on the platform and resources, and that they will comply with this policy and any other policies or rules of the College, and any applicable laws or regulations, at all times.

The College reserves the right to access and review all content on its systems and does not guarantee privacy for password-protected messages. It retains the authority to monitor and manage usage of its electronic communication systems as they relate to the College. The College reserves the authority to release any data or information transmitted through its networks, with or without prior notification.

The College reserves the right to monitor, audit, and review any activities, data, files, or communications that are conducted or stored on the platform and resources, or the devices, networks, and systems of the College or other users, using the student accounts, in accordance with the College's policies and applicable laws and regulations. The College also reserves the right to reassign, reuse, publish, or share a student's account principle name (ex: unique_identifier@students.cw.edu), with or without the sub-domain name, at the College's discretion. The student's account is the sole property of the College. The College is not liable for any loss, damage, or liability that may result from any violations of this policy, or any unauthorized or improper use of the resources by the students or any third parties.

It is your responsibility to comply with this policy. Failure to do so may result in disciplinary action as listed in this policy's Non-Compliance section.

Non-Compliance:
Violations of this policy will be treated like other allegations of misconduct at The College of Westchester. Allegations of misconduct will be adjudicated according to the *Disciplinary Grievance Procedures for Conduct Violations*. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable The College of Westchester policies.
2. Termination, suspension, and/or revocation of any student accounts.
3. Report any violations to the relevant authorities and cooperate with any investigations or legal actions that may arise from such violations.
4. Legal action according to applicable laws and contractual agreements.

COLLEGE POLICIES AND PROCEDURES

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

General Guidelines:

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

Netiquette:

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

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

Food And Drink Policy
Food and drink are not permitted in classrooms, the Library, and the Admissions Reception areas with the exception of bottled beverages with twist caps in non-medical lab classrooms. All food and drink are prohibited in medical labs. Student clubs and events that involve refreshments must be approved in advance in accordance with the policies outlined in the Student Life Manual, available on the Catalogs, Documents and Forms page of the CW website. This policy is in place to maintain a clean and professional environment conducive to teaching and learning, free of distractions and disruptions.

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

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

Use of College Bulletin Boards
College-owned bulletin boards located on College premises are used for the sole purpose of promoting College-sponsored events, activities, services and resources. All materials must be approved by the Office of Media and Marketing prior to being posted.

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

1. Students will wear seal blue scrubs with the CW logo embroidered in the upper left corner above the pocket. Scrubs are to be worn when taking classes in 401 or 423 (Medical Labs). Scrubs must be kept clean at all times.
2. A lab coat (also with the CW logo) will be worn in all clinical classes when performing Asepsis, Phlebotomy, EKG, and Clinical Procedures.
3. Footwear must be a white sneaker or white crocs with no holes. Toes must be closed and shoe material cannot be canvas, or cloth. Shoes must be all white with no contrasting colors or stripes.
4. Hair must be clean and neatly groomed. Hair longer than shoulder length must be worn up or secured so as not to fall forward. Men may wear a neatly trimmed beard or mustache.
5. Jewelry should be limited, and earrings should be either studs or hoops that are no wider than $^{3}/_{4}$".
6. Finger nails must be trimmed to an appropriate length. If nail polish is applied, it must be colored with a conservative color nail polish.
7. Headgear including scarves is only permissible for religious or medical reasons (supporting documentation is required).
8. All tattoos must be covered so as not to be visible.

9. Other than earrings, as described above visible piercings are not acceptable **at any time while in uniform.** This applies for classes in and outside of the lab. Students must adhere to the dress code fully when in uniform.

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

ABSOLUTELY NO FOOD OR BEVERAGE MAY BE CONSUMED IN THE LAB AT ANY TIME.
A MEDICAL INSTRUCTOR MUST BE PRESENT WHEN STUDENTS ARE OPERATING ANY EQUIPMENT USED IN THE LAB.

Student Life and Club Policies
All recognized clubs at CW are required to adhere to the policies in the Student Life Manual, available at https://www.cw.edu/catalogs-documents-forms/. This manual includes policies related to club-sponsored events, budget allocations, vendor selection, club officer elections, standards of ethics, event processes and more. Any violation of policies as listed in the Student Life Manual may be adjudicated under the Disciplinary Grievance Procedures for Conduct Violations.

THE COLLEGE OF WESTCHESTER CAMPUS SECURITY REPORT

Introduction and Purpose
The College of Westchester is proud of its excellent record of creating a safe and comfortable environment in which to work and learn and for keeping our campus as crime free as possible. The Annual Campus Security Report is mandated by the United States Department of Education in accordance with the **Student Right-to-Know and Campus Security Act of 1992**. In compliance with this mandate, the College has compiled this report in order to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. This report is updated annually in September and is available on the College's website at https://www.cw.edu/consumer-information and also at https://www.cw.edu/studentmenu on the Student Services page. A paper copy will be provided upon request from the Director of Security. The contact number is 914-831-0409.

ANTI-DRUG AND ALCOHOL POLICY

The College of Westchester maintains a zero-tolerance policy regarding the unlawful use, possession, manufacture or distribution of drugs and alcohol on its property or surrounding property, including the building, parking lot, sidewalks, and any location where College-sponsored activities occur.

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 or as part of any College activity is strictly prohibited.

New York and Federal law prohibit 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.

Although certain uses of marijuana/cannabis may be permitted under New York State law, marijuana remains prohibited under federal law and may not be used or possessed on the College's property or as part of any College activity. As a recipient of federal funding, The College of Westchester prohibits the possession, use, manufacture or distribution of marijuana, including medical marijuana, on College property or during College-sponsored activities.

In addition to the possession, use, manufacture and distribution of alcohol or illegal drugs, behavior resulting from the use of alcohol or drugs that jeopardizes the health, safety, welfare, or learning environment of students, employees, or visitors may result in disciplinary action.

The unlawful use of vaping devices, controlled substance delivery systems, or related paraphernalia in violation of College policy, federal law, or New York State law may also result in disciplinary action.

Legal Sanctions
Violations of federal and New York State drug and alcohol laws may result in significant criminal penalties. Possible penalties may include:

- Monetary fines
- Imprisonment
- Probation
- Mandatory substance abuse treatment programs
- Suspension or revocation of driving privileges

Additional penalties may apply for the distribution of drugs, possession with intent to distribute, distribution near schools, distribution to minors, driving while intoxicated or impaired, or providing alcohol to individuals under the legal drinking age.

Federal law, including the Controlled Substances Act, and New York State Penal Law impose penalties that vary based upon the type and quantity of substance involved, prior criminal history, and the nature of the offense. Convictions may also result in permanent criminal records, loss of federal benefits, and enhanced penalties for repeat offenses.

Institutional Sanctions
Individuals whose performance is impaired as a result of the use or abuse of drugs and alcohol, who illegally use or abuse drugs and 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 may be subject to disciplinary action and/or referral for criminal prosecution.

Violations by students will be charged and adjudicated according to the *Disciplinary Grievance Policies and Procedures* available in the Student Handbook. Violations by employees will be adjudicated according to the Employee Handbook and applicable employment policies.

Sanctions may include, but are not limited to, the required completion of an appropriate rehabilitation program, disciplinary probation, 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 College no later than five days after the conviction for a criminal drug offense committed on The College of Westchester property. Students will notify Maria Gangi, Vice President of Student Services and Retention, at mgangi@cw.edu or 914-831-0433. Employees will notify Anna Bravo, Manager of Human Resources, at abravo@cw.edu or 914-831-0353.

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 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.

A bystander acting in good faith or a reporting individual acting in good faith who discloses an incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the incident.

The amnesty policy does not preclude the College from offering supportive interventions, educational conversations, referrals, or other appropriate health and wellness measures.

Additional information regarding reporting rights and resources is available in the College's Title IX Policy, Policy Prohibiting Sexual Harassment and Sexual Misconduct and Annual Security Report.

Parental/Guardian Notification Policy for Violations Involving Alcohol and Controlled Substances
The College of Westchester is committed to supporting the health, safety, and success of its students. In

accordance with the federal Family Educational Rights and Privacy Act (FERPA) and New York State legislation, the College may notify a parent, guardian, or emergency contact regarding certain violations of alcohol and drug policies involving students under the age of 21. Notification may occur under the following circumstances:

- When a student under the age of 21 has been found responsible for an alcohol or controlled substance violation.
- When the violation is a repeat offense, or presents a risk to the health, safety, or welfare of the student or campus community.
- When a student experiences an alcohol- or drug-related hospitalization, overdose, or requires emergency medical response on College premises.
- When the College determines that a significant health or safety emergency exists, regardless of age.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Purpose and Legal Authority

The College of Westchester maintains a Drug and Alcohol Abuse Prevention Program in accordance with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act of 1988, and implementing regulations contained in 34 CFR Part 86.

The purpose of this program is to prevent the unlawful possession, use, or distribution of alcohol and illegal drugs by students and employees and to provide information regarding the health risks associated with substance abuse, available counseling resources, prevention programming, institutional sanctions, and applicable legal penalties.

Anti-Drug and Alcohol Policy

The *Anti-Drug and Alcohol Policy* is available in both the Student Handbook and the Employee Handbook. This outlines more information about prohibited substances and activities, as well as institutional and legal sanctions. In addition, this details the College's amnesty policy regarding substance use and its parental notification policy.

Health Risks Associated with Drug and Alcohol Abuse

The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, addiction and dependency, impaired judgment and coordination, liver damage, cardiovascular complications, fine and gross motor degeneration, overdose, and death.

In addition to the health risks to the abuser of illegal drugs and alcohol are the risks posed to co-workers, students, and the public due to impaired judgment, unsafe behavior, and diminished academic or workplace performance.

Examples of health risks include:

- Alcohol: impaired judgment, addiction, liver disease, heart complications, memory impairment, and alcohol poisoning
- Marijuana/Cannabis: impaired concentration, altered coordination, anxiety, dependency, and impaired academic performance
- Opioids: addiction, respiratory depression, overdose, and death
- Cocaine and Other Stimulants: elevated heart rate, stroke, cardiac arrest, anxiety, and psychosis
- Misuse of Prescription Drugs: dependency, overdose, impaired cognitive functioning, and dangerous drug interactions

Counseling and Treatment Programs

The College of Westchester's Counseling Center can provide referrals to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center which maintains procedures to help assure confidentiality in accordance with applicable laws and institutional policies.

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.

Employees may also seek assistance through available healthcare providers, behavioral health benefits, community-based treatment providers, or referrals through Human Resources, such as the Employee Assistance Program, where appropriate.

Off-Campus Resources for Drug and Alcohol Substance include:

New Directions Recovery Center at Montefiore
2058 Jerome Avenue, Third Floor
Bronx, NY 10453
917-564-8780

Samaritan Day Top Village
362 East 148th Street
Bronx, NY 10455
718-518-9007

Mountainside Treatment Center
480 N. Bedford Road
Chappaqua, NY 10514
914-534-6030

New York-Presbyterian
21 Bloomingdale Road
White Plains, NY 10605
In-Patient: 888-694-5700
Out-Patient: 914-997-4081

Additional national and state resources include:

Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline
1-800-662-HELP (4357)
https://www.samhsa.gov/find-help/national-helpline

988 Suicide & Crisis Lifeline
Call or Text 988
https://988lifeline.org

New York State Office of Addiction Services and Supports (OASAS)
https://oasas.ny.gov

Additional listings are available in the Office of Student Services and The Counseling Center. Contact information for The Counseling Center is as follows:

counseling@cw.edu
914-831-0441
Room 418

Prevention and Education Initiatives
The College of Westchester supports ongoing prevention and education initiatives intended to promote awareness, wellness, and informed decision-making regarding alcohol and drug use. Students may receive information about substance misuse prevention in their Transformative Learning courses, and all students are invited to learn from experts at the College's annual Spring Into Wellness fair held in April of every year. In addition, the College makes print resources available at all times outside of the Counseling Office, and there are flyers advertising education and support resources around the building. Many of

these educational and support resources are shared digitally on a rotating basis via internal college channels. Employee prevention and wellness efforts include regular reminders regarding the availability of the College's Employee Assistance Program (EAP), including reminders in each CW News employee newsletter and periodic email communications to employees. Employees are invited to participate in the College's annual Spring Into Wellness event, and information regarding wellness and support resources is periodically posted in employee areas throughout the College. The College also provides employee wellness programming through the CW Way Committee. Information regarding both the policy and the College's prevention program are available publicly on its Consumer Information webpage.

Other prevention efforts may include:

- New student and employee orientation programming
- Educational workshops and awareness campaigns
- Counseling outreach and wellness initiatives
- Distribution of educational materials and online resources
- Student support referrals and intervention initiatives
- Bystander awareness and safety education programs

Policy Distribution

In accordance with federal regulations, this Drug and Alcohol Abuse Prevention Program is distributed annually to all students and employees through institutional email communications and other electronic communications. It is additionally maintained through the Student Handbook, Employee Handbook, and the College's Consumer Information webpage. New students are provided access to the Student Handbook, which contains both the College's Anti-Drug and Alcohol Policy and Drug and Alcohol Abuse Prevention Program (DAAPP). New employees receive the College's Anti-Drug and Alcohol Policy during onboarding, along with information regarding the Employee Assistance Program (EAP) and access to the DAAPP.

Biennial Review

The College conducts a biennial review of its Drug and Alcohol Abuse Prevention Program to determine the effectiveness of the program and to ensure that disciplinary sanctions are consistently enforced.

The biennial review evaluates prevention and education programming, disciplinary statistics, consistency in the issuance of institutional sanctions, referrals and intervention practices, emerging trends and institutional needs, and other recommendations for program improvement and policy updates.

The biennial review is coordinated by the Office of Student Services and Retention, with participation from Human Resources and other appropriate institutional representatives, as applicable. The full biennial review report is maintained by the Office of Student Services and Retention and is available upon request.

EMERGENCY PROCEDURES

Emergency Notification and Evacuation Procedures

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

In the case of an emergency, students, faculty, and staff will receive an immediate notification through the CW Teams app. Unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, this notification will be sent. The College also has a campus public address system through which emergency announcements will be made as appropriate in the event of an emergency.

In addition to notification through CW Teams, CW uses Tap App, an emergency communication system designed to keep the campus community informed and connected during any crisis. Tap App helps CW

communicate quickly and effectively with students, faculty, staff, and even local emergency responders. It works across multiple platforms (iOS, Android, Windows) and integrates with other security systems for a comprehensive response. Tap App is installed on all classroom computers, and all campus community members should have Tap App installed on their mobile device to ensure timely notifications. Tap App is accessible for download at https://tapappsecurity.com/get-app/.

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

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

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

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

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

Snow Closings or Delayed Openings
While The College building may close due to inclement weather, or other non-weather related cause, classes will not be cancelled. Weather information will be announced on D2L Brightspace and CW Teams. Students must log onto D2L Brightspace and submit posted assignments in order to receive attendance credit. Students must download and log into the CW Teams mobile app, so they can receive notifications regarding inclement weather.

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

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

The following guidelines should be observed:

- Please be courteous to others – keep noise to a reasonable level.
- Please keep the facility clean – discard your trash and recycle.
- Please keep tables and chairs in their current location.
- Please do not sit on tabletops.
- Personal music and/or video devices must be used at a respectable volume with headphones. Media that is explicit or offensive will not be tolerated in this public space.
- Gambling is prohibited.
- Profanity and/or any type of disruptive behavior will not be tolerated.
- Students utilizing board games or digital games owned by The College are responsible for following procedures to respect College equipment and return undamaged and in good condition. Any borrowed console controller owned by The College must be signed out and signed back in by the student who signed it out.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records and affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day The College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask The College to amend a record should write The College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If The College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, because of the hearing, the College still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth their views.
3. The right to provide written consent before The College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure

without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by The College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom The College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for The College.

4. A student may revoke consent at any time. If the student wishes to make any changes to their consent for release they will need to complete and file a new form. The new authorization on the new form will supersede all prior authorizations for release of any information. The updated release will be processed by the Registrar's Office. If a student has any questions, they may call the Student Services Office at (914) 831-0433.
5. An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. Notice to the parents or students is required before disclosing personally identifiable information on behalf of the educational agency in response to judicial order or subpoena.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Students Privacy Policy Office U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-8520.

FERPA Exemptions

Under FERPA, a school may not generally disclose personally identifiable information (PII) from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions. For this non-exclusive list of FERPA exemptions, see our Registrar or Student Services Office.

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Excerpt for disclosure to school officials, disclosures of directory information, and disclosures to the student, FERPA regulation 99.32 requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student. See our Registrar or Student Services Office for these regulations.

The College of Westchester may provide "directory information" in accordance with FERPA provisions. Directory information is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at the College includes the following: student's name, address, email address, phone number, age, photograph, dates of attendance (defined as first and last date of term), enrollment status (full-time or part-time), field of study, degrees, honors and awards received and their dates. Students may request that such directory information not be released by notifying the Student Services Office.

Copies of The College's full policy statement on the release of student information, and procedures for exercising these rights are available from the Office of the Registrar.

Emergency Contact Notification Policy

In the event that an active student is involved in an emergency (as determined by The College) on property owned or controlled by The College, The College may attempt to notify the student's emergency contact as listed in the Student Consent to Release Information Form, provided the student has submitted this form. In the event that the student has not provided a Student Consent to Release Information Form, The College may call any phone number's available on the student's account and communicate with family members. The College may disclose known information without student consent in order to communicate the student's location as well as how communication with the

student might be achieved. This emergency communication will only be performed if The College deems it necessary to protect the health or safety of the student or other individuals.

Rules for the Maintenance of Public Order

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

Academic freedom is essential to a college community. Freedom of speech and freedom of assembly are essential to academic freedom. Every member of the academic community should be free to pursue full involvement in the educational process of The College without interference from others. All members of The College community should be able to express their views by words and actions and to express by words and actions their opposition to the views and opinions of others. In order to preserve these rights all members of The College community have a responsibility to conduct themselves so that such rights may be exercised without interfering with the rights of others and without fear of violence or injury or interference. This policy extends to students, faculty, staff, visitors, licensees, and invitees on campuses and institutional property, whether or not their presence is authorized.

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

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

Procedures and Penalties for the Violation of the Rules of Maintenance of Public Order

1. Students found in violation of the Rules for the Maintenance of Public Order will be subject to the *Disciplinary Grievance Procedures for Conduct Violations*.

2. Employees found in violation of the Rules for the Maintenance of Public Order will be subject to the procedures set forth in the Employee Handbook.
3. Licensees or invitees in violation of any provisions of these rules will have their license or invitation withdrawn and will be directed to leave the property of the campus.
4. Other individuals who are neither students nor faculty/staff members in violation or any provisions of these rules will be ejected from campus premises.

Policies Against Discrimination and Harassment
The College of Westchester is committed to providing a learning and working environment free from unlawful discrimination and harassment. Consistent with this commitment, and with all applicable laws, the College of Westchester does not discriminate and prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender, gender identity or expression, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, creed, genetic predisposition or carrier status, military status, or any other legally protected status. This policy covers all programs, services, policies and procedures of The College of Westchester, including admission to education programs and employment.

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 one of both policies. Anyone found to have violated this policy will be subject to disciplinary action as set forth in the procedures linked below. The College is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, the College of Westchester prohibits retaliation against any person for reporting a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

Incidents involving discrimination or harassment will be adjudicated through disciplinary grievance procedures outlined in the Student Handbook and the Employee Handbook.

<u>Freedom of Speech</u>
Protecting and promoting freedom of speech and expression is not only a fundamental constitutional right but also critical to the learning experience at CW. Nothing in this policy shall abridge academic freedom or The College's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to actions, statements or written materials that are relevant and appropriately related to course subject matter or academic debate.

However, the First Amendment does not guarantee unrestricted speech at any time or place. Activities or conduct that obstruct or disrupt the college mission, interfere with the free speech of others, or jeopardize the safety or wellbeing of the community may necessitate actions to ensure adherence to laws and university policies.

<u>Discrimination on the Basis of Sex, Including Sexual Harassment and Sexual Misconduct</u>
As per federal and state law, incidents involving sexual harassment or sexual misconduct will be adjudicated through the College's Title IX Grievance Policy and/or its Policy Prohibiting Sexual Harassment and Sexual Misconduct, available in the Student Handbook and additionally on CW's website: https://www.cw.edu/titleix. As always, all students and employees 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.

The Title IX Grievance Policy and the Policy Prohibiting Sexual Harassment and Sexual Misconduct each provide information about prohibited conduct, how to file a report, the provision of supportive measures, adjudication procedures, potential sanctions and more.

<u>Title IX Coordinators and Title VI Coordinators</u>

Inquiries regarding the application of these policies as well as concerns regarding discrimination or harassment should be referred to the Title IX Coordinators or Title VI Coordinators using the below contact information:

Janna Gullery
Dean of Student Life and Success / Title VI Coordinator / Title IX Coordinator
JGullery@cw.edu / TitleVI@cw.edu / TitleIX@cw.edu
914-831-0401
Room 411

Anna Bravo
Manager of Human Resources / Deputy VI Coordinator / Deputy Title IX Coordinator
ABravo@cw.edu / TitleVI@cw.edu / TitleIX@cw.edu
914-831-0353
Room 308

The Title IX Coordinator is responsible for:
Coordinating the College of Westchester's efforts to comply with other federal and state laws governing sexual harassment and misconduct
Overseeing the College's responses to reports of alleged violations of the above
Identifying and addressing any relevant patterns or systemic problems

The Title VI Coordinator is responsible for:
Coordinating the College of Westchester's efforts to comply with other federal and state laws governing discrimination and harassment on the basis of race, color or national origin
Overseeing the College's responses to reports of alleged violations of the above
Identifying and addressing any relevant patterns or systemic problems

The Deputy Title IX Coordinator and Deputy Title VI Coordinator will oversee compliance with respect to employees and will provide updates to the Title IX Coordinator and Title VI Coordinator.

Reporting a Concern
Reports may be submitted directly to the Title VI Coordinator or the Title IX Coordinator using the contact information above. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

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 / Title VI Coordinator
914-831-0401, jgullery@cw.edu

Campus Intervention Team
914-831-0433, cit@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.*

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
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.

Violent felony offenses includes: 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.

Policy Prohibiting Hazing
The College of Westchester strictly prohibits hazing, including within its student groups, as expressly with federal and state law. The College defines hazing as the intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
- Causes or creates a substantial risk of physical or psychological harm to one or more persons, above the reasonable risk encountered in the course of participation in the organization.

See both federal and state definitions of hazing at the conclusion of this policy.

For the purposes of this policy, a student organization is defined as “an organization at a The College (such as a club, society, association, or Student Government Association) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.” Recognized student organizations are formally registered and approved by The College.

Violations

Any alleged violation of the Policy Prohibiting Hazing by a student or student group will be investigated and adjudicated under the *Disciplinary Grievance Procedures for Conduct Violations*. Alleged violations of this Policy by employees will be referred to Human Resources for investigation and adjudication. Nonaffiliates allegedly involved in violating this Policy will be referred to Campus Security.

Campus Hazing Transparency Report
Any findings of violations of this policy by a student or recognized student organization will be published in a Campus Hazing Transparency Report and made available on the CW website. This report will adhere to all standards as required by the federal Clery Act and the federal Stop Campus Hazing Act.

Reporting an incident of hazing
Campus community members may report an alleged act of hazing to the Director of Campus Security, Charles Boklan, at 914-831-0409 or CBoklan@cw.edu or to the Vice President of Student Services and Retention, Maria Gangi, at 914-831-0350 or MGangi@cw.edu.

Prevention and Training
CW provides hazing prevention education to all students through informative visits to the first year seminar course, Transformative Learning, and through the required completion of a subsequent online training. Incoming students enrolled in Transformative Learning receive and review a handout with information about hazing, including what it is and how to report it to college officials. All incoming students are required to complete an online training program through Vector that covers sexual assault prevention, crime and misconduct prevention and bystander intervention.

Legal Definitions
New York State defines hazing as follows:
§ 120.16 Hazing in the first degree.
A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury. Hazing in the first degree is a class A misdemeanor.

§ 120.17 Hazing in the second degree.
A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct, including, but not limited to, making physical contact with or requiring physical activity of such other person, which creates a substantial risk of physical injury to such other person or a third person.
Hazing in the second degree is a violation.

The federal Clery Act defines hazing as the intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
    - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - Causing, coercing, or otherwise inducing another person to perform sexual acts;
    - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Student Complaint Policy
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: https://forms.cw.edu/ldillard/student-complaint-form. 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.

External Complaint Policy
Students who are unsatisfied after exhausting the College's complaint procedures may contact:

- Middle States Commission on Higher Education (MSCHE): www.msche.org, (2647)284-5000
- New York State Education Department, Office of College and University Evaluation: www.nysed.gov, (518) 474-1551
- U.S. Department of Education, Office for Civil Rights: www.ed.gov/ocr

Anti-Retaliation Policy
In compliance with the Clery Act, Title VI and Title IX, the College strictly prohibits retaliation against any individual who makes a report, files a complaint, or participates in an investigation. Retaliation includes intimidation, threats, harassment, or adverse action. Retaliation is a violation of the College policy and federal law and will result in disciplinary action.

CODE OF CONDUCT & GRIEVANCE POLICIES AND PROCEDURES

Code of Conduct
The safety and wellbeing of CW's student body is of the utmost importance. As such, all students are expected to adhere to a Code of Conduct which prohibits behavior that could constitute any of the following criteria:

1. Physical and/or psychological harm to self or others;
2. An ethical violation;
3. A violation of College policy; or
4. A violation of local, state or federal law.

Alleged violations of the Code of Conduct may constitute grounds for disciplinary action, detailed in the following section.

Reporting a Concern
Any individual who has observed or experienced an incident that may be in violation of the Code of Conduct may contact any of the following individuals to make a report.

Charles Boklan Director of Security 914-831-0409 cboklan@cw.edu
Janna Gullery Title IX/Title VI Coordinator 914-831-0401 jgullery@cw.edu or titleix@cw.edu
Leith Colton Counselor 914-831-0441 counseling@cw.edu
Student Services Campus Intervention Team 914-831-0433 cit@cw.edu
CW Security Lobby Security Desk 914-831-0292 securitydesk@cw.edu
Maria Gangi Vice President, Student Services 914-831-0350 mgangi@cw.edu

Making a Confidential Report
Most employees of CW are mandated reporters, which means they are compelled to share concerns about sexual harassment or misconduct with the Title IX Coordinator. The only employee who can offer full

confidentiality is the Mental Health and Wellness Counselor, Leith Colton at counseling@cw.edu; 914-831-0441. The Mental Health and Wellness Counselor can also work with students who do not feel willing or ready to file a report with the College, but may benefit from support services.

Amnesty Policy
The health and safety of every student at The College of Westchester is of utmost importance. CW recognizes that individuals who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their involvement. CW strongly encourages individuals to report such concerns to institutional officials. A bystander or reporting individual acting in good faith that discloses any alleged incident of misconduct to CW's officials or law enforcement will not be subject to CW's Code of Conduct section for violation of alcohol and/or drug use policies occurring at or near the time of the commission of such incident.

Prohibited Conduct
The Code of Conduct strictly prohibits the following conduct. Alleged violations of the Code of Conduct may constitute grounds for disciplinary action, detailed in the following section.

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, performance of normal duties or the provision of a safe and collegial learning environment.
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 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, or other forms of sex-based misconduct. 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. Aiding and abetting in the violation or attempted violation of Prohibited Conduct.
21. Retaliation or attempted retaliation against another individual as a result of their reporting an alleged violation or concern. This includes any action or attempt to harass, intimidate or improperly influence any individual involved in the reporting of an alleged violation or concern.
22. Violation by any student or group of students of policies outlined in the Student Life Manual, available at https://www.cw.edu/catalogs-documents-forms/.
23. Hazing, as defined in the Policy Prohibiting Hazing.
24. 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 Policy Against Discrimination and Harassment, the Title IX Grievance Policy, the Policy Prohibiting Sexual Harassment and Sexual Misconduct; the Policy Against Hate Crimes and Bias Incidents; and the Policy Prohibiting Hazing.

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. A violation of the Code of Conduct 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 of any prohibited conduct as listed below.

Disciplinary action may be instituted in any case in which an individual or group of students is found responsible for engaging in any violation of the Code of Conduct.

The Disciplinary Grievance Procedures detail how The College investigates and adjudicates alleged violations of the Code of Conduct, with two exceptions. Alleged violations of the *Title IX Grievance Policy* or the *Policy Prohibiting Sexual Harassment and Misconduct* will be investigated and adjudicated pursuant to the procedures set forth therein. An overview of these policies is detailed below. The full policies, including grievance procedures, is available at https://www.cw.edu/titleix.

Standard of Proof
The College utilizes *preponderance of evidence* as its evidentiary standard in all matters related to investigations of alleged conduct violations. In other words, The College considers whether or not the student(s) is more likely to be responsible than not.

Emergency Measures
To keep the campus safe and orderly, a student may face interim suspension if they are found responsible for 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 interim 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.

Adjudication Procedures

Prehearing Administrative Conference

For minor alleged violations, the Vice President of Student Services and Retention may conduct a prehearing administrative conference with the accused prior to conduct charges being filed. Major alleged violations of the Code of Conduct may proceed immediately to a formal hearing without prehearing administrative conference. The prehearing administrative conference provides an opportunity to review the grievance procedures and, if applicable, to review preliminary evidence. At the conclusion of this conference, the accused may admit responsibility for the violation(s). In this case, no further investigation or hearing occurs and sanctions may be issued.

If at the conclusion of this conference, if the accused does not admit responsibility for the alleged violation, the accused will be referred to the Discipline Committee for a formal hearing. More information about the hearing process is below.

Investigation

Allegations of conduct violations will prompt an investigation. Preliminary investigation may occur prior to a prehearing administration conference to determine whether the allegation merits further action, and in this case, preliminary findings may be reviewed during a prehearing administrative conference. In other cases, or when a preliminary administrative conference is not conducted, investigation of the allegation will occur prior and will presented at the formal hearing.

Investigation is conducted by the Director of Security or their designee, or may be conducted by the Vice President of Student Services and Retention. Evidence may also be collected during the investigation. Evidence may include but is not limited to first person testimony from involved parties or witnesses, security camera or video footage, digital photos or files, law enforcement records directly pertaining to the allegation, inspection of College lockers, inspection of personal property such as handbooks or backpacks while on College premises and when directly pertaining to the allegation, or records of digital correspondence or activity such as call logs, text messages, emails, social media activity or academic activity.

Formal Hearing

Violations of the Code of Conduct may necessitate a formal hearing with the Discipline Committee, which is a panel composed of three faculty members who are not involved in the allegation. Prior to the Discipline Committee Hearing, the accused will be notified of the date, time, and place of the hearing via electronic correspondence to the accused's CW email as well as overnight mail. Based on the judgment of The College, discipline hearings may be held in person or remotely via conference call, video, or other alternative formats.

At least three days prior to the Discipline Committee hearing, the accused 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 accused, if present, or by committee members in the absence of the accused. The hearing may include a review of evidence, including testimony from any witnesses who may be called to testify. At the conclusion of the hearing, the Discipline Committee will render a determination of responsibility for each separate alleged conduct violation, which will be either *responsible* or *not responsible*. If the accused is found responsible, the Discipline Committee will also determine any disciplinary sanctions.

If the accused fails to appear at the formal hearing, the Discipline Committee will proceed as scheduled and make a determination of responsibility based upon the evidence presented.

The accused will be notified of the Discipline Committee's determination of responsibility and any corresponding sanctions within three business days after the hearing by electronic correspondence to the accused's CW email as well as overnight mail. Additional sanctions may be imposed should the student fail to fulfill any required disciplinary sanctions.

Sanctions

When a student is found responsible for a conduct violation, they may be subject to sanctions. Sanctions may be imposed directly by the Vice President of Student Services and Retention (if responsibility is

admitted during a prehearing administrative conference) or by the Discipline Committee at the conclusion of a formal hearing.

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.

Parental/Guardian Notification Policy for Violations Involving Alcohol and Controlled Substances
The College of Westchester is committed to supporting the health, safety, and success of its students. In accordance with the federal Family Educational Rights and Privacy Act (FERPA) and New York State legislation, the College may notify a parent, guardian, or emergency contact regarding certain violations of alcohol and drug policies involving students under the age of 21. Notification may occur under the following circumstances:

- When a student under the age of 21 has been found responsible for an alcohol or controlled substance violation.
- When the violation is a repeat offense, or presents a risk to the health, safety, or welfare of the student or campus community.
- When a student experiences an alcohol- or drug-related hospitalization, overdose, or requires emergency medical response on College premises.
- When the College determines that a significant health or safety emergency exists, regardless of age.

Appeals
A student found responsibility for a violation of the Code of Conduct 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 Discipline 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; or
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
Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sexual harassment broadly to include various forms of sexual misconduct and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities. As required by Title IX and Title VII, New York State Education Law 129-B, 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 harassment, sexual assault, sexual exploitation, domestic violence, dating violence and stalking as those terms are defined in the policies linked below. Any attempt to engage in prohibited conduct may itself constitute a violation of one or both of these policies. 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 one of both policies. Anyone found to have violated this policy will be subject to disciplinary action as set forth in the procedures linked below. The College is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, the College of Westchester prohibits retaliation against any person for reporting a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

In accordance with federal law, The College adheres to the federal 2020 Title IX Final Rule prohibiting sexual harassment. 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 specific standards defined under the 2020 Title IX Final Rule.

As a result, the College holds two separate policies that both govern the reporting, investigation and adjudication of incidents of sexual harassment and/or misconduct: the *Title IX Grievance Policy* and a separate *Policy Prohibiting Sexual Harassment and Sexual Misconduct*.

The College's *Title IX Grievance Policy* and its *Policy Prohibiting Sexual Harassment and Sexual Misconduct* are available on CW's website: 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 these policies should be referred to the Title IX Coordinator, Janna Gullery, (914-831-0401, jgullery@cw.edu or TitleIX@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 Coordinator is responsible for coordinating the College of Westchester's efforts to comply with other federal and state laws governing sexual harassment and misconduct, overseeing the College's responses to reports of alleged violations, and identifying and addressing any pattern or systemic problems. The Deputy Title IX Coordinator will oversee compliance with respect to employees and will provide updates to the Title IX Coordinator. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

Student Bill of Rights
All students/employees have the right to:

- Make a report to local law enforcement and/or state police.
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.
- Access to at least one level of appeal of a determination.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution. Response to Reports:

- Notify university police or campus security, local law enforcement and/or the State Police.
- Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon first instance of disclosure by reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination, and detailing that the criminal justice process utilizes different standards of proof and evidence. The official shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy and shall inform the reporting individual of other reporting options.
- Confidentially disclose the incident to institution representatives, who may offer confidentiality and can assist in obtaining services.
- Disclose confidentially the incident and obtain services from the state or local government.
- File a report of sexual assault, domestic violence, dating violence and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with the institution policy and a reporting individual's identity shall remain private at all time if said reporting individual wishes to maintain privacy.
- Disclose the incident, if the accused is an employee of the institution, to the institution's human resources authority.
- Receive assistance from appropriate institution initiating legal proceedings in family or civil court; and
- Withdraw a 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 dismissed 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 http://www.cw.edu/consumer-information, under "Student Grievance Procedures".

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

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

Out-of-state enrolled and prospective students (excluding Florida): Complaints pertaining to distance education programs being offered by out-of-state institution operating under a nationwide reciprocity agreement - known as the State Authorization Reciprocity Agreement (NC-SARA) - need to be filed with the State Portal Agency of the institution home state within two years of the incident about which the complaint is made. CW is a voluntary institutional member of NC-SARA and its State Portal Agency is the New York State Department of Education, attention Supervisor, Higher Education Programs, 89 Washington Avenue, Albany, NY 12234. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduct violation). Florida is not an NC-SARA member and therefore, enrolled and prospective students who are residents of Florida should file the complaint with the State of Florida. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduction violation). A list which includes the contact information for the relevant state agencies are located at https://www.cw.edu/student-consumer-information. Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.