Catalog 2026/2027

THE COLLEGE OF WESTCHESTER



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

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Effective Fall Semester, 2026

This catalog, which serves as the official college publication, is subject to revision at any time. The College reserves the right to make changes as deemed necessary: add, delete or revise any course, program of study, book charges, calendar, class schedule, education delivery, tuition or requirements as described within. It is expected that students will carefully read the catalog and any addenda to understand rules, regulations, standards and policies.

This catalog is not intended to include all policies applicable to students. Additional student policies, rights, and responsibilities are published separately in the Student Handbook.

*2026-2027 MBA Catalog Addendum (Click Here)

Directory of Student Services

The College of Westchester
325 Central Avenue
White Plains NY 10606
914-831-0200

Department	Room	Phone	E-Mail
Student Services Center	Fourth Floor, Room 406	(914) 831-0433	academiccenter@cw.edu
Admission	Second Floor	(914) 831-0200	admissions@cw.edu
Returning Students	Second Floor, Admissions	(914) 831-0200	admissions@cw.edu
Career Services	Third Floor, Room 335	(914) 831-0400	careerservicesoffice@cw.edu
Counseling Center	Fourth Floor, Room 418	(914) 831-0441	counseling@cw.edu
I.T. Help Desk	Third Floor	(914) 831-0448	helpdesk@cw.edu
The Learning Center /Testing	Fourth 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 Aid	Third Floor, Room 302	(914) 831-0494	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
Veterans	Third Floor, Room 302	(914) 831-0363	cwveterans@cw.edu

The College of Westchester at a Glance

The College of Westchester was founded in 1915 in New Rochelle, New York as The Westchester Commercial School. The College expanded and relocated to White Plains in 1959 and incorporated in 1973 when it became accredited and firmly established as a college, then known as The Westchester Business Institute. The history of The College demonstrates careful attention to the requirements and demands of selected career fields and associated employment markets. The College caters to the career aspirations of its graduates by offering meaningful career relevant programs of study and by offering services to assist graduates.

Institutional Accreditation
The College of Westchester is accredited by:
The Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801; (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation**.**

New York State Authorization
The College of Westchester is authorized by the New York State Board of Regents to confer the Bachelor of Business Administration (B.B.A.), Bachelor of Science (B.S.), Associate in Applied Science Degree (A.A.S.), Associate of Science (A.S.) and the Associate in Occupational Studies (A.O.S.) Degrees and Certificates.

All programs offered are registered by the New York State Education Department.

Additional Approvals
The College of Westchester is:

- Approved institution by the New York State Division of Veterans' Affairs for veterans and their eligible dependents under the GI Bill® as well as an approved participant of the U.S. Department of Veterans Affairs Yellow Ribbon program.
- Certified to enroll foreign students under the Student and Exchange Visitor Program (SEVP).
- Approved provider by the NYS Department of Education – Division of Vocational Rehabilitation Access VR program.
- Approved by the New York State Education Department for the Training of Veterans.
- Authorized by the U.S. Department of Education to award and disburse Title IV funding to eligible students enrolled at The College of Westchester.
- Approved by the State of New York Department of Education for eligible NYS residents attending The College of Westchester to receive TAP (Tuition Assistance Program).
- Approved and authorized to administer Accuplacer tests published by The College Board (CW admissions applicants only).
- Approved and authorized Pearson/Vue testing site (CW students and graduates only)
- Approved and authorized National Healthcareer Association (NHA) testing site for allied health certification exams (CW students and graduates only).

Vision
We aspire to be The College of choice for students and a trusted talent partner for employers by preparing skilled, career-ready graduates.

Mission
The College of Westchester educates and graduates career and entrepreneurial minded students through private, value-driven, student-centered, and transformative education. Through purposeful, employer-informed curricula in current and emerging fields and a supportive, flexible, and highly personal and safe learning environment, the College helps students build the academic, professional, and personal foundation for career advancement, professional integrity, financial responsibility, and upward economic mobility.

Commitment
To provide a respectful environment and a foundation to launch, enhance and support successful careers across our entire college community.

College Goals
Academic Excellence
CW advances career-aligned programs, flexible modalities, and a commitment to assessment-driven improvement, supported by qualified, student-centered faculty and staff.

Student Excellence
CW enrolls students with the potential and commitment to succeed and, through personalized, career-focused, and proactive support, advances their academic, professional, and personal readiness from enrollment through graduation and throughout their careers.

Organizational Excellence
CW's business operations and support services are clearly defined by compliance measures, standards of excellence, systematically measured, and are clearly communicated through policies and procedures, and delivered by dedicated employees who embrace continuous improvement and The CW Way.

Business Excellence
CW maintains its competitive position and financial sustainability through systematic, integrated planning and resource allocation processes that are aligned with institutional priorities and responsive to emerging external demands. Regular strategic planning cycles incorporate assessment results to inform decision-making, ensure compliance with regulatory and accreditation requirements, and advance student success outcomes.

The CW Way
The CW Way Committee is dedicated to fostering a culture that reflects and reinforces our core tenets: We Are One, We Inspire Success, We Make it Happen, and We Value One Another. This committee's purpose is to strengthen organizational cohesion and support the fulfillment of our mission by promoting shared values, collaboration, and continuous improvement across all teams.

CW strives to hire and develop team members whose values and roles align with the mission, fostering an environment where employees feel fulfilled and empowered to contribute meaningfully. This committee supports these efforts by championing initiatives that promote shared purpose, connection, and professional growth for all employees.

Facilities
The College of Westchester's campus occupies a five-story, 50,000 square foot building conveniently located in the southwest perimeter of White Plains.

The College's academic facilities include twenty-one classrooms, a Library, the Learning Center which is an open computer lab that also serves as a tutoring and study center, a student center and faculty offices. To meet the growing trends in healthcare, the college facility includes two medical labs equipped to provide the School of Health Professions students with academic and clinical skills required of their medical courses. The facility also includes an Admissions Office, which assists all students who are interested in seeking admission; an Academic Center, where academic administrators, student services members, including academic advisors, student life and counseling are housed; Student Financial Services Center which addresses the financial assistance needs of the students; and a Career Services Center. The College's technology enhances the instructional environment and helps to ensure a productive learning experience.

Ownership
The College of Westchester is owned by The College of Westchester, Inc., organized under the laws of the State of New York.

Board of Trustees
The Board of Trustees is the legally constituted authority for the operation of The College of Westchester. The Board is responsible for all aspects of The College, including mission and goals, selection of the chief executive officer, policy, and finance. The Board delegates authority to the President/CEO and receives recommendations from the President in conducting much of its business.

The President's Cabinet
College administration is led by the President. The President, as Chief Executive Officer, delegates authority to other administrators, including Vice Presidents and select Directors, which constitute the President's Cabinet, which is the chief governance structure of the administration.

Shared Governance
The College of Westchester adheres to a participatory system of shared governance in which administrators, staff, students and faculty all have substantive roles. Reporting to the President and the President's Cabinet, the Institutional Effectiveness and Planning Committee is comprised of members from each of the governance standing committees which include the Committee on Curriculum and Academic Policy, Academic Progress and Student Success Committee, Faculty Development Committee, The CW-Way Committee, and the Strategic Enrollment Management Committee, as well as at-large Faculty and Staff members and selected Ex Officio members, to ensure a broad perspective representing all constituents. Each Committee is guided by a formal description and charge and comprised of a membership appropriate to that charge. Representatives of the Student Government Association are asked to participate in Committee meetings as applicable topics warrant.

College Advisory Council
The College Advisory Council (CAC) is comprised of external business, technology, healthcare, and education professionals who provide advice and guidance to CW in maintaining its position as a career-focused college in the greater metropolitan area. Input from the Council members helps drive change in curricula and programs of study delivered by The College. Council members belong to program-specific groups relevant to their industry experience and meet with the chairpersons of those departments, together with representatives from Admissions and Career Services, to ensure that programs are designed to prepare students to meet the needs of regional employers. The Council provides guidance on selecting student learning outcomes and performance competencies and regularly reviews and comments on student learning outcomes assessment results. The Council also assists the Office of Career Services by providing advice on employment and internship opportunities.

Admissions

The College of Westchester seeks to enroll students in certificate, associate and bachelor's degree programs* who have potential to succeed academically and in their chosen profession. A personal interview is strongly recommended for all prospective students. Appointments can be arranged by contacting the Admissions Office at (914) 831-0200 or by visiting www.cw.edu.

Responsibility for having all credentials forwarded to The College of Westchester rests solely on the applicant. The basic requirements for acceptance evaluation are listed below:

For High School/ Day Division Applicants:

- A personal admission interview is strongly recommended
- Completed application for admission
- A current high school transcript
- Proof of high school graduation or the equivalent

For Evening Division Applicants:

- A personal admission interview is strongly recommended
- Completed application for admission
- Proof of high school graduation or the equivalent

For Online Division Applicants:

- A personal admission interview is strongly recommended
- Completed application for admission
- Proof of high school graduation or the equivalent

For Transfer Applicants:

- A personal admission interview is strongly recommended
- Completed application for admission
- Proof of high school graduation or the equivalent
- Prior college transcripts

(See Academic Standards for complete information on transfer policies and procedures)

Bachelor's Degree Transfer Students

For accepted transfer applicants who possess less than an earned associate degree or its equivalent, transfer credits will be evaluated on a course by course basis. Transfer applicants with an earned associate degree or its equivalent who possess a minimum 2.0 cumulative GPA, including graduates of The College of Westchester, generally will be accepted into the bachelor's degree programs with a junior level status. Please refer to program competencies that must be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor's degree coursework.
(See Academic Standards for complete information on transfer policies and procedures.)

International Students

International students seeking admission to The College of Westchester should contact the Admissions Office at admissions@cw.edu.

Special Notes and Restrictions:

** Not all academic programs are available or offered each term, semester or division throughout the academic year. Contact the admissions office at 914-831-0200 for current offerings.*

Immunization and Meningococcal Requirements

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

The following documents are acceptable:

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

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

Entrance Dates

Students may apply and be accepted for admission in any of eight start dates throughout the year. Please refer to the Day Division, Evening Division and Online Division Academic Calendars published in this catalog.

Registration/Orientation
Official registration for each term or semester occurs approximately one month prior to the start of classes. Students may choose to register earlier. In the Day Division, new student Orientation normally occurs the day prior to the start of classes in the student's first semester. Evening Division and Online Division Orientations are normally held one week prior to the beginning of the term.

Assessment Testing
All incoming students are required to take the Admissions General Assessment, which includes the Basic Skills Test (English and Math) and the Computer Literacy & Internet Knowledge Test provided by the platform Criteria. Students with an associate or bachelor's degree from the United States are exempt. Students with a high school diploma, associate, or bachelor's degree from outside the United States must take the Accuplacer. Students who do not achieve satisfactory scores may be required to take Foundations of Communications and/or Foundations of Mathematics, which carry institutional credit units not counted toward graduation requirements. Students who do not pass the Computer Literacy & Internet Knowledge Test will be placed in a technology bootcamp.

Non-credit Workshops
Accepted applicants who test into Foundations of Mathematics and/or Foundations of Communications on The College's assessment test may be required to participate in non-credit workshops. These programs contain non-credit course content designed to improve the basic mathematics and English skills required for college. The potential benefit is that upon completion of this program, the student will be given the opportunity to test out of the Foundations of Mathematics and/or Foundations of Communications classes and be placed in college level mathematics / English classes. There is no guarantee that applicants who attend or complete a non-credit workshop will test out of Foundations courses. The non-credit workshops are free for all incoming students. For additional information, please call the admissions department at 914-831-0200.

Jump Start/Summer Explorations Academy Programs
For a nominal fee, The College of Westchester offers high school juniors and seniors the opportunity to earn college credits through the Jump Start/Summer Explorations Academy Programs. To learn more about these opportunities call the Admissions Office at 914-831-0200.

Credits for Certifications
Any student at The College of Westchester may be awarded up to 12 academic credits (4 courses at 3 credits each) by satisfactorily completing technology certification examinations resulting in A+, CCNA, MCSA, Adobe, or Microsoft Office Specialist certifications. Certifications may not be older than three years from the student's start date.

External Professional Certification
The College of Westchester's academic programs help prepare graduates for careers in fields that do not require licensure or certification in New York State at this time. However, students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. In some cases, test preparation and required testing fees are the responsibility of the student. Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam.

CLEP Examinations
The College of Westchester accepts CLEP (College Level Examination Program) scores at or above the 50th percentile in the Subject Examinations. Credits will be granted according to the American Council on Education recommendations. More detailed information about the CLEP examinations and the locations of test centers can be obtained by visiting www.collegeboard.org/clep.

UExcel Examinations
UExcel is a credit by examination program offered in a computer-based format at thousands of test centers globally. The UExcel program is an alliance between Excelsior College and Pearson. The College of Westchester accepts UExcel scores according to ACE recommendations. The corresponding credit recommendations apply when the examinee receives an examination score of C or better.

High School Articulations
Students may be eligible to earn up to 12 credits at CW by completing approved coursework in high school. Contact the Admissions Office for additional information.

National College Credit Recommendation Service (National CCRS) *(Formerly PONSI)*
The American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS) have pre-evaluated a variety of structured programs, experiences or licenses. Academic credit for the learning from one of these pre-evaluated experiences may be granted if the requisite documentation is provided. The dates, location and length of time of the training must match the dates, location, and length of time stipulated in the training's evaluation. For further information, contact: http://www.nationalccrs.org/colleges-universities

Advanced Placement Program (APP)
The College Entrance Examination Board offers another series of college level examinations through the Advanced Placement Program (APP). The College of Westchester will grant credit for many APP examinations for which a grade of 3 or better has been obtained. Detailed information on these examinations can be obtained by consulting with a high school guidance counselor or by

writing to Advanced Placement Program (APP), P.O. Box 592, Princeton, New Jersey 08541, or visiting the following link: https://apstudent.collegeboard.org/creditandplacement.

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 Foundations in Microbiology, 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.

Online Programs and State Residency
The College of Westchester is approved to participate in the National Council for State Authorization Reciprocity Agreements. For additional information about the State Authorization Reciprocity Agreements, visit NC-SARA. This allows students from other states, except California, to pursue online programs at The College.

Online programs are subject to regulation by New York State, as well as by the state of each student's residence. Since a student's state residency may affect eligibility to remain enrolled in the College, it is essential that online students intending to change their state of residence notify their Academic Advisor as soon as possible in advance.

Professional Licensure and Certification
Currently, The College of Westchester's degree and certificate programs do not lead to occupations that require licensure or certification. Therefore, licensure determinations based on student location are not applicable. If the College introduces licensure-leading programs in the future, students will receive direct disclosures specific to their program and state of location prior to enrollment, in accordance with federal regulations. Currently, The College of Westchester's degree and certificate programs do not lead to occupations that require licensure or certification. Therefore, licensure determinations based on student location are not applicable. If the College introduces licensure-leading programs in the future, students will receive direct disclosures specific to their program and state of location prior to enrollment, in accordance with federal regulations.

Student Location Policy Notice
The College of Westchester maintains a Student Location Policy to comply with federal state authorization and disclosure requirements. The policy explains how student location is determined and how that information is used for regulatory purposes. The full Student Location Policy is available here: Student Location Policy

Military Experience
Military training and experience can translate to college credit through military occupations, credit-by-exam programs, and certification programs. The College of Westchester will accept up to 49 credits in transfer toward the Associate degree program and an additional 41 credits toward the baccalaureate degree for a total of 90 transfer credits for members of the US Armed Forces, including Veterans. The ACE Military Guide Online contains credit recommendations for formal courses and various military occupations. Please visit: https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx to search the database. Veterans and military personnel* should contact their service branch, and veterans should be expected to provide discharge documentation when requesting a transcript. Transcripts are issued through Joint Service Transcripts (JST) for all branches of the Military except for the Community College of the Air Force (CCAF). Additional information can be found at https://jst.doded.mil/official.html. Military transcripts and/or discharge papers should be submitted to the Registrar's office for review.
**The College does not participate in the U. S. Department of Defense (DoD) Voluntary Education Partnership program.*

Credit Awarded through Portfolio Evaluation
The College of Westchester is a member of the Council for Adult and Experiential Learning (CAEL). The College of Westchester will award academic credit for lifelong learning (CLL) that occurs because of career or personal experiences. A fully documented experiential learning portfolio must be completed for faculty evaluation by the end of the first semester in the Day Division or by the end of the third term in the Evening or Online Division. A total of fifteen (15) academic credits may be awarded toward the Associate degree or Certificate program and a maximum of thirty (30) academic credits may be awarded toward the Bachelor's degree for a maximum of forty five (45) credits. There is a fee of $100 for reading the learning portfolio and a fee of $100 for each three-credit course that is awarded experiential credit. Through advisement, students are informed that CW cannot guarantee that awarded credits would be accepted in transfer to another institution.

International Baccalaureate Program (IB)
The International Baccalaureate Program offers a series of college level exams through the IB program. The IB tests are usually taken in conjunction with high school Advanced Placement courses. The College of Westchester will grant credit for many IB examinations for which a grade of 4 or better has been obtained. Through advisement, students are informed that CW cannot guarantee that credits earned through this program would be accepted in transfer to another institution.

Individual Credit Course (ICC)
There are ICC courses that non-matriculated students can participate in which provide additional training for individuals who have interest in upgrading their skills or learning new skills. Call the Admissions Office and also see the Academic Standards section of the catalog for additional information. In addition, The College of Westchester offers the Jump Start and Summer Explorations Academy Programs that allow high school students to earn college credits as non-matriculated students.

Non-Credit Professional Development
The College of Westchester offers specialized 8 sessions professional development courses designed for individuals seeking to enhance their professional skills, master industry-specific tools, or stay current in emerging fields. Taught within CW's regular academic course structure, these non-credit offerings allow participants to enroll as non-matriculated students through the Individual Credit Course (ICC) option on an audit basis. Participants in these professional courses engage with university coursework without taking classes for academic college credit or earning a formal college transcript. Instead, upon successful completion of the 8 sessions and course requirements, participants are awarded an official College of Westchester Digital Microcredential Badge. These verifiable digital credentials demonstrate specialized competency and can be easily shared on professional networks, digital resumes, and electronic portfolios.

Student Financial Services

Tuition and Fees

Tuition and all applicable fees are payable 30 days prior to the first day of class. All Divisions, Day, Evening and Online students are provided with course materials directly from the College to assist students with the timely receipt of the correct course materials. These fees are charged directly to the student's account. This is a mandatory fee for students attending in each division. Should a student choose to opt out of Books, Course Materials, Supplies and Equipment charges, they must contact the Student Financial Services Office to complete the necessary paperwork to opt out. Students who opt out are responsible for purchasing their own required textbooks, lab manuals, e-book access codes, digital materials, and any other supplies for all courses.

Day/Evening/Online Divisions Tuition:
Tuition (includes institutional credit units) ..... $904 per credit
Computer and General Services Fee ..... $165 per course
Other Fee charges, if applicable, may include the following:
Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302) ..... $100 per course
Medical Class Fee (MSC course: 301; 301A 301B) $25
Medical Assistant Certification Exam Fee $160
Graduation Fee $250
Nonsufficient Funds Fee (non-refundable) $30
Late payment fee $50
Books, Course Material, Supplies and Equipment vary by major please see below Cost of Attendance estimates:

2026-2027 Average Student Cost of Attendance Budget

The Cost of Attendance is an estimate of expenses to attend school for one academic year.

Day Division Student Expense Budget A
(27 credits/2 semesters)
One Academic Year for a dependent student, without dependents living with parents, other budgets may apply:

Tuition	$24,408
Books, Course Materials, Supplies, and Equipment	*vary by major please see below**
General Student Services Fees	$1,485
Food and Housing/Living Expenses	$1,621
Transportation	$1,003
Miscellaneous and Personal	$3,233
TOTAL ESTIMATED COST *(will vary based on books, course materials, supplies and equipment costs see below)*	$31,750.00*

*Accounting (BBA)	$420
*Accounting (AAS)	$420
*Accounting for Business (AAS)	$420
*Intensive Accounting/Computer Applications (Certificate)	$420
*Business Administration (BBA)	$420
*Business Administration–Management/Marketing (AAS)	$420
*Business Administration – Management (BBA)	$420
*Business Management Marketing (AAS)	$420
*Computer Information Systems (BS)	$540
*Computer Network Administration (AAS)	$540
*Computer Science in Cybersecurity & Defense (BS)	$540
*Computer Science in Cybersecurity & Defense (AAS)	$540
*Computer Networking & Security	$540
*Computer Networking Specialist (Certificate)	$540
*Digital and Social Media Marketing (BS)	$160
*Digital Media Specialist (Certificate)	$160
*Healthcare Services Administration (BBA)	$800
*Health Services Administration (BBA)	$800
*Health Information Management (AOS)	$800
*Health Information Specialist (Certificate)	$800
*Health Information Administration (AOS)	$800
*Health Information Management (AOS)	$800
*Human Services (AAS)	$300
*Human Services (BS)	$300
*Human and Social Services (AAS)	$300

*Human and Social Services (BS) $300
*Information Technology (BS) $540
*Medical Assistant Management (AAS) $800
*Medical Assistant Specialist (Certificate) $800
*Public Health (BS) $600

Other Fee charges, if applicable, may include the following:
Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302)…… $100 per course
Medical Class Fee (MSC course: 301; 301A 301B) $25
Medical Assistant Certification Exam Fee $160
Graduation Fee $250
Nonsufficient Funds Fee (non-refundable) $30
Late payment fee $50

Day Division Student Expense Budget B
(27 credits/2 semesters)
One Academic Year, for all other students, other budgets may apply:
Tuition $24,408
Books, Course Materials, Supplies, and Equipment ..... *vary by major please see below**
General Student Services Fees $1,485
Food and Housing/Living Expenses $8,462
Transportation $1,003
Miscellaneous and Personal $3,233
TOTAL ESTIMATED COST *(will vary based on books, course materials, supplies and equipment costs see below)* $38,519*

*Accounting (BBA) $420
*Accounting (AAS) $420
*Accounting for Business (AAS) $420
*Intensive Accounting/Computer Applications (Certificate) $420
*Business Administration (BBA) $420
*Business Administration–Management/Marketing (AAS) $420
*Business Administration – Management (BBA) $420
*Business Management Marketing (AAS) $420
*Computer Information Systems (BS) $540
*Computer Network Administration (AAS) $540
*Computer Networking & Security $540
*Computer Networking Specialist (Certificate) $540
*Computer Science in Cybersecurity & Defense (BS) $540
*Computer Science in Cybersecurity & Defense (AAS) $540
*Digital and Social Media Marketing (BS) $160
*Digital Media Specialist (Certificate) $160
*Healthcare Services Administration (BBA) $800
*Health Services Administration (BBA) $800
*Health Information Management (AOS) $800
*Health Information Specialist (Certificate) $800
*Health Information Administration (AOS) $800
*Health Information Management (AOS) $800
*Human Services (AAS) $300
*Human Services (BS) $300
*Human and Social Services (AAS) $300
*Human and Social Services (BS) $300
*Information Technology (BS) $540
*Medical Assistant Management (AAS) $800
*Medical Assistant Specialist (Certificate) $800
*Public Health (BS) $600

Other Fee charges, if applicable, may include the following:
Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302) ..... $100 per course
Medical Class Fee (MSC course: 301; 301A 301B) $25
Medical Assistant Certification Exam Fee $160
Graduation Fee $250
Nonsufficient Funds Fee (non-refundable) $30
Late payment fee $50

Evening Division Student Expense Budget A
(24 credits/4 terms)
One Academic Year for a dependent student, without dependents living with parents, other budgets may apply:

Tuition	$21,696
Books, Course Materials, Supplies, and Equipment	varies by major please see below
General Student Services Fees	$1,320
Food and Housing/Living Expenses	$1,621
Transportation	$1,003
Miscellaneous and Personal	$3,233
TOTAL ESTIMATED COST	$28,873

*Accounting (BBA)	$420
*Accounting (AAS)	$420
*Accounting for Business (AAS)	$420
*Intensive Accounting/Computer Applications (Certificate)	$420
*Business Administration (BBA)	$420
*Business Administration–Management/Marketing (AAS)	$420
*Business Administration – Management (BBA)	$420
*Business Management Marketing (AAS)	$420
*Computer Information Systems (BS)	$540
*Computer Network Administration (AAS)	$540
*Computer Networking & Security	$540
*Computer Networking Specialist (Certificate)	$540
*Computer Science in Cybersecurity & Defense (BS)	$540
*Computer Science in Cybersecurity & Defense (AAS)	$540
*Digital and Social Media Marketing (BS)	$160
*Digital Media Specialist (Certificate)	$160
*Healthcare Services Administration (BBA)	$800
*Health Services Administration (BBA)	$800
*Health Information Management (AOS)	$800
*Health Information Specialist (Certificate)	$800
*Health Information Administration (AOS)	$800
*Health Information Management (AOS)	$800
*Human Services (AAS)	$300
*Human Services (BS)	$300
*Human and Social Services (AAS)	$300
*Human and Social Services (BS)	$300
*Information Technology (BS)	$540
*Medical Assistant Management (AAS)	$800
*Medical Assistant Specialist (Certificate)	$800
*Public Health (BS)	$600

Other Fee charges, if applicable, may include the following:

Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302)	$100 per course
Medical Class Fee (MSC course: 301; 301A 301B)	$25
Medical Assistant Certification Exam Fee	$160
Graduation Fee	$250
Nonsufficient Funds Fee (non-refundable)	$30
Late payment fee	$50

Evening Division Student Expense Budget B
(24 credits/4 terms)
One Academic Year, for all other students, other budgets may apply:

Tuition	$21,696
Books, Course Materials, Supplies, and Equipment	*vary by major please see below**
General Student Services Fees	$1,320
Food and Housing/Living Expenses	$8,462
Transportation	$1,003
Miscellaneous and Personal	$3,233
TOTAL ESTIMATED COST	$35,714

*Accounting (BBA)	$420
*Accounting (AAS)	$420
*Accounting for Business (AAS)	$420
*Intensive Accounting/Computer Applications (Certificate)	$420

*Business Administration (BBA) $420
*Business Administration–Management/Marketing (AAS) $420
*Business Administration – Management (BBA) $420
*Business Management Marketing (AAS) $420
*Computer Information Systems (BS) $540
*Computer Network Administration (AAS) $540
*Computer Networking & Security $540
*Computer Networking Specialist (Certificate) $540
*Computer Science in Cybersecurity & Defense (BS) $540
*Computer Science in Cybersecurity & Defense (AAS) $540
*Digital and Social Media Marketing (BS) $160
*Digital Media Specialist (Certificate) $160
*Healthcare Services Administration (BBA) $800
*Health Services Administration (BBA) $800
*Health Information Management (AOS) $800
*Health Information Specialist (Certificate) $800
*Health Information Administration (AOS) $800
*Health Information Management (AOS) $800
*Human Services (AAS) $300
*Human Services (BS) $300
*Human and Social Services (AAS) $300
*Human and Social Services (BS) $300
*Information Technology (BS) $540
*Medical Assistant Management (AAS) $800
*Medical Assistant Specialist (Certificate) $800
*Public Health (BS) $600

Other Fee charges, if applicable, may include the following:
Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302) ..... $100 per course
Medical Class Fee (MSC course: 301; 301A 301B) $25
Medical Assistant Certification Exam Fee $160
Graduation Fee $250
Nonsufficient Funds Fee (non-refundable) $30
Late payment fee $50

Online Division Student Expense Budget A
(24 credits/4 terms)
One Academic Year for a dependent student, without dependents living with parents:
Tuition $21,696
Books, Course Materials, Supplies, and Equipment ..... *vary by major please see below**
General Student Services Fees $1,320
Food and Housing/Living Expenses $1,621
Miscellaneous and Personal $3,233
TOTAL ESTIMATED COST $27,870

*Accounting (BBA) $420
*Accounting (AAS) $420
*Accounting for Business (AAS) $420
*Intensive Accounting/Computer Applications (Certificate) $420
*Business Administration (BBA) $420
*Business Administration–Management/Marketing (AAS) $420
*Business Administration – Management (BBA) $420
*Business Management Marketing (AAS) $420
*Computer Information Systems (BS) $540
*Computer Network Administration (AAS) $540
*Computer Networking & Security $540
*Computer Networking Specialist (Certificate) $540
*Computer Science in Cybersecurity & Defense (BS) $540
*Computer Science in Cybersecurity & Defense (AAS) $540
*Digital and Social Media Marketing (BS) $160
*Digital Media Specialist (Certificate) $160
*Healthcare Services Administration (BBA) $800
*Health Services Administration (BBA) $800
*Health Information Management (AOS) $800
*Health Information Specialist (Certificate) $800

*Health Information Administration (AOS) $800
*Health Information Management (AOS) $800
*Human Services (AAS) $300
*Human Services (BS) $300
*Human and Social Services (AAS) $300
*Human and Social Services (BS) $300
*Information Technology (BS) $540
*Medical Assistant Management (AAS) $800
*Medical Assistant Specialist (Certificate) $800
*Public Health (BS) $600

Other Fee charges, if applicable, may include the following:
Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302) ..... $100 per course
Medical Class Fee (MSC course: 301; 301A 301B) $25
Medical Assistant Certification Exam Fee $160
Graduation Fee $250
Nonsufficient Funds Fee (non-refundable) $30
Late payment fee $50

Online Division Student Expense Budget B
(24 credits/4 terms)
One Academic Year, for all other students:

Tuition $21,696
Books, Course Materials, Supplies, and Equipment ..... *vary by major please see below**
General Student Services Fees $1,320
Food and Housing/Living Expenses $8,462
Miscellaneous and Personal $3,233
TOTAL ESTIMATED COST $34,711

*Accounting (BBA) $420
*Accounting (AAS) $420
*Accounting for Business (AAS) $420
*Intensive Accounting/Computer Applications (Certificate) $420
*Business Administration (BBA) $420
*Business Administration–Management/Marketing (AAS) $420
*Business Administration – Management (BBA) $420
*Business Management Marketing (AAS) $420
*Computer Information Systems (BS) $540
*Computer Network Administration (AAS) $540
*Computer Networking & Security $540
*Computer Networking Specialist (Certificate) $540
*Computer Science in Cybersecurity & Defense (BS) $540
*Computer Science in Cybersecurity & Defense (AAS) $540
*Digital and Social Media Marketing (BS) $160
*Digital Media Specialist (Certificate) $160
*Healthcare Services Administration (BBA) $800
*Health Services Administration (BBA) $800
*Health Information Management (AOS) $800
*Health Information Specialist (Certificate) $800
*Health Information Administration (AOS) $800
*Health Information Management (AOS) $800
*Human Services (AAS) $300
*Human Services (BS) $300
*Human and Social Services (AAS) $300
*Human and Social Services (BS) $300
*Information Technology (BS) $540
*Medical Assistant Management (AAS) $800
*Medical Assistant Specialist (Certificate) $800
*Public Health (BS) $600

Other Fee charges, if applicable, may include the following:
Medical Class Fee (MSC courses: 126; 131; 207; 209; 212; 220; 301; 301A; 301B; 302) ..... $100 per course
Medical Class Fee (MSC course: 301; 301A 301B) $25

Medical Assistant Certification Exam Fee $160
Graduation Fee..... $250
Nonsufficient Funds Fee (non-refundable) $30
Late payment fee..... $50

Part-Time Budgets
Budgets for students enrolled less than full-time are reduced proportionally based upon enrollment status.

CW reserves the right, at its discretion, to change the schedule of tuition and other fees or charges.
Note: Loan Fees and Other Expenses are built into the Cost of Attendance on an individual basis.
A $200 tuition deposit is applied in full toward tuition and is refunded only when The College receives written notification of cancellation from the student at least 60 days prior to the start of the semester or term for which the student has been accepted. Textbooks/Electronic media are paid at the start of each semester for the Day/Evening and Online Divisions. The materials become the property of the student, and no refund is made for these items. The General Services fee covers maintenance of college-wide student related services. A graduation fee of $250 is charged to all students in their final semester and/or term. Students who are not in good standing regarding tuition, fees and book/electronic media payments may be suspended or dismissed from The College. Reinstatement to The College may occur only after financial obligations are met. Students are subject to subsequent increases in tuition, books/electronic media and fees. The College reserves the right to withhold degree diplomas if a student is not in good financial standing with The College. The College of Westchester reserves the right to make any changes in the schedule of class hours or in the course of study that is deemed appropriate. The College reserves the right, at its discretion, to change the schedule of tuition and other fees or charges.

For more information, contact Student Financial Services at (914) 831-0473 for an appointment.

Payment Methods
Credit Card: Payment may be made by using MasterCard, Visa, Discover or American Express.

Check, Money Order or Certified Check: Students may also pay by check, money order or certified check. Please note that any refunds due to a student will not be issued until the student's check has cleared the bank. Students should allow 30 days after bank clearance for receipt of refund check, if applicable.

Checks returned to The College unpaid by the account of the payee will result in an automatic $30 handling fee. The student is expected to present payment in full for the amount of the check plus the $30 fee. Payment must be made at the Student Accounting Office by cash, credit card or money order.

Late fees may apply if any part of any payment is more than 10 days late. Payment will be subject to a $50 late fee.

Federal and Institutional Withdrawal Policies
In the event a student finds it necessary to withdraw during the students' attendance at The College, a tuition refund will be calculated based upon the semester or term institutional charges. Institutional charges consist of tuition and fees. The College of Westchester's tuition/fee refund policy is separate from the Federal Title IV Refund Policy for federal financial assistance programs. Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from courses for any reason, including medical reasons, they may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. The College of Westchester students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term.

The College strongly recommends an in-person appointment in the event of withdrawing from The College. This will allow for a thorough review of the withdrawal process including potential financial liability and/or potential loss of financial assistance with respect to satisfactory academic progress. Students are urged to contact the Student Financial Services Office to determine the financial aid consequences of withdrawing from The College.

Institutional Refund Policy for Day Division
(Week is defined as Monday through Sunday):

Withdrawal Period	**Percent Refunded**
Student withdraws during add/drop period	97%
Student withdraws 2nd week of the semester after the add/drop period	75%
Student withdraws 3rd week of the semester	50%
Student withdraws 4th week of the semester	25%
Student withdraws after the 4th week of the semester	0%

Institutional Refund Policy for Evening Division and Online Division
(Week is defined as Monday through Sunday):

Withdrawal Period	**Percent Refunded**
Student withdraws first week of the term	97%
Student withdraws second week of the term	75%
Student withdraws third week of the term	50%
Student withdraws fourth week of the term	25%
Student withdraws after fourth week of the term	0%

Policy for Administrative Withdrawal for Student Financial Services Related Issues
Students who are not in Good Financial Standing with the College may face Administrative Withdrawal at any time.

Preceding the Administrative Withdrawal, a student may be barred from access to onsite and online classes pending resolution of unresolved financial matters. At the discretion of the Student Financial Services Office (SFS), a student may be given from one to two days to provide proof that they are working to resolve the matter and/or to resolve the matter. If the student can provide adequate documentation to prove they are actively resolving the matter, it will then be reviewed to determine the ability to return to class. The decision to allow a student to return to class will be at the discretion of the College.

The SFS office will have the discretion to allow the student to return to class should they deem the documentation sufficient, even if a temporary step in the process, as our ultimate goal is to see students through to graduation and this includes avoiding missed class time. When a student does not achieve Good Financial Standing due to their inability to, or disinterest in, resolving the matter, a student will be given two warnings before an Administrative Withdrawal occurs. If the student has not satisfactorily resolved all financial issues by the deadline set by the SFS office, the College will issue the first warning. A second deadline will be set, and if not met, a second warning will be issued. If the student has not satisfactorily resolved all financial issues by the deadline set, the student will be Administratively Withdrawn from the College upon the approval of the Director of Student Financial Services and the Vice President of Academic Affairs, and the student will incur institutional charges according to the schedule in the College Catalog.

Reinstatement to the College may occur only after financial obligations are met.

Good Financial Standing includes but is not limited to: being up to date on payment plans, being responsive to additional requests by the Federal or State Government in order to secure financial aid, and/or being responsive to requests by the SFS Staff as relates to the prior noted. Students must be able to provide documentation to the SFS office to verify that they have responded to requests.

Federal Title IV Refund Policy for Financial Assistance Programs
Any change in a student's enrollment must be reported to the Student Financial Services/Bursar Office. Students withdrawing from classes during a term are subject to Federal Return of Title IV Funds.

The amount of Federal Title IV funds that were earned by the student is directly proportional to the length of time he or she remained enrolled within the payment period, as indicated by the student's withdrawal date. CW is an attendance taking college and federal regulations specify that for institutions that take attendance, the withdrawal date is determined from the institution's attendance records, whether the student withdrew officially or unofficially; this includes administrative withdrawals for non-attendance. Academic attendance and attendance at an academically-related activity includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Participating in campus or online activities indicated in the course syllabus or assigned by the instructor, such as small group assignments, online discussion forums, or other collaborative activities.

The R2T4 process is initiated by electronic notification by the Academic Affairs Office to Bursar Office indicating the student has been withdrawn (official or unofficial) from the College. Once withdrawal notification is received by the Bursar Office, the Bursar will process a R2T4 calculation using the appropriate withdrawal date information provided. CW uses the USDOE software, R2T4 tool in COD to perform all federal refund calculations. This R2T4 calculation will determine if the student withdrew prior to completing 60% of the payment period and if any unearned Title IV funds must be returned. Scheduled breaks of 5 days or greater are factored into the R2T4 calculation to ensure those periods are excluded from the payment period. If any unearned funds need to be returned, the following will occur to ensure the R2T4 funds are returned no more than 45 days from the date it is determined that the student withdrew:

- After completion of the R2T4 calculation, CW must always return any unearned Title IV funds that it is responsible for within 45 days of the date CW determined the student withdrew and offer any post-withdrawal disbursement of loan funds within 30 days of that date. The Bursar returns any unearned Title IV funds to The United States Department of Education (USDOE) via the Common Origination Disbursement (COD) system.
- Any award or tuition/fees adjustments is completed by the Bursar to the student's account. After all required returns of Title IV funds and adjustments to the student's account are made, the account is finalized.
- Any returns of Title IV funds to G5 is communicated by the Bursar Office to the Business Office whereby the Business Office returns the funds to G5 and retains a copy of the transaction(s).
- Any loan or grant funds owed by the student or parent PLUS borrower is returned to COD by the college on their behalf.

Notification to Student
After completion of the Return to Title IV Funds calculation, the Office of Student Accounts will notify the student of the results of the calculation, the aid that was returned, and any outstanding balance due to CW if applicable.

Return of Title IV Funds

If a student withdraws completely on or before completing 60% of the semester/term, The United States Department of Education (USDOE) requires the return of Title IV funds for those students who receive federal Title IV aid. The funds will be returned in the order prescribed by the USDOE as follows:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

Post-Withdrawal Disbursements (PWD)
If a PWD is required, the student, or Parent (for a Parent Plus Loan) is mailed a notification letter within 30 days of the date CW determined the student withdrew. A PWD would first be used toward any outstanding charges before any funds are returned to the student. Any amount of a PWD that is comprised of loans funds and has not been credited to the student's account will be offered to the student, or parent (for a PLUS Loan) within 30 days of the date the college determined the student's withdrawal. Any unearned grant funds that the student is eligible to receive due to PWD will be provided within 45 days of the date of determination.

The student will be notified in writing of their eligibility and must reply if they wish to accept some or all or decline the PWD. In addition, a deadline date along with identification of the type and amount of Title IV funds that make up the PWD will be included.

If no response is received within 14 days of notification, the PWD will not be issued. CW reserves the right to decide whether to make a PWD in the event that a student or parent for a PLUS Loan responds after the 14-day deadline. If CW does not make the PWD, we will inform the student or parent (for a PLUS Loan) in writing.

Reference: The procedures and policy above are subject to change based on federal laws and federal regulations. If changes are made, students must abide by the most current regulatory requirements. For additional information on Federal Title IV Refunds (R2T4) federal policies and procedures, reference Federal Student Aid Handbook: https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2026-2027

Federal Title IV Financial Aid Programs

Federal Pell Grant Program
The Federal Pell Grant Program is a need based grant to undergraduate students. Financial need is determined by the U.S. Department of Education, using a federal formula, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the Expected Family Contribution (EFC). Students may apply for a Federal Pell Grant by filing a Free Application for Federal Student Aid (FAFSA). The application may be completed online at: https://studentaid.gov/h/apply-for-aid/fafsa

An Institutional Student Information Record (ISIR) will be electronically transmitted to the Financial Assistance Office. Federal Pell Grant funds cannot be disbursed unless a valid ISIR is in the possession of The College. The amount of the applicant's award is calculated by the Financial Assistance Office, and upon enrollment, funds are credited to the student's account following the appropriate processing. Students who have received a Bachelor's Degree are not eligible for a Federal Pell Grant. In addition, the student must be matriculated in an approved program as an undergraduate and must show financial need to continue to be a recipient. The student must maintain satisfactory academic progress for continued awards. The Higher Education Opportunity Act disqualifies from receiving Federal Pell grants students who are subject to an involuntary civil commitment following incarceration for a sexual offense *(as determined under the FBI's Uniform Crime Reporting Program).*

Federal Pell Grant Lifetime Eligibility Used (Pell LEU)
The amount of Federal Pell Grant funds you may be eligible to receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Students are limited to 600% Lifetime Eligibility of Federal Pell Grant. This affects all students regardless of when or where they received their first Federal Pell Grant. Students who are currently receiving a Federal Pell Grant and would have reached or exceeded their Lifetime Eligibility Used (LEU) (600%) will no longer be eligible to receive a Federal Pell Grant. To track your LEU, log on to your "Account Dashboard" at https://studentaid.gov/fsa-id/sign-in/landing to view your Federal Grant Lifetime Eligibility Used. This website will be updated regularly as your Federal Pell Grant awards are reported. For further information, please contact The College of Westchester's Student Financial Services Office.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)
The Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based program funded by the federal government to award college students who have high financial need. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). FSEOG awards are awarded to Federal Pell recipients. Award amounts may vary based on student enrollment status and availability of funds. In addition, the student must be matriculated in an approved program as an undergraduate and must show financial need to continue to be a recipient. The student must maintain satisfactory academic progress for continued awards.

Federal Work Study Program (FWS)
The Federal Work-Study Program (FWS) is a campus-based program funded by the federal government to assist college students who have financial need. FWS provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. Students are paid by the hour. Wages for the program must equal at least the current federal minimum wage but may be higher, depending on the type of work performed and the skills required. Wages are paid directly to the student for the hours actually worked, in the form of a paycheck on at least a monthly basis. Federal work study jobs can be both on campus and off campus. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). FWS funds cannot be earned unless the Financial Assistance Office is in receipt of a valid student Institutional Student Information Report (ISIR).

The FWS program is a federal grant program whereby the applicant must be matriculated in an approved program as an undergraduate student and must show financial need. The student must maintain satisfactory academic progress for continued eligibility.

Payment of Federal Work Study (FWS) Funds
Once the student earns the funds by working, they will be paid at least once a month as long as the timesheets are submitted by the established deadlines.

Federal William D. Ford Direct Loan Program (DL)
Student loans, unlike grants, are borrowed money that must be repaid, with interest. Loans are legal obligations. You must be enrolled at least half-time to be eligible for a Federal Direct Student Loan. There are two types of Federal Direct Student Loans: Subsidized and Unsubsidized. Eligibility for Subsidized loans is need based. The federal government pays (subsidizes) the interest during in-school, grace and deferment periods. For Unsubsidized loans, the interest accrues during in-school, grace and deferment periods but may be paid by the student while in school or capitalized. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). To be eligible for a Federal Direct Loan, the student must: (1) be a United States citizen or legal permanent resident; (2) be enrolled in or admitted as a matriculated student in an approved program at The College; (3) show financial need; (4) not be in default on a prior student loan or owe a refund on any Federal Title IV Grant, and; (5) complete all verification requirements. In addition, students must complete a Master Promissory Note (MPN) and an Entrance Interview, which a student may complete online at https://studentaid.gov, to ensure that all borrower rights and responsibilities are understood. Loans cannot be credited to a student's account until Entrance Counseling is complete. Student Loan funds are disbursed in two payments, one-half for each semester in the academic year (day students) or four payments, one-fourth for each term in the academic year (Evening and Online students).

Federal Student Loan Reduction for Students enrolled less than full-time (applicable starting July 1, 2026)
Federal Law under the One Big Beautiful Bill Act (OBBBA), requires that federal direct loan annual maximum be reduced if a student is less than full-time for the academic year. Full time for undergraduate study at The College of Westchester is defined as 12 credits per semester. Undergraduate students who enroll in less than full-time will have their loan adjusted down to reflect the percentage of what they are eligible to receive based on their enrollment.

Students may still be eligible to borrow the annual maximum if their combined enrollment for the year is equal to 24 credits. For example, in the Day Division, a student who takes 9 credits in the Fall and 15 credits in the Spring may be able to receive the loan amount not used in the Fall in the Spring term up to the annual maximum.

Additionally, students who initially enroll full-time and receive their first loan disbursement who subsequently withdraw to below full-time will have their future disbursement reduced to remain within the allowable percentage based on enrollment. This means that a student may potentially receive a higher disbursement in fall and a lower disbursement in spring even though the student may be full-time in the spring.
https://fsapartners.ed.gov/sites/default/files/2022-08/FreshStartFactSheet.pdf

Federal Direct Subsidized Loan
The federal government pays the interest on behalf of the student borrower while the student is matriculated and enrolled at least half-time in college, during the six month grace period, and during times of authorized deferment and forbearance. Repayment of the loan begins six months after the student graduates or the student's enrollment status changes to less than half-time.

Federal Direct Unsubsidized Loan
Unlike the subsidized loan program, interest on unsubsidized loans begins and is paid by the borrower, not the federal government, when the loan is disbursed. Students have the option of paying these interest charges while attending school. If they choose not to pay the interest, it will accrue and be capitalized. Repayment of the loan begins six months after the student graduates or the student's enrollment status changes to less than half-time.

Annual Federal Direct Loan Limits
The amount of money you may borrow through the Federal Direct Loan program depends on your class standing. Associate degree seeking students may only borrow up to the sophomore loan level even though a student needs 66 credits to graduate. In addition, loan limits are also determined by your dependency status. A dependent student whose parent is denied a PLUS loan may be eligible for Federal Direct Student Loans at the independent level.

	Dependent			Independent		
Class Standing	**Additional Subsidized**	**Maximum Unsubsidized**	**Combined**	**Additional Subsidized**	**Maximum Unsubsidized**	**Combined**

Freshman 0–24 credits	$3,500	$2,000	$5,500	$3,500	$6,000	$9,500
Sophomore 25–60 credits	$4,500	$2,000	$6,500	$4,500	$6,000	$10,500
Junior 61–90 credits	$5,500	$2,000	$7,500	$5,500	$7,000	$12,500
Senior 91+ credits	$5,500	$2,000	$7,500	$5,500	$7,000	$12,500

Lifetime Aggregate Federal Direct Loan Limits Dependent Student
Maximum Subsidized Loan Limit $23,000
Maximum Unsubsidized Loan Limit $8,000

Lifetime Aggregate Federal Direct Loan Limits Independent Student
Maximum Subsidized Loan Limit $23,000
Maximum Unsubsidized Loan Limit $34,500

Interest Rates for Student Loans and Parent PLUS loans (Fixed Rate Loans) per the United States Department of Education (USDOE)

Undergraduate Students/Direct Subsidized and Unsubsidized Loans

Date of First Disbursement	Fixed Interest Rate
07/01/2026-06/30/2027	**6.52%**
07/01/2025 – 06/30/2026	**6.39%**
07/01/2024 – 06/30/2025	6.533%
07/01/2023 – 06/30-2024	5.50%
07/01/2022 – 06/30/2023	4.99%
07/01/2021 – 06/30/2022	3.73%
07/01/2020 – 06/30/2021	2.75%
07/01/2019 – 06/30/2020	4.53%
07/01/2018 – 06/30/2019	5.045%

Federal Direct Parent Loans (PLUS)

Date of First Disbursement	Fixed Interest Rate
07/01/2026-6/30/2027	**9.07%**
07/01/2025 – 06/30/2026	**8.94%**
07/01/2024 – 06/30/2025	9.083%
07/01/2023 – 06/30/2024	8.05%
07/01/2022 – 06/30/2023	7.54%
07/01/2021 – 06/30/2022	6.28%
07/01/2020 – 06/30/2021	5.3%
07/01/2019 – 06/30/2020	7.08%
07/01/2018 – 06/30/2019	7.595%

Federal Direct Subsidized and Unsubsidized Loan Origination Fees

Consistent with federal regulations, Federal Direct Student Loans have an origination fee of 1.069%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2016.

For loans disbursed on or after 10/01/2020 but before 10/01/2021, the fees are 1.057%
For loans disbursed on or after 10/01/2019 but before 10/01/2020, the fees are 1.059%
For loans disbursed on or after 10/01/2018 but before 10/01/2019, the fees are 1.062%

Federal Direct Parent Loan Program (PLUS)
The Federal Direct PLUS Loan provides a borrowing option for parents of dependent undergraduate students. Based on the borrower's credit worthiness. Effective July 1, 2026 Parent PLUS has an award year and aggregate limit. Annual limit is $20,000 per year for a student (either or both parents). Aggregate limit is $65,000 per student (either or both parents). If approved, parents are required to complete a Master Promissory Note (MPN). If a PLUS Loan denial is received, a student is eligible for an additional $4,000 in unsubsidized loan funds. PLUS loan repayment begins within 60 days of disbursement of funds. Parents can choose to defer payments on a PLUS loan until after 6 months after the date the student ceases to be enrolled at least half time. The interest that accrues on the loan while it's in deferment can either be paid by the parent borrower monthly or quarterly, or can be capitalized quarterly. To request a deferment, call the Federal Direct Loan Servicing Center at 1.800.848.0979. Deferments will not be approved until after the first loan disbursement has been made.

Federal Direct PLUS Loan Origination Fees
Consistent with federal regulations, Federal Direct PLUS Loans have an origination fee of 4.276%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2016.

For loans disbursed on or after 10/01/2020 but before 10/01/2021, the fees are 4.228%
For loans disbursed on or after 10/01/2019 but before 10/01/2020, the fees are 4.236%
For loans disbursed on or after 10/01/2018 but before 10/01/2019, the fees are 4.248%

Please note: CW would like to inform potential students, or parent(s) of a student regarding Federal Title IV, Higher Education Act (HEA) loans that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. NSLDS only tracks federal student loans; you will need to track any private education loans you may have using your own records.

Federal Direct Student Loan Borrowers' Rights and Responsibilities

Entrance Loan Counseling
First time student loan borrowers are required by federal regulations to complete an Entrance Interview before proceeds of the Federal Direct Loan(s) can be credited to their student account. Students may complete the Entrance Interview online at studentaid.gov. Here you will learn about the terms of the loan and your rights and responsibilities as a student loan borrower.

Exit Loan Counseling
Before you graduate, withdraw or drop below half-time status, regardless if you plan to transfer to another school, regulations require that you complete an Exit Interview for your Federal Direct Subsidized and Unsubsidized Loans. You may complete the Exit Interview online at studentaid.gov. Here you will be able to view your student loan history and learn about repayment and deferral options**.**

Federal Direct Student Loan Repayment
After a student graduates, leaves school, or drops below half-time enrollment, a student has six months before repayment of student loans must begin. This is called a grace period. The amount of the monthly payment is calculated based upon the total amount that has been borrowed as well as the repayment plan selected. Your repayment period varies from 10 to 25 years, depending on which repayment plan you choose. If you don't choose a repayment plan when you first begin repayment, you'll be placed under the Standard Repayment Plan. You can change plans to suit your financial circumstances. Repayment is processed through a federal loan servicer. The servicer is a company that the Department of Education assigns to handle the billing and other services on a federal student loan. The loan servicer will contact the student after the first disbursement is paid out.

Postponing Loan Payment Deferments and Forbearance
Under certain circumstances, students can receive a deferment or forbearance on their loans. During a deferment, no payments are required. If a student has a subsidized loan, the federal government will pay the interest that accrues during the deferment. If a loan is unsubsidized, a student will be responsible for the interest on the loan during the deferment. During forbearance, payments are postponed or reduced. A student cannot receive a deferment or forbearance if a loan is in default. A student may be considered for a deferment in the following circumstances:

- At least half-time study at a postsecondary school
- Study in an approved graduate fellowship supported program or in an approved rehabilitation training program for the disabled
- Unable to find full-time employment
- Economic hardship
- Service in the U.S. Armed Forces
- Service as a Peace Corps or Vista volunteer
- Temporary disability
- Parental leave for mothers with school-age children returning to work
- Bankruptcy

A student must contact the Federal Direct Lending loan servicer to obtain a deferment or forbearance on the students' student loan. In addition, deferments are not automatic, and students will have to provide documentation to support such a request. Deferments and forbearances have minimum and maximum time limits.

Consolidation
Consolidation is designed to help student borrowers consolidate all their federal student loan debt into one loan. A student will make only one payment per month, and this one-time service is available from participating lenders. Please contact the lender for additional information.

Default
Former students or students who have graduated and are in default on their student loans and are attempting to avoid repayment of any sponsored loan, may be subject to withholding of tax refunds, garnishing of pay, or seizure of personal property by the Internal Revenue Service and possible civil prosecution. In addition, college transcripts will be withheld and other college services denied. Through continued counseling an attempt is made to assist former students and graduates to avoid default; however, primary responsibility remains with the student-borrower.

Requirements of Federal Title IV Financial Aid Recipients as defined by the United States Department of Education (USDOE)
Except for some loan programs, students must have financial need. In addition, other requirements apply:

- Have earned a high school diploma or the equivalent recognized and authorized by the state where it was awarded.
- Completed a high school education in a homeschool setting approved under state law.

- Enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Meeting satisfactory academic progress (SAP) standards set by the college the student is or will be attending.
- Must be a United States citizen or eligible noncitizen.
- Must have a valid social security number (SSN) unless the student is from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- The student must sign a statement that certifies use of federal student aid for educational purposes only. The student must also certify that they are not in default on a federal student loan and does not owe a refund on a federal student grant *(which could happen if a student withdraws from college, for example).*
- If the student is a male aged 18 through 25, the student must comply with Selective Service registration. If the student has not registered he can, at the same time he completes the FAFSA, by giving the Selective Service System permission to register him by means of the FAFSA. The student can also register online at www.sss.gov or call 1.847.688.6888. TTY users can call 1.847.688.2567.
- If a student has been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid, the student will be ineligible for a period of time based on the type and number of convictions. For further assistance with this topic, please call 1-800-4-FED-AID (1-800-433-3243).
- Verification with certain federal agencies; Social Security Administration for verification of SSN and U.S. citizenship status and Department of Homeland Security to verify Alien Registration Numbers. If the information does not match, the discrepancy must be resolved before a student can receive federal student aid.
- Verification against the National Student Loan Data System (NSLDS) to verify that a student has not defaulted on a federal student loan, hasn't received an overpayment on a federal grant or a Federal Perkins Loan and hasn't borrowed more than the total federal loan limit allowed.
- Information against Veteran's Affairs is also checked if the student answered that they are a veteran.

Selective Service is also checked to verify that if the student is a male between the ages of 18 through 25, and that the student has registered with Selective Service in order to be eligible for federal student aid.

The College of Westchester Student Loan Code of Conduct

CW participates in the Federal Direct Lending Program; however it also offers Alternative Loans through banks and lending institutions for those students and parents who may have additional need for a loan outside of the Federal Direct Loan Program. The following Code of Conduct applies to all CW officers, employees, and agents who have responsibilities with respect to education loans. In keeping with the Higher Education Opportunity Act (HEOA) of 2008. CW abides by the following Student Loan Code of Conduct:

1. Revenue Sharing
   The College of Westchester and its employees will not enter into any type of revenue-sharing arrangement with any lender, guarantor or servicer. The term "revenue-sharing arrangement" means an arrangement between an institution and a lender which – (i) a lender provides or issues a loan that is made, insured, or guaranteed to students under the Higher Education Act attending the institution or to the families of such students; and (ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution. The College of Westchester does not provide students a preferred lender list from which to select a lender for a private student loan. All loans are processed without regard to lender or mode of transmission (i.e., electronic or paper). The College of Westchester will neither recommend a private loan lender nor accept material benefits including revenue or profit sharing to the institution, an officer, or an employee of the institution or an agent.
2. Gifts
   Employees of the Office of Student Financial Services are prohibited from soliciting or accepting any gift from a lender, guarantor, or servicer of education loans.
   a. Gifts include any gratuity, favor, discount, entertainment, hospitality, loan or other item. This includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has incurred.
   b. A gift to a family member of an employee of The College of Westchester is considered to be a gift to the employee, if the gift is given with the knowledge and consent of the employee and there is reason to believe the gift was given because of the official position of that employee.
3. Contracting Arrangements
   Employees of the Office of Student Financial Assistance shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including opportunity to purchase stock) as compensation for any consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. Preferred Lender Status
   The College of Westchester participates in the William D. Ford Federal Direct Loan Program which provides student and parent loans through the U.S. Department of Education. Lenders in the private student loan industry will not be given a preferred status. The College of Westchester will not produce a preferred lender list that gives any lender an advantage in securing business from CW students.
5. Private Loan Certification

The College of Westchester will not assign a borrower's private student loan to a particular lender; all decisions will be made by the borrower in the students' independent review of borrower benefits and lender services. The College of Westchester will not refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

6. Opportunity Pool Loan
   The College of Westchester will not request or accept from any lender any offer of funds to be used for private education loans (defined in section 140 of the Truth in Lending Act) including funds for an opportunity pool loan in exchange for The College of Westchester providing concessions or promises regarding providing the lender with a specified number of loans made, insured or guaranteed; a specified loan volume of such loans; or a preferred lender arrangement for such loans.
7. Staffing Assistance
   The College of Westchester will not request or accept from any lender, guarantor, or servicer of student loans any assistance with call center staffing or financial aid office staffing.
8. Advisory Board Compensation
   Employees of the Office of Student Financial Assistance who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, are prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Professional Judgement

When there are unusual situations or circumstances that impact a student's federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgement on a case-by-case basis and with adequate documentation to make adjustments on the data elements on the Free Application for Federal Student Aid (FAFSA®) form that impact a students Expected Family Contribution (EFC) to gain a more accurate assessment of a student's family's ability to contribute to the cost of a student's education. The Department of Education does not have the authority to override a school's professional judgment decision.

The College of Westchester Satisfactory Academic Progress Policy

Standards of Academic Progress for Federal Title IV Eligibility
Federal law and regulation require institutions of higher education to establish, publish and enforce minimum academic standards for the continued receipt of Federal Title IV Financial Aid. Satisfactory Academic Progress (SAP) is measured by a qualitative standard, whereby students must maintain a minimum Grade Point Average (GPA), and a quantitative standard (pace), 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 warning, probation and/or dismissal from the college. All grades earned in courses that apply towards fulfilling a student's program requirements must be included in SAP calculations. The Satisfactory Academic Policy is jointly administered by Academic Services and Student Financial Services, as well as communication regarding SAP status and appeal information (for Federal Title IV aid).

Note: The SAP Policy for Title IV aid recipients is the same for non-Title IV recipients.

Maximum Time Frame for Completion
Federal regulations require a maximum timeframe for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. All terms/semesters of the student's enrollment count when assessing the maximum timeframe even in terms/semesters in which the student did not receive federal financial aid funds. For Title IV federal financial aid purposes only, students receiving federal aid must complete their degrees/certificates within 150% of the normal time for completion. For example, a student may not attempt more than 180 credits to earn the 120 credits needed for the bachelor's degree, nor attempt no more than 99 credits to earn the 66 credits for the associate degree. All credits attempted are counted including change in majors, credits from other institutions and whether or not financial aid was received for credits taken. Students who have attempted credits exceeding the 150% maximum will be denied financial aid.

Transfer Credits
Transfer credits that are accepted toward any certificate or degree will be counted toward pace as both credits attempted and earned for Satisfactory Academic Progress (SAP) evaluation.

Repeat Policy
Repeated courses are permitted. The passed class is used in the GPA calculation. If a student fails a class and repeats the class and fails a 2nd time, then repeats and passes the class the 3rd time – 1 failed class and the passed class are used in the GPA calculation, only 1 "F" grade would be forgiven. All repeated subsequent courses count towards attempted credits.

Foundations Courses
Grades from Foundations of Communications and Foundations of Math are not calculated into the cumulative GPA but are included in the quantitative/pace portion of SAP.

Change of Major
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.

Evaluation of Academic Progress for Federal Title IV Recipients
To assess continued Federal Title IV financial aid eligibility, students' records are reviewed at the end of each payment period. For Day Division, at the end of each 15-week semester, for Evening Division and Online Division, at the end of each 8-week term. The SAP policy is applied consistently for all students both full time and part time.

Please see the chart below for Standards of Academic Progress to maintain Federal Title IV 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%	76-180	2.00	67%						

Financial Aid Warning
Should a student not meet SAP standards at the end of a term/semester, as stated in the above chart, will automatically go on Financial Aid Warning and remain eligible for Title IV Federal aid during the Financial Aid Warning period. No appeal or other action is required. Students must maintain the minimum standards by the end of the financial aid warning period (one semester or term) in order not to jeopardize future Federal Title IV funding. The Student Financial Services Office notifies students if they are placed on Financial Aid Warning status.

Loss of Federal Title IV Eligibility
Students who do not meet the Satisfactory Academic Progress (SAP) Standards for Financial Aid eligibility as of the end of the SAP Warning period will be ineligible for financial aid until they are again in full compliance with the SAP policy for Federal Title IV Aid. Students are notified by the Office of Student Financial Services of loss of Federal Title IV eligibility. Students who are dismissed or suspended from The College of Westchester for any reason are ineligible to receive financial aid.

Financial Aid Probation/Appeal
A student who subsequently does not achieve the minimum academic standards after the Financial Aid Warning period may appeal. Financial Aid Probation requires an approved written appeal from the student to the Director of Student Financial Services. The student may continue to receive Federal Title IV assistance for one payment period. Only one SAP appeal per student is permitted.

Some examples of reasons below for such a request may include, but are not limited to:

- Medical Condition/Serious illness/injury of student
- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/Separation
- Military Service
- Student or family live in an area that has been officially declared a National Disaster Area`

A written letter of appeal must be submitted by the student to the Director of Student Financial Services for review.

- The appeal letter must explain in detail the reason(s) for not meeting the standards for academic progress.
- The steps the student plans to take to correct his/her academic progress deficiencies.
- List in detail any extenuating circumstance(s) of which CW should be aware.
- Appeals must be submitted and approved prior to the beginning of the semester for which the student is appealing to receive financial aid.
- The student will be provided written notification of the decision of the appeal from the Director of Student Financial Services. **Appeal decisions are considered final.**

An academic plan may be appropriate for a student who may require more time to be in compliance. Academic plans are developed on a case-by-case basis so that if the student appropriately follows the academic plan, the student will be meeting SAP standards by a specific point in time.

Regaining Federal Title IV Eligibility
If an appeal is not approved, a student may regain eligibility by meeting the standards through academic work in future semesters/terms. Students should be prepared with other resources to pay all educational expenses. If during this time the student regains SAP, the Director of Student Financial Services may reinstate financial aid upon final review. It is the student's responsibility to request a review of SAP to regain financial aid eligibility. Please be advised this will only make students eligible for future aid once reinstated. It is not retroactive.

Impact of Grades on SAP Eligibility for Federal Title IV Aid

Grade	Impact on Grade Point Average	Impact on Pace
A	Positive	Credits counted as attempted/earned
A-	Positive	Credits counted as attempted/earned
B+	Positive	Credits counted as attempted/earned
B	Positive	Credits counted as attempted/earned
C+	Positive	Credits counted as attempted/earned
C	Positive	Credits counted as attempted/earned
D	Minimum passing grade	Credits counted as attempted/earned
FR	Positive	Credits counted as attempted/earned
F	Negative	Credits counted as attempted/**not** earned
UF	Negative	Credits counted as attempted/**not** earned
AUD	No impact	No impact
CR	No impact	Credits counted as attempted/earned
DP	No impact	No impact
EX	No impact	No impact
Fail	No impact	Credits counted as attempted/**not** earned
I	No impact	Credits counted as attempted/**not** earned
IC	No impact	Credits counted as attempted/earned
INC	No impact	Credits counted as attempted/**not** earned
NC	No impact	Credits counted as attempted/**not** earned
P	No impact	Credits counted as attempted/earned
Pass	No impact	Credits counted as attempted/earned
S	No impact	Credits counted as attempted/earned
TO	No impact	No impact
TR	No impact	Credits counted as attempted/earned
U	No impact	Credits counted as attempted/**not** earned
WD	No impact	Credits counted as attempted/**not** earned
Z	No impact	Credits counted as attempted/**not** earned

New York State
Tuition Assistance Program (TAP) Full and Part Time

Full Time Eligibility

- be a legal resident of NYS and have resided in NYS for 12 continuous months
- be a U.S. citizen or eligible noncitizen
- have graduated from high school in the United States, earned a high school equivalency diploma by passing the GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- study at an approved postsecondary institution in New York State
- be enrolled as a full-time student taking at least twelve credits applicable toward the degree program, per semester and must satisfy Academic Pursuit and Progress (see chart below in Satisfactory Academic Progress and Pursuit Responsibilities of TAP Recipients).
- be charged at least $200 tuition per year
- meet income eligibility limitations
- not be in default on any state or federal student loans and not be in default on any repayment of State awards
- be in compliance with the terms of any service condition imposed by a NYS award
- must have been a first-time freshman in the 2006-07 academic year or thereafter

Awards range from $1000 to $5665 and are determined by New York State. The student will receive an award certificate from NYSHESC. CW must be listed on the certificate. Please use the following TAP codes for the appropriate division when applying for TAP:

7124 Day Division Associate Program
7121 Evening/ Online Division Associate Program
6124 Day Division Bachelor Program
6121 Evening/Online Division Bachelor Program

Part Time Eligibility

- be a legal resident of NYS and have resided in NYS for 12 continuous months
- be a U.S. citizen or eligible noncitizen
- have graduated from high school in the United States, earned a high school equivalency diploma by passing the GED, or passed a federally approved "Ability to Benefit" test as defined by the Commissioner of the State Education Department
- study at an approved postsecondary institution in New York State
- be matriculated in an approved program of study and has a cumulative grade-point average of at least 2.00
- be enrolled as a part-time student taking six to eleven credits applicable toward the degree program, per semester; (at least four, but fewer than eight credits per trimester/quarter)*
- be charged at least $200 tuition per year
- meet income eligibility limitations
- not be in default on any state or federal student loans and not be in default on any repayment of State awards
- be in compliance with the terms of any service condition imposed by a NYS award
- must have been a first-time freshman in the 2006-07 academic year or thereafter

*Credit-bearing courses in the student's minimum part-time course load (6-11 semester hours or the equivalent) must consist of courses applicable to the student's program of study as a general education requirement, major requirement, or elective.

The following section is information regarding the Waiver Application Information for Full-Time Status Requirement as set forth in Section 145-2.1 of the Regulations of the Commissioner of Education Relating to the Eligibility Criteria for New York State Financial Aid.

Students may apply for a waiver to allow them to take courses outside of their program of student requirements to meet the full-time status requirement for state financial aid, subject to institutional approval, provided that the student enrolls in at least 12 credits for that term. This flexibility provides high-achieving students who have difficulty meeting full-time status in their program of study during their second-to-last semester due to circumstances beyond the student's control (such as advanced placement or other college credits in high school, having transferred into the institution, encountering obstacles posed by the course sequence requirements, or changing majors). The student must take at least 6 semester hours needed to meet their graduation requirements, and the student enrolls in at least 12 semester hours of its equivalent.

Process for meeting the full-time status requirement for New York State financial aid involves mandatory criteria for students seeking state financial aid:

- Submit Waiver Application: Application is available in the Student Services Office on the 4th floor at CW. Students must submit the required application.
- Academic Graduation Plan: Students must develop an individualized academic graduation plan with their academic advisor.
- Institution Approval: CW will review the application and the academic plan. CW must approve and certify that granting the waiver is in the best interest of the student.
- Documentation and Certification: CW will maintain documentation of the waiver in the student's Academic file and certify that it aligns with the student's academic goals and CW's criteria.
- CW-Specific Deadlines: Please check with Student Services for the specific deadline. Typically, waiver applications should be submitted before the start of the semester for which you are seeking the waiver.
- Follow-Up: After submission of your application, please follow up with the Financial Aid Office/Academic office at 914-831-0433.

This waiver process outlined in Section 145-2.1 of the New York State Commissioner's regulations is specific to New York State financial aid programs and does not supersede the Federal Department of Education (USDOE) mandates.

For application, please visit Student Services on the 4th floor at The College of Westchester. You may also contact Student Services at 914-831-0433.

Satisfactory Academic Progress & Pursuit Responsibilities of TAP Recipients
For financial aid purposes, good academic standing consists of two elements: satisfactory academic progress and pursuit of program. Satisfactory academic progress is a measure of the student's achievement, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of a program is a measure of the student's effort to complete a program. *TAP payments will be suspended for any student who fails to maintain good academic standing.*

Associate Degree and Certificate Programs/Semester Calendar (2006 Standards) – applies to student first receiving aid in 2007-08 through and including 2009-10:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A student must accrue at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	0.5	.75	1.3	2.0	2.0

Bachelor's Degree/Semester Calendar (2006 Standards) - applies to student first receiving aid in 2007-08 through and including 2009-10:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

Associate Degree and Certificate Programs/Semester Calendar (New Standards) – applies to student's first receiving aid in 2010-11 and thereafter:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A student must accrue at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

Bachelor's Degree/Semester Calendar (New Standards) – applies to student's first receiving aid in 2010-11 and thereafter:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Effective for 2015-16, students who are disabled as defined by the Americans with Disability Act of 1990, first receiving aid in 2010-11 and thereafter, must meet the new standards of Satisfactory Academic Progress (SAP).

Program: Baccalaureate Program
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Program: Associate Program
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
A student must have accrued at least this many credits	0	3	9	18	30	42	51	60
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0	2.0	2.0

ADA payment will be made for semester schools for student taking 3-11 credits as shown below:

Points Accrual for Part-time ADA Payments – Semester Schools

Credits	Percent of Full Award	Points Accrued
3	25.00%	1.5
4	33.34%	2
5	41.67%	2.5
6	50.00%	3
7	58.34%	3.5
8	66.67%	4
9	75.00%	4.5
10	83.34%	5
11	91.67%	5.5

Program Pursuit
To remain eligible for State student financial assistance, a student must remain in good academic standing. Two elements make up good academic standing: making satisfactory academic progress toward a degree and pursuing the program of study.

Program pursuit is defined in regulations as completing – getting a grade in – a percentage of the minimum full-time course load in each term an award is received. The percentage, as specified in regulations, begins at 50 percent of the minimum full-time course load in each term of the first year an award is received, to 75 percent in each term of the second year an award is received, to 100 percent in each term of the third year an award is received and thereafter.

Pursuit is an effort or completion requirement rather than an achievement requirement, so courses in which a student receives either passing or failing grades can be used to satisfy the pursuit requirement. Thus, grades of A through F and any other grade that indicates the student completed the course and all necessary assignments (e.g., P, S, U, R) are acceptable to meet the pursuit requirement. W grades or any grade which indicates the student failed to complete the course or assignments cannot be used to satisfy the pursuit requirement. Incomplete (I) grades can be used to meet the pursuit requirement providing college policy requires the grade to be resolved to a passing or failing grade no later than the end of the subsequent term.

Grades earned in remedial courses as well as credit-bearing courses can be included in meeting the pursuit requirement.

TAP Waiver
Waiver requirement of good academic standing by Higher Education Services Corporation (HESC) for Tuition Assistance Program (TAP)

An undergraduate student receiving TAP assistance may receive a one-time waiver of the requirement that the student remain in good academic standing during his or her undergraduate career. "Good academic standing" involves making sufficient progress towards the degree. This entails passing a specific number of courses or accumulating enough credits (usually a minimum of twelve) each semester to earn a degree in a timely manner. A student who loses good academic standing in one semester is not eligible for a TAP grant in the following semester, during which the student is expected to make up the academic deficiency. If the student successfully makes up the academic deficiency during that following semester, they will regain eligibility for TAP grants in future semesters.

A waiver allows the student to receive a TAP grant normally disallowed during the semester in which the student is making up the academic deficiency.

The Financial Aid Office at CW has established the following criteria for granting such a waiver to a student who has previously been in good academic standing:

1) A student takes a medical leave of absence.
2) A death occurs in the student's family
3) Other extenuating circumstances

A waiver may be granted only upon presentation of proper documentation of the student's predicament, and after a discussion between the student and the TAP Certifying Officer at CW. The TAP Certifying Officer must in turn document the circumstances in which the waiver is granted. This information will be kept in the student's file.

Accelerated TAP
Education Law permits an additional "accelerated" TAP payment in an award year, over and above regular annual award, in certain circumstances. To be eligible for an accelerated TAP payment, students must be enrolled full-time and must also earn 24 semester hour credits in the prior two semesters at the same institution and applicable to the student's program of study. Transfer credits cannot be used to meet this requirement. The student must meet the prior study requirement each time an accelerated award is sought.

TAP Payment Points
The New York State Higher Education Services Corporation (NYSHESC) maintains records of student TAP awards by assigning points for each payment. A full semester TAP award equals six (6) payment points. As provided in Education Law, an undergraduate student has a total of four years, or a total of 48 points of award eligibility. For TAP purposes only, Fall I/Fall II is equivalent to one semester and Spring I/Spring II is equivalent to one semester. This equivalency of two terms to one semester does not change the structure of The College's academic calendar in any way and is recognized for the administration of TAP.

Foreign Credentials for establishing New York State TAP Eligibility
According to amended section 661(4) of Education Law, an applicant for a State award must have a certificate of graduation from a high school in the United States or the equivalent recognized and authorized by the state where it was awarded. High school credentials from foreign countries are not acceptable. Students who completed their secondary education in another country must successfully pass a federally approved ability-to-benefit test to be eligible.

New York State Enhanced Tuition Awards Program

The Enhanced Tuition Awards (ETA) Program provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive $6,000 through a combination of their TAP award, ETA award and a match from their private college.

Eligibility
An applicant must:

- be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- be a U.S. citizen or eligible non-citizen;
- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved "Ability to Benefit" test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of $125,000 or less.
- be pursuing an undergraduate degree at a participating private college or university located in New York State;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year applicable toward his or her degree program, through continuous study with no break in enrollment except for certain reasons that can be documented,;
- if attended college prior to the 2018-19 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Enhanced Tuition Award;
- be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by any NYS award(s) that you have previously received; and
- execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

For further information, please visit: www.hesc.ny.gov.

Senator Jose Peralta New York State DREAM Act
Gives undocumented students and other students' access to New York State-administered grants and scholarships that support their higher education costs. For further information please visit www.hesc.ny.gov/applying-aid/nys-dream-act

Veterans Benefits

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill

Active Military
The College does not participate in the U. S. Department of Defense (DoD) Voluntary Education Partnership program and accordingly does not provide military Tuition Assistance. (TA) to active military personnel to cover tuition expense.

The Post-911 GI Bill®
The Post-9/11 GI Bill ® provides financial support for education and housing to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

- Tuition & fees directly to the school not to exceed $29,902.95 A monthly housing allowance is provided based on rate of pursuit and the Basic Allowance for Housing for an E-5 with dependents at the location of the school. If you are enrolled in exclusively online training you will receive a reduced amount based on the national average for an E-5 with dependents. Students may use the GI Bill® Comparison Tool on the U.S. Department of Veteran Affairs Website.
- An annual books and supplies stipend of $1,000 paid proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.
- If you are on active duty you will not receive the housing allowance or books and supplies stipend.
- This benefit provides up to 36 months of education benefits. If your release from active duty was before January 1, 2013, there is a 15 year time limitation for use of benefits. For individuals whose last discharge date is on or after January 1, 2013, the time limitation has been removed.
- Some service members may be eligible to transfer their benefit to their dependents. Applications and more information can be obtained on the Veteran Affairs Website at www.va.gov.

The Montgomery GI BILL – Active Duty – Chapter 30 (MGIB)
The MGIB-AD program—sometimes known as Chapter 30—provides education benefits to Veterans and Service members who have at least two years of active duty.

Type of Assistance
Assistance may be used for college degree and certificate programs, technical or vocational courses, flight training, apprenticeships or on-the-job training, high-tech training, licensing and certification tests, entrepreneurship training, certain entrance examinations, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Benefits are generally payable for 10 years following your release from honorable active service. Get the VA Montgomery GI Bill – Active Duty Fact Sheet pamphlet (PDF).

Available Benefits and Eligibility
Eligible Service members may receive up to 36 months of education benefits. The monthly benefit paid to you is based on the type of training you take, length of your service, your category, any college fund eligibility, and if you contributed to the $600 buy-up program. You usually have 10 years to use your MGIB benefits, but the time limit can be fewer or more years depending on the situation. View current payment rates.

$600 Buy-Up Program.
Some Service members may contribute up to an additional $600 to the GI Bill to receive increased monthly benefits. For an additional $600 contribution, you may receive up to $5,400 in additional GI Bill benefits. The additional contribution must be made while on active duty. View increased monthly rates and contact your personnel or payroll office.

Eligibility
You may be eligible if you have an honorable discharge; AND you have a high school diploma or GED or in some cases 12 hours of college credit; AND you meet the requirements of one of the categories below:

CATEGORY I

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by $100 a month for first 12 months
- Continuously served for three years or two years, if that is what you first enlisted for or if you entered the Selected Reserve within a year of leaving active duty and served four years (the 2 by 4 program)

CATEGORY II

- Entered active duty before January 1, 1977
- Served at least one day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or through 6/30/87 if you entered the Selected Reserve within one year of leaving active duty and served four years)
- On 12/31/89, you had entitlement left from Vietnam-era GI Bill

CATEGORY III

- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91
- OR involuntarily separated on or after 11/30/93
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by $1,200

CATEGORY IV

- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR you entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89, AND you elected MGIB during the period 10/9/96 - 7/08/97
- Had military pay reduced by $100 a month for 12 months or made a $1,200 lump-sum contribution

Apply
Apply now by filling out VA Form 22-1990 (Application for Education Benefits)

The Montgomery GI BILL – Selected Reserve – Chapter 1606 (MGIB-SR)
The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. It is the first program that does not require a person to serve on active duty in the regular Armed Forces to qualify.

You may be considered an eligible reservist or National Guard member if:

- After June 30, 1985, you signed a six-year obligation to serve in the Selected Reserve, AND
- You completed your Initial Active-Duty Training (IADT), AND
- You received your High School Diploma or the equivalent recognized and authorized by the state where it was awarded before you completed your IADT, AND
- You are in good standing in a drilling Selected Reserve Unit.

If you stay in the Selected Reserves, benefits generally end 10 years from the date you become eligible for the program if you became eligible before October 1, 1992.
Benefits generally end 14 years from the date you became eligible on or after October 1, 1992. Your period of eligibility may be extended, if you were unable to train because of a service-related disability. Typically, your eligibility ends when you leave the Selected Reserves.
You may be entitled to receive up to 36 months of education benefits. View current payment rates.
Follow these steps to become eligible and apply:

1. Get the DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program from your unit. Your unit will also code your eligibility into the DoD personnel system so VA may verify your eligibility.
2. Then make sure your selected program is approved for VA training. If you are unsure, VA will inform you and the school or company about the requirements.
3. Obtain and complete VA Form 22-1990 (Application for Education Benefits). Send it to the VA regional office with jurisdiction over the state where you will train.
4. If you started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999 not available online Enrollment Certification, and send all the forms to VA.

For More information on how to apply for the above listed Education Benefits you may also visit the Veterans Certifying Official at the College.

New York State Veterans Tuition Awards
(VTA) are awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

Eligible Veterans
Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

These students must also:

- Establish eligibility by applying to New York State Higher Education Services Corporation (NYSHESC) at www.hesc.ny.gov.
- Be New York State residents.
- Be US Citizens or eligible non-citizens.
- Be matriculated full or part- time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.
- Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

Award Amounts

- For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.

- For part-time study, awards will be prorated by credit hour. Part-time study is defined as at least three but fewer than twelve credits per semester (or the equivalent) at a degree-granting institution, or six to twenty-three hours per week in a vocational training program.

2026-2027 Awards
For the 2026-2027 academic year, awards are set at 98% of tuition or $7,070 whichever is less. If a Tuition Assistance Program (TAP) award is also received, the combined academic year award cannot exceed tuition. Thus, the TAP award may be reduced accordingly.

Duration
Full-time Study
- Undergraduate Degree – Granting Programs – Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.
- Graduate Degree – Granting Programs – Awards are available for up to six semesters (three years) of graduate study.
- Vocational Training Programs – Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

Part-time Study
- Undergraduate Degree – Granting Programs – Awards are available for up to the equivalent of eight semesters (four years) of full-time under-graduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.
- Graduate Degree – Granting Programs – Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.
- Vocational Training Programs – Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or noncredit vocational training programs of at least 320 clock hours specifically approved by the New York State Division of Veterans' Affairs Bureau of Veterans Education.

Questions regarding eligible service or how to document service should be directed to the Certifying Veterans Official at the College or the HESC Scholarship Unit at 1-888-697-4372.

Undergraduate and Graduate Full-time & Part-time Study apply for payment by doing the following:

- Complete the FAFSA https://studentaid.gov/h/apply-for-aid/fafsa and the TAP on the Web application.
- Complete and submit the Veterans Tuition Award Application.
    - Be sure to print the Application Confirmation, sign and submit it, along with the required documentation, according to the instructions.

NOTE: A recipient is not required to submit another Veterans Tuition Award Application once awarded this scholarship, but must complete the FAFSA https://studentaid.gov/h/apply-for-aid/fafsa and the TAP on the Web application each year to receive payment.

All applications must be completed by June 30 of the academic year for which an award is sought.

Survivors' and Dependents' Educational Assistance Program – Chapter 35
Survivors' and Dependents' Educational Assistance is an educational benefit for eligible spouses and children of certain veterans. Eligible persons can receive up to 45 months of full-time or equivalent benefits. To be eligible for Survivors' and Dependents' Education Assistance you must be the son, daughter or spouse of:
- A veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must have arisen out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A service member missing in action or captured in the line of duty by a hostile force.
- A service member forcibly detained or interned in the line of duty by a foreign government or power.
- A service member hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits (effective Dec. 23, 2006).

Spouses and surviving spouses have 10 years from the date that the VA establishes eligibility to use the benefit. Surviving spouses of veterans who died while on active duty have 20 years from the date of the veteran's death to use the benefit. Benefits can't be paid before December 10, 2004 for anyone whose 10 year period ended prior to that date. Children may use the benefit while they are between the ages of 18 and 26.

The amount that VA pays is based on the type of training program and training time (i.e. full-time, half-time, etc.). Benefits are paid monthly and in arrears. The VA pays $1224 a month for full-time training or a full month at a college or university. If attendance is less than a month or less than full-time, payments are reduced proportionately.

Vocational Rehabilitation and Employment Program – Chapter 31 (VR&E)
The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program.
To receive an evaluation for VR&E services, a veteran must:

- Have received, or will receive, a discharge that is other than dishonorable.
- Have a service-connected disability rating of at least 10%.
- Submit a completed application for VR&E services.
- The basic period of eligibility in which VR&E services may be used is 12 years from the latter of the following:
- Date of separation from active military service, or
- Date the veteran was first notified by VA of a service-connected disability rating.

A veteran who is eligible for an evaluation under Chapter 31 must complete an application and meet with a Vocational Rehabilitation Counselor (VRC). If the VRC determines that an employment handicap exists as a result of a service-connected disability, the veteran is found entitled to services. The VRC and the veteran will then continue counseling to select a track of services and jointly develop a plan to address the rehabilitation and employment needs of the veteran.

The Yellow Ribbon Program
The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post 9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with the U.S. Department of Veterans Affairs (VA) to assist VA students in funding tuition expenses.

Veterans are welcome at The College of Westchester, online and at our ground campus. We are a Yellow Ribbon participant, offering up to $6,700 a school year in supplemental funding to those veterans or designated eligible transferees that qualify for the full Post-911 benefit. Visit https://www.va.gov/education/about-gi-bill-benefits/post-9-11/yellow-ribbon-program/for additional information on the Yellow Ribbon Program or other benefits. Also, for further information on what you specifically may qualify for based on length of service, please visit the VA website at www.va.gov.

Veterans Benefits and Transition Act of 2018
In accordance with Title 38 US Code 3679 subsection (e), the College of Westchester adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill®
(Ch. 33) or Vocational Rehabilitation and Employment
(Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.
- However, to qualify for this provision, such students may be required to:
- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The College of Westchester Scholarships and Grants

Matching Scholarships
Students who have received an approved outside scholarship are eligible to have their awards matched by The College of Westchester. Each matching scholarship may not exceed $2,000 per year. If the approved outside scholarship is awarded each year, the matching scholarship will be credited to the student's account in the same year. If the approved outside scholarship is awarded in the first year only, the matching scholarship will be matched in the student's second year.

Joseph and Julia Sutkowski Memorial Scholarships
(Freshman and Sophomore only)
Students who have graduated from high school with an 80% or better cumulative grade average or who have completed a minimum of at least 12 credits at a prior college with a 3.0 or better GPA evidenced by an official transcript may be awarded up to $5,000 per year. Students must maintain 2.50 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

Institutional Grants
The College makes available a number of institutional grants for new and continuing students. Grants are awarded based on financial need. Special consideration is given to students in critical need of assistance to continue studies. Grants range up to $5,000 per year. Awards are evaluated each year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

CW Program Grants
The College offers grants to students nearing the completion of their studies. These CW Program Grants are designed to reward students' persistence in their courses of study and provide financial support needed to complete their degree. Additional information on this grant is available from the office of Student Financial Assistance.

President's Scholarships
(Day Division only)
The President's Scholarships range up to half tuition for Associate and Bachelor's Degree programs. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. Students must maintain a 2.5 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

Achievement Award
The Achievement Award is awarded at the discretion of the Achievement Award Committee which carefully considers a student's academic promise and their financial need. Award amounts range up to $8,000 per year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

CW School of Business Scholarship
CW School of Health Professions Scholarship
CW School of Human and Social Services Scholarship
CW School of Information Technology Scholarship
Each of the above Schools award scholarships ranging up to $10,000 per year. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. Students must maintain a 2.5 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

The CW Empower Award
(For High School Seniors)
This program provides scholarship funds to accepted first time freshman students based on both academic merit and financial need. The CW Empower Award applies to direct tuition charges not covered by Federal Pell and SEOG grants, New York State TAP and ETA grants or other outside grant funding. Eligible students must have earned a high school diploma with the required GPA and possess a Federal Student Aid Index (SAI) of 500 or lower in each award year. Students must be eligible for both Federal Pell and NYS TAP grants. (Residents outside of NY are not eligible) Students must maintain full time status and a cumulative GPA of 2.5 to avoid loss of eligibility. Other academic and financial eligibility requirements apply and are detailed in The CW Empower Award Statement of Understanding and Agreement. For additional eligibility requirements, please contact the Office of Admissions. (See GPA Requirements)

High School Partnership Awards
(For High School Seniors)
These prestigious scholarships are awarded to students graduating from partnering high schools. This award offers up to $8,000 per year to eligible recipients who demonstrate academic excellence and potential. To maintain the award, students must be enrolled full-time at The College of Westchester and maintain a minimum cumulative GPA of 2.5.

Phi Theta Kappa (PTK) Scholarship
The College of Westchester is proud to recognize the outstanding academic achievement, leadership, and commitment to excellence demonstrated by members of the Phi Theta Kappa Honor Society. Eligible new transfer students who provide proof of active PTK membership may receive a $7,500 Phi Theta Kappa Scholarship per year to support completion of their bachelor's degree at CW. Students must apply for admission and submit verification of PTK membership during the admissions process to be considered. The PTK Scholarship may be combined with other eligible institutional need-based awards, providing qualified students with additional opportunities to maximize their financial assistance if they qualify**.** Scholarship eligibility and awards are subject to institutional policies and approval by the Admissions and Scholarship Committees. Students must maintain a cumulative GPA of 2.5 to avoid loss of eligibility.

The CW Inspire Award
This program provides tuition scholarship funds to accepted students based on both academic merit and financial need. The Award applies to direct tuition charges not covered by Federal Pell and SEOG grants, New York State TAP and ETA grants or other outside grant funding. Eligible students must have earned a high school diploma with the required GPA and possess a Federal Student Aid Index (SAI) of 500 or lower in each award year. Students must be eligible for both Federal Pell and NYS TAP grants. (Residents outside of NY are not eligible) The CW Inspire Award covers tuition only, books and fees are the responsibility of student. Students must maintain a cumulative GPA of 2.5 to avoid loss of eligibility. Other academic and financial eligibility requirements apply and are detailed in The CW Inspire Award Statement of Understanding and Agreement. For additional eligibility requirements, please contact the Office of Admissions.

Bridge Grant
The College makes available a limited number of Bridge Grants for re-enrolled or re-entering students who have financial need and may have lost eligibility for other CW scholarships and grants due to GPA requirements. Bridge Grants are awarded for up to two semesters or four terms to allow time for students to improve their GPA and potentially regain eligibility for other CW merit and need-based awards. This will be a one-time opportunity for students. Grants range up to $6,000 for the award year, or $250 per credit for less than full time enrollment.

Transfer and Bachelor's Achievement Scholarships
The College offers scholarships to students who transfer into CW with credits or earned degrees from prior colleges and CW associate degree graduates. Tuition scholarships range up to 50 percent based on prior credits earned and cumulative grade point average. Scholarship percentage is applied to the remaining tuition balance after all eligible federal, state and third party grants and scholarships have been applied. Students must maintain a 2.5 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards. (See GPA Requirements)

Jumpstart Scholarships
(Effective for Fall 2024 Day Division Freshman)
For each CW JumpStart course completed prior to full matriculation at The College, a $250 Scholarship may be awarded to entering freshman in their first academic year. Jumpstart course final grades must be C or higher to qualify and the maximum total award is $1000.

The College of Westchester Scholarship and Grant Requirements and Guidelines

- Students' awards are limited to actual direct charges at The College of Westchester after all other financial aid, grants and scholarships have been awarded.
- Most programs require that students apply for federal, state and other financial aid and awards are calculated after outside grants / scholarships have been applied.
- Students must maintain a specific minimum grade point average in order to receive the grant / scholarship in each subsequent semester.
- Certain awards may require that you reapply each year or semester.
- Some scholarships require that students maintain full time attendance.
- CW scholarships and grants are awarded on a per credit basis and applied to the student account at the conclusion of the semester / term.
- CW grants and scholarships are used toward tuition charges only and do not cover fees or textbooks/electronic media.
- In the event a student receives any increase in TAP, Federal PELL, FSEOG, FWS or outside scholarship, institutional grants may be reduced.
- If students leave before completion of the academic term, they may lose their CW scholarship/grant/award.

GPA Requirements
CW scholarship and grant recipients must maintain the required cumulative grade point average (GPA) as stated in the awards above. Grades/GPA are reviewed at the end of each semester/term. Recipients who fail to meet the minimum cumulative GPA will be given one additional semester (2 terms for Evening/Online) to achieve the required cumulative GPA. If the student does not achieve the GPA after this period, the student will automatically forfeit the scholarship/grant beginning with the subsequent semester/term. Students may appeal for reinstatement based on hardship circumstances.

Appeal of Loss of CW Scholarship/Grant
Below are some examples of reasons for an appeal request which may include, but are not limited to for an appeal to be considered and reviewed:

- Documented medical condition/serious illness/injury of student
- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/separation
- Military Service
- Student or family lives in an area that has been officially declared a National Disaster Area

Submission of a written appeal from the student must have all appropriate documentation to support the appeal. Appeals should be addressed to the VP of Student Services and Director of Student Financial Services. The student will be notified in writing of all appeal decisions. The decision of the appeal will be final.

The College of Westchester Charitable Foundation Scholarship
The College of Westchester Charitable Foundation (CWCF) is a 501(c) (3) non-profit charitable organization which awards scholarships to students who demonstrate academic promise. The Foundation annually invites CW students to submit essays for consideration.

Other Scholarship Programs
Periodically the Student Financial Services Staff posts notices announcing corporate and community-based scholarship programs throughout the campus. Application information can be obtained at the Office of Student Financial Services. Students should contact the Director of Student Financial Services for further information.

CW Partners Recognition Award
The College of Westchester has selected specific area corporations, non-profits and community-based organizations and government agencies as Official CW Partners. Employees of CW Partners may be eligible to receive up to 50% tuition reduction and their immediate family members (spouses/dependent children) may be eligible to receive up to 25% tuition reduction. This special CW Partners Recognition Award applies toward tuition balances, only after all other external financial aid/assistance are applied.

Awards are only effective for dates in which CW Partner Agreements are active and are not retroactive. This award cannot be combined with any other CW merit scholarship, and does not apply toward books/electronic media fees or other expenses. The funds are distributed equally per credit at the end of each academic semester/term of enrollment and students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester/term in order to receive subsequent awards. In the event a student receives any increase in NY State TAP, Federal PELL, FSEOG or outside scholarship, the CW Award may be reduced. If students leave before completion of the academic semester/term, they will lose their Award. Proof of employment may be required at the beginning of the enrollment and each new award year. Continuing students should contact the Student Financial Assistance Office and prospective students should contact the Admissions Office for further details.

Company Tuition Reimbursement
Many students who attend college receive tuition reimbursement from their employers. Contact your supervisor or human resources department at your place of employment to determine if your company has such a plan. The Student Accounts Office will help you complete any required forms.

Student Activities and Support Services

The College of Westchester offers an array of support services designed to help students achieve their fullest potential for growth.

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.

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 supports the student's success and progress at The College. Coaches engage 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.

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.

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.

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 (Brightspace).

The Library
The College of Westchester Library provides a wide range of resources to support students, faculty, and staff—both in person and online. Our collection includes books, academic journals, trade magazines, newspapers, and DVDs. In addition, the Library offers access to computer workstations and in-house laptops for on-site use.
The print collection contains more than 3,000 titles, most of which may be borrowed for periods ranging from overnight to two weeks with a valid CW ID card.
The Library's mission is twofold:

- To provide resources that enhance and support coursework and research.
- To equip students with the skills needed to locate, evaluate, and effectively use these resources.

Electronic resources are available through EBSCO, Gale, and ProQuest, with 24/7 access for all students and faculty using CW login credentials.
The Library also offers Interlibrary Loan (ILL) services for materials not available in our collection. ILL requests may be made through a librarian, who will coordinate borrowing from other academic libraries. Loan periods are determined by the lending institution, and there is no cost to CW students, faculty, or staff for this service.

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.

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. It is the student's responsibility to self-identify as having a disability and/or requiring accommodations. 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.

The Testing Center
The Testing Center offers a wide variety of services for The CW community. Admissions and academic assessments ensure 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.

Bookstore
The bookstore offers textbooks, digital course materials, stationery, CW merchandise and other essential supplies for all students. ISBN numbers and retail price information for required and recommended textbooks and course materials are available through the CW Online Bookstore at the time of ordering, in compliance with the Higher Education Opportunity Program. Students can order these items through the student portal and online bookstore at https://bookstore.cw.edu/

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.

Student 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. Information about available clubs is available through the Office of Student Life reachable at studentactivities@cw.edu.

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 employment assistance and career development resources to support their growth and success.

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 and a certificate will be printed and mailed to their home address.

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.

The College of Westchester Campus Security Report

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/#campus-security-report-and-safety-at-cw and at https://www.cw.edu/studentmenu on the Student Services page. A paper copy will be provided upon request from the Director of Security at 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.

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.

Drug and Alcohol Abuse Education Program
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.

A number of counseling and treatment options are available to students enrolled at The College of Westchester. A list of these agencies is available in the Office of Student Services and The Counseling Center and is available to all students and employees. Also available is this link to Substance Abuse and Mental Health Services (SAMHSA), which provides an array of assistance as needed. 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.

The College of Westchester supports robust, ongoing prevention and education initiatives intended to promote awareness, wellness, and informed decision-making regarding alcohol and drug use.

The full *Anti-Drug and Alcohol Policy* and *Drug and Alcohol Abuse Education Program* are available in the Student Handbook and the Employee Handbook.

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.

Career Services

Overview of Career Services
The College of Westchester's Office of Career Services staff offers students guidance and support through the 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 offered coaching and assistance 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. 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, career goals, personal interests, and skill sets. They offer personalized guidance to help 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

Code of Ethics: The College of Westchester does not guarantee employment upon graduation and adheres to a strict code of ethics. In all communications with prospective and current students, no representation is given regarding likelihood of employment, type of position, potential salaries or any other promise or assurance of outcomes.

Academic Standards

College Regulations and Policies

The catalog, which serves as the official college publication, is subject to revision at any time. The College reserves the right to make changes as deemed necessary: add, delete or revise any course, program of study, book charges, calendar, class schedule, tuition or requirements/policies as described within. It is expected that students carefully read the catalog to understand rules, regulations, standards and policies.

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 three 16-week semesters each year: Fall, Winter, and Spring. The Evening and Online Divisions operate on six 8-week terms: Fall I, Fall II, Winter I, Winter II, Spring I, and Spring II. While students are enrolled in the academic division that best fits their scheduling and learning needs, this model provides flexibility and multiple opportunities for enrollment throughout the academic year. Subject to course availability, program requirements, and academic approval, students may have opportunities to enroll in courses offered across divisions. This flexible scheduling model allows students to progress toward degree completion while balancing educational, professional, and personal commitments.

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 minutes 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 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 Brightspace.

Student attendance is recorded, reported, and reviewed 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 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 Brightspace activity. The College of Westchester verifies the identity of students who participate in distance education courses through secure, individual login credentials to the College's Learning Management System (Brightspace). Each student is issued a unique username and

password that must be used to access online courses, course materials, and assessments. Students are responsible for maintaining the confidentiality of their login information. In addition, certain courses and examinations may require in-person proctoring or use of approved proctoring services through the CW Testing Center, where students must present a valid CW identification card or government issued photo ID. These procedures ensure that the student registering in a course or program is the same student who participates, completes the coursework, and receives academic credit.

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 the students' grade in light of these hardships. Such a request should be made by the student, with documentation to support the request, when appropriate. Examples of possible excused absences are:

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

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

Academic Programs

Certificate Programs
The College of Westchester offers Certificate programs in a variety of majors. The Certificate programs are designed to prepare students for a variety of employment opportunities, and the credits are transferable to the Associate Degree programs at The College. Certificate programs are either 36 credits or 48 credits. The certificate programs are registered by the New York State Department of Education.

Associate Degree
The College of Westchester offers both the Associate in Applied Science (AAS), the Associate of Science (AS), and the Associate in Occupational Studies (AOS). There are generally fewer liberal arts requirements for the AOS Degree. A cumulative grade point average of 2.0 or better as well as completion of all required courses is compulsory for graduation. The requirements include courses in college skills, courses pertaining to the student's major, and, for those students pursuing an AAS or AS Degree, courses in general education. The current Associate Degree requires the completion of 66 academic credits. The Associate Degree programs are registered by the New York State Department of Education.

Bachelor's Degree
The College of Westchester offers Bachelor of Business Administration (BBA) and Bachelor of Science (BS) degrees. Students must complete a total of 120 credits to earn the Bachelor's Degree. Students who have earned an Associate Degree at The College of Westchester are eligible to apply to a BBA or BS program if they have earned at least 60 academic credits and have achieved a minimum of a 2.0 cumulative grade point average. A cumulative grade point average of 2.0 or better as well as completion of all BBA and BS required courses is compulsory for graduation.

Academic Program Improvement
The College of Westchester believes strongly in the formalized assessment of student learning, both in the classroom, across academic programs, and in academic support functions, as a means of fostering continuous quality improvement of our educational services. The assessment of student learning at The College of Westchester relies on a process that is:

- Evidence-based (using qualitative and quantitative measures)
- Mission-driven (based upon the CW's Mission Statement and the Mission Statements of each academic program)
- Systematic (based upon a College-wide assessment template)
- Cyclical (based upon the triennial program review cycle) with annual reporting components
- Outcomes-oriented (student learning outcomes will be the focus of measurement and reporting)
- Faculty-developed and implemented
- Utilitarian (results will be utilized for continuous program improvement)

By documenting student learning, reflecting upon the effectiveness of our teaching methods and curriculum, making adjustments to those methods and curriculum when our research dictates, by providing feedback to students and through increased dialogue among faculty, the aims of continuous quality improvement may be realized.

The College of Westchester believes in an assessment environment that is non-threatening, supported by the administration, encourages faculty to objectively engage in outcomes assessment practices and openly share their findings. In order to insure that level of freedom and comfort, the College avoids using assessment findings as a means through which to evaluate a faculty member's performance. Assessment research also serves as an accountability link for internal and external stakeholders of the College as well as a means through which the college measures progress in meeting and achieving broad educational objectives and its overall mission.

Degree Classifications

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

General Education

The goal of general education is to provide broad, coherent knowledge for the development of students and to give them the critical skills needed to function effectively in the workplace and in society. Liberal arts courses in critical thinking, effective writing and communications, and analytical reasoning are some of the essential academic areas addressed in the general education curriculum.

External Professional Certification

Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam. However, students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student, in most cases.

Grade Point Average – Computation Example

Course	Grade	Credits	Quality Points Earned
Principals of Marketing	A (4)	3	12
English Composition I	B (3)	3	9
Financial Accounting I	B (3)	3	9
Transformative Learning	C (2)	3	6
Total		12	36

36 Quality Points = 3.0 Grade Point Average
12 Credits

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

Grading System

Grade	Value	Numerical Credit Hour	Grade Point Value
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)		

**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.*

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 Day semester and six academic credits each Evening/Online term is required for full-time status..

Less than Full-Time Status for Day Division

3/4 time	9 credits
1/2 time	6 credits
<1/2 time	Less than 6 credits

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 degree or certificate 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.
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.

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%	76-180	2.00	67%						

Graduation and Retention Rates

The information provided below is in accordance with the federal Student Right-to-Know Act. Graduation rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Education Data System-Graduation Rate Survey).

Of the first time full-time freshman who enrolled in The College in a certificate or degree program in Fall 2018 and the summer immediately preceding, 38% have graduated. Graduation rates are calculated based on 150% of the normal program length.

Of the first time full-time freshman who enrolled in The College in a Bachelor's degree program in Fall 2023 and the summer immediately preceding, 79% were still enrolled in Fall 2024.

Disaggregated Graduation Rates and additional information is available on the NCES College Navigator: https://nces.ed.gov/collegenavigator/?q=college+of+westchester&s=all&id=197285

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.

Financial Aid Appeal may also be necessary and is subject to approval by the Director of Student Financial Services. This process is separate from the Appeal for Academic Waiver policy.

A student may also be placed on Academic Suspension when, due to their academic record, it is no longer possible for them to meet the College's Standards of Academic Progress. Please refer to the Academic Renewal 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.

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.

Student Transcripts/Degrees
It is The College policy to provide a complimentary unofficial transcript at graduation. Requests for official transcripts will be processed upon payment of a $10.00 fee for each. Three working days should be allowed for processing. All such requests must be in writing with a student's written authorization or signed waiver. Students may also order a transcript at cw.edu/transcript. Students may also fax a request to 914-428-0081 with current name, address, and phone number, and credit card information and the address to mail the transcript. If a student requests a duplicate copy of their degree, the cost is $50.00. The College will only honor requests for records that originate from The College of Westchester.

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 Foundations of Communication and/or Foundations of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Foundations of Communication and Foundations 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 2.0** 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 Evening 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 School of Business baccalaureate programs.*

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

Transfer Agreements/Articulations

Students who wish to continue their education after attendance at CW may be 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 https://success.cw.edu/docs/pdf/2024/CW-Articulation-Agreement.pdf. 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.

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 that are applicable to the new program change will be calculated into Standards of Academic Progress (SAPS). A change of major may result in extended graduation date and/or impact financial aid eligibility.

Add/Drop and Course Withdrawals

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

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

For Evening and Online Division courses, students may add or drop a course through the end of the first week of the instructional term (Sunday) . 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.

Repeat Policy

Upon completion of a repeated course, the grade for the repeated course will replace the "F" grade in the student's GPA calculation. The original 'F" grade will be replaced with an "FR" retaken grade or an asterisk and the "F" will no longer be computed in the student's grade point average. If the course was failed more than once, only one "F" grade is removed from the grade point average calculation. However, all grades of "F," whether repeated or not, will be included when determining the student's minimum successful course completion percentage. Having to repeat failed classes may alter a student's date of program completion and may affect a student's pursuit of progress.

A student who fails a course may repeat the course once without requiring prior approval. If the student does not successfully pass the repeated course, the student must obtain permission to repeat the course a second time by meeting with an advising professional in the Student Services office and agreeing in writing to mandatory conditions. Students may not repeat a course more than twice. Students should consult with the Office of Student Financial Services regarding the use of financial aid for repeated courses.

Repeat Policy for Health Professions

The student will be allowed to repeat any required medical course (MED, MSC) only once. If the student fails the course for a second time, the student *may* be dismissed from The School of Health Professions program in which the student failed the course or enrolled

into an alternative academic program within The School of Health Professions or enrolled into an alternative program outside of The School of Health Professions. The student may appeal this decision to the Vice President for Academic Affairs.

Incomplete Grades
A grade of "I" will be submitted for students who are unable to complete one or more course requirements. A grade of "INC" will be submitted for courses designated as Pass/Fail. For purposes of determining a student's academic progress in regard to successful course completion percentage, incomplete grades are counted as attempted credit, but not earned and have no impact on the student's grade point average. All outstanding work must be completed no later than the last day of the following semester in the Day Division, or two (2) terms in the Evening/Online Division. Exceptions apply to all pre-requisite courses. Faculty must submit Grade Change form/Incomplete form, which requires approval by the Registrar. Special extenuating circumstance may be appealed to the Vice President of Student Services and Retention.

Grade Changes
All outstanding work must be completed no later than the last day of the following semester in the Day Division, or two (2) terms in the Evening/Online Division. Faculty must submit Grade Change form/Incomplete form, which requires approval by the Registrar. Special extenuating circumstance may be appealed to the Vice President of Student Services and Retention.

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.

Academic Integrity Policy
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.

IT Policies and Procedures
The college has robust policies, procedures and resources around information technology, college networks and college devices. The Student Handbook lists all relevant policies and procedures, including the Electronic Communication Policy, Computer Usage Policy, Classroom Audio/Video Recording Policy, Information Technology Hardware and Software Requirements, Student Computer and Account Use Policy, College Use of Email, Cyber Security Awareness Resources for Students, Social Media Policy, Netiquette guidelines, resources for IT support and a full IT Code of Conduct for students.

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.

Dress Code Policy for School of Health Professions 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 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.

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 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 and performance of normal duties.
5. Theft of College property of the property of a member of the College or local community. This includes without limitation (a) unauthorized use of College property, equipment, facilities or services (b) possession of stolen property; (c) possession or use of unauthorized College keys or access devices; (d) unauthorized entry; and (e) refusal to leave or to release any property when ordered to do so by its owner or any person having jurisdiction over it.
6. Misappropriation, destruction of, unauthorized removal of, or damage to computer equipment or any College property, including intellectual property.
7. Conduct in violation of the community standards detailed in the Academic Integrity Policy.
8. Smoking, vaping, or use of tobacco products on campus, including in parking lots, entryways, and sidewalks.
9. Being in any place for the purpose of unlawful use, possession, or distribution of a controlled substance.
10. Disorderly, lewd, slanderous, intimidating or indecent conduct or other personal conduct that would tend to demean another or the reputation of the College.
11. Bullying, defined as any repeated, intentional, and harmful behavior directed towards an individual or group, where there is an imbalance of power. It includes but is not limited to physical, verbal, psychological, or cyberbullying. This includes incidents that occur on campus, during college-related activities, or through via digital means between two or more members of the CW community.
12. Photographing or audio/visual recording another without their knowledge.
13. Harassment, which may include but is not limited to: (a) pursuing or following another person in or about a public place(s) or through physical, electronic, written, or telephonic means; (b) repeated unwelcome communications; (c) directing obscene language, gestures or abusive conduct, including verbal abuse, threats, and intimidation at another; (d) directing verbal abuse at another because the individual is carrying out duties and responsibilities associated with their role as faculty, staff or student staff at The College; (e) publishing, distributing or posting of photographs or recordings of members of the CW community without their consent; and (f) distributing private information about another individual without their consent.
14. Assault and/or sexual assault, 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.
21. Aiding and abetting in the violation or attempted violation of Prohibited Conduct.
22. 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.
23. 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/.
24. Hazing, as defined in the Policy Prohibiting Hazing.
25. 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.

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

Title VI Coordinators
Inquiries regarding the application of these policies as well as concerns regarding discrimination or harassment should be referred to the Title VI Coordinator, Janna Gullery, (914-831-0401, jgullery@cw.edu) or the Deputy Title VI Coordinator, Anna Bravo (914-831-0353, abravo@cw.edu). In addition to coordinating compliance with Title VI, 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, overseeing the College's responses to reports of alleged violations, and identifying and addressing any pattern or systemic problems. The Deputy Title VI Coordinator will oversee compliance with respect to employees and will provide updates to the Title VI Coordinator. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

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 the Title IX Grievance Policy or the Policy Prohibiting Sexual Harassment and Sexual Misconduct should be referred to the Title IX Coordinator, Janna Gullery, (914-831-0401, jgullery@cw.edu) or the Deputy Title IX Coordinator, Anna Bravo (914-831-0353, abravo@cw.edu), 325 Central Avenue, White Plains, NY 10606. In addition to coordinating compliance with Title IX, the Title IX 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 expelled as a result of above conduct violations are permanent and cannot be removed. If a finding of responsibility is vacated for any reason, the corresponding transcript notation will be removed.

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

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

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

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

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

Out-of-State Enrolled and Prospective Students' Complaint Resolution Process
Students must first follow the Student Grievance Procedures by filing their complaint with the College. If the issue is not resolved, the complaint can then be directed to the SARA-Student Complaint Process | New York State Education Department. Please note that NC-SARA policies do not cover complaints related to grades or student conduct violations and must be filed within two years of the incident.

NC-SARA facilitates interstate distance education by establishing a uniform set of standards and policies for participating institutions. This means that if a student in one SARA state has an issue with a distance education program offered by an institution in another SARA state, NC-SARA policies will guide the resolution process. For information about student complaint procedures related to distance education under NC-SARA, visit: SARA Student Complaints | NC-SARA

New York NC-SARA State Portal Entity
New York State Education Department
89 Washington Ave
Albany, NY 12234

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

Returning Students
If a student withdraws from The College for any reason and then decides to return after a period of time, the administration must evaluate the students' academic and financial eligibility to resume academic studies. Students who return to The College will be required to follow whatever new or additional program requirements are in place at the time of their return.
Students should contact the Office of Returning Students at 914-831-0222 to schedule an appointment preferably a minimum of two weeks prior to the start of the term or semester the student wishes to return.

Academic Renewal Policy
Note: In exceptional cases, the Academic Progress and Student Success Committee (APSS) may consider renewal for a student returning after an absence of less than three years if extenuating circumstances exist and the new program provides a viable pathway to degree completion.

If a former student wishes to re-enroll at The College after an absence of at least three calendar years under a different academic program, they may be eligible for academic renewal. All courses completed under the prior program that do not apply to the new program would no longer be factored into the Standards of Academic Progress review. Please note the following:

- The courses/grades that are not counted towards the new program will continue to appear on the student transcript but will not be factored into the cumulative GPA. These courses will carry a special designation on the student transcript.
- All attempted credits and grades that do not count toward the new major will not be included in the satisfactory academic progress determination, which may result in passing grades being removed from calculation as well. Conversely, all attempted credits and grades that count towards the new major will be calculated for Standards of Academic Progress, including failed courses.
- Once the student has reenrolled under these conditions, the courses excluded under the new major may not be used to fulfill any CW requirements or electives.
- Technology courses completed more than three years prior to reenrollment require a review of the course description and/or course syllabus.
- Courses taken but no longer offered at CW cannot be accepted towards the new program.
- Approval to return under the Academic Renewal Policy lies at the discretion of the Registrar. Students who would not meet academic standards under a new program would not be eligible to return.
- For the purposes of financial aid eligibility, credits earned and counted toward Academic Renewal, and any credits going forward, will be counted toward Satisfactory Academic Progress. All students must meet Standards of Academic Progress requirements toward a degree/certificate to continue to be eligible for federal and state aid. Academic Renewal does not supersede federal and state financial aid regulations for financial aid recipients as federal and state grant and loan limits. The College of Westchester may not exceed the mandated amounts, which are specified in federal and state regulations. All previous federal and state aid prior to Academic Renewal is counted toward future aid eligibility. Please contact Student Financial Services for complete details.
- Students may only use the Academic Renewal Policy once and must continue to meet Standards of Academic Progress going forward.

Non-Credit Developmental Courses
Based on a student's placement assessment, the student may be required to successfully complete Foundations of Mathematics and/or Foundations of Communications. Foundations of Mathematics and Foundations of Communications are non-credit developmental courses. A student may earn a "Satisfactory" or "Unsatisfactory" grade which will not impact on the students' cumulative grade point average. Although these courses carry institutional credit units they are not counted toward graduation credit requirements. Enrollment in these courses may increase the number of sessions necessary to complete degree requirements. If a student receives an "Unsatisfactory" grade, the student must repeat the course.

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 Leave 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.

Online Student Relocation
Online programs are subject to regulation by New York, as well as by the state of each student's residence. Since student's state residency may affect eligibility to remain enrolled in the College, it is essential that online students intending to change their state of residence notify their Academic Advisor prior to their relocation.

Withdrawal from The College

If a student finds it necessary to withdraw from The College, the student must contact an advising professional in person, by phone, or in writing to discuss the withdrawal process at advising@cw.edu newor 914-831-0433. The student should also contact a member of the Student Financial Services Department at 914-831-0473 to discuss any financial obligations to the College and to complete a Student Loan Exit Interview, if applicable.
If a student in the Day Division withdraws from The College within forty-five (45) calendar days following the end of the published add/drop period for the applicable semester, a grade of WD (Withdrawal, No Credit) will be assigned. After the withdrawal period ends, withdrawal from The College will result in a grade of F in all courses.
If a student in the Evening Division withdraws from The College within twenty-five (25) calendar days following the end of the published add/drop period for the applicable term, a grade of WD (Withdrawal, No Credit) will be assigned. After the withdrawal period ends, withdrawal from The College will result in a grade of F in all courses.
If a student in the Online Division withdraws from The College within twenty-five (25) calendar days following the end of the published add/drop period for the applicable term, a grade of WD (Withdrawal, No Credit) will be assigned. After the withdrawal period ends, withdrawal from The College will result in a grade of F in all courses.
If the last day of the add/drop period and/or withdrawal period falls on a holiday or when the College is officially closed, the deadline will be extended to the next business day.

Please refer to the Catalog and/or its addendum for refund and withdrawal policies that may affect a student's financial responsibility.

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.

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.

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 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.

Nondiscrimination/Affirmative Action/Equal Opportunity/Section 504 Policy

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

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 longtime 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 CW Charitable Foundation Scholar's Award
This award recognizes an outstanding graduate who was a recipient of a CWCF Scholarship. The CW Charitable Foundation awards scholarships to deserving students based on need and talent. The student selected for this award, in addition to being a scholarship recipient, will have demonstrated academic excellence, student leadership 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.

College-Wide Core Competencies

General Education Department
Dr. Erica Schacht
Chairperson
Ed.D, Walden University
MA, Iona College
BS, Salve Regina University

Core competencies provide the fundamental basis of learning and are the integration of knowledge, skills, and abilities acquired during a student's course of study at The College of Westchester. Core competencies inform student learning experiences across courses and programs.

Professional Competency and Ethical Awareness
Student learning objectives are that students conduct themselves in a professional and respectful manner, and demonstrate awareness of personal responsibility and ethical conduct to meet the professional standards and competencies specific to their discipline and degree level. This objective will focus on:

- Knowledge of the technical, social, and professional skills essential in one's chosen profession.
- A healthy work ethic conducive to success in the workplace.
- Good judgment in personal appearance, wardrobe selection appropriate to the chosen professional sector, and a respect for the dignity and worth of individuals with whom they professionally interact.

Critical and Competent Use of Technology
Student learning objectives are that students demonstrate proficiency in the competent and ethical use of a variety of standard computer technologies and software applications specific to their field of study and degree level. This objective will focus on:

- Effective use of contemporary software applications in the business or professional setting.
- The ability to effectively communicate with colleagues and clients, visually and textually, using current software applications.
- The ability to use technology in a manner consistent with ethical and legal standards.

Communication Skills
Student learning objectives are that students express themselves clearly and concisely to others through effective use of oral communication as evidenced by a logical, well-organized and thought-out process appropriate to their degree level; and express themselves clearly and concisely to others through effective use of written communication as evidenced by a logical, well-organized and well-documented paper or technology-assisted presentation appropriate to their degree level.
These objectives will focus on:

- A facility in the use of spoken and written language that is correct, clear and expressive.
- The use of well-chosen vocabulary that enriches communication.
- A command of the language of a chosen profession.

Financial Literacy
Student learning objectives are that students demonstrate a basic level of personal financial planning and management skills. This objective will focus on:

- Ability to create a personal budget.
- The ability to evaluate various investment tools.
- The knowledge of behaviors to reduce the risk of identity theft and fraud.
- Proper management of personal debt.

Career Planning
Student learning objectives are that students demonstrate a basic level of career planning to secure an entry level position. This objective will focus on:

- The knowledge of what a job in their field of choice would entail.
- Effective use and understanding of the skills needed to be successful in their chosen career.
- Ability to create an executable career plan.

Academic Programs

Below is a listing of the academic programs offered by The College of Westchester which are registered with the New York State Department of Education. *Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.*

Normal Time of Program Completion

Program	CIP Code	Program Credential	Total Credits	Program Length Day	Program Length Evening	Program Length Online
School of Business						
Accounting (BBA)	52.0301	Bachelor's Degree	120	4 yr	51 mo.	N/A
Accounting (AAS)	52.0302	Associate Degree	66	2 yr	30 mo.	N/A
Accounting for Business (AAS) Online	52.0302	Associate Degree	66	N/A	N/A	30 mo.
Intensive Accounting/ Computer Applications	52.0302	Certificate	36	13 mo.	18 mo.	N/A
Business Administration (BBA)	52.0201	Bachelor's Degree	120	4 yr	51 mo.	N/A
Business Administration – Management (BBA) Online	52.0201	Bachelor's Degree	120	N/A	N/A	51 mo.
Business Administration – Management/Marketing (AAS)	52.0201	Associate Degree	66	2 yr	30 mo.	N/A
Business Management/ Marketing (AAS) Online	52.0201	Associate Degree	66	N/A	N/A	30 mo.
Digital and Social Media Marketing (BS)	50.0102	Bachelor's Degree	120	4 yr	51 mo.	51 mo.
Digital Media Specialist Certificate	11.0801	Certificate	48	21 mo.	23 mo.	N/A
School of Health Professions						
Healthcare Services Administration (BBA)	51.0701	Bachelor's Degree	120	4 yr	51 mo.	N/A
Health Services Administration (BBA) Online	51.0701	Bachelor's Degree	120	N/A	N/A	51 mo.
Medical Assistant Management (AAS)	51.0801	Associate Degree	66	2 yr	30 mo.	N/A
Health Information Management (AOS)	51.0707	Associate Degree	66	2 yr	30 mo.	N/A
Health Information Administration (AOS) Online	51.0707	Associate Degree	66	2 yr	N/A	30 mo.
Medical Assistant Specialist Certificate	51.0801	Certificate	36	N/A	18 mo.	N/A
School of Human and Social Services						
Human Services (BS)	44.0000	Bachelor's Degree	120	4 yr	51 mo.	N/A
Human and Social Services (BS) Online	44.0000	Bachelor's Degree	120	N/A	N/A	51 mo.
Human Services (AS)	44.0000	Associate Degree	66	2 yr	30 mo.	N/A
Human and Social Services (AS) Online	44.0000	Associate Degree	66	N/A	N/A	30 mo.
Public Health	51.2201	Bachelor's Degree	120	4 yr	51 mo.	51 mo.
School of Information Technology						
Information Technology (BS)	11.0103	Bachelor's Degree	120	4 yr	51 mo.	N/A
Computer Information Systems (BS) Online	11.0103	Bachelor's Degree	120	N/A	N/A	51 mo.
Computer Network Administration (AAS)	11.1001	Associate Degree	66	2 yr	30 mo.	N/A
Computer Networking & Security (AAS) Online	11.1001	Associate Degree	66	N/A	N/A	30 mo.
Computer Networking Specialist Certificate	11.1006	Certificate	48	21 mo.	23 mo.	N/A
Computer Science in Cybersecurity & Defense (BS)	11.0101	Bachelor's Degree	120	4 yr	51 mo.	N/A
Computer Science in Cybersecurity & Defense (AAS)	11.1001	Associate Degree	66	2 yr	30 mo.	51 mo.

Note: Students' actual program length may be affected by transfer credits, credit load, "Foundations" coursework, course failures, stop outs and other factors.

Academic Program Registration

Below is a listing of the academic programs with associated HEGIS (Higher Education General Information Survey) codes offered by The College of Westchester which are registered with the New York State Department of Education. In addition, the list provides the associated Federal CIP (Classification of Instructional Programs) codes.

Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

School of Business

Program	Degree	NYS HEGIS Code	Federal CIP Code
Accounting	BBA	0502	52.0301
Accounting	AAS	5002	52.0302
Accounting for Business (Online)	AAS	5002	52.0302
Intensive Accounting/Computer Applications	Certificate	5002	52.0302
Business Administration	BBA	0506	52.0201
Business Administration – Management (Online)	BBA	0506	52.0201
Business Administration – Management/Marketing	AAS	5004	52.0201
Business Management/Marketing (Online)	AAS	5004	52.0201
Digital and Social Media Marketing	BS	0509	50.0102
Digital Media Specialist	Certificate	5199	11.0899

School of Health Professions

Program	Degree	NYS HEGIS Code	Federal CIP Code
Healthcare Services Administration	BBA	1202	51.0701
Health Services Administration (Online)	BBA	1202	51.0701
Medical Assistant Management	AAS	5214	51.0801
Health Information Administration (Online)	AOS	5213	51.0707
Health Information Management	AOS	5213	51.0707
Health Information Specialist	Certificate	5213	51.0713
Medical Assistant Specialist	Certificate	5214	51.0801

School of Human and Social Services

Program	Degree	NYS HEGIS Code	Federal CIP Code
Human Services	BS	2101	44.0000
Human and Social Services (Online)	BS	2101	44.0000
Human Services	AS	5501	44.0000
Human and Social Services (Online)	AS	5501	44.0000
Public Health	BS	1214	51.2201

School of Information Technology

Program	Degree	NYS HEGIS Code	Federal CIP Code
Information Technology	BS	0701	11.0103
Computer Information Systems (Online)	BS	0701	11.0103
Computer Network Administration	AAS	5199	11.1001
Computer Networking & Security (Online)	AAS	5199	11.1001
Computer Network Specialist	Certificate	5199	11.1006
Computer Science in Cybersecurity & Defense	BS	0701	11.0101
Computer Science in Cybersecurity & Defense	AAS	0701	11.1001
Computer Science in Cybersecurity & Defense (Online)	AAS	0701	11.1001

School of Business

The School of Business offers associate and bachelor level programs. The department has a well-defined curriculum, which is designed to equip graduates with academic skills and job-specific knowledge and experience. Students are strongly encouraged to pursue internships at the associate level; bachelor students complete internships (or capstone course in Online Division) as required by their program of study. A variety of business and general education courses are offered to students so that they become well-rounded graduates.

Learning through experience is the cornerstone of each academic program. Students are presented with real life problems to address using newly developed, course-related skills. The School of Business offers students a chance to compete as either a business generalist or specialist by providing a relevant, career-specific course of study designed to position each student for success.

TRAE COOPER
Assistant Dean, Business
MBA, BS, SUNY Empire State University
AS, Westchester Community College

AAS - Accounting

Associate in Applied Science Degree (AAS)
Accounting – HEGIS Code 5002
The Accounting program provides students with an accounting curriculum which places a strong focus on computer applications and problem solving in a group environment. Upon graduation, students should be prepared for a variety of career possibilities in which a thorough understanding of applications of the principles of accounting is essential.

Program Learning Objectives

- Explain pertinent ethical issues and the importance of ethical conduct in the accounting field.
- Use financial information to discuss financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Apply introductory cost concepts to prepare internal and external financial reports.
- Utilize accounting and business software applications.
- Prepare individual income tax returns, reflecting knowledge of federal tax laws and concepts.

Course No.	Major-Related Courses	Credits
ACC107	Financial Accounting I	3
ACC108	Financial Accounting II	3
ACC127	Spreadsheet Applications	3
ACC131	Computerized Accounting I	3
ACC206	Federal Income Taxation	3
ACC211	Intermediate Accounting I	3
ACC220	Practical Applications in Accounting	3
ACC221	Cost Accounting I	3
BUS112	Principles of Marketing	3
BUS203	Principles of Management	3
	Total Major-Related Credits	**30**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN157	Statistics	3
GEN186	Principles of Economics	3
GEN250	Ethics and Professionalism	3
	Total General Education Credits	**24**

Electives	Credits
Business Elective (1)	3
General Education Elective (1)	3
Open Elective (2)	6
Total Elective Credits	**12**

66 CREDITS REQUIRED FOR GRADUATION

BBA - Accounting

Bachelor of Business Administration Degree (BBA)
Accounting – HEGIS Code 0502
The accounting curriculum places a strong emphasis on accounting concepts, ethics and practical business knowledge. The Bachelor of Business Administration degree in Accounting (BBA) provides students with a solid business foundation through an advanced curriculum in accounting and complementary courses in finance, technology, marketing and business law. In addition, critical business skills such as strategic planning, team building, problem solving and decision making are developed. Experiencing this career-specific curriculum helps students prepare for a wide variety of accounting and financial related career tracks in business, government and nonprofit organizations.

Program Learning Objectives

- Analyze implicit & explicit ethical issues related to the practice of accounting and the impact on stakeholders.
- Use financial information to prepare and analyze financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Apply advanced cost concepts to make and defend managerial decisions using internal and external information.
- Utilize industry standard accounting and business software applications to prepare financial reports.
- Evaluate and apply federal tax concepts to prepare corporate and partnership tax returns.

Course No.	Major-Related Courses	Credits
ACC107	Financial Accounting I	3
ACC108	Financial Accounting II	3
ACC127	Spreadsheet Applications	3
ACC131	Computerized Accounting I	3
ACC206	Federal Income Taxation	3
ACC211	Intermediate Accounting I	3
ACC220	Practical Applications in Accounting	3
ACC221	Cost Accounting I	3
ACC311	Intermediate Accounting II	3
ACC330	Financial Statement Analysis	3
ACC335	Advanced Federal Income Taxation	3
ACC345	Advanced Cost Accounting	3
ACC347	Accounting Information Systems	3
ACC350	Accounting Ethics and Professional Responsibility	3
ACC415	Auditing	3
ACC470*	BBA Accounting Internship OR	
ACC480	Accounting Capstone Course	3
BUS112	Principles of Marketing	3
BUS203	Principles of Management	3
BUS314	Principles of Finance	3
BUS325	Management Applications and Strategy	3
BUS337	Business Law	3
	Total Major-Related Credits	**63**

Course No.	General Education Courses	Credits
GEN105	Transformative Learning	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN157	Statistics	3
GEN186	Principles of Economics	3
GEN250	Ethics and Professionalism	3
GEN305	Data Analytics & Statistical Applications	3
GEN330	Personal & Professional Development	3
GEN421	Business Communication and Research Methods	3
	Total General Education Credits	**33**

Electives	Credits
Business Elective (1)	3
General Education Electives (3)	9
Open Electives (4)	12
Total Elective Credits	**24**

120 CREDITS REQUIRED FOR GRADUATION
**Evening Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:*
ACC470A Preparation Workshop for BBA Accounting Internship
ACC470B BBA Accounting Internship

BBA - Accounting

Program Competencies *For Two Year Transfer Students*
Students accepted as two year transfers into the BBA Accounting program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Financial Accounting I and II
- Intermediate Accounting I
- Cost Accounting
- Federal Income Taxation
- Computerized Accounting I
- Statistics
- Spreadsheet Applications

Intensive Accounting/Computer Applications

Certificate
Intensive Accounting/Computer Applications – HEGIS Code 5002
The Intensive Accounting/Computer Applications program prepares students for a variety of employment opportunities in the computerized accounting field. Credits are transferable to CW associate and bachelor degree programs in Accounting.

Course No.		Credits
ACC107	Financial Accounting I	3
ACC108	Financial Accounting II	3
ACC127	Spreadsheet Applications	3
ACC131	Computerized Accounting I	3
ACC206	Federal Income Taxation	3
ACC220	Practical Applications in Accounting	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN250	Ethics and Professionalism	3
	Elective (1)	3
Total Credits		**36**

36 CREDITS REQUIRED FOR GRADUATION

AAS - Business Administration – Management/Marketing

Associate in Applied Science Degree (AAS)
Business Administration – Management/Marketing - HEGIS Code 5004
The Business Administration – Management/Marketing Associate Degree program is designed to provide students with a foundation education needed for success in business. Students will learn practical knowledge and application of skills in essential disciplines such as Management, Marketing, Selling and Accounting. Credits earned may be transferred into the bachelor's degree programs.

Program Learning Objectives

- Demonstrate their understanding of emerging trends in human resources management principles and the ability to apply these principles in a business context in today's work environment.
- Understand marketing strategies and apply them in real-world contexts, indicating their ability to drive revenue and foster meaningful customer engagement.
- Evaluate problem-solving and decision-making techniques to solve modern business scenarios and problems, demonstrating the ability to think critically, and strategically implement process improvements.
- Comprehend the core principles of management and apply them in diverse business scenarios, demonstrating their resource management and effective leadership abilities.
- Demonstrate their understanding of customer relationship management principles and their ability to apply practical applications in a business context.

Course No.	Major-Related Courses	Credits
BUS103	Introduction to Business	3
BUS112	Principles of Marketing	3
BUS203	Principles of Management	3
ACC107	Financial Accounting I	3
ACC127	Spreadsheet Applications	3
DMD220	Social Media for Marketing & Advertising	3
BUS230	Principles of Selling	3
BUS123	Human Resources Management	3
BUS279	Customer Relationship Management	3
	Total Major-Related Credits	**27**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN186	Principles of Economics	3
GEN250	Ethics and Professionalism	3
	Total General Education Credits	**30**

Electives	Credits
Open Electives (3)	9
Total Elective Credits	**9**

Concentration
Students will need to complete 3 electives in this program. If you are choosing a concentration from the list below, a total of 2 electives will be applied. A total of 9 elective credits will be needed to complete the program.

Course No.	Concentration Area
	Hospitality
BUS261	Front Office Operations & Reservation Systems……3
BUS263	Hospitality Marketing & Management……3

66 CREDITS REQUIRED FOR GRADUATION

BBA - Business Administration

Bachelor of Business Administration Degree (BBA)
Business Administration - HEGIS Code 0506
The BBA Degree in Business Administration offers students a strong and comprehensive business program by integrating courses in management, marketing, finance and technology. Students will learn applied business skills such as problem solving, decision making, team building, strategic planning and project management. In addition, the BBA program provides opportunities to develop specialized skills in data analytics and artificial intelligence, which are increasingly desired by employers. BBA students will also focus and develop their newly acquired knowledge and skills in a Business Capstone Experience course and during a required Internship. All baccalaureate students will experience a career-oriented curriculum designed to prepare them for a wide variety of business career tracks.

Program Learning Objectives

- Demonstrate the ability to work effectively in teams, manage projects, gain consensus, and lead others towards the achievement of SMART goals – Strategic, Measurable, Actionable, Realistic and Time-Bound.
- Apply strategic management principles, incorporating in-market trends, to real-world business scenarios, demonstrating the capacity to formulate and implement short- and long-term business strategies.
- Analyze complex business scenarios and identify key issues and opportunities, demonstrating critical thinking and problem-solving skills.
- Develop, implement, and execute marketing plans for new and existing businesses, demonstrating an understanding of customer segmentation, and targeting to achieve significant business growth in today's business environment.
- Evaluate the impact of emerging various technologies, including artificial intelligence, on business processes and make recommendations for planning the appropriate business and communication strategies, incorporating these new technological solutions in combination with traditional technologies for business effectiveness.

Course No.	Major-Related Courses	Credits
BUS103	Introduction to Business	3
BUS112	Principles of Marketing	3
BUS203	Principles of Management	3
ACC107	Financial Accounting I	3
ACC127	Spreadsheet Applications	3
DMD220	Social Media for Marketing & Advertising	3
BUS230	Principles of Selling	3
BUS123	Human Resources Management	3
BUS279	Customer Relationship Management	3
ACC320	Accounting for Managers	3
BUS305	Marketing Management	3
BUS314	Principles of Finance	3
BUS320	Operations Management	3
BUS325	Management Applications and Strategy	3
BUS337	Business Law	3
BUS370	Project Management Essentials	3
BUS425	Business Capstone Experience	3
BUS435	Business Analytics	3
BUS470*	BBA Internship OR	
BUS480	BBA Career Capstone	3
	Total Major-Related Credits	**57**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN186	Principles of Economics	3
GEN250	Ethics and Professionalism	3
GEN305	Data Analytics & Statistical Applications	3
GEN330	Personal & Professional Development	3
GEN363	Conflict, Communication and Resolution	3
GEN421	Business Communication and Research Methods	3
GEN329	Organizational Leadership OR	
GEN380	Applied Artificial Intelligence	3

Total General Education Credits	**45**

Electives	**Credits**
Open Electives (6)	18
Total Elective Credits	**18**

Concentrations
Students will need to complete 6 electives in this program. If you are choosing a concentration from the list below, a total of 3 electives will be applied. A total of 18 elective credits will be needed to complete the program.

Course No.	**Concentration Areas**	
	Digital and Social Media Marketing	
DMD107	Visual Design and Graphics	3
DMD420	Marketing and Social Media Analysis	3
GEN370	Consumer Behavior and Culture	3
	Finance	
BUS245	Personal Finance	3
BUS338	Intermediate Finance	3
BUS420	Advanced Finance	3

Students will need to complete 6 electives in this program. If you are choosing a concentration from the list below, a total of 2 electives will be applied. A total of 18 elective credits will be needed to complete the program.

Course No.	**Concentration Areas**	
	Artificial Intelligence	
GEN270	Artificial Intelligence in the Workplace	3
GEN380	Applied Artificial Intelligence	3
	Human Resources	
BUS328	Employment Law/Labor Relations	3
GEN241	Interpersonal and Group Dynamics	3
	Business Analytics	
ACC347	Accounting Information Systems	3
GEN131	Critical Thinking in the Workplace	3

120 CREDITS REQUIRED FOR GRADUATION
**Evening Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:*
BUS470A Preparation Workshop for BBA Internship
BUS470B BBA Internship

BBA - Business Administration

Program Competencies *For Two Year Transfer Students*
Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Financial Accounting I
- An introductory computer course
- Spreadsheet Applications
- Essentials of Public Speaking
- Principles of Marketing
- Statistics

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

BS - Digital and Social Media Marketing

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

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
DMD101	Visual Storytelling	3
DMD102	Introduction to Digital and Social Media Marketing	3
DMD107	Digital Design and Graphics	3
DMD150	Publishing Design & Layout	3
DMD160	Website Strategy and Design	3
DMD201	Social Media Platforms and Content Strategy	3
DMD220	Social Media for Marketing & Advertising	3
DMD302	Collaborative Marketing Strategy	3
DMD305	Strategic Communication in Digital Marketing	3
DMD310	Interface Design & Usability	3
DMD330	Publishing for the Web	3
DMD420	Digital Marketing & Social Media Analytics	3
DMD430	Content Marketing Strategies	3
DMD460	Social Media and Digital Marketing Internship OR	
DMD490	Career Capstone	3
DMD480	Senior Project Capstone	3
BUS112	Principles of Marketing	3
BUS305	Marketing Management	3
BUS370	Project Management Essentials	3
	Total Major-Related Credits	**54**

Course No.	General Education Courses	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN161	Psychology	3
GEN195	Elements of Effective Design	3
GEN250	Ethics and Professionalism	3
GEN270	Artificial Intelligence (AI) in the Workplace	3
GEN330	Personal and Professional Development	3
GEN363	Conflict, Communication and Resolution	3
GEN370	Consumer Behavior & Culture	3
GEN380	Applied Artificial Intelligence	3
GEN421	Business Communication and Research Methods	3
	Total General Education Credits	**48**

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

120 CREDITS REQUIRED FOR GRADUATION

BS – Digital and Social Media Marketing

Program Competencies For Two Year Transfer Students
Students accepted as two year transfers into the Digital and Social Media Marketing BS program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Principles of Marketing
- Digital Design and Graphics
- Website Strategy and Design
- Introduction to Artificial Intelligence

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

Digital Media Specialist

Certificate
Digital Media– HEGIS Code 5199
The Digital Media Specialist program is designed to provide students with the skills needed for career opportunities in a diverse and evolving industry that includes graphic design, web design, animation, video and visual effects. The program utilizes current digital media technologies which enable students to enhance their personal portfolios to emphasize their strengths, skills, and potential.

Course No.		Credits
DMD101	Visual Storytelling	3
DMD107	Digital Design and Graphics	3
DMD102	Introduction to Digital and Social Media Marketing	3
DMD201	Social Media Platforms and Content Strategy	3
GEN125	English Composition I	3
GEN129	Essentials of Public Speaking	3
GEN127	English Composition II	3
GEN195	Elements of Effective Design	3
GEN245	Social Media Communications	3
GEN108	Introduction to Artificial Intelligence	3
BUS112	Principles of Marketing	3
	Digital and Social Media Marketing Electives (3)	9
	Open Elective (1)	3
	General Education Elective (1)	3
	Total Credits	**48**

48 CREDITS REQUIRED FOR GRADUATION

This certificate is currently offered for Day Division students only.

School of Health Professions

The School of Health Professions at The College of Westchester serves as a leader in the education of innovative and responsible allied health professionals. These include graduates of our Medical Assistant Management, Health Information Management, Healthcare Services Administration and Health Services Administration programs. The School, in response to the needs of the community and society, promotes excellence in healthcare services. Strong linkages with clinical educators and advisory council members of the healthcare community are essential to the success of our programs.

Dr. Shamva Wright-Shingler, D.C.
Associate Dean, School of Health Professions
DC, Sherman College of Straight Chiropractic
BS, Claflin University
Certifications: Certified Health Instructor (CHI), Maryland Online Quality Matters Peer Reviewer, Allied Health Instructor (AHI)

CW maintains affiliations with American Medical Technologists (AMT), the National Healthcareer Association (NHA), and the National Center for Competency Testing (NCCT) and has a variety of clinical placement affiliations in the New York Metropolitan region.

AAS - Medical Assistant Management

Associate in Applied Science Degree (AAS)
Medical Assistant Management – HEGIS Code 5214
The Associate in Applied Science Degree program in Medical Assistant Management will provide students with the specific skills needed to seek careers as professionals in a medical or health services setting. Graduates of the program will have acquired the requisite skills to seek employment in organizations ranging from hospitals to ambulatory care facilities. Because the program combines both administrative and clinical skills, the types of positions for which these graduates may qualify include medical administrative assistant and clinical medical assistant. Job duties may include but not limited to performing EKG, phlebotomy, vital signs and medical administration.

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
MED101	Introduction to Healthcare Practices	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED208	Administrative Medical Practices	3
MSC111*	Foundations in Microbiology	3
MSC126*	Anatomy and Physiology I	3
MSC131	Anatomy and Physiology II	3
MSC207	Clinical Procedures/Asepsis	3
MSC209	Hematology/Phlebotomy	3
MSC212	Diagnostic Clinical Applications	3
MSC220	Pharmacology	3
MSC301**	Practicum (Medical Assistant Management)	6
	Total Major-Related Credits	**42**

Course No.	General Education Courses	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN250	Ethics and Professionalism	3
	Total General Education Credits	**21**

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

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

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

AOS – Health Information Management

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

Program Learning Objectives

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

Course No.	**Major-Related Courses**	**Credits**
MED101	Introduction to Healthcare Practices	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practices	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
BUS123	Human Resources Management	3
BUS276	Customer Relationship in Healthcare	3
ACC122	Introduction to Spreadsheet Applications	3
	Total Major-Related Credits	**36**

Course No.	**General Education**	**Credits**
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN250	Ethics and Professionalism	3
GEN270	AI in the Workplace	3
	Total General Education Credits	**24**

Elective	**Credits**
Open Elective (2)	6
Total Elective Credits	**6**

66 CREDITS REQUIRED FOR GRADUATION

*Suggested Elective: MEDXXX HIM Internship

Note: Billing and Coding Certification
Prior to completion of the program, students can register for a nationally recognized exam. It is not a course or program requirement that students pass the exam.

BBA - Healthcare Services Administration

Bachelor of Business Administration Degree (BBA)
Healthcare Services Administration - HEGIS Code 1202
The Bachelor's Program in Healthcare Services Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in healthcare management, public policy, law and ethics, long term care administration, and healthcare delivery both in the United States and abroad. The focus on long term care administration will also prepare students to work in numerous elder care organizations and health systems. Students will receive instruction in the current healthcare system including managed care and the delivery of care to a growing aging population.

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
MED101	Introduction to Healthcare Practices	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practice	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
HCA310	US Healthcare	3
HCA320	Global Healthcare Delivery Systems	3
HCA330	Healthcare Economics and Finance	3
HCA340	Managed Care	3
HCA350	Human Resource Management in Healthcare	3
HCA420	Long Term Care Administration	3
HCA440	Legal and Ethical Management of Health Information	3
HCA470**	BBA Health Care Administration Internship OR	
HCA480	Health Administration Capstone	3
PHL301	Public Health & Society	3
BUS123	HR Management	3
BUS276	Customer Relationship in Healthcare	3
ACC122	Intro to Spreadsheet Applications	3
	Total Major-Related Credits	**63**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN157	Statistics	3
GEN250	Ethics and Professionalism	3
GEN270	AI in the Workplace	3
GEN330	Personal & Professional Development	3
GEN363	Conflict, Communication and Resolution	3
	Total General Education Credits	**33**

Electives	Credits
Open Electives (8)	24
Total Elective Credits	**24**

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

BBA - Healthcare Services Administration

Program Competencies ***For Two Year Transfer Students***
Students accepted as two year transfers into the Healthcare Services Administration BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Medical Terminology
- Digital Technologies in the Workplace or its equivalent
- Intro to Spreadsheet Applications

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

BS – Public Health

Bachelor of Science Degree (BS)
Public Health – HEGIS Code 1214
The Bachelor of Science in Public Health program is designed to prepare students with the essential knowledge and skills for a successful career in public health. The program emphasizes understanding health trends, designing health policies, and managing health programs in both public and nonprofit sectors. Additionally, it equips students with the skills necessary to contribute to the improvement of community health and the elimination of health disparities.

Program Learning Objectives

- Understand the fundamental principles of public health, including epidemiology, health policy, and the role of health organizations in society.
- Demonstrate the ability to analyze, evaluate, and develop health programs to address health disparities and promote community health.
- Apply biostatistics and research methods to effectively interpret public health data, ensuring responsible and accurate health reporting.
- Exhibit ethical considerations in public health practice and an understanding of the ethical responsibilities associated with public health.
- Demonstrate knowledge of the legal and regulatory frameworks that govern public health and comply with health regulations and standards.

Course No.	Major-Related Courses	Credits
MED103	Medical Terminology	3
MED208	Administrative Medical Practices	3
PHL101	Introduction to Public Health	3
PHL110	Environmental Health	3
PHL200	Community Health	3
PHL301	Public Health & Society	3
PHL310	Epidemiology	3
PHL330	Health Policy and Management	3
PHL410	Social and Behavioral Sciences in Public Health	3
PHL420	Health Informatics & Surveillance	3
PHL430	Biostatistics	3
PHL470*	Public Health Internship OR	
PHL480	Public Health Capstone	3
HCA310	US Health Care	3
HCA320	Global Health Care Delivery Systems	3
HCA330	Health Care Economics and Finance	3
HCA350	Human Resource Management in Health Care	3
HCA430	Quality Improvement in Healthcare	3
HCA440	Legal and Ethical Management of Health Information	3
	Total Major-Related Credits	**54**

Course No.	General Education Courses	Credits
GEN105	Transformative Learning	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN161	Psychology	3
GEN167	Contemporary Social Issues	3
GEN270	Artificial Intelligence (AI) in the Workplace	3
GEN329	Organizational Leadership	3
GEN330	Personal & Professional Development	3
GEN363	Conflict, Communication and Resolution	3
MSC111	Foundations of Microbiology	3
MED111	Health Care Law & Ethics	3
HMS340	Research Methods in Social Science	3
HMS420	Group Dynamics in the Human Services	3
	Total General Education Credits	**51**

Electives	Credits
General Education Electives (3)	9

Open Electives (2) 6
Total Elective Credits **15**

120 CREDITS REQUIRED FOR GRADUATION
**Evening Division students taking their BS internship will take this over two terms. This course is broken into two courses as listed below:*
PHL470A Preparation Workshop for Public Health Internship
PHL470B Public Health Internship

BS – Public Health

Program Competencies *For Two Year Transfer Students*

Students accepted as two-year transfers in the BS Public Health program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Introduction to Public Health or Community Health
- Foundations of Microbiology *(or equivalent courses)*
- Medical Terminology
- Administrative Medical Practices
- Statistics

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

Health Information Specialist

Certificate
Health Information Specialist – HEGIS Code 5213
Health Information Management (HIM) is a rapidly developing and evolving field within the healthcare industry. HIM professionals work to procure, analyze, and protect patient data using electronic health record technology. Students work with healthcare data management tools for medical billing and coding and may seek positions in organizations ranging from private physician offices to larger healthcare facilities.

Course No.	Required Courses	Credits
MED101	Introduction to Healthcare Practices	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practice	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
ACC122	Intro to Spreadsheet Applications	3
BUS276	Customer Relationship in Healthcare	3
GEN108	Introduction to Artificial Intelligence	3
	Total Credits	**36**

36 CREDITS REQUIRED FOR GRADUATION

This certificate is currently offered for Evening/Online Division students only.

Medical Assistant Specialist

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

Course No.	Required Courses	Credits
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
MED103	Medical Terminology	3
MED111	Healthcare Law and Ethics	3
MED208	Administrative Medical Practices	3
MSC111*	Foundations in Microbiology	3
MSC126*	Anatomy and Physiology I	3
MSC131	Anatomy and Physiology II	3
MSC207	Clinical Procedures/Clinical Asepsis	3
MSC209	Hematology/Phlebotomy	3
MSC212	Diagnostic Clinical Applications	3
GEN108	Introduction to Artificial Intelligence	3
	Open Elective (1)	3
	Total Credits	**36**

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

This certificate is currently offered for Evening Division students only.

School of Human and Social Services

The School of Human and Social Services, in response to the growing needs of communities and society at large, is dedicated to preparing professionals who are committed to improving lives, promoting well-being, and addressing social determinants of health. The School fosters excellence in service delivery, advocacy, and community-based practice. Strong partnerships with nonprofit organizations, government agencies, and community health providers support hands-on learning and ensure that students are equipped to serve diverse populations with compassion, integrity, and cultural competence.

Dr. Ann Rodier, Ph.D
Dean, School of Human and Social Services
Ph.D., MS, Fordham University
BA, SUNY Albany

Dr. Amanda Nugent,
Associate Dean, Education
Ph.D. Education, Capella University
MS, Special Education, Purdue University Global
B.A., Elementary Education, UNC

AS – Human Services

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

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
GEN161	Psychology	3
HMS110	Introduction to Human Services and Social Work	3
HMS120	Introduction to Counseling	3
GEN167	Contemporary Social Issues	3
HMS212	Introduction to Research in the Social Sciences	3
HMS220	Case Management	3
HMS270**	AS Human Services Internship OR	
HMS280	Human & Social Services Capstone I	3
GEN250	Ethics and Professionalism	3
	Total Major-Related Credits	**24**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN171	Political Institutions	3
MED103	Medical Terminology	3
	Total General Education Credits	**27**

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

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

BS – Human Services

Bachelor of Science Degree (BS)

Human Services – HEGIS Code 2101

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

Program Learning Objectives

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

Course No.	Major-Related Courses	Credits
GEN161	Psychology	3
HMS110	Introduction to Human Services and Social Work	3
HMS120	Introduction to Counseling	3
GEN167	Contemporary Social Issues	3
HMS212	Introduction to Research in the Social Sciences	3
HMS220	Case Management	3
HMS270**	Human Services Internship I OR	
HMS280	Human & Social Services Capstone I	3
HMS310	Human Services and Disabilities	3
HMS320	Diversity and Inclusion	3
HMS340	Research Methods in Social Science	3
HMS410	Introduction to Grief and Loss	3
HMS420	Group Dynamics in Human Services	3
HMS470***	Human Services Internship II OR	
HMS480	Human & Social Services Capstone II	6
PHL301	Public Health and Society	3
GEN363	Conflict, Communication, and Resolution	3
ACC122	Introduction to Spreadsheet Applications	3
BUS325	Management Applications and Strategy	3
BUS330	Foundations of Fundraising	3
	Total Major-Related Credits	**57**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN109	Introduction to Digital Technologies OR	
GEN115	Digital Technologies in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN171	Political Institutions	3
GEN250	Ethics and Professionalism	3
GEN330	Personal & Professional Development	3
GEN421	Business Communication and Research Methods	3
MED103	Medical Terminology	3
	Total General Education Credits	**39**

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

Electives

Concentration Electives (2)	6
General Education Electives (5)	15
Open Elective (1)	3
Total Elective Credits	**24**

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

120 CREDITS REQUIRED FOR GRADUATION

***Note: Evening Division students taking their AS internship will take this over two terms. This course is broken into two courses as listed below:*

HMS270A Preparation Workshop for AS Human Services Internship
HMS270B Internship Human Services

****Note: Evening Division students taking their Human Services Internship II (HMS470) will take this over two terms. This course is broken into two courses as listed below:*

HMS470A Human Services Internship II A
HMS470B Human Services Internship II B

BS – Human Services

Program Competencies For Two Year Transfer Students

Students accepted as two year transfers into the BS – Human Services program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Introduction to Human Services and Social Work
- Introduction to Counseling
- Introduction to Research in the Social Sciences
- Case Management
- Psychology

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

School of Information Technology

The School of Information Technology offers degrees that prepare you for a dynamic career in the diverse field of Information Technology (IT), as well as satisfy the industry's demand for IT professionals in network technologies, administration, and service and support of systems and users.
Each student is treated with respect and dignity, ensuring equity in each course.

Through practical application of classroom theory in lab environments, students majoring in Computer Science in Cybersecurity & Defense or Computer Networking Specialist certificate programs learn the technical skills and gain the theoretical knowledge necessary to understand current computer and network technologies and interpret emerging technologies while developing problem solving, critical thinking, communication and teamwork skills.

In addition, CW is one of 11,800 Cisco Networking Academies in 190 countries. The Cisco Networking Academy delivers a comprehensive, 21st century learning experience to help students develop the foundational information and communication technology (ICT) skills needed to design, build, and manage networks.

Dr. Jacqueline A. Shaw
Associate Dean, School of Information Technology
Doctor of Information Technology, Walden University
M.S., City College - City University of New York
B.A., City University of New York Baccalaureate Program
A.A.S., Medgar Evers College - City University of New York
Certifications: MCP, MCT, MOUS, CompTIA A+, CompTIA Network+, CCENT, CCNA

AAS - Computer Science in Cybersecurity & Defense

Associate in Applied Science Degree (AAS)
Computer Science in Cybersecurity & Defense – HEGIS Code 0701

In the Computer Science in Cybersecurity & Defense program students learn to analyze problems and design, implement, and apply knowledge of cybersecurity concepts, tools, and technologies to prevent, detect, react, and recover from cyber-attacks.

Program Learning Objectives

- Develop computing programs and protocols to solve cybersecurity-related problems.
- Apply information technology principles and tools to provide solutions to cybersecurity-related issues.
- Evaluate the legal and ethical environment for cybersecurity applications and make informed decisions.
- Define the concepts of and perform necessary tasks to ensure confidentiality, availability, and integrity of network resources as they relate to information security.

Course No.	Major-Related Courses	Credits
NET108	Computer Forensics	3
NET125	Cisco Networking Basics	3
NET145	Linux Administration	3
NET151	Windows Server Administration	3
NET163	Cisco Switching, Routing, and Wireless Essentials	3
NET265	Cisco Enterprise Networking, Security, and Automation	3
NET283	Network Security	3
CIS106	IT Essentials	3
CIS176	Cybersecurity Essentials	3
CIS240	Cyber Defense	3
CIS260	Cyber Threat Management	3
	Total Major-Related Credits	**33**

Course No.	General Education	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN151	College Algebra	3
GEN157	Statistics	3
GEN250	Ethics and Professionalism	3
	Total General Education Credits	**24**

Electives	Credits
General Education Elective (1)	3
Open Electives (2)	6
Total Elective Credits	**9**

66 CREDITS REQUIRED FOR GRADUATION

BS – Computer Science in Cybersecurity & Defense

Bachelor of Science Degree (BS)
Computer Science in Cybersecurity & Defense– HEGIS Code 0701
In the Bachelor of Science in Computer Science in Cybersecurity & Defense program, students learn to analyze problems and design, implement, and test software solutions for the effective security of critical systems and information. Students assess the security needs of computer and network systems, recommend safeguard solutions to prevent unwanted security breaches, and manage the implementation of security devices, systems and procedures.

Program Learning Objectives

- Apply knowledge of cybersecurity concepts, tools, and technologies to prevent, detect, react, and recover from cyber-attacks.
- Develop cyber defense strategies to countermeasure threats, attacks, and risks.
- Design secure systems to meet organizational needs within realistic constraints such as economic, environmental, social, and ethical expectations.

Course No.	Major-Related Courses	Credits
NET108	Computer Forensics	3
NET125	Cisco Networking Basics	3
NET145	Linux Administration	3
NET151	Windows Server Administration	3
NET163	Cisco Switching, Routing, and Wireless Essentials	3
NET265	Cisco Enterprise Networking, Security, and Automation	3
NET283	Network Security	3
NET310	Ethical Hacking	3
NET345	Network Infrastructure & Cloud Computing	3
NET410	Cyber Counterintelligence	3
NET470*	Networking BS Internship OR	
CIS480	Computer Information Capstone	3
CIS106	IT Essentials	3
CIS176	Cybersecurity Essentials	3
CIS240	Cyber Defense	3
CIS260	Cyber Threat Management	3
CIS325	Python Programming	3
CIS420	Advanced Database SQL	3
	Total Major-Related Credits	**51**

Course No.	General Education Courses	Credits
GEN105	Transformative Learning	3
GEN108	Introduction to Artificial Intelligence	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Essentials of Public Speaking	3
GEN151	College Algebra	3
GEN157	Statistics	3
GEN250	Ethics and Professionalism	3
GEN305	Data Analytics & Statistical Applications	3
GEN315	Discrete Mathematics	3
GEN330	Personal & Professional Development	3
GEN363	Conflict, Communication and Resolution	3
GEN380	Applied Artificial Intelligence	3
GEN421	Business Communications and Research Methods	3
	Total General Education Credits	**42**

Electives	Credits
General Education Electives (6)	18
Open Electives (3)	9
Total Elective Credits	**27**

120 CREDITS REQUIRED FOR GRADUATION
**Note: Evening Division students taking their BS Internship will take this over two terms. This course is broken into two courses as listed below:*
NET470A Preparation Workshop for Networking BS Internship
NET470B Networking BS Internship

BS - Computer Science in Cybersecurity & Defense

Program Competencies *For Two-Year Transfer Students*
Students accepted as two-year transfers into the Computer Science in Cybersecurity & Defense, BS program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)*
- Essential of Public Speaking
- College Algebra
- Statistics
- IT Essentials
- Linux Administration
- Network Security
- Windows Server Administration

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

Computer Networking Specialist

Certificate
Computer Networking Specialist– HEGIS Code 5199
This program provides a concentrated curriculum in Computer Science in Cybersecurity & Defense and is suggested for students with previous computer knowledge. Students study cybersecurity concepts and use principles and tools to apply security to network resources. This program prepares students for opportunities in the information security field.

Course No.	Required Courses	Credits
CIS106	IT Essentials	3
CIS176	Cybersecurity Essentials	3
CIS240	Cyber Defense	3
NET125	Cisco Networking Basics	3
NET145	Linux Administration	3
NET151	Windows Server Administration	3
NET163	Cisco Switching, Routing, and Wireless Essentials	3
NET265	Cisco Enterprise Networking, Security, and Automation	3
NET283	Network Security	3
GEN129	Essentials of Public Speaking	3
GEN151	College Algebra	3
GEN157	Statistics	3
GEN250	Ethics and Professionalism	3
	Open Electives* (3)	**9**
	Total Credits	**48**

48 CREDITS REQUIRED FOR GRADUATION
**Students who have not previously passed 6 college credits of English Composition or passed the English Proficiency Tests are required to take English Composition I (GEN125) and English Composition II (GEN127) as electives.*

Course Descriptions

Special Notes:

- Refer to course descriptions for prerequisites or other special requirements. Prerequisites may be waived with permission of the chairperson, dean or vice president.
- Not all programs or courses are offered in all divisions.
- Some elective courses are offered only on sufficient demand. For more detailed offerings, contact admissions or academic services.

Academic Enrichment

ACE106 Foundations of Mathematics **3 Institutional Credits**
This course is by placement only and teaches math for everyday use. It is a process-oriented course that helps students with math concepts and calculations. Sample topics include decimals, percentages and fractions. This course must be successfully completed before progressing to the next level of mathematics. This course is graded as "Satisfactory" or "Unsatisfactory." If a student receives an "Unsatisfactory" grade, they must repeat the course.

ACE108 Foundations of Communications **3 Institutional Credits**
This course is by placement only and develops basic writing proficiency in standard written English by focusing on composing skills. Focus is placed on sentence structure, word usage, reading comprehension, listening and writing. This course must be taken in the first term. The course is graded on a "Satisfactory" or "Unsatisfactory" basis. This course must be successfully passed before progressing to English Composition I. If a student receives an "Unsatisfactory" grade, they must repeat the course.

Accounting

ACC107 Financial Accounting I **3 Credit Hours**
Students taking Financial Accounting I will be involved in accounting theory and its applications. In addition, there will be an in-depth study of the nature of assets and liabilities such as cash, accounts receivable, accounts payable, short-term investments, inventories, plant and equipment, intangibles and the preparation of financial statements. During the semester, emphasis will be placed on journal entries, posting, preparation of month-end financial statements as well as closing and adjusting entries.

ACC108 Financial Accounting II **3 Credit Hours**
Students continuing onto Financial Accounting II will be focusing more on the topics in corporate accounting such as contributed capital, stock rights, convertible securities, retained earnings, and earnings per share. The course will also focus on procedures for a merchandising business, including accounts and notes receivable and interest, accounts and notes payable and interest, types of inventory systems, and inventory valuation, accounting for long-term assets and related depreciation methods. In addition, the course covers bond discounts and premiums, statements of cash flow, analyses of financial statements including comparative analysis and liquidity, profitability, and leverage measurement.
Prerequisite: ACC107 or permission of Chair

ACC122 Intorduction to Spreadsheet Applications **3 Credit Hours**
Introduction to Spreadsheet Applications I provides students with foundational spreadsheet skills using Microsoft Excel in a Windows environment. Students learn how to organize, analyze, and present information using worksheets, formulas, functions, charts, and data analysis tools. Through hands-on activities and real-world scenarios, students develop practical skills for managing data, solving problems, and communicating information effectively in academic, personal, and workplace settings.

ACC127 Spreadsheet Applications **3 Credit Hours**
This course introduces Excel spreadsheet concepts using software in the Windows environment. Topics to be covered include: creating the Excel worksheet, formulas, functions, enhancing spreadsheets with graphs and charts, analyzing spreadsheet data (what–if analysis) and working with large worksheets.

ACC131 Computerized Accounting I **3 Credit Hours**
This course will enable students to apply their knowledge of accounting utilizing computer software. Students will use QuickBooks software to perform general ledger, accounts receivable, accounts payable, inventory, job costs and payroll functions. In addition, students will complete an accounting practice set using the computer software for the purpose of an "on the job" simulation.
Prerequisite: ACC108 or permission of Chair

ACC206 Federal Income Taxation **3 Credit Hours**
This course briefly reviews the history of taxation, tax legislation and research and covers the Internal Revenue Code and Regulations. Methods and forms required to complete tax returns are carefully examined and completed.
Prerequisite: ACC107 or permission of Chair

ACC211 Intermediate Accounting I **3 Credit Hours**
This course presents an introduction to the basic concepts and principles of financial accounting and an in-depth analysis of the basic elements in accounting. Included are cash and investments, receivables, inventory and related financial statements, general valuation procedures, inventory estimating procedures and an overview of the accounting processes through problem solving.
Prerequisite: ACC108 or permission of Chair

ACC220 Practical Applications in Accounting **3 Credit Hours**
This course will be taught with a hands-on approach. Students will learn to apply the concepts learned in Financial Accounting I through exercises based on typical applications and forms used in business and industry. Students will acquire, through simulated practice sets, the skills that will be needed in a real-world work environment. Topics emphasized will be payroll applications, inventory, depreciation valuations, adjusting and closing entries.
Prerequisite: ACC107 or permission of Chair

ACC221 Cost Accounting **3 Credit Hours**
This course is a study of the principles of cost accounting by elements: material, labor and overhead. Applications to modern manufacturing plants and other types of business enterprises are presented.
Prerequisite: ACC107 or permission of Chair

ACC311 Intermediate Accounting II **3 Credit Hours**
This course is an advanced course which presents a detailed analysis with respect to fixed assets, liabilities and retained earnings. Also covered are retirement of fixed assets and related depreciation, valuation of capital stock, and accounting for bonds and investments. This course integrates and provides an emphasis on current financial topics and their application.
Prerequisite: ACC211 or permission of Chair

ACC320 Accounting For Managers **3 Credit Hours**
This course provides exposure to topics which include standard cost systems, budgeting, cost volume profit relationships and breakeven analysis. Spreadsheet and quantitative methods are utilized in class to analyze simulated real life business situations applied to modern manufacturing plants and other types of business enterprises.
Prerequisite: ACC107 or permission of Chair

ACC325 Advanced Accounting **3 Credit Hours**
This course covers accounting and reporting for business combinations, mergers, consolidated financial statements, foreign currency transactions, and equity method of reporting investments, intercompany transactions, and translation of financial statements. Fund and selected governmental accounting topics will also be covered.
Prerequisite: ACC211 or permission of Chair

ACC330 Financial Statement Analysis **3 Credit Hours**
This course advances the student's ability to effectively analyze a set of financial statements. The student will learn how to integrate key elements, such as economic characteristics and current conditions of a firm's business, in order to evaluate the profitability and risk of a company.
Prerequisite: ACC211 or permission of Chair

ACC335 Advanced Federal Income Taxation **3 Credit Hours**
Federal income taxation principles and concepts pertaining to partnerships, corporations, trusts, and estates are introduced, examined and applied. Also discussed are transactions related to distributions, dividends, redemptions, liquidations, and reorganizations. Internal Revenue Code, rulings, regulations, and research techniques are reviewed and applied. Advanced applications pertaining to individuals regarding tax planning and preparation are also examined. Students will complete simulated case projects.
Prerequisite: ACC206 or permission of Chair

ACC345 Advanced Cost Accounting **3 Credit Hours**
This course will help students gain a grasp of cost accounting systems that enable management to plan and track production costs in the manufacturing process. Included in the review of costs will be materials, labor, and factory overhead. Cost accounting systems will include process costing, standard costing, and cost analysis.
Prerequisite: ACC221

ACC347 Accounting Information Systems **3 Credit Hours**
The course provides a comprehensive presentation of the fundamentals of data organization, classification, control, and reporting. Various accounting systems will be analyzed with an emphasis on database management and systems analysis, creation, and control.
Prerequisite: ACC108

ACC350 Accounting Ethics and Professional Responsibility **3 Credit Hours**
This course examines the background and nature of the "new" era of corporate and professional accountability and governance. Readings and cases examine the behavior and interaction of directors, executives, and accountants.
Important legislation which has impacted the practice of accounting, and the current business environment will be discussed and critiqued in order to expose students to moral and ethical decision making. The "new" code of conduct (as provided by the PCAOB, SEC, AICPA, SOX, and ethical decision models) should have appropriate values and ethical reasoning integrated throughout the course material.
Prerequisites: ACC211 and Junior Status

ACC405 Accounting Theory and Problems **3 Credit Hours**
This is an advanced course with an in-depth study of accounting theory and the practice of accounting. Underlying concepts found in Generally Accepted Accounting Principles, Financial Accounting Standards Board pronouncements and International Reporting Financial Standards are reviewed, discussed, and evaluated. Other topics relevant to the practice of accounting are also discussed.
Prerequisite: ACC311 or permission of Chair

ACC415 Auditing **3 Credit Hours**
Standards, procedures, and techniques used by certified public accountants in the examination of financial statements will be introduced, reviewed, and applied. The nature and use of internal control procedures and methods of gathering audit evidence will be emphasized. The auditor's report will be reviewed and discussed with a focus on form and content. Ethical and legal considerations will also be emphasized. Students will complete a comprehensive case study.
Prerequisite: ACC108 or permission of Chair

ACC470 BBA Accounting Internship **3 Credit Hours**
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY
The Internship is a capstone course involving the culmination project in the Accounting BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
Prerequisite: The Internship course must be taken in the final two semesters of a student's degree program.

ACC470A Preparation Workshop for BBA Accounting Internship **Non-Credit**
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a non-credit workshop which occurs in the term prior to the BBA Accounting Internship assignment.
The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the ACC470B – BBA Accounting Internship.
Prerequisite: The Workshop course must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in ACC470B.

ACC470B BBA Accounting Internship **3 Credit Hours**
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a continuation of ACC470A. The Internship is the capstone course for the BBA in Accounting. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and
discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using their skill set.
Prerequisite: ACC470A. The Internship course must be taken in the final four terms of a student's degree program.

Business Administration

BUS103 Introduction to Business **3 Credit Hours**
This course allows students to explore a variety of industries of interest to them. The structure of the organizations, competitive activity, consumer attitudes as well as the job functions needed to make each successful will be examined. Students will engage in group discussions regarding the importance of the industry to the consumer and the economy. Students will complete this introductory course with a broad knowledge that can be streamlined to a specific industry in courses that follow.

BUS112 Principles of Marketing **3 Credit Hours**
This course surveys the general nature of marketing concepts, process, organization, and buyer behavior. It also examines the basic decision areas of product, distribution, promotion, pricing and society's interaction with the dynamics of marketing.

BUS122 Integrated Business Applications **3 Credit Hours**
In this course, students will examine the concepts and applications of Microsoft Word & PowerPoint. Students will use these technology tools to create business documents, marketing materials, and develop effective business presentations that will prepare them for today's information-based business environment.

BUS123 Human Resources Management **3 Credit Hours**
Provides the foundation for the contemporary theory and practices relating to the management of people through a behavioral approach. Major attention is devoted to the process of personnel procurement, development, and maintenance of human resources. This includes sound practices in selection, training, motivation and compensation of employees.

BUS203 Principles of Management **3 Credit Hours**

A thorough study of the most modern management methods. Analyzes the areas of organizing, planning, staffing, directing, and controlling the organization. Examines the relationship of individuals in line and staff positions and the nature and interaction of the activities.

BUS216 Money and Banking **3 Credit Hours**
This course examines the historical aspects of the banking system and the important role of the Federal Reserve System. Through a study of the internal operations and regulations of banking institutions, the student will gain knowledge of the effects of banking on the economy. Topics to be discussed are the functions of savings banks, commercial banks, investment companies, credit agencies and foreign currency.

BUS230 Principles of Selling **3 Credit Hours**
A practical approach to learning the basic phases of the sales process necessary to become a successful salesperson and employee: approach, demonstration, sales resistance, closing, selling through suggestion, product knowledge and analysis. The course relates the importance of communication to successful living and employment through development of poise, demeanor, style of dress, sales ethics, influencing people, behavior patterns, buying and motives.

BUS245 Personal Finance **3 Credit Hours**
This course provides a survey of the areas of personal financial matters. The course content guides each person towards receiving results in the following areas: financial planning; buying on credit; borrowing money; using bank services; selecting from various types of insurance coverages; home ownerships vs renting; obtaining investment information; investing in stocks and bonds; budgeting; retirement planning and estate planning.

BUS261 Front Office Operations & Reservations Systems **3 Credit Hours**
Students will study various activities that are the responsibility of the front office. Focus will be on guestroom availability, reservation processing, guest registration, night audit, check-out procedures and the importance of technology and the Internet for optimum operation of the business. The impact this office has in conjunction with all other departments in the organization that are needed to operate a successful establishment are reviewed.

BUS263 Hospitality Marketing & Management **3 Credit Hours**
The elements of product, price, promotion and place are applied to the Hospitality industry. Students will examine a variety of popular hotels and resorts to understand who they appeal to and why. This course will require students to develop a marketing plan focusing on product mix, new product development and concepts as well as consumer likes and dislikes. The importance of diversity, pricing and consumer needs is examined.

BUS271 Visual Merchandising & Retailing **3 Credit Hours**
The importance of store image, color and composition, types of displays and fixtures to the consumer. Displays, graphics, lighting and the logic behind floor plans are critical components to a course which allows students to learn and apply their creativity to a store design of their own.

BUS275 Event Planning & Promotion **3 Credit Hours**
Methods and techniques utilized in planning, organizing, promoting, and delivering major events are explored. Students will first examine various aspects of the Business Venture of their choice covering issues ranging from setting objectives and goals to communication and ultimately management and delivery of the plan. They will complete a term project which will be designed to develop an event either for the college or an external function taking full responsibility for its overall development, communications, forecasting sales, setting up operations, selling tickets and delivering their event to the consumer. Customer service satisfaction and issues will be addressed.

BUS279 Customer Relationship Management **3 Credit Hours**
Providing excellent customer service is key when it comes to relationship management and customer retention. Students will learn basic greetings and conversation starters, as well as how to maintain a professional presence when dealing with customers. We will look at the correlation between customer service and the increase of sales and revenue. A variety of communication tools will be examined and evaluated to determine what methods may be appropriate in keeping in touch with your client base. The term project will require students to create a Customer Service training manual for a company/industry of their choice.

BUS305 Marketing Management **3 Credit Hours**
This course will introduce the student to the concepts and skills needed in planning, organizing, operating, and controlling a business firm's total marketing program. Emphasis is placed on considerations necessary for sound marketing management decisions in product development, pricing, demand creation and channel activities of the firm. A global perspective will be introduced to provide an understanding of the effects and opportunities of an interconnected, international marketplace. Experiential exercises and case studies are employed to provide students with the opportunity to develop skills in the evaluation, diagnosis and formulation of marketing strategies and tactics.
Prerequisites: Junior level status and BUS112

BUS314 Principles of Finance **3 Credit Hours**

This course examines the fundamental financial problems of business. The student becomes acquainted with financial organization and operation. Current and long-term requirements for capital and analysis of capital structure including planning and control, budgeting and forecasting are examined.
Prerequisite: ACC107 or permission of Chair

BUS320 Operations Management **3 Credit Hours**
This course will familiarize the student with the problems encountered by the operating management of a business enterprise and the methods used to analyze and solve these problems. Topics include forecasting, productivity, quality management, inventory management, capacity planning, scheduling, production planning, and project management, and the introduction of basic problem solving and project management tools.
Prerequisites: Junior level status

BUS325 Management Applications and Strategy **3 Credit Hours**
This course will provide the framework for understanding concepts and theories related to management across a variety of business sectors including for-profit, not-for-profit, and government-operated organizations. Students will learn how institutions are organized and governed, the role of various employee classes, and the management systems designed for their efficient and effective operation.
Prerequisite: Junior level status or permission of Chair

BUS328 Employment Law and Labor Relations **3 Credit Hours**
This course provides an in-depth understanding of the legal aspects of employment relations in the U.S. It traces the development of federal and state government regulation of the employment relationship and the evolution of employee rights in employment and labor law. The course is designed to help students understand employment laws and regulations in order to deal effectively with labor-related legal issues in the workplace.
Prerequisite: Junior Level Status

BUS330 Foundations of Fundraising **3 Credit Hours**
This course will examine the role that external fundraising plays in non-profit organizations and the means through which funds are raised from government, individuals, foundations, and corporations. The importance of stewardship, program evaluation, and the role of the board and staff in developing effective fundraising strategies will be addressed. Legal development and structure of fundraising organizations will also be introduced. Students will come to understand the role that fundraising plays in supporting the budgetary needs of non-profit and social service agencies, sources through which such funding can be secured, and the methods of successfully courting, writing, and stewarding external fundraising. The focus will be on developing and implementing comprehensive marketing and fundraising strategies using ethically based approaches.
Prerequisites: Junior-level standing or permission of chair

BUS337 Business Law **3 Credit Hours**
Explore the fundamental aspects of law as they pertain to the business world in the Business Law course. Delve into the intricacies of courts, court procedures, torts, and crimes. This foundational knowledge sets the stage for a deeper understanding of business contracts, including their nature, prerequisites, and regulations as governed by the Uniform Commercial Code. Special emphasis is placed on sales contracts, with a comprehensive examination of title transfer and risk allocation. This course provides a strong legal framework essential for navigating the complexities of business transactions and relationships.
Prerequisite: Junior Level Status or Permission of Chair

BUS338 Intermediate Finance **3 Credit Hours**
This course examines the fundamentals of treasury management. The student becomes acquainted with cash flow management, and short-term investment.
Prerequisites: Junior Level Status with BUS314, ACC107, and familiarity with Library databases

BUS370 Project Management Essentials **3 Credit Hours**
The emphasis of this course is on the core competencies of Project Management as defined by PMI (Project Management Institute) and set forth in the Guide to the Project Management Body of Knowledge (PMBOK). Upon introducing the foundational elements of project management, students will gain experience by applying these elements to projects and employing them during the course of a logical project life cycle.
Prerequisite: Junior level status

BUS410 Seminar: Critical Issues in Business **3 Credit Hours**
This seminar course covers the strategic analysis of major newsworthy events affecting the national and global business environment. The goal of this course is to enable students to develop an awareness of how valuable being “in the know” about current events is integral to business performance and employee productivity. Student participation includes the selection, strategic analysis, and discussion of a current major topic. Relevant and reputable business periodicals and journals will be examined. Students will conduct research and engage in discussion about important current issues that affect business.
Prerequisite: Junior Level Status

BUS420 Advanced Finance **3 Credit Hours**

This course examines the fundamentals of investment analysis and portfolio management. The student becomes acquainted with investment concepts, global capital markets, the functioning of securities markets, security market indicators, information sources for securities, and portfolio management theories, as well as capital market theory, analysis and valuation of securities, and bond fundamentals and valuations. Rigorous financial report reading for both markets and corporations is included. The Capital Asset Pricing Model, international diversification, and basic derivatives such as puts, calls, limited commodity futures and financial futures will be discussed and analyzed.
Prerequisites: Junior level status with ACC107 and BUS314 or BUS338

BUS425 Business Capstone Experience **3 Credit Hours**
In the Business Capstone Experience course, students will bring together their business knowledge and skills to create a comprehensive business plan, enabling them to integrate theory and practice while highlighting expertise in strategic planning, market analysis, financial modeling, and more. Through extensive research, critical thinking, and creative problem-solving, students will construct a compelling roadmap for launching and managing a successful business venture. This course will challenge students to think innovatively, make data-driven decisions, and present a well-rounded business plan.
Prerequisite: Senior Level Status

BUS435 Business Analytics **3 Credit Hours**
This course provides an overview of the field of business analytics, focusing on the application of data-driven insights to inform business decisions. Students will learn foundational concepts, tools, and techniques for collecting, cleaning, analyzing, and interpreting data to extract valuable insights that drive organizational success. The course emphasizes practical skills and critical thinking through hands-on exercises, case studies, and real-world examples.
Recommended: GEN305 or equivalent

BUS440 Applied Project Management Concepts **3 Credit Hours**
Using project management methodology and various software tools, learners will create a detailed project charter and scope document, communication plan, risk management plan, schedule, and lessons learned based on a case study or actual project.
Prerequisite: BUS370

BUS470 BBA Internship **3 Credit Hours**
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY
The Internship is a capstone course involving the culmination project in the Business Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
Prerequisites: The Internship course must be taken in the final two semesters of a student's degree program.

BUS470A Preparation Workshop for BBA Internship **Non-Credit**
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a non-credit workshop which occurs in the term prior to the BBA Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the BUS470B - BBA Internship
Prerequisites: The Workshop course must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in BUS470B.

BUS470B BBA Internship **3 Credit Hours**
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a continuation of BUS470A. The Internship is the capstone course for the BBA in Business Administration degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.
Prerequisites: BUS470A. The internship course must be taken in the final four terms of a student's degree program.

BUS480 BBA Career Capstone **3 Credit Hours**
The capstone course for the BBA in Business Administration degree will require students to apply skills and knowledge learned in the program to a typical project they may encounter in actual employment. Using the criteria outlined below, students will identify a specific topic and prepare a one-page description for review and discussion with their faculty advisor. Then they will provide a written proposal outlining recommendations with supporting research, data, and documentation. Students will be expected to defend proposals and make final amendments based on feedback and challenges by either an instructor or a review committee. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas, and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set.

Note: Fulfills capstone requirement for Online students and Evening students with permission of Department Chairperson.
Prerequisites: The Capstone course must be taken in the final two semesters of a Day student's degree program or the final four terms of and Evening or Online student's degree program.

Computer Information Systems

CIS106 IT Essentials **3 Credit Hours**
This course helps build the foundational technology skill set needed to confidently and safely engage in the digital world. Students will explore the beginnings of a diverse range of technology concepts and career paths, from building computers to computer programming, from secure Internet browsing to building databases. This course focuses on the essential technology skills and knowledge used daily by skilled technology users both in- and outside of the IT industry. This course can also help prepare students for the CompTIA Tech+ (FC0-U71) certification examination and for a solid foundation as a tech-fluent technology user.

CIS110 Programming Logic **3 Credit Hours**
This course introduces the art and science of planning and writing programs and enforces good style and logical thinking. Students will learn the guidelines to developing structured program logic and compose a set of instructions that direct a computers' behavior.

CIS176 Cybersecurity Essentials **3 Credit Hours**
In this course, students will learn vital skills like threat intelligence, network security, and risk management to protect themselves and organizations from cyber-attacks. This Cybersecurity Essentials course helps prepare students for the entry-level Cisco Certified Support Technician (CCST) Cybersecurity certification and entry-level cybersecurity positions such as Cybersecurity Technician, Junior Cybersecurity Analyst, or Tier 1 Help Desk Support roles.

CIS210 Structured Programming **3 Credit Hours**
This course uses advanced problem-solving strategies and algorithms using classes and objects. Students will develop programs using data structures, character strings, records, files, stacks, and queues.
Prerequisite: CIS110 or CIS106

CIS233 Database Applications (Access) **3 Credit Hours**
Investigation and application of advanced database concepts will be covered including database administration, database technology, and selection and acquisition of database management systems. Through the introduction of Microsoft Access, the students will complete an in-depth practicum in database applications, including database design, relational tables, queries, forms, and reports.
Prerequisite: GEN115, NET111, CIS106 or DMD101 or permission of Chair

CIS240 Cyber Defense **3 Credit Hours**
This course is designed to help students gain the skills and knowledge to become cybersecurity analysts. Students will apply behavioral analytics to networks and devices to prevent, detect, and combat cybersecurity threats through continuous security monitoring. This course aligns to the CompTIA CySA+ certification exam
Prerequisite: NET125 or permission of Chair

CIS260 Cyber Threat Management **3 Credit Hours**
This course explores governance in cybersecurity and threat management. Students will learn to develop policies and ensure organizations comply with ethical standards and legal and regulatory frameworks. Students will also gain skills for managing threats, such as how to assess a network for vulnerabilities, manage risks, and respond to security incidents.
Prerequisite: CIS240

CIS315 Data Structures **3 Credit Hours**
This course teaches the algorithms and concepts such as sorting methods (selection, insertion), searching (sequential, binary), merging, pointers (called references in Java), linked lists, stacks, queues, recursion, random numbers, files (text, binary, random access, indexed), binary trees, advanced sorting methods (heapsort, quicksort, merge sort, Shell sort), and hashing (a very fast way to search).
Prerequisite: CIS210

CIS325 Python Programming **3 Credit Hours**
This course introduces Python programming concepts and techniques. Students will learn how to write and test code, handle common errors, and develop interactive programs using the Python language.
Prerequisite: CIS110 or CIS106

CIS420 Advanced Database SQL **3 Credit Hours**
This course introduces the advanced features of the SQL language and how it can be used to query a database in order to answer business questions. Students will examine the following advanced features: querying with unions, advanced joins, and sub queries, add, update and remove data, manipulate tables, views and various indexes, data integrity with transactions, and creation of databases.
Prerequisite: CIS233 or CIS106

CIS480 Computer Information Systems Capstone **3 Credit Hours**

The Computer Information Systems capstone course assesses students' knowledge on the learning objectives of the Computer Information Systems program. All assignments in this course will build upon one another and provide students with different components for their Capstone Project. The emphasis will be IT project management, enterprise architecture, business requirement analysis, system modeling, acquisition, testing, deployment, and quality assurance.
Note: Fulfills Capstone requirement for Online students and Evening students or with permission of Department Chairperson.
Prerequisite: The Capstone course must be taken in the final two semesters of a Day student's degree program or the final four terms of an Evening or Online student's degree program.

Digital Media

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

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

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

DMD123 Digital Video & Effects **3 Credit Hours**
After Effects is the desktop standard for compositing and creating 2D/3D animation and stunning special effects for film, video, digital media and the Web. Students will create motion graphics in a timeline environment and blend together video, still imagery, audio, text, and time-based effects. Some of the topics to be discussed include digital compression, output formats, color correction and manipulation, title design, key framing, masks, layers and mattes.
Prerequisite: DMD107 or permission of Chair

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

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

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

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

DMD300 Typography Essentials **3 Credit Hours**

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

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

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

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

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

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

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

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

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

DMD490 Career Capstone **3 Credit Hours**
The capstone course for the B.S. in Digital and Social Media Marketing degree will require students to apply skills and knowledge learned in the program to a typical project they may encounter in actual employment. Using the criteria outlined below, students will identify a specific topic and prepare a one-page description for review and discussion with their faculty advisor. Then they will provide a written proposal outlining recommendations with supporting research, data, and documentation. Students will be expected to defend proposals and make final amendments based on feedback and challenges by either an instructor or a review committee. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas, and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set.
Note: Fulfills capstone requirement for Online students and Evening students with permission of Department Chairperson.
Prerequisites: The Capstone course must be taken in the final two semesters of a Day student's degree program or the final four terms of an Evening or Online student's degree program.

General Education

GEN105 Transformative Learning **3 Credit Hours**
This course will introduce students to the value of change, personal growth, and transformation. Students will engage in activities designed to stimulate reflective thinking, create a positive personal outlook, and foster "behaviors of success."

GEN108 Introduction to Artificial Intelligence **3 Credit Hours**
This course provides an overview of the fundamental concepts in Artificial Intelligence (AI). It introduces students to the history of AI, its applications, and its future. The course will cover topics such as problem-solving, knowledge representation, planning, machine learning, and ethical considerations in AI. No prior knowledge of AI is required.

GEN115 Digital Technologies in the Workplace **3 Credit Hours**
The objective of this course is to familiarize students with digital technologies as they are being used in the workplace today and explore how emerging technologies are likely to continue to evolve. Students will be exposed to digital technology fundamentals to better position them to readily adopt common workplace technologies. Students will also learn about security concerns, ethical considerations, digital communications etiquette, and other important concepts related to the use of digital technologies.
Formerly Digital Literacy in the Workplace

GEN125 English Composition I **3 Credit Hours**
In this course, students develop their reading comprehension and written communication skills. Different styles of writing are examined as students develop writing proficiency through practice in planning, outlining, drafting, revising and editing. In addition to regular class meeting times, Day Division students are required to participate in a ten-week Writing Lab component which counts as ten percent of the grade for English Composition. For the Day Division, the Writing Lab is graded as Pass or Fail.
Note: Writing Lab is not required in the Evening division or for fully online programs.
Prerequisite: Proficiency Examination and/or ACE108

GEN127 English Composition II **3 Credit Hours**
This course builds on skills developed in English Composition I by presenting additional writing styles and helping students further refine their writing skills. Research skills and MLA documentation are also introduced. In addition to regular class meeting times, Day Division students are required to participate in a ten-week Writing Lab component which counts as ten percent of the grade for English Composition. For the Day Division, the Writing Lab is graded as Pass or Fail.
Note: Writing Lab is not required in the Evening division or for fully online programs.
Prerequisite: GEN125 or permission of Chair

GEN129 Essentials of Public Speaking **3 Credit Hours**
Communication skills require good speech habits. Therefore, this course covers organization of thoughts, voice control, diction, and presentation of ideas to a variety of audiences. The art of listening is also studied. Emphasis will be placed on a series of oral presentations in order to acquire and reinforce these skills.

GEN131 Critical Thinking in the Workplace **3 Credit Hours**
This course is intended to sharpen a student's ability to think clearly, consistently, critically, and creatively. The course considers principles of sound judgment, both deductive and inductive reasoning, separating fact from opinion, analyzing arguments and testing hypotheses.

GEN147 College Mathematics **3 Credit Hours**
This course will provide complimentary sessions to Foundations of Math in fundamental mathematics. Ratios, percentages, proportions, descriptive statistics, word problems, basic geometry, and an introduction to algebra will be covered.
The course provides a sound understanding in basic math concepts necessary for future math courses.
Prerequisite: Proficiency exam and/or ACE106

GEN151 College Algebra **3 Credit Hours**
Topics include the fundamentals of algebra: the rules of numbers, equations, negative numbers and integers, fractions and rational numbers, exponents, inequalities, graphs, and linear equations. Emphasis will be placed on word problems and business applications.

Prerequisite: Proficiency exam and/or ACE106 or permission of Chair

GEN153 Pre-Calculus **3 Credit Hours**
This course prepares students for calculus through a comprehensive study of functions and their applications. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions; equations and inequalities; graphs and transformations; and analytic trigonometry. Emphasis is placed on conceptual understanding, problem solving, and mathematical modeling.

GEN157 Statistics **3 Credit Hours**
This course offers an introduction to basic statistical theory and application. Topics to be discussed in detail include sampling procedures, finding mean, median, and mode; finding the variance and standard deviation; graphing histograms and bell curves. This course also illustrates how statistics are used in the business world as well as in the media and the benefits and drawbacks of statistical information.
Prerequisite: Proficiency exam and/or ACE106 or permission of Chair

GEN161 Psychology **3 Credit Hours**
This course takes a realistic approach based on the principles of general psychology and is designed to assist the student in coping with life situations. Included are theories of personality, emotions, character, motivation, environmental influences, and the development of students.

GEN167 Contemporary Social Issues **3 Credit Hours**
Global issues such as world hunger, human rights, and nuclear war, as well as American issues concerning inequalities of wealth, civil rights, crime, and the role of government are examined in this course. In addition to gaining an understanding of the social, political, and economic dimensions of these issues, students will also consider the underlying values and ethics.

GEN171 Political Institutions **3 Credit Hours**
This course is a study of the institutions of American and global political governments. It is an in-depth examination of national and international governments and politics. The course emphasizes the comparative study of political institutions, ideologies, political cultures, participation, and party systems in the United States and selected nations of the world. Patterns of political change and global interactions with reference to current issues will be studied.

GEN 186 Principles of Economics **3 Credit Hours**
This course covers the foundational principles of economics. Macroeconomics, where money, spending, and income intersect, along with microeconomics, focusing on individual choices, trade, and supply-demand dynamics are examined throughout the course. Understand economic challenges, indicators, and decision-making at both national and individual levels are discussed.

GEN195 Elements of Effective Design **3 Credit Hours**
This course will examine the principles of color theory and design. Students will gain an understanding of color relationships, as well as learn to identify and analyze the principles and elements of design. Emphasis is placed on color relationships, visual impact, as well as the psychological and symbolic uses of color. Students will utilize these theories and principles in the creation of their own unique designs through creative hands-on projects. In addition, students will also develop their comprehension of 3D space, light, materials, and texture. Students will discover the power and effect of color, two-dimensional design, and three-dimensional design on an audience.

GEN241 Interpersonal and Group Dynamics **3 Credit Hours**
This course examines the human dynamics in organizations, focusing on individuals and small groups within them. Students will learn a wide range of interpersonal skills needed to succeed in most business occupations. In addition, students will learn how to identify group goals, understand the different needs of group members, accomplish group tasks, and effectively communicate within groups.

GEN245 Social Media Communications **3 Credit Hours**
In this course students will learn how to create effective content for online communication, including text-based graphics and verbiage for compelling social media posts. Students will analyze successful social media campaigns and determine the impact of hashtags, photos, videos, and sponsored ads. Software and social media tools for analytics, community engagement and content creation will be explored.

GEN250 Ethics and Professionalism **3 Credit Hours**
This course will introduce the student to the moral principles and standards that guide behavior in today's complex society and business. The definition and application of moral philosophies are used to explore ethical decision-making using a case study approach. Economic, legal, and social dimensions are explored along with interpersonal relationships and the development of morality within individual thinking.

GEN270 Artificial Intelligence in the Workplace **3 Credit Hours**
This course explores the application of Artificial Intelligence (AI) in various professional fields. It aims to equip students with the knowledge and skills to understand and leverage AI tools in their respective fields. Students will gain the expertise needed to harness the transformative potential of AI, positioning themselves as adept innovators and problem-solvers in today's rapidly evolving technological landscape. Prior knowledge of AI concepts is recommended.

GEN301 Internship: General Education **3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Prerequisite: Prior approval by the Department Chairperson is required before registration.

GEN305 Data Analytics & Statistical Applications **3 Credit Hours**
This course dives deeper into data analysis and the skills necessary for informed decision making while developing a nuanced understanding of the role and impact of data-driven insights. Building upon GEN157 Statistics, this course illustrates how statistics drive decisions in business and media, while understanding their advantages and limitations. Topics include correlation, regression, sampling distributions, central limit theorem, confidence intervals, and hypothesis testing.
Prerequisite: GEN157 or equivalent.

GEN310 Environmental Science **3 Credit Hours**
This course examines the natural sciences, social sciences, and humanities to explore the complex relationship between humans and the natural world, a relationship at the core of contemporary environmental challenges. Students will analyze how human-driven changes affect natural systems and consider solutions that can be developed and implemented to address these impacts.

GEN315 Discrete Mathematics **3 Credit Hours**
This course studies the unique mathematical structures of computer science and programming known as discrete mathematics. A wide range of topics such as permutations, properties of sets, formal logic notation, methods of performing proofs, recurrences, and discrete probability.
Prerequisite: Proficiency exam and/or GEN151

GEN324 American Culture and the Media **3 Credit Hours**
This course features significant themes in American culture and media focusing on the impact of issues such as diversity and gender on work, family life, entertainment, sports, and the environment. Students will also examine issues of power related to gender, race, and class, and the economic and cultural implications of mass media representation and consumption. Materials for discussion and analysis will be drawn from essays, newspapers, television, advertising, and music. Case studies, class discussions and written essays will be used to develop the topics.
Prerequisite: Junior Level Status or Permission of Chair.

GEN329 Organizational Leadership **3 Credit Hours**
Explore the principles of effective organizational leadership within the business world. Gain insights into leading teams, fostering innovation, and driving positive change within diverse workplace environments. Develop essential leadership skills that empower students to inspire, motivate, and guide teams toward achieving shared goals.
Prerequisite: Junior Level Status

GEN330 Personal & Professional Development **3 Credit Hours**
This course focuses on the adult years as a complex and extraordinarily variable process, rather than as an orderly sequence of predictable stages. Through experiential, interactive processes, this course will explore various theories and philosophies of adult physical, cognitive, and personality development. Attention will also be given to the larger social contexts and the adult's experience as worker and learner.
Prerequisite: Sophomore Level Status or Permission of Chair.

GEN363 Conflict, Communication and Resolution **3 Credit Hours**
This course will examine how communication can be used to effectively resolve conflicts between people, organizations, and cultures. Conflicts resulting from differences in gender and ethnicity in the contexts of work and personal relationships will also be emphasized. The course will have an interdisciplinary emphasis using cases from history, psychology, sociology, and current events.
Prerequisite: Junior Level Status or Permission of Chair.

GEN370 Consumer Behavior and Culture **3 Credit Hours**
This course will introduce the concepts of consumer behavior and decision making. It provides empirical evidence of convergence and divergence in consumer behavior and covers various psychological and sociological aspects of human behavior used for explaining consumer purchasing decisions. It will explore the concept of culture and introduce various models of culture, as well as the effects they have on consumer behavior. Finally, the course will discuss and review how consumer buying behavior and its cultural variations differ across the world.
Prerequisite: BUS112

GEN380 Applied Artificial Intelligence **3 Credit Hours**
Delve into the practical applications of artificial intelligence in the Applied Artificial Intelligence course. Explore how AI technologies like machine learning and neural networks are implemented to solve real-world problems across industries such as business, healthcare, finance, and more. Gain hands-on experience and insights into leveraging AI for enhanced decision-making and innovation.
Prerequisite: Junior Level Status or Permission of Chair

GEN415 Honors Research Seminar **3 Credit Hours**
This honors seminar 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. Bachelor-level students will learn about the academic research process through presentations, guest lectures, and research assignments. At the conclusion of the seminar, student researchers will showcase their research projects at college-sponsored colloquia.
Prerequisites: Junior Level status, 3.5 GPA or better, faculty recommendations, and demonstrated research ability.

GEN421 Business Communication and Research Methods **3 Credit Hours**
This course will emphasize the necessary written, oral, and visual communication needed for today's global business environment. The course is designed to provide a basic understanding of the importance of professionalism in the workplace, especially in the competitive business environment. Both interpersonal skills as well as research skills will be developed throughout the course. Throughout the semester, students will learn how utilizing creative skills and being flexible will be valuable in many career scenarios.
Prerequisites: Junior Level Status or Permission of Chair.

GEN431 Writing for the Internet **3 Credit Hours**
The purpose of this course is to provide practical guidance in writing purposeful and effective content for online media. Students will be exposed to effective writing styles of all types including news, feature articles, opinion articles, online story forms such as Q&A, list of articles or listicles, combinations of text, images, and graphics or charticle, and marketing content.
Prerequisite: Junior Level Status or Permission of Chair

Health Professions

HCA310 US Healthcare **3 Credit Hours**
This course looks at the US healthcare system and the services needed to care for the United States population. This course explores the history, development, structure and current forces that have transformed the healthcare delivery system. Topics may include health insurance, physician practice and payment, ambulatory care and alternative delivery systems, mental health and long-term care, hospital services and DRGs, doctor-patient relationship, medical technology, and the future of the US healthcare system.
Prerequisite: MED103 or permission of the Chair

HCA320 Global Healthcare Delivery Systems **3 Credit Hours**
In this course, students will evaluate national and international health care delivery systems. Course themes include the regulatory environment, daily operations, recruitment and selection, and training. Students will explore the dynamics of health care system delivery, which include supply and demand, sociocultural influences, and politics. Students will develop a cross-cultural understanding of health care delivery through assignments, readings, and interactions with health care practitioners.
Prerequisite: Junior-level standing or permission of the Chair

HCA330 Healthcare Economics and Finance **3 Credit Hours**
This course serves as an introduction to economic, financial, and accounting concepts for healthcare providers. Emphasis will be on the market mechanism of supply and demand of health services, budgeting practices, financial statement analysis, and the influence of third-party payers on the revenues and costs of healthcare delivery systems.
Prerequisite: Junior-level standing or permission of the Chair

HCA340 Managed Care **3 Credit Hours**
This course presents an overview of major issues related to the design function management regulation and evaluation of health insurance and managed care plans. Provides a firm foundation in basic concepts pertaining to private and public sector health insurance/benefit plans both as provided by Medicaid and Medicare. Key topics include provider payment, accountability, cost containment and public policy. Students will also analyze and compare insurance plans for profit and not for profit organizations.
Prerequisites: Junior-level standing or permission of the Chair

HCA350 Human Resource Management in Healthcare **3 Credit Hours**
The Human Resource Management function is an important healthcare administrative skill set. The recruitment of trained and credentialed healthcare professionals and staff is a primary job responsibility of healthcare administrators. While human resources is a complex discipline, healthcare administrators need to have strong working knowledge of organizational development, training, and performance management, employee and labor relations, selection and recruitment and compensation and benefits. As such, this course will emphasize the strategic role of human resources and the influence of legal compliance on this business activity.
Prerequisite: Junior-level standing or permission of the Chair

HCA400 Public Health Issues and Practices **3 Credit Hours**
This course will provide a framework for developing and analyzing a range of health policy issues as well as a comprehensive introduction to public health concepts and practices. This course will also address important health issues and problems facing the public health system. Case studies and a variety of practice-related exercises serve as a basis for learner participation in real world public health problem-solving simulations. The various components of these courses aim to stimulate interactions among learners and instructors around important problems and issues facing public health. This course will also provide an orientation to the ethical foundations of public health research and identify resources for encouraging the ethical practice of public health.
Prerequisite: Junior-level standing or permission of the Chair

HCA410 Aging Population and Healthcare **3 Credit Hours**
This course provides an overview of the aging population, implications for individuals, families, and society, and the background for health policy related to the aging population. This course presents an overview of aging from the perspective of demographics, functional capacity and disability, epidemiology of diseases in the elderly, federal and state health policies affecting the elderly, social aspects of aging, and the ethical considerations in the care of the elder population.
Prerequisite: Junior-level standing or permission of the Chair

HCA420 Long Term Care Administration **3 Credit Hours**
This course describes long-term delivery programs designed to meet the special needs of seniors. It will review care and service systems from the perspective of an aging population including the physiological and psychological changes common among seniors. The purpose of this course is to acquaint students with the dynamic field of long-term care. This course helps students examine the issues, challenges, and dilemmas confronting long term care management and others in the field of long-term health services.
Prerequisite: Junior-level standing or permission of the Chair

HCA430 Quality Improvement in Healthcare **3 Credit Hours**
This course provides an in-depth analysis of continuous quality improvement, utilization management, and risk management in healthcare. This course also examines the role of the patient in CQI and how government, regulatory, and professional pressure have affected the delivery of quality healthcare.

HCA440 Legal and Ethical Management of Health Information **3 Credit Hours**
Students discover and discuss local, state, and federal laws, regulatory mandates, healthcare policies and practices relative to health information. Students will be introduced and explore the concepts of confidentiality, ethics, healthcare legislation, and regulations related to the maintenance and use of health information.
Prerequisite: Junior-level standing or permission of the Chair

HCA470 BBA Health Care Administration Internship **3 Credit Hours**
THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY
The Internship is a capstone course involving the culmination project in the Healthcare Services Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
Prerequisite: The internship course must be taken in the final two semesters of a student's degree program.

HCA470A Preparation Workshop for BBA Health Care Administration Internship **Non-Credit**
THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY
This course is a non-credit workshop which occurs in the term prior to the BBA HealthCare Administration Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the HCA470B – BBA HealthCare Administration Internship.
Prerequisite: The Workshop course must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in HCA470B.

HCA470B BBA Health Care Administration Internship **3 Credit Hours**
THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY
This course is a continuation of HCA470A. The Internship is the capstone course for the BBA in Healthcare Services Administration. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to and/or communicate with their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. The first meeting will be jointly conducted by professors from Career Development Services and the Allied Health Department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas, and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using their skill set.
Prerequisite: HCA470A. The Internship course must be taken in the final four terms of a student's degree program.

HCA480 Health Administration Capstone Course **3 Credit Hours**
(ONLINE PROGRAM ONLY)
This course brings together many of the theories and applications introduced throughout the BBA in Health Administration program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effective managerial applications relative to the health care field. Students will review various case studies, perform comparative analyses, and conduct field research to examine the challenges facing healthcare decision making based on an individual's socioeconomic status. An individual's socioeconomic status may include the administration of care for the aging population.
Prerequisite: The Capstone course must be taken in the final four terms of an Online student's degree program.

MED101 Introduction to Healthcare Practices **3 Credit Hours**
This course provides an overview of the healthcare industry and the foundational practices that support healthcare delivery. Students will explore the structure of the U.S. healthcare system, various healthcare settings, and the roles of key departments and

professionals within healthcare organizations. Emphasis is placed on patient flow, communication, healthcare regulations (including HIPAA), and the use of health information systems. By the end of the course, students will understand how healthcare organizations operate and how different components work together to support safe, efficient, and patient-centered care.

MED103 Medical Terminology **3 Credit Hours**
Students will be introduced to the foundation of medical terminology through a thorough study of the roots, prefixes, and suffixes which form medical language. Students will also learn the vocabulary used in various medical specialties. Spelling, definitions, and pronunciation are stressed.

MED111 Healthcare Law and Ethics **3 Credit Hours**
This course will introduce for discussion a variety of ethical issues that healthcare professionals may encounter during the course of their careers. Emphasis will be placed on the importance of ethical and professional behavior in the healthcare workplace. In depth discussions, textbook assignments and role playing will provide guidance to students in how to successfully manage patient relationships, protect patient privacy in compliance with the Health Insurance Privacy and Accountability Act as well as understand the distinct job responsibilities of the myriad of employees who comprise the typical healthcare organization. *Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.*

MED201 Introduction to Medical Coding **3 Credit Hours**
This course will provide students with an introduction to the historical development of medical nomenclature and classification systems including ICD-9-10-CM, CPT-4 and HCPCS coding. This course concentrates on the coding of diseases, evaluation and management procedures, diagnostic and operative procedures and abstraction of clinical diagnostic data from source documentation in order to produce optimal reimbursement when filing claims with third party payers. Also included in this course will be an overview of the medical billing cycle including coverage of Hospital Billing Applications. In accordance with new federal regulations effective January 2014, students will be introduced to ICD-10.
Prerequisite: MED103 or permission of Chair

MED203 Advanced Medical Coding **3 Credit Hours**
This course will leverage and build upon the skills acquired in Introduction to Medical Billing and Coding and concentrates on application of coding skills and analyzing operative reports and consultation notes. These reports and other cases simulate real world out-patient clinical and hospital ICD-9-10, CPT, and HCPCS. Included will be the application of learned skills to EOB denial analysis, collection procedures, and the appeals processes as well as the study of Electronic Records Management.
Prerequisite: MED201 or permission of Chair

MED206 Hospital Reimbursement **3 Credit Hours**
This course provides an introduction to hospital reimbursement methodologies. The course will focus on basic reimbursement methodologies for inpatient settings, including Medicare acute and skilled inpatient reimbursement guidelines, Prospective Payment Systems, relationship between coding and Diagnosis Related Groups (DRGs) assignment and coding compliance.
Prerequisite: MED201

MED208 Administrative Medical Practices **3 Credit Hours**
This course will provide the groundwork for understanding the rules and responsibilities of allied health care providers in an administrative role. The course will cover topics such as electronic health records management, written and oral communication skills, understanding the complexity of the health insurance industry, scheduling and monitoring patient appointments, and the overall administrative duties that impact a health care facility.
Prerequisite: MED103
Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

MED212 Medical Billing **3 Credit Hours**
This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and adjudication. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or other healthcare entity, and as a claim's examiner for insurance carriers. Case studies will be provided to simulate a realistic experience in completing insurance forms.
Prerequisites: MED208, MED201

MED215 Health Information Technology **3 Credit Hours**
This course introduces students to the health information management profession, the health information department and the health record. Basic concepts and techniques covered will include health record content, assembly, analysis, control, storage, retention, retrieval, form design and control, indices, and registers, and filing systems for both paper and electronic health records.
Prerequisites: MED208 & GEN115 or permission of Chair

MED303 Internship: Health Information Management **3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on-experience in a healthcare environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits,

attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Prerequisites: MED221 or MED203 and current enrollment in MED221 and prior approval by the Department Chairperson is required before registration.

MSC110 Human Biology **3 Credit Hours**
This course introduces students to the basic concepts of human biology and chemistry in preparation for further study in the Allied Health Sciences. Biological concepts of cell theory, cell cycle, and cell reproduction will be explored, and the major systems of the human body will be introduced. Chemistry concepts of atoms, molecules, and elements will be introduced along with biological molecules. Appropriate medical terminology will be introduced and utilized to accurately communicate in the biological and medical sciences. Emphasis is placed on body system components and function as it relates to human diseases.

MSC111 Foundations in Microbiology **3 Credit Hours**
This course introduces essential microbiological concepts relevant to public health. Students will explore the diversity of microorganisms, including bacteria, viruses, fungi, and parasites, and their impact on human health. Key topics include disease transmission, the immune response, microbiome health, and the role of microbes in environmental and global health issues. Emphasizing practical applications, the course prepares students to understand microbial risks, inform public health strategies, and promote disease prevention.

MSC126 Anatomy and Physiology I **3 Credit Hours**

MSC 126 is the first section of a two-semester course in Human Anatomy and Physiology. Both MSC126 and MSC131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology and is intended for students majoring in the allied-health professions. The emphasis of this course will be on understanding the structural and functional relationships of the major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. A special effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cells, tissues, and the integumentary, skeletal, muscle, nervous, endocrine, and special senses.
Prerequisites: MED103, MSC111 or permission of the Chair
Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

Cannot be taken concurrently with Anatomy and Physiology II (MSC131). Course can be taken out of sequence.

MSC126A Anatomy and Physiology I Lab **1 Credit Hour**
This course provides students with the practical laboratory component attached to the MSC126 Human Anatomy & Physiology I lecture course. Students will engage in the laboratory study of anatomy and physiology of the cell, tissues, skeletal, muscle, integumentary, nervous and endocrine systems by studying the normal histology, gross anatomy, and physiology. Laboratory activities will include examination of models, prepared tissue slides, dissection of preserved vertebrate specimens, and the measurement and analysis of physiological processes within the human body.
Pre- or Co-requisite: MSC126 or MSC131

MSC131 Anatomy and Physiology II **3 Credit Hours**
MSC 131 is the second section of a two-semester course in Human Anatomy and Physiology. Both MSC 126 and MSC 131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology and is intended for students majoring in the allied health professions. The emphasis of this course will be on understanding the structural and functional relationships of major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. An effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.
Prerequisites: MED103, MSC111 or permission of the Chair
Students must receive a minimum grade of a "C" (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

Cannot be taken concurrently with Anatomy and Physiology I (MSC126). Course can be taken out of sequence.

MSC131A Anatomy and Physiology II Lab **1 Credit Hour**
This course provides students with the practical laboratory component attached to the MSC1231 Human Anatomy & Physiology II lecture course. Students will engage in the laboratory study of anatomy and physiology of blood, cardiovascular, respiratory, lymphatic, urinary, digestive, and reproductive systems. This is accomplished by studying histology, gross anatomy, and physiology of each of these systems, as well as development, metabolism, electrolytes, and acid base balance. Laboratory activities will include examination of models, prepared tissue slides, dissection of preserved vertebrate specimens, and the measurement and analysis of physiological processes within the human body.
Pre- or Co-requisite: MSC126 or MSC131

MSC207 Clinical Procedures/Clinical Asepsis **3 Credit Hours**
This course is designed to give the medical assistant student knowledge and practice skills required in a medical practice. Topics include managing the clinical environment, patient teaching, obtaining, and documenting a medical history, obtaining vital signs,

assisting with examinations, sterilizing equipment, and assisting with minor office surgery. MSC207 Clinical Procedures is a co-requisite for MSC209 Hematology and MSC212 Clinical Diagnostic Applications for the Day College. In the Evening Division, if the above courses are not offered at the same time, then MSC207 must be first and will be a prerequisite.
Prerequisites: MSC126 and MSC131, or permission of Chair. Students must receive a minimum grade of "C" (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students may receive a D (60-69%) but will be required to repeat the course.

MSC209 Hematology/Phlebotomy 3 Credit Hours
The aim of the course is to expose the student to the most common phlebotomy skills required in most health care settings. Students will learn the skills involving the collection of blood specimens, the importance of correct patient identification, complete specimen labeling, proper handling, and storage. Students will be expected to know how to draw blood using an evacuator tube system, butterfly, and syringe. Students will also be expected to perform dermal punctures (finger stick) obtaining and analyzing the blood using a capillary collection tube. Students will learn how to perform non-complex laboratory blood analysis with various diagnostic equipment. This course is taught through didactic, student laboratory, and clinical experiences.
Prerequisites: MSC126, MSC131, and MSC207, or permission of Chair. Student must receive a minimum grade of "C" (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students may receive a grade of D (60-69%) but will be required to repeat the course.

MSC212 Clinical Diagnostic Applications 3 Credit Hours

The aim of the course is to provide the laboratory experience for students to demonstrate clinical competencies applicable to all medical disciplines. Students will be able to demonstrate skill and competence in the following areas: Lab Equipment and Safety, Infection Control and Asepsis, EKG, Microbiology, Urinalysis and Pregnancy Testing, Fecal Occult Blood (Hemoccult) test, Vital Signs, Pain Assessment, Visual Screening, Hearing Examination, Surgical Instrumentation, Patient Examination and Preparation, Pulmonary Function Treatment and Testing, and Medical History.
Pre- or Co-requisite: MSC207
Prerequisites: MSC126 and MSC131. Students must receive a minimum grade of C (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students may receive a grade of D (60-69%) but will be required to repeat the course.

MSC220 Pharmacology 3 Credit Hours
This course introduces the student to the current and commonly used practices, procedures, medications, and drug preparations. Basic medical terminology and mathematics related to pharmacology, the different categories of drugs used in healthcare facilities and retail pharmaceutical establishments are emphasized. Special attention is paid to Brand names and their generic equivalents as well as to common medical abbreviations.
Pre- or Co-requisite: MSC207
Prerequisites: MSC126 and MSC131, or permission of Chair. Students who are required to take ACE106 Foundations of Mathematics must first complete the course before taking MSC220. Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course. Students must complete MSC220 prior to MSC301.

MSC301 Practicum Medical Assistant Management 6 Credit Hours
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY
This course provides students with a supervised learning experience in the clinical setting during which the student can further develop the skills they have learned within your course of study. The student is required to complete a minimum of 170 field hours and 19 classroom hours. CPR training will be provided as part of the 19 classroom hours.
Prerequisites: MSC207, MSC209, MSC212, MSC220
Prior to completion of this course, students will register for and be expected to sit for a Medical Assistant Certification exam. Although it is not a course requirement that students pass the exam, students will receive an "INC" grade in this course and will not be eligible to graduate until the exam has been taken and requirements for the course have been met.

MSC301A Practicum Medical Assistant Management I 3 Credit Hours
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
The objective of this course is to give the Medical Assistant Management student a work experience designed to enhance the students' career objectives. Students will also receive hands on training in emergency procedures including CPR. Students must meet or exceed the criteria set forth in the Student Practicum Handbook. This course can only be completed in a minimum of two terms. In Part A, students will complete a minimum of 85 field hours and a minimum of 9.5 class work hours to earn 3 credits.
Prerequisites: MSC207, MSC209, MSC212, MSC220

MSC301B Practicum Medical Assistant Management II 3 Credit Hours
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a continuation of MSC 301A. Students complete 85 field hours and 9.5 hours of class work to earn these 3 credits* Students will exercise their clinical skills in a medical facility applying skills and knowledge to typical tasks they may encounter in a true clinical setting. These include taking vital signs, performing venipuncture, and EKGs. Students will also receive CPR training and certification. Successful completion of this capstone course includes completion of clinical and workshop hours, submission of journal entries, and a final paper that reflects upon the Practicum experience.

**Note:* By completing both 301A and 301B students will have a total of 170 field hours and 19 classroom hours.
Prerequisite: MSC301A
Prior to completion of this course, students will register for and be expected to sit for a nationally recognized Medical Assistant Certification exam. Although it is not a course requirement that students pass the exam, students will receive an "INC" grade in this course and will not be eligible to graduate until the exam has been taken and requirements for the course have been met.

Human Services

HMS110 Introduction to Human Services and Social Work **3 Credit Hours**
This course provides students with an understanding of the professions of human services and social work. It provides an overview of human service specialties in such fields of practice as aging, corrections, substance abuse, child welfare and mental health. The course examines the field of social welfare including the history of social welfare and the current evolution of social work practice. Special attention is given to current service delivery systems – policies and procedures - in social work practice with individuals, families and communities. The role of the social worker as an advocate for social justice with at-risk populations is emphasized. The course covers the National Association of Social Workers (NASW) code of ethics and core competencies as defined by the Council on Social Work Education.

HMS120 Introduction to Counseling **3 Credit Hours**
This course provides a general overview of counseling theories, an introduction to counseling techniques, the conditions which facilitate an effective counseling relationship, and stages in the counseling process. Students will be introduced to the foundational counseling theories that will be necessary for the student's success in more advanced counseling courses. This experiential course will emphasize practice as well as didactic information. Students will be introduced to the "common factors" that have been found through empirical research to have a significant impact on client satisfaction and therapeutic outcome, as such Aponte and Kissil's "the person of the therapist" and style, the therapeutic relationship, and techniques that cut across different models. It is hoped that students not only develop a working knowledge of the major counseling theories but also how these theories create an environment for change in clients. Introduction to process recordings.

HMS212 Introduction to Research in the Social Sciences **3 Credit Hours**
This course is designed to introduce students to the fundamentals of social science research. Students will have the opportunity to learn basic concepts of social science research. We will study definitions of terms used in research and cover types of research methods. Ethics in research will be examined. Professional writing in APA style will also be covered. In addition, we will examine basic designs commonly used in social science research. You will examine parts of research studies and learn the basic components of studies published in social science research.

HMS220 Case Management **3 Credit Hours**
This course examines the history and evolution of case management as a human service delivery strategy. Case management models will be examined within the context of socio-cultural determinants that have shaped the evolution of case management from early inception to today, including economic downturns and continuing financial struggles for individuals, families, communities, and states, federal legislation, emerging client groups, technology, shifting demographics, funding challenges, new service delivery models. Students will learn about the phases of the assessment process, along with strategies to develop strength-based assessments and service plans. The ethical dimensions and challenges faced by case managers will be explored as students engage in activities that emphasize quality service delivery, cultural competence, and strategies to promote professional growth, clinical supervision, wellness, self-care, and continuing education. Of particular emphasis is the concept of advocacy and ways case managers may become involved in individual, community, and policy advocacy including the concepts of micro, mezzo and macro resources and their impact on individuals and families. A new model of case management, called adaptive social service leadership, will be presented as a way to help case managers respond to the dynamic nature of social services in today's world.
Prerequisites: HMS110 and HMS120

HMS270 Internship: Human Services **3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on-experience in a human services environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Prerequisites: Prior approval by the Department Chairperson is required before registration

HMS280 Human and Social Services Capstone **3 Credit Hours**
(ONLINE PROGRAM ONLY)
The capstone course draws upon knowledge acquired throughout the program, synthesized through a final project that reflects students' individual interests, skills and professional goals. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials, offer support to fellow students, and demonstrate their preparation and readiness for work. The course applies the social science theory theories and best practices of evidence analysis to current events and reviews the theoretical foundations of the economics, political science and sociology disciplines.
Prerequisites: The Capstone course must be taken in the tenth or eleventh term of a student's online degree program.

HMS310 Human Services and Disabilities **3 Credit Hours**

This course is designed to expand the knowledge base of future human services professionals as well as all members of society to better understand and support the diverse needs and interests of individuals with disabilities. The course will introduce class members to the concept of disability and the field of special education. We will examine the history, etiology, and characteristics of specific categories of disability labels as well as educational and other federally mandated programs designed to support the inclusion of individuals with disabilities in schools and communities. Topics germane to the study of disability, disability justice, and the field of special education will also be explored, including current controversies and trends.

HMS320 Diversity and Inclusion **3 Credit Hours**
This course focuses on issues of diversity, oppression, and social justice as well as methods of inclusion. It is designed to prepare CW's Human Services program students to be knowledgeable of people's biases based on race, ethnicity, culture, religion, age, sex, sexual orientation, social and economic status, political ideology, disability and how these contribute to discrimination and oppression. Students will learn about diverse cultures, family structure, roles, immigration, and assimilation experiences of marginalized groups. Students will also learn about the influence of dominant culture on these diverse and marginalized (population at risk) groups, as well as the potential for gender fluidity, which can add to marginalization, and the opportunities for understanding and inclusion.

HMS330 Child and Adolescent Development **3 Credit Hours**
This course is an introduction to the theoretical concepts and methodological approaches in child and adolescent development. Developmental processes through maturation and learning will be examined. Different theoretical perspectives (biological, cognitive, social, behavioral, emotional, and evolutionary) will be explored, and relevant research discussed. This course explores the principles and theories of normal child growth and development from birth through adolescence. The course will focus on the physical, social, emotional and cognitive domains of development and their application. Topics include well-known theories of development, developmental milestones, the internal and external influences of culture, family and the community on child and youth development, and the developmental assets children and youth need to succeed.
Prerequisites: Junior-level standing or permission of chair

HMS340 Research Methods in Social Science **3 Credit Hours**
This course introduces the scientific method and its application to social science research. Topics include research design, data collection and statistical analysis, and presentation of findings in text, tables, and graphs.
Prerequisite: HMS212 Introduction to Research

HMS410 Introduction to Loss and Grief **3 Credit Hours**
This course is designed to acquaint the student with a richer understanding of loss through the life span. The course of grief varies with individuals and change resulting from loss can be transformative or life threatening as each person strives to entertain new meanings and review long-held assumptions. In addition to examining the variations in an individual's path through grief and loss, a more general grieving paradigm will be presented. Students will gain a more complex understanding of how age and developmental stage affect perceptions and coping style. Special types of losses will be reviewed. Students will have the opportunity to practice helpful responses to loss as they learn how to facilitate healthy adaptation to change. A specific focus on death and dying and related treatment concerns will also be addressed.
Prerequisites: Junior-level standing or permission of chair

HMS420 Group Dynamics and Human Services **3 Credit Hours**
This course is designed to familiarize the students with small groups function. The course will highlight some of the dynamics of group process, as well as how people communicate in groups. Issues related to selecting participants, deciding structure, methods of decision of making and ethical practice will be discussed. Group Dynamics explores the various stages of therapeutic groups, including group development. Emphasis is on basic group theory, process, and effective practice skills. Students are acquainted with task-oriented and treatment-oriented groups in a broad range of settings. This course may incorporate experiential learning where students learn about group processes via group exercises in class.
Prerequisites: Junior-level standing or permission of chair

HMS430 Marriage and the Family **3 Credit Hours**
Through this course students will learn to apply the various sociological theories and research methods appropriate to the study of intimate relationships, marriages, and families, and examine the impact and influence the social institution of marriage maintains on the formation and alteration of human relationships in the past, present, and future and how those impacts are related to people's lives. The course will explore and examine social, economic, and policy trends related to the changing nature of marriages and families within the U.S. and globally and students will learn to critically analyze topics related to intimate relationships, marriage, and family life and how those topics are related to family life choices, attitudes regarding relationships, marriage and family, maintaining healthy/effective relationships, the relationship between family/relationship well-being and various dimensions of health, etc.
Prerequisites: Junior-level standing or permission of chair

HMS470 Human Services Internship II **6 Credit Hours**
THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY
The Human Services Internship II course provides the culminating experience for students in the Human Services Bachelor of Science degree program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.

HMS470A Human Services Internship II A **3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY

The Human Services Internship II course provides the culminating experience for students in the Human Services Bachelor of Science degree program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.

Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.

HMS470B Human Services Internship II B **3 Credit Hours**

THIS COURSE IS FOR EVENING DIVISION STUDENTS – GROUND PROGRAM ONLY

The Human Services Internship II course provides the culminating experience for students in the Human Services Bachelor of Science degree program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.

Prerequisite: The Internship course must be taken within the final two semesters of the student's degree program.

HMS480A Human and Social Service Capstone II A **3 Credit Hours**

(ONLINE PROGRAM ONLY)

The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas, and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set. The course applies social science theory and best practices of evidence analysis to current events and reviews the theoretical foundations of the economics, political science, and sociology disciplines. Students will evaluate the comparative utilities of these disciplines in analyzing social problems and apply them to specific social policy dilemmas. Through a mixture of discussions and written analyses, students will review major theories, organize, and relate theoretical principles to evidence about real-world problems and gain experience analyzing decision-making difficulties that attend important social policy subjects.

Prerequisites: The Capstone course must be taken in the final two semesters of a student's online degree program.

HMS480B Human and Social Service Capstone II B **3 Credit Hours**

(ONLINE PROGRAM ONLY)

The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas, and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set. The course applies social science theory and best practices of evidence analysis to current events and reviews the theoretical foundations of the economics, political science, and sociology disciplines. Students will evaluate the comparative utilities of these disciplines in analyzing social problems and apply them to specific social policy dilemmas. Through a mixture of discussions and written analyses, students will review major theories, organize, and relate theoretical principles to evidence about real-world problems and gain experience analyzing decision-making difficulties that attend important social policy subjects.

Prerequisites: The Capstone course must be taken in the final two semesters of a student's online degree program.

Network Administration

NET108 Computer Forensics **3 Credit Hours**

The expansion of the Internet and the increased use of computers have amplified the risk of technology being used to commit crimes and/or crimes being recorded on electronic devices. Because of this, a skilled computer forensics expert is needed to investigate criminal and civil cases. This course is an introduction to computer forensics. Digital media, past and current operating systems, and computer hardware will be examined. Forensics software tools will be used to identify, collect, examine, and preserve evidence/information which is magnetically stored or encoded on computer devices.

NET111 PC Technology (A+) **3 Credit Hours**

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable hardware support of personal computers. Students will identify proper procedures for installing and configuring system components and devices; diagnose and troubleshoot system problems; identify safety procedures; identify motherboards, types of memory, bus architectures and CMOS; define the print process and identify procedures for servicing printers; identify the components of portable systems; define networks. This course aligns to one of two CompTIA A+ exams.

NET117 Operating System Technologies (A+) **3 Credit Hours**

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable software support of personal computers. Students will learn the basic system administration knowledge of command line prompt and Windows operating systems for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. This course aligns to one of two CompTIA A+ exams.

Prerequisite: NET111 or permission of Chair

NET125 Cisco Networking Basics **3 Credit Hours**

This course provides students with a basic understanding of the way networks operate. Students will learn about network components and their functions, as well as how a network is structured, and the architectures used to create networks, including the internet. Students will be able to build local area networks (LANs), configure basic settings on routers and switches, and implement internet protocol (IP). This is the first course of a three course Cisco Academy program that aligns to the CCNA certification exam.
Prerequisite: CIS106 or permission of Chair

NET145 Linux Administration **3 Credit Hours**
This course presents an overview of various Linux operating systems used by information technology (IT) professionals. Students will install, configure, and troubleshoot the Linux operating system, both on-premises and cloud-based server environments. Security best practices, scripting, containerization, and automation will also be covered. This course aligns to the CompTIA Linux certification exam.[1]
Prerequisite: NET125 or permission to waive

NET151 Windows Server Administration **3 Credit Hours**
This course presents an overview of the Windows operating system used as a server in on-premises and cloud environments. Students will install, configure, and manage Windows Servers and workloads in a hybrid environment; manage virtual machines and containers; implement and manage an on-premises and hybrid networking infrastructure; and manage storage and file services. This course aligns to first of two Microsoft certification exams for the Microsoft Certified: Windows Server Hybrid Administrator Associate certification.[1]
Prerequisite: CIS106 or permission of Chair

NET163 Cisco Switching, Routing, and Wireless Essentials **3 Credit Hours**
This course is a continuation of the Cisco Academy Program.
This course advances one's knowledge of the operation of routers and switches in small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify, and mitigate LAN security threats, and configure and secure a basic WLAN. This is the second of a three course Cisco Academy program that aligns to the CCNA certification exam.
Prerequisite: NET125

NET215 Networking Essentials (Network+) **3 Credit Hours**
This course is designed to prepare students to become foundational-level IT network practitioners. Through scenario-based assignments, students will be presented with the opportunity to perform real world tasks in a simulated environment. Students will implement, configure, maintain, secure, and troubleshoot network architectures. This course is aligned to the TestOut Network Pro certification exam and the CompTIA Network+ certification exam.
Prerequisite: NET125

NET265 Cisco Enterprise Networking, Security, and Automation **3 Credit Hours**
This course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. ENSA also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation. This is the third course of a three-course Cisco Academy program that aligns to the CCNA certification exam.
Prerequisite: NET163

NET270 IT Foundations **3 Credit Hours**
This course covers the fundamentals of computer and mobile devices hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional.
Prerequisite: None

NET283 Network Security **3 Credit Hours**
This course is designed to help students gain the skills and knowledge in general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security. This course is aligned to the CompTIA "Security+" certification exam.
Prerequisite: NET125 or permission of Chair

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[1] *External Professional Certification
The College of Westchester's academic programs help prepare graduates for careers in fields that do not require licensure or certification in New York State at this time. However students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student. Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam.

NET305 Internship: Network Administration **3 Credit Hours**
The Associate Degree Program Internship is designed to give students hands-on experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.
Prerequisites: NET151 and prior approval by the Department Chairperson is required before registration.

NET310 Ethical Hacking **3 Credit Hours**
The openness of modern devices such as smartphones and technologies such as Bluetooth and the Internet has made hacking and stealing information easier. This course explores the theory and concepts needed to perform ethical hacking and apply penetration testing techniques to computerized systems. An understanding of network concepts and issues, computer hardware and operating systems, and applications is required.
Prerequisite: NET283

NET335 Active Directory Services **3 Credit Hours**
This course is designed to give students the skills needed to analyze business requirements and design a directory and network services architecture using the Windows Server on-premises, hybrid, and Infrastructure as a Service (IaaS) platform. Students will learn how to integrate Windows Server environments with Azure services as well as manage, maintain, migrate, and deploy Windows Server IaaS workloads in Azure. This course aligns to the second of two Microsoft certification exams for the Microsoft Certified: Windows Server Hybrid Administrator Associate certification.[1]
Prerequisite: NET151

NET345 Network Infrastructure and Cloud Computing **3 Credit Hours**
This course provides the fundamental networking skills required to deploy and support Windows Server in most organizations. It covers IP fundamentals, remote access technologies, and more advanced content including Software Defined Networking. In addition, this course provides a thorough guide of various models for cloud computing implementation and offers exam objectives for the CompTIA Cloud+ exam.
Prerequisite: NET151

NET410 Cyber Counterintelligence **3 Credit Hours**
This course is a comprehensive review of the tasks, knowledge, skill, and ability (KSA) requirements of the National Initiative for Cybersecurity Education (NICE) workforce framework and its relationship to the National Institute of Standards and Technology Cybersecurity Framework (NIST CSF). This course explores the principles and models needed to ensure a sound cybersecurity framework is established in the workforce.
In addition, the Cisco CyberOps Associate curriculum will be used in this course. This curriculum provides an introduction to the knowledge and skills needed for a Security Analyst working with a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats, and vulnerabilities. This course aligns to the Cisco Certified CyberOps Associate certification exam.
Prerequisite: NET283

NET470 Information Technology Internship (Day) **3 Credit Hours**
THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY
The Internship is a capstone course involving the culmination project in the Computer Science - Cybersecurity & Defense program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.
Prerequisites: Completion of 42 of the 54 credits required in the IT program and a minimum GPA of 2.0. The Internship course must be taken in the final semester of a student's IT program.

NET470A Preparation Workshop for Information Technology Internship **Non-Credit**
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a non-credit workshop which occurs in the term prior to the BS in Computer Science - Cybersecurity & Defense Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the NET470B – BS in IT Internship.
Prerequisites: The workshop must be taken in the final five terms of a student's degree program and must be completed prior to a student's enrollment in NET470B.

NET470B Information Technology Internship **3 Credit Hours**
THIS COURSE IS FOR EVENING DIVISION STUDENTS ONLY
This course is a continuation of NET470A. The Internship is the capstone course for the BS in Computer Science - Cybersecurity & Defense degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee work level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is

to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas, and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.
Prerequisite: NET470A The Internship course must be taken in the final four terms of a student's degree program.

Public Health

PHL101 Introduction to Public Health **3 Credit Hours**
This course provides an introduction to the field of public health. Students will learn about the history, principles, and practices of public health, including the role of public health in disease prevention and health promotion. Topics will include epidemiology, biostatistics, environmental health, health policy, and global health. Prerequisite: None.

PHL110 Environmental Health **3 Credit Hours**
This course introduces the principles and practices of environmental health. Topics include the impact of environmental factors on human health, methods for assessing and controlling environmental hazards, and the role of public health in environmental protection. Prerequisite: None.

PHL200 Community Health **3 Credit Hours**
This course provides an introduction to the field of community health. Students will learn about the role of community health workers, health and disease, aspects of aging, and health care, ethics, and professionalism. Topics will include health equity, social determinants of health, environmental impact on health, and the CHW profession. Prerequisite: None.

PHL301 Public Health & Society **3 Credit Hours**
This course explores the intersection of public health and societal issues. Students will examine the social determinants of health, the impact of the climate crisis, environmental health, and the emergence and reemergence of diseases. The course will also cover topics such as drug use, tobacco, vaping, alcohol use, gun violence, suicide, mental health, chronic diseases, and the COVID-19 pandemic. Prerequisite: *Junior Level Status*

PHL310 Epidemiology **3 Credit Hours**
This course provides an introduction to the field of epidemiology. Students will learn about the approach and evolution of epidemiology, measures of disease frequency, sources of public health data, and various epidemiologic study designs. The course will also cover topics such as bias, confounding, random error, effect measure modification, and the epidemiologic approach to causation. Prerequisite: *Junior Level Status*

PHL330 Health Policy and Management **3 Credit Hours**
This course provides an introduction to health policy and management. Students will learn about the policy-making process, federal legislation, patient protection policies, and the U.S. healthcare delivery system. The course will also cover government-funded programs, access to care, and critical issues in health policy. Prerequisite: *Junior Level Status*

PHL410 Social and Behavioral Sciences in Public Health **3 Credit Hours**
This course provides an introduction to the social and behavioral sciences in the context of public health. Students will learn about health behavior theories, behavior change theories, communication and messaging, and the practical application of theory to public health practice. Prerequisite: *Junior Level Status*

PHL420 Health Informatics & Surveillance **3 Credit Hours**
This course provides an in-depth understanding of health informatics and surveillance systems. It covers the fundamentals of health information systems (HIS), strategic planning, management, and the adoption of new technologies in the healthcare environment. Prerequisite: *Junior Level Status*

PHL430 Biostatistics **3 Credit Hours**
This course provides an in-depth understanding of biostatistical methods and their applications in public health. Students will learn about study designs, data summarization, probability, hypothesis testing, and more. The course will also cover advanced topics such as multivariable methods, nonparametric tests, survival analysis, and data visualization. Additionally, students will explore career opportunities in biostatistics. Prerequisite: *GEN157*

PHL470* Public Health Internship **3 Credit Hours**
The Internship course for the BS in Public Health program will provide students with an opportunity to apply their skills and knowledge in a real-world setting. The course integrates coursework, knowledge, skills, and practical learning to enable students to demonstrate a broad mastery of learning across the curriculum for future employability and career advancement.

PHL480 Public Health Capstone **3 Credit Hours**
The capstone course for the BS in Public Health degree will require students to apply skills and knowledge learned in the program to a typical project they may encounter in actual employment. Using the criteria outlined below, students will identify a specific topic and prepare a one-page description for review and discussion with their faculty advisor. Then they will provide a written proposal outlining recommendations with supporting research, data, and documentation. Students will be expected to defend proposals and make final amendments based on feedback and challenges by either an instructor or a review committee. The purpose of this class is to reflect upon learning experiences, demonstrate the ability to organize thoughts, ideas, and materials for written proposals, receive and offer

support to fellow students, accept and handle criticism, and gain greater self-awareness of one's preparation and readiness for work using a project management skill set.
Note: Fulfills Capstone requirement for Online students and Adult students or with permission of Department Chairperson.

2026/2027 Academic Calendar

Day Division

Fall Semester 2026

- Sep 8 – Start of Fall Semester; Orientation and Student Workshop
- Sep 14 – Classes Begin
- Sep 25 – End of Add/Drop Period
- Nov 26–27 – Thanksgiving Recess – No Classes
- Dec 21 – Last Day of Classes
- Dec 22–23 – Make-up Days
- Dec 23 – End of Fall Semester
- Dec 23–Jan 3 – Recess – No Classes

Winter Semester 2027

- Jan 4 – Start of Winter Semester; Orientation
- Jan 6 – Classes Begin
- Jan 18 – Martin Luther King Jr. Day – No Classes
- Jan 15 – End of Add/Drop Period
- Feb 15 – Presidents' Day Holiday – No Classes
- Mar 26 – Good Friday Holiday – No Classes
- Apr 20 – Last Day of Classes
- Apr 21–22 – Make-up Days
- Apr 22 – End of Winter Semester
- Apr 23–May 2 – Recess – No Classes

Spring Semester 2027

- May 3 – Start of Spring Semester; Orientation
- May 5 – Classes Begin
- May 14 – End of Add/Drop Period
- May 27 – Graduation Ceremony; Classes Held Asynchronously
- May 31 – Memorial Day – No Classes
- Jul 5 – Independence Day Observed – No Classes
- Aug 17 – Last Day of Classes
- Aug 18–19 – Make-up Days
- Aug 19 – End of Spring Semester

Evening / Online Divisions

Fall I 2026

- Sep 8 – Start of Fall Term I; Orientation and Classes Begin
- Sep 18 – End of Add/Drop Period
- Oct 27 – Last Day of Classes
- Oct 27 – End of Fall I Term
- Oct 28–Nov 3 – Recess – No Classes

Fall II 2026

- Nov 4 – Start of Fall Term II; Classes Begin
- Nov 13 – End of Add/Drop Period
- Nov 26–27 – Thanksgiving Recess – No Classes
- Dec 23 – Last Day of Classes
- Dec 23 – End of Fall II Term
- Dec 24–Jan 3 – Recess – No Classes

Winter I 2027

- Jan 4 – Start of Winter Term I; Orientation and Classes Begin
- Jan 16 – End of Add/Drop Period
- Jan 18 – Martin Luther King Jr. Day – No Classes
- Feb 23 – Last Day of Classes
- Feb 23 – End of Winter I Term
- Feb 24–Mar 2 – Recess – No Classes

Winter II 2027

- Mar 3 – Start of Winter Term II; Classes Begin
- Mar 13 – End of Add/Drop Period
- Mar 26 – Good Friday Holiday – No Classes
- Apr 22 – Last Day of Classes
- Apr 22 – End of Winter II Term
- Apr 23–May 2 – Recess – No Classes

Spring I 2027

- Apr 28 – Online Division Orientation; Apr 29 – Evening Division Orientation
- May 3 – Start of Spring Term I; Classes Begin
- May 15 – End of Add/Drop Period
- May 27 – Graduation Ceremony; Classes Held Asynchronously
- May 31 – Memorial Day – No Classes
- Jun 22 – Last Day of Classes
- Jun 22 – End of Spring I Term
- Jun 23–29 – Recess – No Classes

Spring II 2027

- Jun 23 – Online Division Orientation; Jun 24 – Evening Division Orientation
- Jun 30 – Start of Spring Term II; Classes Begin
- Jul 10 – End of Add/Drop Period
- Jul 5 – Independence Day Observed – No Classes
- Aug 19 – Last Day of Classes
- Aug 19 – End of Spring II Term

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