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ACADEMIC FREEDOM

It is the policy at the College to maintain and encourage full freedom, within the law of inquiry, teaching and research. In the exercise of this freedom the faculty members may, without limitation, discuss their own disciplines in the classroom; they may not, however, claim as a right the privilege of discussing in their classrooms controversial subject matter which has no relation to the subject matter being taught in that class. In their role as citizens, the faculty members have the same freedom as any other citizen. However, in their extramural utterances they have an obligation to indicate that they are not this institution's spokespersons.

ACADEMIC DISHONESTY

Academic dishonesty is both an academic matter between a student and his/her faculty member and a violation under the Student Conduct Code. An act of academic dishonesty may and should be handled by the faculty member, the student, and, if appropriate, the faculty member's department head and/or academic dean. Sanctions that can be assigned by a faculty member range from giving a reduced grade on the work in question to failing the student for the entire course. A sanction assigned by a faculty member is an academic sanction, not a disciplinary sanction and is independent of any disciplinary actions taken against the student by the college.

If the matter is resolved satisfactorily between the student and the faculty member, the faculty member may still report the incident to the Associate Dean of Student Life. The Associate Dean will maintain a record of the reported incident and may elect to pursue college disciplinary action against a student.

If the faculty member decides that a stronger sanction is needed instead of or in addition to any academic sanctions assigned by that faculty member, the incident may be referred to the Associate Dean of Student Life for review and possible college disciplinary action. Once the referral is made, the incident will be handled in the same manner as would any other allegation under the Student Code of Conduct.

Academic sanctions assigned by the faculty member in agreement with the student or assigned by the faculty member after the charge of academic dishonesty has been validated through the college disciplinary system cannot be grieved under the college's Grade Grievance Procedure.

Faculty should report Academic Dishonesty incidents by filling out the online [Academic Dishonesty Report](https://www.sunywcc.edu/student-services/policies/student-conduct/reporting-an-incident/), which can be found on the following webpage:
<https://www.sunywcc.edu/student-services/policies/student-conduct/reporting-an-incident/>

ACADEMIC REINSTATEMENT AFTER AN ABSENCE

Students who have not registered for an academic year may be permitted to return to classes on a provisional, non-matriculated basis by working through the Counseling Office. Full Academic Reinstatement will still require compliance with either paragraph 1 or 2 of this section.

ACADEMIC STANDING

Scholastic Standards

3.75-4.0	President's List (semester average – must be enrolled as a student with 12 or more credits) and "Graduation With Highest Distinction" (cumulative average).
3.50-3.74	Dean's List (semester average – must be enrolled as a student with 12 or more credits) and "Graduation With Highest Distinction" (cumulative average).
2.0	Cumulative average required for graduation.
1.75	If the student has attempted 48 credits or more his/her cumulative index must be 1.75 or above.
1.50	If the student has attempted 32 to 47 credits, his/her cumulative index must be 1.50 or above.
1.00	If the student has attempted 12 to 31 credits, his/her cumulative index must be 1.00 or above.

Students Not Meeting Scholastic Standards

If a student does not meet the College's scholastic standards, the student's academic status will be changed according to the table below. Financial aid standards are governed differently because all courses attempted, including developmental and transfer credits, are counted to determine financial aid eligibility.

Academic Status of Students Not Meeting Scholastic Standards

Attempted Academic Credits	Cumulative GPA	Last Semester of Attendance GPA	Academic Status
0-31	Less than 2.00	Any	Academic Probation
32-47	Less than 2.00	2.00 and greater	Academic Probation
32-47	Less than 2.00	Less than 2.00	Academic Restriction
48+	Less than 2.00	2.00 and greater	Academic Probation
48+	Less than 2.00	Less than 2.00 (first time in this category)	Academic Restriction
48+	Less than 2.00	Less than 2.00 (second time in this category)	Academic Dismissal

Academic Probation

A student on academic probation may take no more than 14 charged credits per semester, as approved by a counselor. Mandated counseling is required for all students on academic probation.

Academic Restriction

A student on academic restriction may take no more than 8 charged credits per semester, as approved by a counselor and/or curriculum chair. Mandated counseling is required for all students on academic restriction.

Academic Dismissal

A student who is academically dismissed may not attend classes at Westchester Community College until the student petitions for reinstatement from academic dismissal and his/her Re-entry Application is approved. Students will be limited to 8 charged credits upon re-entry. Students returning after 3 or more years may be eligible for the Fresh Start Program.

Petition for Reinstatement as a Non-Matriculated Student, from Academic Dismissal to Academic Restriction

A student is encouraged to apply for reinstatement to the College only after the circumstances that caused him/her to be academically dismissed have been addressed.

A student who is reinstated to the College

- will be reinstated as a non-matriculated student, and as such, will not be eligible for financial aid.
- can only re-enter at the start of a regular fall or spring semester.
- will automatically be placed on academic restriction, and as such, will be limited to 8 charged credits.

To petition for reinstatement from academic dismissal, the application process is as follows:

1. Complete a Re-entry Application for Academically Dismissed Students available in the Registrar's Office, the Counseling Office, and online by clicking on the above link. The application must be filed at least 2 weeks prior to the beginning of the regular fall or spring semester.
2. Submit any transcripts from other colleges attended in the interim.
3. Make an appointment with the Curriculum Chair assigned to the program of study you seek to enter or re-enter.
4. Make an appointment with the Academic Dean (or Dean's designee) of the School that houses the program of study. The application and information will be evaluated by the Academic Dean or Dean's designee. If the application for re-entry is approved, the student will be reinstated as a non-matriculated student on academic restriction.

To be reinstated as a matriculated student, a student must have a semester GPA of 2.0 and have a minimum status of academic probation. Reinstatement to matriculated status does not automatically mean financial aid reinstatement, since financial aid eligibility is governed by separate standards.

Reinstatement to matriculated status does not automatically mean reinstatement into a student's former curriculum, since reinstatement or entry into certain curricula requires the permission of

the Curriculum Chair. Curricula that require special permission from the Curriculum Chair include, but are not limited to, Nursing, Respiratory Therapy, Radiologic Technology, Culinary Arts and Hospitality Management, Veterinary Technology and Human Services.

APPEALING A FINAL GRADE

Appealing a Final Grade

Students are expected to discuss their academic progress during the semester in which the grade is earned with the faculty member. If necessary, the student may consult with the Chairperson of the faculty member's department. If, at the conclusion of the semester, a student believes that the final grade awarded was unfairly determined, the student has a right to pursue a formal appeal of the grade using the steps outlined below. It should be noted that the student may bring one support person to any or all of the meetings during the appeals process.*

*The student must submit a completed/notarized WCC FERPA Release of Information Form and list the support person as someone who is eligible to have access the student's records prior to an appeal meeting. **This form can be obtained in the Registrar's Office or on the Registrar's web page.**

Step 1: Appeal to the Faculty Member

The student must request a meeting with the faculty member no later than the third week of the fall or spring semester following the term in which the grade was earned. Failure to do so will forfeit the appeal. The request must be made via email to the faculty member's WCC email address. The faculty member is expected to grant this request for a meeting within ten business days of the request. The faculty member and student shall communicate to earnestly strive to resolve the problem (either in person/telephone or electronically/virtually). If an agreement is not reached, the Grade Appeal Form should be filled out by the student and faculty member in order to initiate Step 2 of the process. Note: If an in-person meeting was not possible the student should submit any email correspondence regarding the appeal to the Department Chair in addition to the Grade Appeal form.

Step 2: Meeting with the Department Chair

The student shall request a meeting with the Department Chair if:

- The faculty member is unavailable (i.e. Step 1 was not able to be completed), or
- Step 1 did not result in an agreement between the faculty member and the student.

The request to meet with the Department Chair must be made no later than the sixth week of the fall or spring semester following the semester in which the grade was earned. The Chairperson will make sure that the faculty member has completed his or her portion of the form and then schedule a meeting (with the student and faculty member) in a timely manner. The Chairperson, faculty member, and student shall communicate (either in person/telephone or electronically/virtually) and will act in a determined manner to address and resolve the underlying issues mentioned in the appeal. However, if the faculty member and student remain at an impasse AND the student indicates an intention to continue to pursue the issue, the Department Chair will complete the appropriate section of the form and forward it to the Dean of the School (in which the course is affiliated), thus initiating Step 3 of the Grade Appeal Process. However, if the appeal

is resolved to the student's satisfaction, and the faculty member agrees to change the grade, then the faculty member should change the grade using the standard grade form. In all cases, all paperwork associated with Step 2 of this process should be filed with the Dean's Office as an official record of the resolved appeal.

Step 3: Meeting with the Dean

If a resolution is not agreed upon in step 2, the student must request a meeting with the Dean of the School (in which the course is affiliated) within ten business days of the conclusion of Step 2. The Dean will investigate the matter, meet with the Department Chairperson, the faculty member, and the student in order to work towards a mutual agreement of the appeal. This meeting can take place in person/telephone or electronically/virtually. However, if the faculty member and student still remain at an impasse AND the student indicates an intention to continue to pursue the issue, the Dean will complete the appropriate section of the form and forward it to the Provost, initiating Step 4 of the Grade Appeal Process.

Step 4: Appeal to the Vice President and Dean of Academic Affairs

If the student is discontent with the outcome of Step 3, the student can choose to make a request for an appeal with the Provost. This request must be made within ten business days of the conclusion of Step 3. The student will present the Provost with:

- The grade appeal form previously submitted to the Dean
- A written summary of what occurred during Steps 1-3, and
- A statement documenting why the student wishes to continue the appeals process.

After the Provost reviews all written documents concerning the appeal, the Provost will determine if the appeal has been sufficiently vetted through Steps 1-3 AND if the final grade should stand. If the Provost determines the appeal has been properly vetted and the final grade should stand then the Provost will inform all parties involved in Steps 1-3 in writing as to this finding.

However, if the Provost determines the appeal was not sufficiently vetted through the process, and/or the appeal still has merit, and the student and faculty member are still at an impasse, then the Provost will meet with members of that department's D.C. (Departmental Committee) to discuss a possible resolution as soon as possible. The purpose of this meeting is for the Provost to discuss with departmental members the scope of the appeal to try to provide a path for resolution. This meeting can take place in person/telephone or electronically/virtually and must include at least two other members of the department (excluding the faculty member involved in the appeal) from the Departmental Committee. The Chairperson of that department may assist the Provost in identifying these two D.C. members, but the Department Chairperson should not be present at this meeting. After the meeting, the Provost will determine and notify all parties (involved in steps 1-4) in writing of the final outcome of the appeal. The provost will also communicate with the registrar's office if a change of grade is needed.

ATTENDANCE CERTIFICATION

Rosters

Faculty may obtain class rosters by going to <https://mywcc.sunywcc.edu>. Enter your User ID and password in the indicated fields. These are the same log-in credentials you use to access email. Go to the Faculty Center on the portal page to access your Schedule and Class Rosters.

Any student whose name and ID does not appear on the roster must present a Bursar's receipt to enter that class. The names of those students will appear on the next updated roster.

ANY STUDENT WHOSE NAME IS NOT ON THE PRINTED ROSTER, OR WHO DOES NOT HAVE A BURSAR'S RECEIPT SHOULD NOT BE PERMITTED TO REMAIN IN CLASS. THE STUDENT SHOULD BE SENT IMMEDIATELY TO THE REGISTRAR'S OFFICE FOR CLARIFICATION AND NECESSARY ADJUSTMENT.

Census Attendance Rosters

- The attendance verification step is required of all instructors; a reminder email with instructions is sent out by the Registrar every semester.
- In Faculty Center, there is a separate tab for ATTENDANCE ROSTERS.
- Attendance rosters will be available the day after the census date of each separate session within a term, meaning that if an instructor is teaching in more than one session within a term, the attendance rosters will be available for processing at different dates.
- Instructors need only to answer “YES” or “NO” for each student on the roster, verifying if the student attended the course at least once during the time frame listed on the roster.
- If you are teaching classes in multiple sessions within a term you will need to complete the attendance process at the appropriate time for each session.
- If you miss the deadline for submitting attendance the Attendance Roster will display a negative number representing the number of days by which you are late. You must still complete the attendance process as soon as possible.
- For assistance with questions or problems regarding your attendance reporting please contact the Registrar's Office.
- For more information, please refer to the Academic Procedures and Regulations section entitled Attendance Certification.

Re-Enrollment Form

On a routine basis through the end of the drop/add period, student registrations are dropped for lack of payment and will be deleted from your class rosters. In order for them to return to your course, they will need to re-register. You may be asked to sign a “re-enrollment form” which verifies their attendance since the start of the course. This verification is important because the college does not add students late into courses that they have not been attending.

Overload Permission

At the start of the semester, students may come to class requesting your permission to be added into your course, even though it is at maximum capacity. Such an addition is at your Dean's discretion (assuming there are seats and it does not exceed the fire code limit for the room). Please refer these students to the school office for further assistance. Online courses may not be overloaded.

CANCELLATION OF CLASSES

The College Web Site, www.sunywcc.edu is the primary source for announcements about cancellation of classes, school closings, and delays. The standard radio and television announcement will be "Day classes are canceled today." This will be made as soon as possible after 6:00am, and refer to day classes only, unless otherwise noted.

Phone: (914) 606-6900

Every time the college unexpectedly closes (cancellation of classes, or late start of classes) a telephone message will be prepared to announce the arrangements for that day.

Media Outlets

The radio and television stations contacted are WCBS (880AM), WHUD, and NEWS 12 WESTCHESTER. We also post the closing information on Facebook and Twitter. If you have added your cell phone number to your employee profile, you will receive text message alerts.

Evening On-Campus Classes

A separate decision will ALWAYS be made concerning evening on-campus classes. A decision on closing for the evening will be based on the condition of the parking lots and the pathways and the weather forecast at 3:30pm. We will be unable to answer questions about the evening schedule prior to 3:30pm. When necessary the radio station will be given the message "No evening classes on campus tonight after 3:30pm."

Off-Campus Classes

Off-campus classes taught in the evenings in high school buildings will follow whatever decision has been made by the local school district in which the high school site is located. Students may call the extension weather hotline (914) 606-6421 for information on high school site decisions. The Westchester Community College Center for the Arts, Peekskill, Ossining, Yonkers Extension at Cross County and Mt. Vernon satellite programs will usually follow the main campus, but may reach a separate decision with an announcement. **Call the individual sites for specific information.**

Make-Ups

As per the union contract, and overload teaching, faculty will be paid for classes canceled by the College for emergency reasons, but they are expected to make up the content of the classwork missed on the snow day. This makeup can be done in several ways: the student can be given an additional outside assignment; a few minutes can be added to all remaining classes; a makeup session can be held at a time agreed upon by the instructor and all students in the class. Many evening classes meet only one night per week and one snow closing can wipe out a whole week's

work. Members of the evening faculty have the option of using the makeup night if they feel that it the most appropriate way to make up the work. The manner is left up to the professional discretion of the faculty member, but should be communicated in writing to the department chairperson.

Physically Challenged Persons

Over the years Westchester Community College has opened its doors to more and more physically challenged individuals, those who use wheelchairs, canes, crutches, etc. While it is difficult negotiating the campus for everyone, clearly the physically challenged individuals are at a severe disadvantage. The faculty should give special consideration to those students if they are unable to make classes due to the severe conditions on campus. No punitive cuts should be assigned, and arrangements should be made for them to make up the work, or test(s) that they have missed.

CHILDREN IN THE CLASSROOM

Westchester Community College adopted the following policy concerning children visiting the college with their parents during instruction time.

Unattended children of students and college employees **are not permitted on College campus premises.**

This policy is based on the following safety factors:

1. The safety of the child is an important factor.
2. The college could be held liable for any injuries occurring to children of students and employees.
3. Children may produce a distraction to the professor in the delivery of instruction, and other professional duties.
4. Children may be distracting to other students, and, thus interfere with their learning.
5. The parent of the child in the classroom may be distracted by the presence of the child, thus affecting the learning of this parent.

CLASS ATTENDANCE

Because of the relationship between attendance and course achievement, students are expected to attend all scheduled classes.

It is the responsibility of each faculty member at the start of the course to provide a clear written statement of the methods used to evaluate student achievement. Each faculty member also has the responsibility to advise students of his/her policies on make-up tests or assignments and on the treatment of missed assignments. Faculty members are encouraged to take into consideration extenuating circumstances when making individual decisions.

Traditionally, faculty members allow up to two (2) hourly absences for each credit hour (i.e. six (6) absences from a course which meets three (3) times per week in a fifteen (15) week semester), strictly for personal emergencies. There are some courses (i.e. clinical, laboratory, performance, etc.) that may demand different attendance. This information should be specified to the students at the beginning of the course.

Student attendance cannot be the sole determinant of a final grade in a course (although a student's grade can be affected by poor attendance.) A faculty member cannot assign a grade of "F" solely for absences, however, students are strongly cautioned to be mindful of how professors link attendance requirements to other aspects of how they are evaluated. Thus attendance can seriously affect a grade, and even result in failure. Students have the right to appeal the grade they receive according to the established College procedure as stated in the "Student Rights & Responsibilities" document, which is available in the Student Involvement Office.

Attendance in online classes is defined by federal regulation as the active participation in a discussion forum, submission of a written assignment, or a completion of a quiz/test/exam. If a student does not complete at least one of these activities during a week's time, s/he may be marked as absent for that week.

Students who have NOT met attendance requirements for online courses by the census date will be considered as never attended and will be given a WN grade.

Revised and Passed by Faculty Senate, 2/28/18

Students Unable to Attend Courses on Certain Days Because of Religious Beliefs

Section 224a, Paragraph 6-a, of the New York State Education Law regarding absence from classes for religious observance states that "... each student who is absent from school, because of his or her religious beliefs, must be given an equivalent opportunity to register for classes or make up any examination, study or work requirements which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to such student such equivalent opportunity."

CLASS LENGTH

Monday through Friday classes are normally 50 minutes in length held three times a week, or 75 minutes held twice weekly. Faculty have no authority to change class schedules, or to modify the length of class sessions (i.e., to start late or leave early, etc.), or to change the day or the time of the class meeting. If you have any questions about these general rules, please discuss them with your Department Chair.

CLASS SCHEDULES

The Provost and Vice President of Academic Affairs is responsible for the overall coordination and final approval of the Schedule of Classes (SOC). The School Deans, with the assistance of Department Chairs and appropriate staff are responsible for the preparation of the SOC for each semester. It is only after the SOC has been developed that faculty preferences may be considered. All classes must be conducted as scheduled in the assigned rooms. Any necessary room changes, due to special circumstances, must be approved by the School Dean and the Provost and Vice President of Academic Affairs. **NO ROOM CHANGES MAY BE MADE UNLESS PROPER PROCEDURES ARE FOLLOWED.**

CLASSROOM CONDUCT

In the interest of establishing and maintaining an appropriate learning environment, maximizing the educational benefit for all students, maintaining an atmosphere of safety and comfort in the classroom, and clarifying the faculty expectations of classroom conduct, the College has established the following classroom conduct policy:

1. Students are expected to arrive on time. If a student is unavoidably late and the instructor permits him/her to enter, he/she should do so quietly and be seated quickly.
2. Students are expected to refrain from participating in personal conversations during class.
3. Every student is expected to focus on the class lesson. Students are to refrain from doing other class work, reading newspapers or magazines, eating, drinking or sleeping.
4. Students are expected to use appropriate language at all times and be polite to one another.
5. Students are expected to remain seated during the class session and not leave the room unless they have notified the instructor, or in case there is an emergency.
6. Students must silence all cell phones prior to the beginning of the class. In the event of a College-wide emergency their cell phones will provide access to notification sent by the emergency alert system.
7. Visitors are only allowed with the permission from the instructor. Children are not permitted in class at any time.
8. Students are expected refrain from packing up and preparing to leave until the instructor has dismissed the class. It is the instructor's responsibility to dismiss the class at the designated time.

CLASSROOM RECORDING POLICY

Unless otherwise specified as part of a disabilities accommodation*, students may not record, reproduce, screenshot, photograph, or distribute any video, audio, or visual content from their courses taught in any modality, including remote/online courses without the written permission of the instructor. This restriction includes but is not limited to:

- Pre-recorded and live lectures
- Live discussions
- Discussion boards
- Simulations
- Posted course materials
- Faculty feedback forms
- Visual materials that accompany lectures/discussions, such as slides
- Virtual whiteboard notes/equations, etc.

A student found to be in violation of this policy can be referred through the college conduct process for possible college sanctions (including warning, probation, suspension, or expulsion) as outlined in the Student Code of Conduct.

*Any case for class recordings that is deemed necessary under the Rehabilitation Act of 1973 and the ADA of 1990 needs to be properly documented and presented to the instructor prior to any recordings being made. Such requests for these accommodations must be made and approved through the college's Disability Services Office. Additionally, any materials obtained through this accommodation must be limited to personal academic study and review use only and may not be distributed to any other persons without the instructor's written consent.

(Passed by Executive Cabinet 3/29/21)

COPYRIGHT

According to the U.S. Copyright Office, copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of original works of authorship including literary, dramatic, musical, artistic and certain other intellectual works. This protection is available to both published and unpublished works.

COURSE EVALUATION

All teaching faculty will be evaluated by students each semester solely for the purpose of improving instruction, and may not be referred to in any other context. Faculty have the option to add questions to their course evaluation(s). The evaluation will be conducted online and processed electronically by the vendor. Faculty and School Deans will directly access the analysis of survey results online. The school deans and department chairs will have the right to review evaluations.

Full-Time Faculty and Senior Adjuncts (who have taught 20+ semesters)

Full-time faculty and senior adjuncts can select which course or courses are to be evaluated.

Adjunct Faculty (who have taught 20 semesters or less)

All courses taught by adjunct faculty are automatically evaluated.

COURSE OUTLINE IN BLACKBOARD

All teaching faculty are required to post basic course and contact information to the College's Course Management System (e.g. Blackboard). This basic information shall include, at a minimum, the current course outline and the instructor's contact information. Also, additional updates should be made via Blackboard.

DEVELOPMENTAL COURSES GRADING

There are two types of Developmental Courses, those that are prerequisite to a credit course and those that are co-requisite/support classes to a credit course.

- Prerequisite developmental courses, which do not satisfy a degree such as: READ 93, ENG 91, ENG 92, ESL94, MATH 92, MATH 93, MATH 94 are graded as follows:

- Grades of A - D indicate successful completion of the course but are not used in grade point average calculations.
- Grade of F indicates the course was not successfully completed and is not used in grade point average calculations. Student will be required to repeat this course.
- Co-requisite/support classes are taken concurrently with credit bearing courses to support course content. Co-requisite/support classes such as: ENG 99, MATH 88, MATH 95, and MATH 99 are graded as follows:
 - The grading for these co-requisite/support classes will be Pass/Fail
 - Grades for co-requisite/support classes are not used in grade point average calculations.
 - Student must pass BOTH the credit course and the co-requisite/support class; if they fail either, they fail both, and must repeat both.

(Passed by Executive Cabinet 3/29/21)

DEVELOPMENTAL EDUCATION COURSES

All first-time matriculated students must be advised by an Academic Counselor prior to registration. For students placing in any number of developmental courses, specific course selection will be decided upon in consultation with either an Academic Counselor or a Curriculum Chair.

Below are the minimum course requirements for **full-time** matriculated students:

- Full-time matriculated students placed into one or two developmental courses must take those courses within their first semester at the College.
- Full-time matriculated students placed into three developmental courses must enroll in at least two of those courses within their first semester at the College; these students must take the third developmental course in the following semester. These students are strongly advised to enroll in all three developmental courses within their first semester.

Below are the minimum course requirements for **part-time** matriculated students:

- Part-time matriculated students placed into one or two developmental courses must take those courses prior to enrolling in a third credit-bearing course. These students are strongly advised to enroll in their developmental courses within their first semester at the College.
- Part-time matriculated students placed into three developmental courses must enroll in all those courses prior to enrolling in a third credit-bearing course. These students are strongly advised to enroll in their developmental courses within their first year at the College.

Westchester Community College provides students with further assistance through the Academic Support Center, which provides free tutoring in developmental and college-level courses. Students in developmental courses are strongly advised to take advantage of these services to expedite their skill development.

Registration in College-level Courses

Students placing into developmental courses may be able to enroll in a number of credit-bearing courses, but should check the specific course pre-requisites and/or co-requisites. These students are encouraged to consult with an Academic Counselor when registering for courses.

EMERGENCY CLOSING AND DELAYED OPENINGS

You can visit our website (www.sunywcc.edu) at any time to check if the college has been closed for any reason, weather or otherwise. We now also post delay/closing updates on Facebook and Twitter. Also, you can call our information line at 914-606-6900. No mention of any delay or closure means that all classes will meet as scheduled. If the weather gets worse as the day progresses the decision to cancel evening classes will be made at approximately 3:00 pm.

You also have the option of tuning into certain radio or TV stations for information on college weather closings. Information about college closings will be given on Cablevision's News Channel 12, WCBS (880 AM) and WHUD (100.7 FM). However, these television and radio updates, which are at the discretion of the media outlets, are merely secondary means of communicating closings. The media outlets don't always run the information in a timely fashion, so please check the college website first for the most up to date, accurate information. If you have your mobile phone information in MyWCC, you will get a text. If you wish to add or update your cell phone number with the college, visit www.sunywcc.edu/weather for directions on how to update your phone information or opt out of receiving text messages. Please note, by removing yourself from receiving text messages, you will not receive security alerts or announcements of college delays or closing in the form of text messages.

Please remember, the college website is the primary means of notification.

On a case by case basis, the college will host two "staging areas" for students and staff who are waiting out a storm or awaiting rides. In addition to the Student Center Lounge and/or Cafeteria, which normally serve as a holding area for students in these instances, we will occasionally also open up the Gateway Center atrium.

Regarding delays, if the college has a delayed opening, you may still have class. It depends on the timing of your class. For instance, if the college has a delayed opening at 11:00 a.m., and your class normally runs from 8:00 to 10:00 a.m., your class will not meet. However, for instance, if you have a class that normally runs from 10:00 until 11:30 a.m., your class would meet for a half hour from 11:00 to 11:30 a.m.

ENVIRONMENT

Westchester Community College to make every effort to protect the environment by:

- Promoting awareness of environmental issues.
- Minimizing consumption of natural resources, especially paper and energy.
- Encouraging recycling and/or reusing of materials.
- Using only products known to be environmentally safe.
- Following regulations and standards for safe use, storage and disposal of materials.

- Following regulations and standards for safe use of machinery, equipment and technical processes.
- Requiring periodic monitoring and reporting of progress toward implementation.

The use of tobacco products, vaping devices, electronic cigarettes, and other nicotine delivery devices is prohibited in all Westchester Community College facilities and outdoor areas.

The preponderance of evidence and the trends reflected in that evidence all indicate that tobacco use, smoking and exposure to second hand tobacco smoke are significant health hazards. Under the Environmental Protection Agency (EPA) Guidelines, second hand smoke is a Group A carcinogen (cancer-causing agent), known to cause heart disease, cancer, respiratory issues and irritation of the eyes and nose.

Westchester Community College has been, and continues to be, committed to the health and well-being of its staff, faculty, administrators and students. The college not only has a vested interest in the vitality of its students and those who administer and operate programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole.

FACULTY RESPONSIBILITIES

Acceptance of a teaching position at the College indicates an acceptance of responsibility for doing the following:

1. Provide an educational experience as described in the course syllabus and the course description in the catalog.
2. Start classes on time, for the assigned class length, in the assigned classroom. Do not change or modify the class meeting day, time or location. If you have a special circumstance (e.g. library visit), please leave a note on the board.
3. Meet all scheduled classes and office hours except as unavoidable emergencies interfere. In this case, inform the school office, department chair (and extension location, if applicable) of your situation as soon as possible.
4. Maintain academic standards as outlined in the catalog and in this Guide.
5. Come fully prepared to teach each class; provide a worthwhile educational experience each and every session.
6. Upon leaving your classroom, please erase the boards, close all windows and doors, and shut down the computer and projector.
7. Apply departmental policies, as instructed by the department chair to maintain uniform academic quality, safety and equitability, in all department offerings.
8. Maintain a frequent and equitable student evaluation procedure which is understood by all the students.
9. Provide student evaluations: Consistent and timely feedback on performance throughout the semester to the students. These might include tests, reports, themes, term papers, projects, etc.

10. Submit final grades and student attendance records to the Registrar's Office by the established deadlines.
11. Maintain an accurate and up-to-date course outline according to the syllabus information in the faculty folder kept on file.
12. Cooperate in the development and preparation of course syllabi, selection of texts, assessment instruments, etc., when necessary and/or requested.
13. Check assigned mailbox every class session to maintain up-to-date and efficient communication.
14. Have routine communication with your students by emailing them from your SUNYWCC email account to their SUNYWCC email accounts. Email the Class Roster in <https://mywcc.sunywcc.edu>. This allows you to send emails to the class with one click.
15. Read all memoranda and notes on your class(es) whenever requested and applicable. You provide the most important link between the College and your students.

FAMILY AND MEDICAL LEAVE ACT

Family and Medical Leave Act of 1993 (FMLA)

All employees who meet the applicable eligibility requirements may be granted FMLA leave consisting of appropriate accrued paid leave and unpaid leave, for a maximum period of twelve (12) weeks during a twelve-month (12) period for the following reasons:

1. The birth of the employee's child and in order to care for the child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for a spouse, child or parent who has a serious health condition;
4. A serious health condition that renders the employee incapable of performing the functions of his or her job.
5. Qualifying exigency arising out of the fact that a spouse, child or parent is on active military duty or impending call to active duty

The entitlement to FMLA leave for the birth, or placement of a child for adoption or foster care, expires twelve (12) months from the date of the birth or placement.

Military Caregiver Leave: Additionally, for employees who meet the applicable eligibility requirements they may be granted FMLA leave consisting of appropriate accrued paid leave and unpaid leave, for a maximum period of twenty (26) weeks during any "single" twelve (12) month period to care for an "active" service member ill/injured while on active duty.

Eligibility

Employees who have been employed for a minimum of twelve (12) months and who have worked at least 1,250 hours during the twelve (12) months immediately prior to the leave request date are eligible for FMLA leave. Eligible employees are entitled to a maximum of twelve (12) weeks of FMLA leave in a twelve (12) month period as calculated from the first day of any authorized FMLA leave granted in a

twelve (12) month calendar period. A twelve (12) month period is based upon a calendar year (January 1st -December 31st).

Military Caregiver Leave: A “single” twelve (12) month period commences on the first day of any authorized FMLA leave and is based upon a rolling twelve (12) months.

FMLA leave will consist of appropriate accrued paid leave and unpaid leave. If FMLA leave is requested, the employee must use all of his or her accrued paid vacation leave, sick leave, extended sick leave, and sick bank allotment to the extent to which it is available. If the need for the FMLA leave is the result of a job- related injury, sick injury time will be used before accrued balances. The remainder of the FMLA leave will then consist of unpaid leave.

Procedure for Requesting Leave

An employee intending to take FMLA leave because of an expected birth or placement, or because of a planned medical treatment, must request leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his or her supervisor as soon as the necessity for the leave arises. In all cases, an employee must make the FMLA leave request with documentation to his or her supervisor consistent with department procedures.

Medical Certification

Notice for leave based on the serious health condition of the employee or the employee’s spouse, child or parent, or to care for an “active” service member ill/injured while on active duty, must be accompanied by the appropriate “Medical Certification” form completed by a qualified health care provider. The certification must clearly state specific information for proper determination of a qualifying FMLA event. Depending on the nature of the FMLA leave requested, required information would consist of the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. These forms are available from your supervisor, department head, Commissioner of Human Resources. If the employee is needed to care for a spouse, child, parent or “active” service member the certification must so state, along with information such as an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the function of his or her job. Consistent with existing practice a “Medical Certificate” is not needed for birth or placement of a child for adoption or foster care. Physician and agency notes will continue to be accepted.

Benefits Coverage During Leave

During a period of FMLA leave, an employee will retain health plan coverage under the same conditions that applied before leave commenced.

An employee is not entitled to the accrual of any seniority or employment benefits that would have occurred if not for the taking of leave*. An employee who takes FMLA leave will not lose any employment benefits that accrued before the date leave began.

Restoration to Employment Following Leave

An employee eligible for FMLA leave will be restored, with limited exceptions, to his or her old position or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. A determination as to whether a position is an “equivalent position” will be made by the Commissioner of Human Resources.

**Uniformed Services Employment and Reemployment Rights Act (USERRA) require time on active duty be reinstated and counted towards FMLA eligibility*

Expanded FMLA Military Family Leave Rights

The County's FMLA policy provides general notice of the circumstances when eligible employees may take military family leave under the federal Family and Medical Leave Act. As described in our FMLA policy, there are two different types of military family leave under the FMLA: 1) Exigency leave; and 2) Caregiver leave.

Effective October 28, 2009, through the enactment of H.R. 2647 (the 2010 National Defense Authorization Act), the right to take FMLA "exigency" leave has been expanded to family members of active duty service members. Previously, only family members of National Guard and Reservists were eligible for FMLA "exigency" leave. H.R. 2647 also expands the FMLA's military "caregiver" leave to include veterans who are undergoing medical treatment, recuperation or therapy for a serious injury or illness and who were members of the Armed Forces (including members of the National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy.

This policy supplements our existing FMLA policy and provides general notice of these newly expanded rights to FMLA leave. Except as mentioned in this Policy Addendum, an employee's rights and obligations to FMLA Leave are governed by our existing FMLA policy.

If you have any questions regarding FMLA military family leave, please contact the Department of Human Resources FMLA representative at 914-606-8592.

FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a U.S. Federal law that protects the privacy of student education records (www.ed.gov/ferpa). FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. Records of those who have applied to but not attended an institution are not subject to FERPA guidelines, nor are deceased students. The law applies to all schools that receive funding from an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records UNTIL these rights transfer solely to the student when s/he reaches the age of 18 or attends a school beyond the high school level.

What Student Rights Does FERPA Provide?

1. The right to inspect and review the student's education records within 45 days after the day Westchester Community College receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect to the Registrar's Office, Dean, head of the academic department, or other appropriate official,. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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 school 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.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. An example of such an exception is the disclosure of education records to College officials with legitimate educational interests. A College official is: SUNY System Administration; a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official may also include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College 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. 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

What is an Education Record?

An education record is any record that contains information directly related to a student and is maintained by the College.

What is not part of an education record and, therefore, is excluded from FERPA regulations?

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.

- Records relating to individuals who are employed by the institution (unless contingent upon attendance).
- Records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- Records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.

When is student consent NOT required to disclose information?

FERPA permits the disclosure of personally identifiable information from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of FERPA regulations, some of which are listed below:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

***FERPA also permits schools to disclose directory information without consent. Westchester Community College, in accordance with FERPA, has designated the following information about students as Directory Information:

- Name
- Address
- WCC email address
- Dates of attendance
- Degree information (including major and degrees and academic awards received)
- Enrollment status (full-time/ part-time)

The main purpose of designating the above information as “directory” is to permit the College to include this information in certain publications, for example, listing your name in the graduation program and submitting your awards and accomplishments for publication in a local newspaper.

If desired, can a student grant permission to share his/her education records with specified person(s), such as a parent or family member?

Yes, a student can grant the College permission to disclose education record information to a specified person(s) by completing the FERPA Release Form in its entirety, having it notarized by a Notary Public, and submitting the notarized form to either the Registrar's Office in the Administration Building, room 107 or Counseling in the Student Center, room 223. Please click here for the FERPA Release Form:

Note that this form must be renewed on a yearly basis if the student wants disclosure permission to remain for any specified party.

Can students choose to prevent having any Directory Information disclosed about them?

Yes, a student can choose to “opt out” of having any general Directory Information (as defined above) disclosed to any party. Please seriously consider the following unintended possible negative consequences before choosing to opt out: For example, organizations such as potential employers, scholarship agencies, members of the press, loan agencies, educational organizations and others will not be given access to the student's directory information, and will not be able to contact the student. Opting out of directory information classification may mean that you will miss out on valuable employment, educational, cultural and other opportunities.

After considering these possible outcomes, if you still wish to opt out, you must submit a notarized form to the Registrar's Office (Administration Building, room 107). Please email Registrar@sunywcc.edu with “FERPA NON-DISCLOSURE” in the subject line to request a copy of the form. Once a student chooses to opt out, this exclusion remains attached to the education record indefinitely until the student notifies the Registrar's Office in writing to cancel.

FRESH START

Students returning to Westchester Community College after a prior unsuccessful start and/or lengthy absence are offered the Fresh Start Program. Students who have not enrolled in credit classes at Westchester Community College for at least three prior years, and who have poor grades on their transcripts may be eligible. This program allows all prior grades to be made non-applicable in a student's program. Fresh Start can be used by each student only once. Students must apply for the Fresh Start Program through the Counseling Office after earning 12 academic credits upon re-entry to the College.

1. Application Process:

- Students must first meet with a designated counselor to determine their eligibility.
- Students will be advised of other options to improve their records: repeating courses, changing majors, and course withdrawals.
- The counselor, after meeting with the student, will decide whether to recommend the student for the program.

2. Eligibility for program consideration:

- Student must not have enrolled for credit-bearing courses at Westchester Community College for at least the 6 consecutive Fall and Spring semesters prior to application.

3. Criteria required to receive the fresh start:

- Students must take a minimum of 12 academic credits provisionally at the College.
- Students must obtain a minimum grade point average of 2.50 during the semester(s) necessary to complete the credits.

4. Forgiveness after meeting the criteria:

- After meeting the criteria above, all of a student's prior courses are discounted from the overall GPA and given asterisks (*) on the transcript. From the forgiveness point, the transcript will be marked with the term "Fresh Start."

5. Caveats:

- Students who are denied registration privileges for financial or disciplinary reasons cannot have these restrictions overridden.
- Courses discounted will still enter into the Federal Financial Aid calculations for credits attempted. The student cannot apply for additional fresh starts. All criteria must be met, no exceptions.

GENERAL EDUCATION PHILOSOPHY STATEMENT

The General Education Requirements at Westchester Community College establish a common experience within all degree programs that is designed to empower students with broad foundational knowledge and transferable skills.

The foundational knowledge component of the General Education Requirements aims to promote an intellectual understanding of the world through mathematical and scientific literacy, historical contexts, aesthetic awareness, and exposure to diverse perspectives.

The transferable skills component of the General Education Requirements promotes the critical capacities necessary for academic and life-long success. Emphasis is placed on accessing and evaluating information, thinking critically, and communicating ideas effectively. These skills foster the ability to apply knowledge, solve problems, and adapt to new situations.

In order to encourage students' civic knowledge and engagement, both locally and globally, General Education courses aim to cultivate ethics, values, and attitudes appropriate for an increasingly interconnected world. Successful completion of the General Education Requirements will position students to be creative, productive, life-long learners.

GRADING SYSTEM

A grade will be assigned for each credit course in which a student enrolls, in accordance with the following grading system, subject to the conditions listed below:

Grade	Numerical Equivalent	Quality Points Per Credit Hours
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A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0
C+	75-79	2.5
C	70-74	2.0
D	60-69	1.0
F	Below 60	0.0
FN	Failure, insufficient attendance	0.0
IF	Incomplete that became an F	0.0

Although all faculty are required to follow the grading system described above, faculty has the right to determine the specific evaluative criteria for a course (e.g., quizzes, exams, assignments, etc.) as well as their relative weight toward the final course grade. These grading scenarios may vary by department, from instructor to instructor, and from course to course; however, students have the right to be informed in writing at the first or second class meeting about the content of the course and the criteria for evaluation.

Since many courses include laboratory or clinical components, faculty also has the right to determine the relative weight of a lab or clinical component in calculating the final grade as well as whether or not a student must pass a lab or clinical component in order to receive a passing grade for the course.

For partial or full online courses, faculty may require one or more on-campus examinations, including the final examination. In addition, faculty of either online or on-campus courses are within their rights to specify that passing a final examination is required in order to pass the course.

The following grades do not affect grade point averages:

- I Incomplete (must be made up within one regular semester or converts to “IF” at the end of the next full semester)
- W Student Initiated Withdrawal (not assigned by the faculty member)
- WP Faculty Assigned Withdrawal – Passing (Student is passing at the time of withdrawal)
- WF Faculty Assigned Withdrawal – Failing (Student is failing at the time of withdrawal)

- RC Required Continuation (RC) for zero-credit courses only. Not a passing grade for Financial Aid. (May be given to students in zero-credit courses who have persisted through the course with great effort, completed all required assignments and satisfied course attendance requirements, but did not achieve a passing grade for the course. In addition, this grade may be given to students who have academically performed very well and satisfied course attendance requirements, but did not pass the department exit exam. In both cases, the student is required to retake the course during the following fall/spring semester.)
- AU Audit (no credit)
- P or F In a course which is graded only “P” (pass) or “F” (fail)
- WN Unofficial withdrawal (commenced in Spring 2014)
- JY/JN Unofficial withdrawal (discontinued/used through Fall 2013 semester). Posted by Registrar.

Incomplete Grade Policy

An Incomplete or “I” may be assigned when extenuating circumstances prevent a student from completing a course. This grade is NOT a student right and is granted only upon approval of the Instructor, Department Chair and Dean to ensure fairness and consistency in the assignment of this grade.

A student request for an Incomplete will be reviewed only if the following minimum criteria apply:

- 1 The course requirement has not been completed for serious and compelling reasons beyond the student’s control (e.g., illness, death in family) for which the student must be able to, upon request, provide clear and complete documentation of the situation from a qualified professional (e.g., physician), AND
- 2 There is a reasonable expectation that the student upon completing the missed work can pass the course.

I = Incomplete. The Incomplete grade must be changed to a letter grade according to the schedule below or it will automatically convert to an “IF”:

If an Incomplete Grade is assigned to a:	Date of conversion to “IF” is:
Fall Semester or Winter Session course	Last Day of Tenth Week of Upcoming Spring Semester
Spring Semester or Summer Session course	Last Day of Fourth Week of Upcoming Fall Semester

Incomplete Grade Procedure

The process for the assignment of an Incomplete is as follows:

1. The student must request an Incomplete from his/her Instructor and provide the Instructor with all necessary information and documentation regarding the extenuating circumstances.
2. If the above minimum criteria for the assignment of an Incomplete apply, the Instructor will fill out a Request for Incomplete Grade Form (accessible to faculty via MyWCC) so that the request can be further reviewed in consultation with the Department Chair and Dean.
3. If the request for an Incomplete is approved, the Registrar's Office will post the grade of "I" on the student record, which will then appear on the final grade roster next to the student's name. In addition, the Registrar's Office will notify the student of the "I" grade assignment by sending an email to the student's MYWCC email address.
4. If the approval for an Incomplete Grade request is still pending by the time the Instructor is ready to submit his/her final course grades, the Instructor should assign the student a final grade for the course that factors in all missed assignments. If the request for an Incomplete is subsequently approved, this course grade will be changed to an "I" by the Registrar's Office. The Registrar's Office will notify the student of the "I" grade assignment by sending an email to the student's MYWCC email address. However, if the request for an Incomplete is denied, this grade will remain as the student's final course grade.

Mid-Semester Warning

A student whose work is not satisfactory should be so informed by the instructor by mid-semester. An informal conference with the student should be held to discuss the difficulties the student is having, and a plan of action toward satisfactory achievement by the end of the semester should be made. Students in jeopardy of failing the course should be so advised prior to the ninth week of the course to allow the student the option of withdrawal from the course without an "F" grade.

Final Grade Submission Policy

All faculty must comply with deadlines for the submission of final grades. For Fall and Spring semesters, these deadlines will generally be 5 days from the last day of the Final Course Assessment period. For all other sessions the deadline will generally be 72 hours from the last day of the Final Course Assessment period; however, the Academic Calendar may sometimes extend these deadlines to account for holidays. These deadlines are published online in the official Academic Calendar and are communicated to faculty via their WCC email.

If a student does not submit work on time as a result of circumstances out of his or her control, the student may request an *Incomplete* from the faculty member. In such an event, the *Incomplete* must be given in accordance with the college's *Incomplete Grade Policy* and must not delay the overall grade submission for that course.

Changes in Final Grades

Any grade change made after the original grade has been submitted to the Registrar's office must be done in the following manner:

1. Changes should be made within one semester after the end of the semester in which the grade was originally awarded.
2. A "Request for Change of Final Grade" form, available in the School Dean's office, must be completed in duplicate by the faculty member and signed by the Department Chair and the School Dean. Grade changes should be made only for significant reasons.
3. Faculty should not permit students the opportunity to do additional work to improve an assigned grade.
4. When the grade is recorded in the Registrar's Office, the duplicate copy is returned to the instructor, to be kept in his/her files. The student is notified of the change of grade by the Registrar's Office.
5. In the case of a grade of Incomplete (I), it is the student's responsibility to make arrangements with the instructor to satisfy the course requirements. If a grade of "I" is not changed by the end of the next semester, it automatically becomes an "IF" on the student's record, and is calculated in his/her cumulative index as an "F" grade.

MAXIMUM CREDIT LOAD

Students enrolling during the Fall and Spring semesters may not register for more than 19 credits without obtaining special permission from both their Curriculum Chair and the appropriate School Dean.

Students entering or continuing at the college who are required to take ENG 91 - Writing for College 1 or ENG 92 - Writing for College 2 along with a non-credit mathematics course (Computational Skills or Beginning Algebra) or College Reading and Study Skills may take no more than 14 charged credits.

Students may not register for more than two courses in any single Summer Session by the School Dean.

MEDIA CONTACTS

Westchester Community College has an established policy on media contacts. Its purpose is to ensure that all contacts with the media are unified and professional, representing the entire College as well as individual departments.

The following procedures should be followed:

The Marketing and Communications Office is responsible for issuing news releases and public service announcements for all Westchester Community College Schools, and for arranging media coverage of an event when that is warranted. Information for news releases must be received at least six (6) weeks prior to **the date newspaper coverage is desired**, keeping in mind that this might be well in advance of the actual date of the event.

1. The Marketing and Communications Office is to be notified about all press inquiries or conversations with members of the news media.

- a. Administrative staff and faculty are to refer all media questions to the Marketing and Communications Office.
 - b. The President of the College is the official spokesperson for the College on all matters of overall College policy or issues of greater or lesser controversy. In the President's absence or unavailability, the Marketing and Communications Office is designated to coordinate a response to such inquiries. Therefore, if a question asked by the press pertains to such matters of policy or issues, the reporter should be referred directly to the Marketing and Communications Office.
 - c. Whatever and whenever, the response to the requested information should be accurate, brief and timely.
 - d. A photo release form is available in the Marketing and Communications Office for situations where consent should be obtained in order to publish a photograph, or an electronic image.
2. Radio and television appearances by any member of faculty or staff should be coordinated through the Marketing and Communications Office in order to maximize their value to the College as a whole. Requests to film on campus, either inside or outside, by video or cinematographic production companies, should also be coordinated through the Marketing and Communications Office.
 3. If staff or faculty members initiate calls to the news media, they, should first alert the Marketing and Communications Office. An exception to this is emergency information, such as snow days, cancellation of a program, or moving a program to another location. The Marketing and Communications Office should be given such information as well.
 4. All advertising should be coordinated through the Marketing and Communications Office, which is responsible for approving all layouts and placements, and for producing and placing all College advertising.
 5. The Marketing and Communications Office is the designated liaison with the County Public Affairs Office in White Plains and, as directed by the President, will keep the County informed about College issues or events where County input is required and/or desired.

OBSERVANCE OF RELIGIOUS HOLIDAYS

Although Westchester Community College has classes scheduled on most religious holidays, faculty and students have every right to observe these holidays. If the observance of these holidays prevents an instructor from meeting a class(es), students should be advised of the method that will be used to make up the missed class. Forms for requesting a personal day(s) for religious reasons are in the School Deans' Offices. Instructors may wish to have a voluntary substitution by another faculty member selected with the approval of the Department Chair. This must also be approved by the School Dean.

If the instructor is not observing the religious holiday but some students in his/her class are, these students **MUST NOT BE PENALIZED** for their failure to attend class on that day.

DO NOT schedule examinations on religious holidays. Assist students who observe the holiday to make up the missed work. New York State Law gives students observing holidays the right to be absent from class on these days.

As long as the student has notified the instructor of his/her religious reason for missing a class, and has completed the designated assignment or task for making up the material, the absence should not be counted as a cut.

ONLINE EDUCATION: CODE OF CONDUCT FOR STUDENTS

The Code of Conduct for Students who enroll in an online education course is as follows:

Students have the right to express themselves and participate freely in an online class. However, they are expected to treat each other and the instructor with courtesy and respect. Offensive or inappropriate language is not to be used in any form of communication, e.g., emails, discussion postings, group projects, and submitted assignments. Students are allowed to disagree with each other or the instructor but must do so in an appropriate and civil manner.

The discussion area of the course is reserved for postings related to course work only. Postings of a personal or non-academic nature are not permitted and may be removed by the instructor should they appear. Grades and personal issues should be handled by private email to the instructor.

Emails to the instructor that are considered offensive or inappropriate will be sent back to the writer with a request to rewrite and resubmit. If the emails continue to be unacceptable, the student will be referred to the Associate Dean of Student Development and Support Services and denied access to the course until the Associate Dean of Student Development and Support Services contacts the student and resolves the problem. If students receive inappropriate emails from other students in the class they should notify the instructor and appropriate action will be taken.

Students are expected to submit work which is their own. Plagiarism or cheating will not be tolerated. If either is the case the student may have his or her grade for the assignment/quiz lowered or may fail the course. Students may view the College's Academic Policy from the Students Services Page at http://www./wcc.edu/student_services/Student_affairs.htm.

Note: Students will be able to view the Code of Conduct for Students but not the Guidelines for Instructors.

POSTHUMOUS CONFERRAL OF DEGREE OR CERTIFICATE

Definition:

A Posthumous Degree or Certificate is a degree or certificate conferred by Westchester Community College to a deceased student.

Purpose:

This degree would recognize the efforts of the student as well as be a source of solace to the student's family.

Policy Statement:

Westchester Community College recognizes a student's work by conferring a degree or certificate posthumously to the family of a deceased student. The student must have been enrolled in the College and have been in good standing at the time of death. Upon the recommendation of the student's Curriculum Chair, the College may award a posthumous degree or certificate if the student completed at least 75% of the credit hour requirements for said degree or certificate at the time of death.

Procedure:

The Curriculum Chair initiates the process for a posthumous degree or certificate. A recommendation along with verification of the student's academic standing and degree or certificate progress is made to the School Dean and then to the Provost/Vice President for Academic Affairs. The recommendation is made to the President for final approval.

Degree/Certificate Conferral:

The Vice President and Dean of Dean of Student Access, Involvement, and Success works with the family to determine the best way to honor the student without any discomfort to the family. If it is decided that the degree/certificate will be conferred at commencement, then the student's name will be listed in the commencement program where it would have been if the student had been present. There will be an annotation that the degree/certificate was conferred posthumously and the student's record will be similarly annotated. A family member will receive the posthumous degree/certificate at commencement.

PROCEDURE ON CHANGING YOUR CURRICULUM (PROGRAM OF STUDY)

Procedures for students wishing to make curriculum changes:

- 1 Requests to change curriculum should be made prior to the selection of courses for the next semester.
- 2 Students must secure a "Curriculum Change Request" form from their counselors.
- 3 After having consulted with their counselors, students must receive approval from the Curriculum Chair of the curriculum they wish to enter.
- 4 After obtaining the approval signature from the curriculum chair of the curriculum being entered, students must take the "Curriculum Change Request" form to the Registrar's Office for processing.

PROHIBITING FACULTY RELATIVES IN CLASS

Because of the potential for a conflict of interest, or, at least, for the appearance of a conflict, Westchester Community College prohibits faculty members from having relatives* in their own grade-bearing courses.

An exception can be made if the faculty member is the only person teaching a course that is required for the relative's major. In that case, the faculty member should disclose the situation to his or her Department Chairperson and to the class.

In a case in which a faculty member is uncertain of the appropriateness of having a relative in the class, he or she should first discuss it with the Department Chairperson.

* Relative is defined as anyone related to the faculty member by blood, marriage or law as follows: parent, spouse, child, brother, sister, uncle, aunt, nephew, niece, cousin, father/mother-in-law, brother/sister-in-law, son/daughter-in-law, stepparent, stepchild and legal guardian.

RECORD/ROLL BOOKS OF ATTENDANCE AND CLASS PERFORMANCE

State aid for the College and financial aid for the individual student (where satisfactory attendance is a criterion) are based upon the attendance information recorded by faculty throughout the semester or attendance rosters available in PeopleSoft and processed by the Registrar's Office. It is the policy of the College that faculty retain their record/roll books for a least six years. Faculty should arrange with the department chair to have record/roll books or copies stored in the department office.

"Records Retention and Disposition: Public Community Colleges, Schedule CC-1 from SUNY states that" final examinations must be kept for one year and final examination questions must be kept for ten years."

REPEATING COURSES

The Westchester Community College Policy on Repeating Courses is as follows:

Repeating Courses Policy

Repeating a course in which a grade of D, F, FN, IF, RC, W, WP, or WF was received:

On a one-time basis, students may repeat courses they have completed with a grade of D, F, FN, IF, RC, W, WP, or WF. If a course has been repeated once (i.e., taken twice), a registration block will prevent the student from registering for the same course again. To make a request for a further repeat, please follow the procedure on the below chart. Certain health science and field experience courses cannot be repeated.

Repeating a course in which a grade of C or better was received:

Students who request to repeat a course in which a grade of C or better was received must seek approval by a Counselor.

When two or more grades exist for the same course, all grades will remain on the transcript; however, only the highest grade will be used to calculate the cumulative grade point average. Students applying for transfer should be aware that it is sometimes the policy of four-year colleges to recalculate an applicant's GPA using all grades earned.

Repeating a course previously passed may jeopardize financial aid eligibility. Prior to repeating a course, financial aid recipients are urged to consult with a financial aid counselor to determine if current or future financial aid may be negatively affected. See [Financial Aid, Pursuit and Progress Standards](#) and general Financial Aid Guidelines.

Repeating Courses Procedure:

If student is requesting to	Student must:	Permission Conditions:
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take:		
a zero-credit developmental course with a grade of D, F, FN, IF, RC, W, WP, or WF for the third time	complete the Repeat Course Request Form – Zero-Credit Course: http://www.sunywcc.edu/repeatcoursezero/ and meet with a Counselor.	Permission given if the student can demonstrate that the circumstances which caused him/her to be unsuccessful previously have been addressed.
a zero-credit developmental course with a grade of D, F, FN, IF, RC, W, WP, or WF for the fourth time	complete the Repeat Course Request Form – Zero-Credit Course: http://www.sunywcc.edu/repeatcoursezero/ and meet with a Counselor.	Permission is rarely given and is only reserved for cases in which truly extenuating circumstances were involved and have now been removed.
a credit course with a grade of D, F, FN, IF, W, WP, or WF for the third time	complete the Repeat Course Request Form - Credit Course http://www.sunywcc.edu/repeatcoursecredit/ and meet with the Chairperson of the department in which the course is given, Curriculum Chair, Dean or a Counselor.	Permission given if the student can demonstrate that the circumstances which caused him/her to be unsuccessful previously have been addressed. If request is approved, <u>the student</u> must submit the completed form to the Registrar’s Office or Extension Center where his/her account hold will be removed and the student will be able to register for the course.
a credit course with a grade of D, F, FN, IF, W, WP, or WF for the fourth time	complete the Repeat Course Request Form - Credit Course http://www.sunywcc.edu/repeatcoursecredit/ and meet with the Chairperson of the department in which the course is given, Curriculum Chair, Dean or a Counselor.	Permission is rarely given and is only reserved for cases in which truly extenuating circumstances were involved and have now been removed. If request is approved, <u>the student</u> must submit the completed form to the Registrar’s Office or Extension Center where his/her account hold will be removed and the student will be able to register for the course.
any course with a grade of C or better for the second, third or fourth time	meet with a Counselor.	Permission given if the student can demonstrate a clear benefit exists by repeating the course that outweighs the delay to degree completion.
any course a fifth time	Request will not be considered.	Permission will not be given.

Approved by Faculty Senate 5/11/16, Academic Leadership Council 6/21/16, Cabinet 7/25/16

SUPERVISION OF INSTRUCTION

Associate Deans and Department Chairs are responsible for supervising instruction for the primary purpose of improving the effectiveness and the delivery of instruction. Supervision includes evaluating the instruction by use of objective criteria. Working under the direct supervision of the Associate Deans and Department chairs, faculty holding the positions of Assistant Department Chair, Coordinator and Coordinator/Off-Campus Liaison may also conduct class visits (observations) and evaluate the instruction by use of objective criteria, before a written report is filed it is discussed with the faculty member, who may attach his/her own comments if he/she so desires. A pre- and post-conference with the faculty member is to be held by the evaluator.

TEXTBOOK POLICY

The mission of Westchester Community College is to provide accessible, high quality and **affordable education** to meet the needs of our diverse community. The college is committed to student success, academic excellence, workforce development, economic development and lifelong learning.

In this knowledge-driven economy, the college needs to integrate information and communication technologies (ICT) to better serve and prepare students for the future. To sustain the college's mission and **uphold academic freedom**, the purpose of this policy is to set forth the college's various options concerning the access, delivery and usage of textbooks and course materials; however, adoption of textbooks is most appropriately determined by the instructor/department for a particular course. Still, faculty are encouraged to consider the following options (in order of priority) when choosing textbooks for their classes:

1. Open educational resources such as textbooks and course materials;
2. Textbooks, both digital and printed, temporarily accessed/rented at reasonable cost;
3. Traditional used textbooks for purchase,
4. Traditional new textbooks for purchase; and as the last resort;
5. Textbooks, which are adopted by the department/curriculum, shall be strongly encouraged to be used by all faculty teaching that course.

TUITION REFUNDS

Refund Policy for Undergraduate Academic Courses

- In the event the college cancels a course, 100% of tuition and refundable fees will be refunded. Please see the list of non-refundable fees below.
- Depending on the length of the session and when the course is dropped by a student, the student will be refunded a percentage of tuition only (not fees), according to the schedule below.
- As of the first day of any session (whether it be on the main campus, online or at an extension site), students who fail to make payment or other arrangements to cover their full account will be responsible for the charges incurred according to the refund schedule. If you do not plan on attending Westchester Community College, you must drop your classes prior to the first day of the semester in which you are registered in order to qualify for a 100% refund of tuition and refundable fees. If you do not, all tuition and fees are your responsibility.
- Refunds are issued on the basis of credits registered for, and not the full time tuition. You will never be charged more than full time tuition

Refund Policy – 14 and 15 week semesters (Fall/Spring Semesters Including Distance Learning courses & 14 week Extension Sites)

When Course Is Dropped	Refund Amount
Before official start of the semester.	100% *
During the first week.	75% (Tuition Only)
During the second week.	50% (Tuition Only)
During the third week.	25% (Tuition Only)
After the third week.	No Refund

Please see list of non-refundable fees below

Refund Policy – Courses held for LESS than 14 weeks (Including Distance Learning & Summer courses, Winter Session)

When Course Is Dropped	Refund Amount
Before the official start date of the session (NOT the first class meeting)	100% *
First five calendar days of session	25% (Tuition Only)
As of the 6 th day of the session.	No Refund

NON Refundable Fees

All fees listed here are non-refundable:

Registration fee, Administrative Payment Plan fee, Application fee, Assessment fee, Add/Drop fees, Late Registration fee, Return Check Fee. Note: After the semester’s start date the FSA fees, FSA Equipment fee, FSA Cultural Arts fee, Paramedic fee, Lab fee, and other Malpractice Insurance fees.

Appeals to the Refund Policy

If you wish to submit an appeal to the refund policy please visit the [Refund Tuition Appeal](#) or [Medical Appeal Refund Request](#) for more information.

Title IV Refund Policy

Students who receive Title IV funds are entitled to a pro-rata refund calculation. The pro-rata refund is applicable to Title IV recipients who withdraw, fail to attend, or fail to complete 60% of their semester classes. Additional information concerning Westchester Community College's Comprehensive Refund Policy may be found in the Financial Aid Office in the Administration Building.

1. In the event of **canceled courses**, the student will receive 100% refund of tuition and refundable fees.
2. Refunds may require up to two weeks to process through the Bursar's Office. Those refunds due to Title IV funds will be refunded within fourteen days of disbursement.
3. Students who withdraw from classes **after the refund period are not eligible for any refund**. In extenuating circumstances, such as a pre-existing medical condition, consideration for a retroactive refund may be given based on appropriate medical documentation, and a recommendation to the Registrar from the Student Health Coordinator.

Tuition Refunds for Active Military Duty

The tuition/refund/credit policy (modeled on the ad hoc policy adopted in 1990-1991 during Operation Desert Storm) was adopted by the Cabinet on February 26, 1996. It is to be applied to Westchester Community College students in present and future situations of activation to military duty (extended active duty). The following procedures are followed:

1. Any student called to extended active duty should bring documentation of that order to the College and make an appointment with the counselor in charge of veteran's affairs.
2. Upon verification of the legitimacy of the orders, the counselor will arrange for the student to meet with each of his/her teachers.
3. The student will be free to exercise any or all of the options outlined below on a course-by-course basis. (The choice will depend upon the time in the semester the call up occurs, the expected duration of the military assignment, the amount of prior notice given to the student by the military, and the nature of the subject matter of the course.) The following option(s) can be followed:
 - a. Withdrawal from the course with a full refund and no permanent citation on the transcript (i.e., equivalent to "never attended").
 - b. Withdrawal as above, but no refund. Rather, the student would be given a letter permitting him/her to repeat the course at some future time at no cost.
 - c. Student and teacher agree that so much work has been completed that an "I" (incomplete) could be assigned. The deadline for making up the remaining work should be extended beyond the current rule (end of next regular semester) to the end of the next regular semester after the student is released from active duty. Here no refund is involved.
 - d. In some cases it might be possible for the student to take work with him/her on active duty and upon completion of these assignments be awarded a grade. This option would only be available if both the student and the faculty member agreed that this was possible. In this case no refund is involved.

What this policy does not do is award college credit for incomplete work. This would be a disadvantage to both the student and the College. Rather, it facilitates the completion of the work by making accommodations in the rules. If at any time a student who has selected any option, other than "A" or "B", finds that he/she is not able to complete the work after all, a refund would be issued upon a written request from the student.

VALEDICTORIAN AND SALUTATORIAN POLICY

Students graduating from a degree program at Westchester Community College are eligible for consideration as valedictorian or salutatorian if they have transferred in no more than ten credits from another accredited college or university. Among the eligible students, the student with the highest cumulative GPA will be honored with the designation of valedictorian and the student with the second highest cumulative GPA will be honored with the designation of salutatorian.

Rankings will be determined at the Application Deadline for May Graduation. The valedictorian will write and deliver a formal address to fellow students, faculty and guests at Commencement.

In the case of identical cumulative GPA's, candidates will be invited to complete the valedictorian application. The applications will be reviewed by the Valedictorian/Salutatorian Selection Committee, appointed each February by the Presiding Officer of the Faculty Senate and comprised of five Faculty Senators, one from each of the five academic Schools of the college.

The application asks each candidate to list three faculty references and to compose a personal statement. The applicant with the highest ranking based upon the strength of his/her faculty evaluations for academic excellence will be selected as valedictorian and the runner-up will be selected as salutatorian. In the event of a further tie, the selection will be based upon the evaluation of the personal statement.

All applicants will receive notification informing them of the Committee's decision. However, the College reserves the right to rescind the designation of Valedictorian or Salutatorian if the student's final semester grades are determined to deviate from his/her original ranking.

WITHDRAWAL FROM A COURSE

Deadlines

Student Initiated Withdrawal from a Course	Last Day of Ninth Week of Semester
Student Initiated Withdrawal from the College	Last Day of Classes before Final Exams
For Semesters Shorter than 15 Weeks	See Academic Calendar for the Established Withdrawal Date

Withdrawal from a Course:

Student Initiated Withdrawal from a Course (Deadline: Last Day of Ninth Week of Semester)

The deadline for withdrawal from a course with a grade of "W" is the last day of the ninth week of the semester. A grade of "W" does not affect a student's GPA. However, it is important to use withdrawals wisely. If unsure, it is best to consult with the instructor or academic counselor. Prior to withdrawal, financial aid recipients are urged to consult with a financial aid counselor to determine if current or future financial aid may be negatively affected.

While it is the right of a student to withdraw from a course, withdrawal without following the procedure listed below may result in the student's failure of the course.

The procedure to withdraw from zero-credit courses is as follows:

- Meet with a Counselor, Curriculum Chair, Department Chair or School Dean.
- The Counselor, Curriculum Chair, Department Chair or School Dean will release the hold that is placed on these zero-credit courses and withdraw the student.

The procedure to withdraw from credit bearing courses is as follows:

Students may withdraw from credit-bearing courses using the My WCC self-service portal. For instructions on how to withdraw, please login to My WCC and follow the procedures for "How to Drop Course(s) Online."

Faculty Assigned Course Withdrawal Grade of WP/WF *(After Ninth Week of Semester)*

After the ninth week of the semester, the course instructor may allow a student with extenuating circumstances to withdraw from the course by assigning a grade of WP (withdrawal-passing: student is passing at the time of withdrawal) or WF (withdrawal-failing: student is failing at the time of withdrawal). A grade of WP or WF does not affect a student's GPA.

This is not a student right, and it is reserved only for unusual and extenuating circumstances beyond the student's control. The reasons for withdrawing must be serious and compelling (not merely poor attendance or grades). The student must be able to, upon request, provide clear and complete documentation of the situation from a qualified professional such as a physician.

Here are some guidelines for acceptable serious and compelling reasons:

Medical: Serious illness or injury of the student or of his/her immediate family, which has resulted in the inability to make up course material missed.

Financial: A student's financial situation has become so critical that it has resulted in the inability to make up course material missed.

Personal: Serious family crisis or death in a family, which has resulted in the inability to make up course material missed.

A grade of WP or WF can negatively affect a student's current or future financial aid eligibility.

Student- Initiated Complete Withdrawal from College - All Courses *(After Ninth Week of Semester).*

Students may withdraw from all courses at the College up until the last day of classes before final examinations. A grade of "W" would be assigned for all classes. A grade of "W" does not affect a student's GPA. The reasons for withdrawing should be serious and compelling, not merely poor attendance or grades.

The procedure to withdraw from College is as follows:

1. Obtain a withdrawal form from the Counseling Office or the Registrar's Office.
2. Allow enough time to complete the form, including obtaining all signatures.
3. Notify all instructors of the withdrawal.
4. Check with the Library, the Financial Aid Office, and the Bursar's Office to determine if there are outstanding obligations.

5. Meet with the Counselor for final approval.
6. Submit the form to the Registrar before the deadline date.

If a student is not physically able to do this process, a member of his/her family or a designee of his/her choice, with proper identification and written consent from the student, could be requested to do so.

Withdrawal from the College can negatively affect a student's current or future financial aid eligibility.

Students who withdraw from the College and wish to register for the next semester may do so.