



Student Affairs

Policies

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TABLE OF CONTENTS

DIVISION OF STUDENT AFFAIRS OVERVIEW	5
Enrollment Management	5
Student Life.....	5
Student Success	5
ENROLLMENT MANAGEMENT POLICIES	6
ADMISSIONS OFFICE.....	6
24 Credit Hour GED Program.....	6
Admissions Process For High School Transcripts.....	7
Admission Review Process For Individuals With Prior Conduct History	8
Early Admit Student (EAS) Program	8
General Requirements For Admission.....	9
FINANCIAL AID OFFICE.....	10
Aid For Part-Time Study (APTS) Progress Standards	10
Federal Aid Academic Requirements	10
Financial Aid Code Of Conduct And Ethical Principles	11
Return Of Title IV Funds Policy When Withdrawing From Classes.....	12
Satisfactory Academic Progress.....	13
TAP Academic Progress Requirements.....	13
INTERNATIONAL STUDENT SERVICES	15
Student & Exchange Visitor Program (SEVP).....	15
REGISTRAR'S OFFICE.....	16
Auditing A Course	16
Auditing Courses By Senior Citizens Legislation	16
Changes To A Student Record	16
Class Withdrawal	17
Complete College Withdrawal/Leave Of Absence Request Form	17
Catalog.....	17
Courses Offered By Semester	18
Credit For Studies/Military	18
Curriculum, Major or Sub-Plan Change	19
Enrollment Verification Letters	19

Family Educational Rights And Privacy Act (FERPA)	20
Full-Time vs. Part-Time Enrollment	22
Grades.....	23
Graduation.....	23
Readmittance	24
Registrar Communication Policy	24
Registration Dates And Deadlines	24
Registration Transactions	24
Registration	24
Reverse Transfer.....	25
SUNY Cross Registration	26
Transcripts	26
Transfer Credits	26
STUDENT LIFE POLICIES	29
Electronic Communication Policy	29
Access to Medication Abortion Policy.....	29
Immunization Requirement Policy	29
Involuntary Withdrawal Policy	29
Mental Health Scope of Services Policy.....	29
Student Athlete Policies & Procedures	29
Student Code of Conduct	29
Student Club & Organization Policies & Procedures.....	29
Release of Student Life Records	30
CAREER & TRANSFER CENTER	31
Colleges On Campus Program	31
College & Employer Tabling Program.....	31
Campus Recruiting by Transfer Colleges	32
Employer Recruiting Policies And Guidelines.....	32
Entrepreneurial, High Risk & Medical Testing Employment Opportunities.....	32
Transfer College Mailing Requests	33
ACCESSIBILITY SERVICES	34
Nondiscrimination On The Basis Of Disability	34

Accessibility Services Policies	34
OPPORTUNITY PROGRAMS	35
Educational Opportunity Program (EOP)	35
TRIO Program	35

DIVISION OF STUDENT AFFAIRS OVERVIEW

The Division of Student Affairs is a multifaceted area of the College that is concerned with the entire student experience, from recruitment to graduation, through the cultivation of supportive, engaging, and dynamic initiatives. Led by the Vice President of Student Affairs, the Division is divided into three units (Enrollment Management, Student Life, & Student Success), who work together to help students acquire the skills, support, and opportunities necessary to achieve success inside and out of the classroom.

Enrollment Management

Enrollment Management supports students throughout their educational journey from inquiry to graduation, by ensuring students have a seamless experience throughout the entire enrollment process. The Enrollment Management team is dedicated to helping students overcome obstacles to reach their educational goals.

Enrollment Management is led by the Assistant Vice President of Student Affairs/Dean of Enrollment Management and the dedicated members of the following departments: (a) Admissions, (b) Enrollment Services, (c) Financial Aid, (d) International Student Services, and (e) the Registrar's Office. In addition, Enrollment Management oversees compliance with Title IV Federal Financial Aid, Student, the Exchange Visitor Program (SEVP) and the Federal Education Rights and Privacy Act (FERPA), a federal law protecting students' educational records.

Student Life

Student Life provides students with programs and initiatives that support their health and well-being as well as opportunities to engage in a variety of co-curricular programs. By offering dynamic learning opportunities, teaching life skills, and serving as advocates for the needs of the diverse student body, Student Life will foster personal development to create socially and academically successful individuals.

Student Life is led by the Assistant Vice President of Student Affairs/Dean of Student Life and the dedicated members of the following departments: (a) Athletics, (b) Health Services, (c) Mental Health & Counseling Services, (d) Student Involvement, and (e) Student Support Services. In addition, Student Life oversees the Community Assessment and Risk Evaluation (CARE) Team and serves as student advocates by promoting students' rights and responsibilities and adjudicating alleged violations of these tenets as detailed in the Student Code of Conduct.

Student Success

Student Success embraces a holistic approach to student learning, growth, and development, understanding the student experience spans life in and out of the classroom. By working closely with students and collaborating with campus partners, the team supports students at every stage of their educational journey to help them achieve their goals. Student Success is committed to delivering on the promise of higher education and ensuring success for all students.

Student Success is led by the Assistant Vice President of Student Affairs/Dean of Student Success and is comprised of the dedicated members of the following departments: (a) Academic Advising (b) The Career & Transfer Center, (c) Accessibility Services, and (d) Opportunity Programs: Black Hispanic Male Initiative (BHMI), Educational Opportunity Program (EOP), TRIO, and Viking ROADS.

ENROLLMENT MANAGEMENT POLICIES

ADMISSIONS OFFICE

24 Credit Hour GED Program

Admissions coordinates the New York State Department of Education sponsored 24 Credit Hour GED program that is designed for people who want to earn their GED while concurrently earning college credits.

To be eligible for this program:

1. Currently be a resident of New York State for at least one month.
2. Not have graduated from a high school and not already qualified for the New York State General Equivalency Diploma.
3. Be 19 years of age,
4. Be 17-18 years of age and either:
 - a has not attended a regular, full-time high school program of instruction within the preceding 12 months; OR
 - b member of a high school who has graduated.

Students accepted in the 24 College Credit GED program may be eligible for financial aid provided they meet testing and academic program of study requirements. Please visit the Financial Aid Office located on the 1st floor of the Administration Building for more details.

Application Process:

1. Apply for Admissions.
2. Take a Placement Test. To be considered for our 24 College Credit GED Program, you must take the SUNY Westchester Community College ACCUPLACER exam and meet the following minimum scores for admission.

<u>Tests</u>	<u>Minimum Scores Required</u>
Reading	233
Writing	235
Arithmetic	230

3. Meet with an Admissions Counselor. Email Admissions@sunywcc.edu to make an appointment to review your test results for a final admissions decision.

Once you complete the required course load of 24 credits, you must visit the Registrar's Office to complete the forms necessary to apply for the high school equivalency diploma (GED) through the New York State Department of Education. Additionally, you must visit the Admissions Office to change your status from non-matriculated to matriculated in order to continue towards your Associate degree.

Admissions Process For High School Transcripts

High school transcripts will only be processed as official if they are sent directly from the high school to the college via mail or email or if it is delivered in a sealed envelope in person by the student. The envelope containing the official transcript can only be opened by a college official.

High school diplomas and GED diplomas with scores will be processed as official only if the original document is brought in person by the student. A copy of the original document must be made by a college official. The original document will be returned to the student and the copy will be kept by the college. The clear principle is that the college official must see original documents.

In the event that a student who studied in foreign country is unable to get their **international official transcripts** sent from the secondary school in the foreign country, the student must bring in their original documents to be reviewed. If the international document is deemed as acceptable proof of secondary school completion, a copy of the original must be made by a college official. The original will be returned to the student and the copy will be kept by the college. The clear principle is that the college official must see original documents.

As per the Financial Aid Office, students with a Bachelor's degree do not have to present proof of high school graduation however, students with only an Associate's degree must produce proof of high school graduation.

As per the Bursar's Office, student who indicate on the application that they received an international diploma cannot produce a GED diploma to be eligible for the Pataki bill for in state tuition purposes.

On-line high school diploma (the below is from an memo from the New York State Education Department)

Recently, there have also been questions regarding the applicability of on-line high school diplomas in relation to meeting the requirement for a high school diploma under §661. Some online schools have tried to represent themselves as having national accreditation or accreditation by a postsecondary accreditation body. There is no national high school jurisdiction, nor is there any kind of multi-state or national accreditation of a high school. High school is solely under the jurisdiction of the state government (or the Department of Defense Education Activity for military dependents overseas), and those students who are residents of a state cannot circumvent the jurisdiction of the state where they reside unless they become residents of another state. The student must be under the jurisdiction of the State conferring the high school diploma.

If the individual is a resident of the state where the high school is located, then that state has jurisdiction over the individual's high school completion. The Board of Regents does not approve correspondence study, including on-line, as equivalent to a high school diploma for New York State residents. Therefore, the acquisition of an on-line high school diploma is only an option for those individuals who are a resident of the state where such on-line high school is recognized by the state.

Until such time as the Board of Regents approves an on-line or correspondence study program as authorized to award a high school diploma, correspondence study and on-line diplomas are not valid for individuals who were New York State residents at the time they received the on-line diploma. The individual would have to have been a resident of the state issuing the on-line diploma. They would then need to reestablish residency in New York State prior to being eligible for TAP.

Non-matriculated Students

Non-matriculated students are not required to submit proof of high school graduation.

Home Schooled Students

Home Schooled students must obtain a letter from their local school district officials confirming that they have completed a program of study that is “substantially equivalent” to instruction given to students graduating high school in the public schools. Applicants must follow the regular application procedures for entering freshmen (including **Placement Testing**).

Admission Review Process For Individuals With Prior Conduct History

SUNY Westchester Community College strives to balance its open access mission with its commitment to maintain the safety and overall well-being of its community. Applicants for admission who have a disciplinary record that resulted in a suspension, expulsion or dismissal from any prior educational institution (i.e. high school, other college, vocational school, etc.) are subject to additional review as part of the admissions process for SUNY Westchester Community College. Consistent with the SUNY policy titled Admission of Persons with Disciplinary Dismissals, SUNY Westchester Community College will review applicants who affirm that they have been suspended or expelled from a college or other educational institution for disciplinary reasons. SUNY Westchester Community College reserves the right to make discretionary admissions decisions and to admit or deny applicants for any lawful reason.

The College reserves the right to revoke a student’s admission and immediately dismiss them from the college when it is discovered that a student falsified or did not disclose required information on their application for admission.

Early Admit Student (EAS) Program

The Early Admit Student program offers qualified, eligible high school seniors the opportunity to take college level courses at the College while concurrently completing their high school course requirements.

In order to be considered for the Early Admit Student (EAS) program, you must:

1. Have completed your junior year of high school
2. Submit the following documents to the Office of Admissions:
 - a The SUNY Westchester Community College Application.
 - b An official letter from your high school counselor stating the reason you are interested in enrolling at SUNY Westchester Community College and the course(s) you wish to take.
 - a Kindly be advised that if you are planning to take courses at SUNY Westchester Community College to meet high school graduation requirements, it is your responsibility to ensure that the course is approved by your high school counselor. This approval should be mentioned in the official letter required from your high school counselor stated above.
 - c Your official high school transcript. Official Transcripts may be sent by email to HSTranscript@sunywcc.edu
3. Take the SUNY Westchester Community College Placement Test **and** place into college level courses by meeting the minimum score requirements.

Testing Requirements: To be considered for the EAS program, all students must place into college level courses by either meeting placement waiver requirements or taking the Next-Generation ACCUPLACER placement exam and meeting minimum score requirements regardless of the course(s) you are requesting to take.

Test Evaluation/Admissions Decision: After submitting the above-mentioned documents and taking the ACCUPLACER Test or meeting the requirements to waive the placement, you must contact the Office of Admissions at Admissions@sunywcc.edu to make an appointment to meet with an Admissions Counselor to review your test results for a final admissions decision.

General Requirements For Admission

Admission is based on the availability of space and qualifications of the applicant. SUNY Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or handicap is excluded from, or is subject to, discrimination in any program or activity. Information collected on this application (Section 355(2) (i) Education Law) will be used to evaluate your request for admission. Except as required by applicable law or as set forth by any college policy, SUNY Westchester Community College reserves the right to make discretionary admissions decisions and to admit or deny candidates for any lawful reason. Failure to provide information could prevent your application from being processed.

Applicants must meet one of the following criteria:

1. Possess a local or Regent's high school diploma (an I.E.P. [Individual Education Plan] certificate of completion is not a recognized diploma)
2. Possess a high school equivalency diploma (GED)
3. Be admitted under the Home-Schooled Student requirements
4. Be admitted through the New York State 24 College Credit GED Program

NOTE: As per College Policy, applications are processed using self-reported data. Documents (i.e. transcripts) are not required to proceed with application processing and enrollment. Also, if application fee is not submitted at the time of application, the application will be processed without the application fee. Fee is added to Bursars office tuition bill.

FINANCIAL AID OFFICE

Aid For Part-Time Study (APTS) Progress Standards

APTS students are allowed up to a maximum of **48 points of eligibility**. These points include any points earned as a TAP recipient or for any other state grant. Each APTS award uses 3 points and each TAP award uses 6 points.

State Aid Points	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48
Minimum Degree Credits Earned	0	3	3	9	9	18	18	30	30	45	45	60	60	75	75	75

APTS recipients must maintain a cumulative GPA of 2.0 at all times to be eligible. Financial aid rules and regulations are subject to change. Students are strongly urged to meet with a Financial Aid Counselor to discuss any concerns regarding eligibility for aid.

Federal Aid Academic Requirements

Satisfactory Academic Progress (SAP) Requirements

Satisfactory Academic Progress (SAP) determines whether you qualify for financial aid. SAP will be measured on the three metrics required by federal regulations. Students who do not meet the following requirements risk having their financial aid suspended.

Qualitative Requirement: Cumulative Grade Point Average

A student must maintain a 2.00 cumulative GPA when reached 48 or more cumulative attempted credits. Developmental credits and transferred credits are all included in the cumulative attempted credits.

Quantitative Requirement: Cumulative Completion Rate

A student must successfully earned a minimum number of academic credits at the end of each semester. The minimum cumulative earned credits required is in proportion to the cumulative attempted credits for which they are enrolled each semester.

Maximum Time Frame

A student must declare an academic program and must be taking courses that apply to that degree or certificate.

A student must complete the declared academic program within 150% of the published length of the program in credit hours to maintain aid eligibility.

To determine maximum timeframe multiply the published credit hours needed to complete the program of study by 1.5 (150%). The result will determine how many attempted hours are allowed for the program to Meet SAP and be aid eligible. Once the maximum timeframe hours are reached, student is ineligible for financial aid.

Other than developmental courses, all credits appears on student's records including transferred credit previously earned at another institution that are accepted by SUNY WCC will be counted toward the maximum timeframe at SUNY WCC. A student who changes academic programs will have all course credits taken under previous academic programs count towards the maximum timeframe of the new academic program.

Financial Aid Code Of Conduct And Ethical Principles

SUNY Westchester Community College observes the code of conduct laws enacted by the Higher Education Opportunity Act (Public Law 110-315) (Sunshine Act) enacted August 14, 2008, the Agreement on Code of Conduct between SUNY State Operated Campuses and New York State Attorney General, April 3, 2007, and the State of New York SLATE Act. This code of conduct and ethical principles is based on the principle that the primary goal of the Office of Student Financial Assistance professionals is to help students achieve their educational potential by providing appropriate financial resources. To this end, the financial aid professionals shall:

1. Be committed to removing possible financial barriers for those wishing to pursue postsecondary education.
2. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
3. Make every effort to assist students in receiving financial aid to help meet their financial need.
4. Advocate in the students' interest at the institutional, state and federal level.
5. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.

The code of conduct outlined below pertains to all staff in the Office of Student Financial Assistance as well as the Vice President of the college to whom the office reports. All relevant employees will agree to the following to ensure transparency in the administration of the student financial aid programs and avoid conflicts of interest. Do not undertake any employment, compensated or not which is in conflict with proper discharge of their duties or might impair their objectivity or independence of judgment in the exercise of their duties at this institution.

1. Do not use their positions or information received to solicit or secure financial gain, unwarranted privileges by accepting cash payments, stocks, club memberships, gifts, entertainment, expense-paid trips, or other forms of inappropriate remuneration from any business entity involved in any aspect of student financial aid.
2. Adhere to all institutional policies as well as other local, state or federal requirements that are applicable to their conduct or job performance.
3. Provide accurate, unbiased and transparent information which in no way reflects any preference arising from actual or potential personal gain and ensure that students and parents fully understand their rights, obligations and alternatives.
4. Ensure that students and parents understand that SUNY Westchester Community College does not participate in a preferred lender list which directs students to a preferred lender. To this end students must be made to understand that, as long as SUNY Westchester Community College participates in the FFELP Loan programs:
 - Financial Aid professionals at SUNY Westchester Community College are prohibited from recommending any lender.
 - Students are free to select a lender and guarantor of their choice.

- Students and parents should be made to understand the process of selecting a lender and applying for a loan.
5. The school will promptly certify any loan from any lender selected by a borrower.
 6. Clearly inform students that, although they are directed to NYSHESC to choose a lender and complete the Master Promissory Note, they are free to choose a lender not on the HESC website. Similarly, they must be told that they are free to use a guarantor other than HESC.

The college does not have a preferred lender list for alternative loans. Financial Assistance personnel will not make any recommendations to the student as to the choice of a lender.

7. Do not permit an employee or agent of a lender or guarantor to staff the offices, represent his/herself as an employee of the institution or conduct Loan Entrance workshops.
8. The Office of Student Financial Assistance will promptly process any alternative loan submitted for certification according to the regulations of the lender. However, prior to certifying an alternative loan, the College will inform students of the availability of the cheaper federal loan programs and advise students to complete the FAFSA to assess their eligibility for the federal loans. Financial aid professionals are free to provide students with information to assist them in making a comparison of benefits for the students to make an informed choice of a lender.

NOTE: Items 4 to 7 will no longer be applicable once SUNY Westchester Community College stops participating in the FFELP loan program and switches to the Federal Direct Unsubsidized and Subsidized Loan Program and the Federal Direct Parent Loan Program.

Return Of Title IV Funds Policy When Withdrawing From Classes

If you withdraw from all classes prior to completing more than 60% of a semester, you may be required to repay a portion of the federal financial aid received for the semester.

Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or semester. All Title IV financial aid programs must be recalculated in these situations.

The return of Federal Title IV funds calculation determines the percentage of “earned” and “unearned” federal aid. This percentage is determined by dividing the number of days completed by the number of days in the payment period. If the student has completed more than 60 percent of the period, all funds have been “earned,” and there is no return of federal funds. If less than 60 percent of charges were “earned,” the formula determines the amount of aid which must be returned to the federal programs. **There are no current provisions for extenuating circumstances with regard to Return of Title IV Regulations.**

Federal funds must be returned in the following order: Unsubsidized Federal Stafford Loans, Subsidized Federal Stafford Loans, PLUS Loans, Federal Pell Grants, Federal SEOG, and other Title IV assistance. Contact the Financial Aid Office for more information.

Students who are no longer attending at least six credit hours at the time loan funds are scheduled to be disbursed are not eligible to receive those funds. The loan will be cancelled and all loan funds returned to the Department of Education.

Keep in mind that when Title IV funds are returned, the student may owe a debit balance to the college. The student should contact the [Bursar's Office](#) to make arrangements to pay the balance. In any instance where it is felt that individual circumstances may warrant exception to the institutional refund policy, the student may appeal in writing to the Refund Committee.

Satisfactory Academic Progress

Students receiving financial aid must make satisfactory academic progress (SAP) in order to continue to receive assistance. In other words, you have to get good grades and complete enough credit hours to keep you moving toward the successful completion of your degree in an acceptable time period. The standards for financial aid eligibility are not necessarily the same as the College's requirements for Academic Standing. It is possible to be on probation for academics but not for financial aid (and vice versa).

Financial aid rules and regulations are subject to change. Students are strongly urged to meet with a Financial Aid Counselor to discuss any concerns regarding eligibility for aid.

Federal and state aid each have different progress requirements. It is possible to be eligible for one and not the other.

TAP Academic Progress Requirements

- Students must have a GPA of at least 2.0 after two full years of TAP and a GPA of 2.0 for all APTS payments.
- State aid only pays for courses related to your major.
- D grades are considered to be passing grades unless not applicable to your curriculum. Any course you repeat to improve this grade will not be counted towards full-time enrollment and will not be covered by state aid unless such a grade is not accepted for your major.

Based on a full-time TAP Award, Associate degree/Certificate students are only allowed 6 full TAP payments up to 36 points of eligibility, including points used at other institutions or while enrolled in other programs. Each full-time TAP payment uses 6 points of eligibility.

EOP students are allowed up to 8 semesters of TAP eligibility.

The charts below are based **on minimum requirements**. Students taking the minimum credit requirements will not meet academic progress requirements further down the road.

ASSOCIATE DEGREE PROGRAM: applies to non-remedial students first receiving aid in 2010-11 and thereafter.

Before being certified for this payment:	1	2	3	4	5	6
A student must have earned this many credits:	0	6	15	27	39	51
With at least this cumulative GPA:	0.00	1.30	1.50	1.80	2.00	2.00

Credits to be completed in preceding semester:	0	6	6	9	9	12
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ASSOCIATE DEGREE PROGRAM: applies to students first receiving aid in 2007-08 through and including 2009-10 and remedial students first receiving aid in 2007-08 and thereafter.

Before being certified for this payment:	1	2	3	4	5	6
A student must have earned this many credits:	0	3	9	18	30	45
With at least this cumulative GPA:	0.00	0.50	0.75	1.30	2.00	2.00
Credits to be completed in preceding semester:	0	6	6	9	9	12

Definition of Remedial Student

“Remedial student” is defined as a student: (a) whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the college and approved by the New York State Education Department (SED); or (b) who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or (c) who is or was enrolled in an opportunity program. **Effective Fall 2007**, students taking 6-11 credits **may be eligible** for **Part-time TAP**. (6 credits uses 3 points, 7 credits uses 3.5 points, 8 credits uses 4 points, 9 credits uses 4.5 points 10 credits uses 5 points and 11 credits uses 5.5 points). TAP is also available for accelerated study in the summer. Check with your financial aid counselor for specific eligibility requirements.

INTERNATIONAL STUDENT SERVICES

Student & Exchange Visitor Program (SEVP)

The Student and Exchange Visitor Program (SEVP) is a part of the National Security Investigations Division and acts as a bridge for government organizations that have an interest in information on nonimmigrants whose primary reason for coming to the United States is to be students.

On behalf of the Department of Homeland Security (DHS), SEVP manages schools, nonimmigrant students in the F and M visa classifications and their dependents. The Department of State (DoS) manages Exchange Visitor Programs, nonimmigrant exchange visitors in the J visa classification and their dependents. Both SEVP and DoS use the Student and Exchange Visitor Information System (SEVIS) to track and monitor schools; exchange visitor programs; and F, M and J nonimmigrants while they visit the US and participate in the US education system.

The Student and Exchange Visitor Program (SEVP)

The Student and Exchange Visitor Program (SEVP) is the Department of Homeland Security (DHS) program that administers the Student and Exchange Visitor Information System (SEVIS). It ensures that government agencies have essential data related to nonimmigrant students and exchange visitors to preserve national security. SEVP provides approval and oversight to schools authorized to enroll F and M nonimmigrant students and gives guidance to both schools and students about the requirements for maintaining their status.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is a web-based system for maintaining information on international nonimmigrant students and exchange visitors in the United States. It is the core technology for the DHS in this critical mission. SEVIS implements Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, which requires DHS to collect current information from nonimmigrant students and exchange visitors continually during their course of stay in the United States. In addition, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act; Public Law 107-56, amended Section 641) mandated implementation of SEVIS prior to Jan. 1, 2003.

SEVIS Process

SEVIS tracks and monitors nonimmigrant students and exchange visitors. If accepted by a SEVP certified school, foreign students may be admitted to the United States with the appropriate F or M nonimmigrant status. If accepted for participation in a Department of State-verified exchange visitor program, exchange visitors may be admitted to the US with J nonimmigrant status. Records of these nonimmigrant admissions and continued participation in these educational programs are maintained in SEVIS. Further, SEVIS enables SEVP to assure proper reporting and record keeping by schools and exchange visitor programs, thereby ensuring data currency and integrity. SEVIS also provides a mechanism for student and exchange visitor status violators to be identified so that appropriate enforcement is taken (denial of admission or benefits or removal from the US).

SEVIS Program Reporting Requirements for Designate School Officials

Federal laws and regulations require the Designated School Official (DSO) to update and maintain the SEVIS records of nonimmigrant students in F and M visa categories. If the DSO does not complete the required actions within the legal time limits, SEVIS automatically updates the student records. SEVIS functions do not extend the legal time limits and are not intended to replace timely action by a DSO to comply with reporting responsibilities. The latest and most complete DSO reporting requirements and time limits for completing each task can be found with the Coordinator of International Student Services.

REGISTRAR'S OFFICE

Auditing A Course

- Students must enroll through the normal process and pay the standard tuition rates and fees.
- During the first meeting of the course a student must inform your professor of their intent to audit the course.
- Students who are auditing a course are not responsible for taking exams. The professor will assign you a final grade of "AU" for "Audit".
- Seniors Audit at SUNY Westchester Community College is a special program for senior citizens.
- For more information: <http://www.sunywcc.edu/mainstream>

Auditing Courses By Senior Citizens Legislation

In 1974 two (2) bills were approved (S9595-C and S10782) by the Legislature **related to auditing of courses by persons sixty years of age or over**. The basic bill (S9595-C) amends the Education Law to add to the specification of powers and duties of the Board of Trustees the authority to promulgate regulations for the State-operated campuses which "permit persons sixty years of age or over **to audit courses given therein without tuition, examination, grading or credit upon a space available basis**, as determined by the Presidents of each such institution, provided that such audit attendance does not deny course attendance at a state-operated institution for an individual who is otherwise qualified."

A closely similar provision authorizes community colleges to permit identical audit opportunities, except that the companion bill (S10782) states that the provisions of the basic amendment "shall not affect any state aid to community colleges."

This legislation is in keeping with commitments that were made to the concept of lifelong learning. The only requirements for registration are as follows:

A thirty-seven dollar senior audit fee and a thirteen-dollar student fee, per semester. Proof of age and Westchester County residency. Senior citizens may take up to two courses per semester for this fee. Classes not available under this program include courses with labs, hands-on and foreign language courses.

Senior citizen auditors shall not be included on class rosters, and they will not receive a grade. They will be registered in a non-credit class entitled Senior Audit.

Changes To A Student Record

Name Changes

Require official, legal documentation presented to the Registrar's Office

If the student is also an employee, name changes must be done through HR.

Documents required to change a name are:

- a. Marriage certificate indicating former and current name

b. Court order detailing the name change

c. Naturalization papers

d. For minor name changes, i.e. first and last name reversed, adding a second last name or middle name, the student can present a government-issued photo ID showing the correct name. DOB and address on file must match the ID. If the address does not match, the student must also present an SSN card that matches the SSN in our system and the name on the ID. This method cannot be used for the removal of any part of a name

Address Changes

Change address to a mailing address can be completed directly through self-service through MyWCC if present address on record is a Westchester County resident address and the new address is also a Westchester County resident address.

· Change address to a local address if can send to the registrar's office from a email address on file, or in person with ID if present address on record is a Westchester County resident address and the new address is also a Westchester County resident address or if the address on record is not a Westchester County resident address and the new address is also not a Westchester County resident address

· Address changes for an address into or out of Westchester County, require documentation submitted to the Bursar's Office.

· All students on an F-1 Visa must contact International Student advisor in order to change their address.

· If the student is also an employee, the registrar's office cannot change the home address, this must be done through HR.

Social Security Changes

An original social security card must be presented to the Registrar's Office to make a change along with a government-issued photo ID with a name which matches the name on file and the SSN card and a DOB which matches what's on file.

Class Withdrawal

Students can withdraw from a course within MyWCC account without academic penalty and will automatically generate a grade of 'W' on the transcript. View the academic calendar for exact dates.

Complete College Withdrawal/Leave Of Absence Request Form

Students who need to withdraw from all their classes in a semester can do so by the last date of instruction for the semester. Review the exact date within the Academic Calendar. The Complete College Withdrawal Form must be submitted to the Registrar's office for processing. The form is available in Registrar's or Counseling office and requires signatures from an academic counselor. All grades for the semester will appear on the transcript as "W"s.

Catalog

Contains information about the College's degree and certificate programs, course descriptions and course prerequisite requirements. Available online at: www.sunywcc.edu/catalog

Courses Offered By Semester

Course Schedules are available online at: <https://sunywcc.search.collegescheduler.com/>

Credit For Studies/Military

Students who have been engaged in a course of study while serving in the military may be eligible to earn college credit at SUNY Westchester Community College.

- The coursework completed in the military must be **applicable** to the program of study (degree) in which the student wishes to enroll (or is enrolled) at SUNY Westchester Community College.
- Students must submit the following **documents** to the Transfer Credit Evaluator in the Registrar's Office:
 - Joint Services Transcript (JST)
 - AARTS¹ transcript **or** a SMARTS², **or** a CCAF³ transcript and
 - An ACE⁴ recommendation/transcript or
 - The DD214 (for Physical Education transfer credit)
- Students may earn:
 - Generic credit identified by discipline or type of degree requirement or
 - Credit for a specific, parallel course
- Transfer credit may fulfill core program or elective requirements.
- In determining equivalent courses, the Transfer Credit Evaluator will confer with:
 - The Curriculum Chair – to approve a transfer if the course meets exact degree requirement.
 - The Department Chair – to approve a transfer if the course may possibly fulfill a college general education course or elective requirement. The Chair will determine equivalents only for those courses that reside in their disciplines.
- The College will apply the ACE-approved credit in the same fashion by which we accept credit from a regionally accredited college (no fee and no requirement to enroll in a substitute course, when an equivalent has been identified.)

¹ AARTS - Army/American Council on Education Registry Transcript System

² SMARTS - **Sailor**/Marine American Council of Education Registry Transcript System

³ CCAF -Community College of the Air Force

⁴ ACE - American Council on Education

Curriculum, Major or Sub-Plan Change

A completed Change of Major Form with dated signatures of the student and counselor or curriculum chair should be delivered to the Registrar's Office for processing. Students may also contact a counselor or curriculum chair via email from their MyWCC email address to request a change of major. If approved the counselor or curriculum chair will forward this onto the registrar's office for processing.

- A student must meet with an academic counselor or the curriculum chair of the major they want to pursue.
- A review of desired changes with academic and financial aid counselors for impacts is recommended before submitting a completed form to the Registrar's Office.
- A change of major is allowed once per semester.
- Change of Major Forms received before the semester begins will be processed and effective for the upcoming semester and requirement term.
- Change of Major Forms received during the semester will be processed and effective for the next semester and requirement term.

2nd Degree Form

- Required by alumni after earning a degree/certificate who wish to continue at SUNY WCC in a specific area of interest.
- Also available to students wishing to pursue two degrees at SUNY WCC.
- A second associate degree for a specific concentration in a discipline which a student has already completed a degree is not academically recognized nor allowable.
- Students are allowed to complete a certificate and associate degree in the same area since they are different levels of credentials.
- Available in the Registrar's office and required to reinstate enrollment access.

Enrollment Verification Letters

- Enrollment verification letters are available online through the National Student Clearinghouse. A student can access via their MyWCC account within the Student Center under the 'Other Academics' drop-down menu, select 'Enrollment Verification' to access the National Student Clearinghouse's website.
- Student may also request a letter in person with a photo ID at the registrar's office.
- Enrollment inquiries by third parties (employers, agencies, etc.) are subject to FERPA regulations.
- Any employer or agency inquiries of specific student data, not considered directory information by SUNY WCC, requires a student submit a signed release to the Registrar's Office.

Family Educational Rights And Privacy Act (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 they reach the age of 18 or attend a school beyond the high school level.

Student rights at SUNY WCC Under FERPA, include:

1. The right to inspect and review the student's education records within 45 days after the day SUNY 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 may 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

Education Record

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

Information NOT considered part of an education record and, therefore, excluded from FERPA regulations are:

- 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.

Student consent is NOT required for the disclosure of personally identifiable information from students' education records if the disclosure meets one or more of the conditions found in §99.31 of FERPA regulations:

- 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
- Potential Employers
- 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. SUNY WCC, in accordance with FERPA, has designated the following information about students as Directory Information:

- Name
- Address
- SUNY 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. A student can grant permission to share his/her education records with specified person(s) at SUNY WCC.

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 the Registrar’s Office in the Administration Building.

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

A student can choose to prevent having their directory information disclosed.

A student can choose to “opt out” of having any general Directory Information (as defined above) disclosed to any party. A student should 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 the student will miss out on valuable employment, educational, cultural and other opportunities.

After considering these possible outcomes, if the student still wishes to opt out, they must submit a notarized form to the Registrar’s Office (Administration Building, room 107). An email request to Registrar@sunywcc.edu with “FERPA NON-DISCLOSURE” in the subject line is needed to obtain 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.

Amendments to FERPA

The USA PATRIOT Act of 2001 was signed into law on October 26, 2001. It amends FERPA and the National Education Statistics Act (NESA) and expands the authority of federal law enforcement officials to obtain educational records in connection with investigations and prosecutions of terrorism without consent. However, that these amendments to FERPA and NESA require federal law enforcement officials to obtain a court order before educational records and NCES data must be released under these provisions. They do not expand the authority of educational institutions to release student records without student permission or a court order. In order to obtain a court order, a U.S. Assistant Attorney General or a higher-ranking official must certify that the records are relevant to a terrorism investigation.

FERPA Release Form

Students can assign permission to a specific person(s) by providing the Registrar’s office a notarized completed FERPA Release Form expires after for one year, annual renew is required. The FERPA Release Form can be found at: <http://www.sunywcc.edu/cms/wpcontent/uploads/2014/04/FERPA-Release-Form.pdf>

Full-Time vs. Part-Time Enrollment

- Enrolling for 12 or more credits is considered full-time
- Less than 12 credits is considered part-time
- Enrolling for 6 credits is considered half-time

- The maximum number of credits a student can enroll for fall and/or spring semester is 19 credits.
- * Any student needing to enroll for more than 19 credits in a semester must get special permission from the appropriate Dean of their major.
- Developmental Education Classes for Math, English and Reading are charged at the standard per credit tuition rate. These courses are included when determining status as full time or part-time enrollment.
- Developmental Education Classes will display within the academic record with a grade, but do not yield academic credits.

Grades

All semester grades are processed in accordance with the dates outlined within the Academic Calendar.

Official grades update the academic transcript when processed and are viewable the student record within *MyWCC*.

A student who has been approved and granted an **Incomplete “I” grade** for a course must fulfill the course requirements in accordance with the scheduled agreement with the instructor or will automatically change to an **“IF”** grade.

- Incomplete granted for a Fall semester or Winter session course, complete course work before the last day of the 10th week of the upcoming Spring term.
- Incomplete granted for a Spring semester or Summer session course, complete work before the last day of the 4th week of the upcoming Fall semester.
- Thereafter, Incomplete grades will automatically convert to a failing grade **“IF”**.

Graduation

Students must apply for Graduation for the term (Spring/Summer/Fall) in which they will complete their degree and/or certificate requirements. An application for graduation can be made online through *MyWCC* or in person at in the Registrar’s Office. Diplomas are mailed directly from our vendor to the student’s address on file only if the student does not have any outstanding holds on their account by Financial Aid or the Bursar’s office.

Important graduation information can be viewed online:

<http://www.sunywcc.edu/academics/graduation/>

View additional links for additional information such as:

- Application Checklist
- Application deadlines for May, August, December graduates
- Commencement Ceremony details including cap and gown information is provided by the Student Involvement Office and sent to a student’s SUNY WCC student email

Readmittance

Returning student who attended SUNY WCC less than seven years ago or graduated from SUNY WCC and want to take additional courses, are reactivated in the Registrar's Office. However, students who attended SUNY WCC seven years ago or more, must submit a new admission application and transcripts.

Registrar Communication Policy

When emailing the Registrar's office for assistance a student must use their MyWCC email (@my.sunywcc.edu) account or the non-SUNY WCC email on file. For prompt assistance kindly include your name, student ID, date of birth, last four digits of your social security number within your email inquiry.

Registration Dates And Deadlines

- Available online at: <http://www.sunywcc.edu/academics/academiccalendar/>
- Academic Calendar information includes: beginning and ending dates of the semester/ the dates for final exams/ the dates for registration/ the dates for refunds/ the dates to withdraw/ the dates final grades are due.

Registration Transactions

- Are available online through self-service within MyWCC using a student ID and password.
- Registration dates outlined in the Academic calendar:
<http://www.sunywcc.edu/academics/academiccalendar/>
- Course schedules of instruction: <https://sunywcc.search.collegescheduler.com/>
- MyWCC self-service guides are available to assist students with registration functions such as; enroll, drop, swap, adding a lab, withdrawals. Other self-service functions include applying for graduation, viewing grades, printing transcripts, schedules and enrollment verification letters. View the list of How-To guides available: <http://www.sunywcc.edu/admissions/registering-for-classes/how-to-guides/>
-

Registration

New Matriculating Students

- Must see an academic counselor for advisement.
- Submit immunization records to our Health Office.
- Take our Placement test, or when applicable provide ACT/SAT/Regents scores or have transfer credit which waives the placement exam.
- Must activate their MyWCC account and set up a password for MyWCC enrollment access.
- Registration services are available online through self-service at MyWCC using a student ID and password.

Continuing/Returning Students

- Continuing /Returning students (those who have taken at least 1 credit at the College in the past) are able to register online through MyWCC if they have attended the College within the last 2 years.
- If it has been more than 2 years but less than 7, students should contact the Registrar's Office in order to be reactivated. Reactivation can also be done in-person at extension sites including (Mt. Vernon, Yonkers Cross County, Ossining and Peekskill).
- If it has been more than 7 years, students must fill out a new application in the Admissions Office.
- New students who filled out an application in the past but never took classes will have to contact the Admissions Office to have their account activated for the desired semester.
- Alumni who graduated from SUNY Westchester Community College and wish to continue to study must complete the 2nd Degree Form with the Registrar's Office to have enrollment access restored for the desired semester.

A second Associate degree for a specific concentration in a discipline which a student has already completed a degree is not academically recognized nor allowable.

Registration services are available online through self-service at MyWCC using a student ID and password.

Visiting Students (Non-Matriculated)

Email: Summerregistration@sunywcc.edu

As a non-matriculated student, they are considered College Math and College English ready and have met the 'readiness' prerequisite. They can register for any class that requires them to be ENG 101 ready or College Level Math ready. Students who would like to register for a course that has a different prerequisite must show that they have met the prerequisite in order to register for the course. All other prerequisites must be met before any student may register based on course requirements. They can submit an unofficial college transcript demonstrating that you have completed the prerequisite course for classes which you would like to enroll. Unofficial college transcripts may be emailed to the Registrar's Office at visitingstudentregistration@sunywcc.edu. Students should include their SUNY WCC ID number and the exact course and section they would like to take. Permissions are added and students are notified that they can register.

For more information visit the website: <https://www.sunywcc.edu/admissions/admissions-information/summer-visiting-student-admission-and-registration-steps/>

For a course description, please visit the College's catalog at: www.catalog.sunywcc.edu.

Registration services are available online through self-service with MyWCC and the College Scheduler using a student ID and password.

Reverse Transfer

Students who transferred from SUNY WCC without completing a degree have the opportunity to complete.

Reverse Transfer credits back to SUNY WCC by having official college transcripts sent from their new school for review by a SUNY WCC transfer evaluator and a counselor.

For more information email Registrar@sunywcc.edu or Counseling@sunywcc.edu

SUNY Cross Registration

Degree seeking SUNY WCC students wishing to enroll at SUNY WCC and another SUNY school in the same semester should complete a Cross Registration Request/Application at www.suny.edu/crossregister

This form is not for SUNY WCC students planning to transfer to another SUNY college after they graduate from SUNY WCC.

This Application is not for students wishing to take courses at non-SUNY schools or CUNY schools

Students from other SUNY schools wishing to take classes at SUNY WCC should contact their home advising office about the cross registration process.

Transcripts

Official and Unofficial transcripts

Official transcripts are a complete list of a student's academic record. An official transcript has a college seal to signify authenticity. The fee for official transcripts is \$10.00 per copy.

- Official transcripts generally are processed in one business day but can take up to two business days.
- Ordering an official transcript can be done via mail, in person, or online. Official electronic or paper copies can be ordered through Parchment: www.parchment.com · For more information our website visit www.sunywcc.edu/transcripts
- An unofficial transcript can viewed and printed by the student via their MyWCC account within the Student Self-Service Center under the 'Academic Records' tile, selecting "View Unofficial Transcript" (be sure to allow popups).
- Students can request a copy of their unofficial transcript for free from the registrar's office with photo ID if unable to access it online.

Transfer Credits

The College's Transfer Credit Evaluator will evaluate official college transcript(s) to determine if credits for any previous college coursework from regionally accredited institutions will be accepted. Accepted transfer credits will be posted within the student's *MyWCC* account.

- Colleges/Universities that are members of Parchment (online ordering system) may have their official transcripts emailed directly from their former college to SUNY WCC or the institutions can send a secure email to eTrans@sunywcc.edu. Official transcripts and CLEP and AP Score Reports can also be mailed directly from the institution to the Registrar's Office, SUNY Westchester Community College, 75 Grasslands Rd., Valhalla, NY 10595. Please do not have the official transcripts sent electronically to you first, they will not be considered unofficial if you forward them to SUNY WCC.
- A maximum of 50 percent of the required credits are allowable through transfer, examination or evaluation towards a degree or certificate at SUNY Westchester Community College.

- Only transfer courses with a grade of a 'C' or better will be accepted for credit. The college can grant credit only for specific equivalent coursework in the student's curriculum, and the number of credits for each specific course cannot exceed the credit value of that course.
- Credits may also be granted through Advanced Placement (AP) examinations and the College Level Examination Program (CLEP). Through these programs, a student may successfully complete examinations in a variety of subject areas and can be granted college credit. Official scores must be sent to SUNY WCC . A student cannot earn duplicate credit for examination programs and college studies covering the same material.

Credits accepted by examination, Advance Placement and CLEP Exams and SUNY WCC's equivalent Courses can be viewed here: www.sunywcc.edu/catalog

- Through institutional agreements, students can earn college credit for attending and completing programs from Westchester County Department of Corrections, Westchester County Police Academy, NYC Department of Corrections and the NYC Police Academy.
- Credit for Studies Completed while Serving in the Military: Students who have engaged in a course of study while serving in the military may be eligible to receive college credit at SUNY Westchester Community College

- o The coursework completed in the military must be applicable to the program of study (degree) in which the student wishes to enroll (or is enrolled) at SUNY Westchester Community College.

- o Students must submit the following documents to the Transcript Evaluator in the Admissions Office:

- AARTS1 transcript, or a SMART2, or a CCAF3 transcript AND An ACE4 recommendation/transcript OR the DD214 (for Physical Education transfer credit).
- Students may earn generic credit identified by discipline or type of degree requirement OR credit for a specific, parallel course.
- Transfer credit may fulfill core, program or elective requirements.

- 1) 1AARTS - Army/American Council on Education Registry Transcript System
- 2) 2SMARTS - Sailor/Marine American Council of Education Registry Transcript System
- 3) 3CCAF - Community College of the Air Force
- 4) 4ACE – American Council on Education

- International transcripts will only be accepted for consideration at SUNY Westchester Community College if they have been translated and evaluated by one of the professional organizations listed below. You must use one of these agencies and request a course-by-course evaluation. These agencies will charge for this service, but once it has been done, the translated and evaluated transcript should be accepted at other universities or colleges in the United States.

- o Once the evaluated transcript has been received, it will be determined how this course work applies to the program requirements of your current curriculum. If you are attempting to attain credit for an English course or courses, please be advised of the following:

- In general, English credits from foreign countries will not be accepted towards SUNY WCC's Comp & Lit requirement. Any English Transfer credit must be approved by the English Department to transfer.
 - If the English credits are from a country where English is the primary language of instruction, the student must provide a syllabi and course outline for review of the English Department. If it is clear that there is a "match" with our Comp & Lit course(s), then credit may be granted.

If you have any further questions, please contact the Transfer Credit Evaluator in the Office of Registrar at 914-606-6810, or the Office of International Student Services at 914-606-8567.

STUDENT LIFE POLICIES

Electronic Communication Policy

SUNY WCC uses the MyWCC email account (@my.sunywcc.edu) for all official communications with students. A student is responsible for knowing and adhering to all information sent to them via their MyWCC email. It is essential a student check their emails daily, to ensure they are up to date on all college happenings, deadlines, requirements, etc. More information about accessing email can be found [here](#).

Access to Medication Abortion Policy

On May 2, 2023, legislation was signed in New York State (A1295-C/S1213-B) that requires all public colleges and universities in the SUNY and CUNY systems offer access to medication abortion. The law requires that every SUNY and CUNY campus provide access to abortion medication to their student body either by employing or contracting with authorized individuals who may prescribe abortion prescription drugs, or by providing students with information and referrals to providers authorized to prescribe abortion medication.

Westchester Community College does not provide pre-natal care on-campus. The Health Services website will maintain a list of community agencies and/or providers authorized to prescribe abortion medication. Students will be referred to the Office of Accessibility Services for pregnancy or pregnancy related accommodations.

Immunization Requirement Policy

A complete and up to date copy of the Immunization Requirement Policy can be found [here](#).

Involuntary Withdrawal Policy

A complete and up to date copy of the Involuntary Withdrawal Policy can be found [here](#).

Mental Health Scope of Services Policy

A complete and up to date copy of the Mental Health Scope of Services Policy can be found [here](#).

Student Athlete Policies & Procedures

A complete and up to date copy of the Student Athlete Policies & Procedures can be found [here](#).

Student Code of Conduct

A complete and up to date copy of The Student Code of Conduct can be found [here](#).

Student Club & Organization Policies & Procedures

A complete and up to date copy of the Student Club & Organization Policies & Procedures can be found [here](#).

Release of Student Life Records

Complete and up to date policies and procedures for the Release of Student Life Records can be found [here](#).

STUDENT SUCCESS POLICIES

CAREER & TRANSFER CENTER

Colleges On Campus Program

The Office of Transfer Services is the liaison office for the purposes of College recruiting. Therefore, all visits to the College community for the purpose of recruitment should be cleared in advance with this Office. With permission of the Office of Transfer Services colleges may recruit students in designated areas of the College.

The following guidelines should be followed:

Colleges are limited to one Table Visit or Advisor-in-Residence visit per month.

College visits are scheduled for weekdays during the fall and spring semesters.

College & Employer Tabling Program

Career Services is the College liaison office for the purpose of Employment Recruiting. Therefore, all visits to the College community for the purpose of recruitment should be cleared in advance with Career Services. With permission from our office and a minimum of one week's notice, employers may recruit students in high traffic areas of the college, in buildings that house their area of interest.

The following guidelines apply:

1. Recruiters are limited to one visit per month, not including appointments with individual students.
2. Recruiting is permitted on weekdays.
3. Employers are provided a table and chairs.
4. Recruiters are limited to two representatives each visit.
5. Recruiters must work at or around the table provided. Recruiters are not permitted to aggressively confront or corner students and engage them in conversation. Students must be free to choose to speak to recruiters or pass by unimpeded.
6. Under no circumstances are recruiters permitted to walk around campus and recruit students.
7. Solicitation of any kind is prohibited!

SUNY Westchester Community College is an Equal Opportunity Employer.

Students and alumni will be accepted and assigned to job opportunities and otherwise treated without regard to race, color, religion, national origin, sex, sexual orientation, marital status, veteran status or disability, as well as other classifications protected by applicable state or local laws.

SUNY Westchester Community College is in compliance with the provisions mandated by the Solomon Act.

Campus Recruiting by Transfer Colleges

Should you be working with colleagues at transfer institutions, the following policies have been adopted concerning the recruiting of students at SUNY Westchester Community College.

Colleges are welcome to recruit students and alumni through the Office of Transfer Services. College visits to the campus must be arranged through the Office of Transfer Services. While faculty and other College departments may also arrange visits to the campus the Office of Transfer Services should be notified in advance of each visit.

Employer Recruiting Policies And Guidelines

All employers, including private and publicly held companies, not-for-profit organizations, and municipalities (Federal, State, County, local governments), are permitted to recruit on campus and post openings on the on-line job board- College Central Network.

Third-party recruiters are welcome to recruit students and alumni through Career Services but may be asked to confidentially reveal the name of the primary company for whom they are advertising. The first third-party recruiter who lists the position with the office will be granted sole source status, unless the primary company contacts us directly. We will only post positions that are company-fee based. No charges to the applicant will be accepted.

All employer visits to the campus for the purpose of job recruitment must be arranged through Career Services, the central placement service for SUNY WCC. While faculty and other college departments may arrange visits to the campus, Career Services should be notified of each visit. Advance notification of visits is required. Under no circumstances are employers permitted on campus without adequate prior notification.

All employers who wish to advertise job opportunities are strongly encouraged to post to the online job board- College Central Network and resume database because of its accessibility to students and alumni 24/7, on and off campus. Although recruitment flyers may be posted on the Career Services on-campus bulletin board, exposure is limited.

Recruitment flyers must be approved by Career Services staff and placed on designated bulletin boards. Under no circumstances are recruiters permitted to place flyers or notices in any location on campus, including, but not limited to, windows, doors, poles, car windshields, trees or any other structure.

Entrepreneurial, High Risk & Medical Testing Employment Opportunities

Career Services reserves the right to review all employment opportunities and literature and reject or place conditions upon those that are deemed “entrepreneurial/high risk”. This means that a candidate engaging in this opportunity will be required to make an initial financial investment with no certainty of financial return. Opportunities for remuneration involving medical experiments or testing on students must be approved by the College Nurse.

Transfer College Mailing Requests

College requests for mailings to SUNY Westchester Community College students, must also be coordinated through the Office of Transfer Services. Expenses created in accommodating these requests from colleges must be borne by the colleges making these requests.

ACCESSIBILITY SERVICES

Nondiscrimination On The Basis Of Disability

Section 504 of the Rehabilitation Act 1973, the ADA of 1990 and the ADAAA of 2008 provides that "no otherwise qualified disabled individual shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance" (29 USC 706).

Regulations implementing Section 504 establish standards for employment practice, accessibility of facilities and education programs with which institutions receiving federal funds must comply (34 CFR Part 104).

In accordance with these regulations, SUNY Westchester Community College has made changes in physical facilities in order to provide access for students with disabilities. In addition, SUNY Westchester Community College provides program accessibility through modifications, adjustments and the provision of auxiliary aids.

The University-wide Affirmative Action Office is responsible for the coordination of the University's compliance with Section 504 and the implementation of regulations. Questions concerning the University's policy should be directed to SUNY's Affirmative Action Officer Jennie Marie Durán, Affirmative Action Office, SUNY, State University Plaza, Albany, New York 12246. Telephone: 518-443-5139.

Current laws, such as the new Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, mandate that, SUNY Westchester Community College provides equal physical and programmatic access to otherwise qualified disabled individuals.

The goal at SUNY Westchester Community College is to provide quality service and education to otherwise qualified students with disabilities. To do this, the active help and support of the faculty is needed. The awareness, sensitivity, quality instruction, and support that instructors provide are an integral part of the success of students with disabilities at SUNY Westchester Community College.

Accessibility Services Policies

Complete and up to date policies and procedures for the Accessibility Services can be found [here](#).

OPPORTUNITY PROGRAMS

Educational Opportunity Program (EOP)

The Educational Opportunity Program is a State funded program that provides access, academic support and supplemental financial assistance to make higher education possible for students who have the potential to succeed despite minimal preparation and limited resources. We seek to not only retain and graduate students, but we strive to provide students with a rewarding and fulfilling educational experience, through our Pre-freshman Summer Program and by offering special workshops, tutoring, counseling and opportunities for cultural enrichment. We welcome students to join our group of students who are: Engaged, Optimistic and Proud!

Eligibility Criteria

- U.S. citizens or Permanent Residents (bearing a “green card”)
- New York State residents for 12 months prior to enrollment
- High school graduates or have a General Equivalency Diploma
- Eligible for admission under traditional standards, and demonstrate potential for completing a college program
- Entering their first semester of college
- Full-time students (minimum of 12 credits)
- Enrolled or placed in at least one non-credit course.
- Within the legislated income guidelines
- Enrolled in an Opportunity Program at your previous college (Transfer Students)
- Not accepted into another Opportunity Program at SUNY Westchester Community College (i.e. TRIO)

TRIO Program

TRIO is a federally funded program sponsored by the US Department of Education. TRIO offers support services to 170 eligible students attending SUNY Westchester Community College. The *goal* of TRIO is to increase retention, graduation rates and promote transfer to four year institutions. TRIO provides many opportunities and support services for students including:

- Academic Advising
- Financial Aid Counseling
- Career Coaching
- Tutoring
- Financial Literacy Education
- Individual Counseling and Coaching
- Transfer Assistance

Eligibility

To be accepted as a TRIO participant you must be:

- Accepted for enrollment or currently enrolled at SUNY Westchester Community College as a first year student
- Enrolled or placed in a least one developmental course
- U.S. Citizen or permanent resident
- Highly motivated to graduate and/or transfer to a four-year institution Additionally, one or more of the following must apply to you:
 - Family meets financial low income levels as determined by the federal TRIO Program regulations
 - A first-generation college student (neither parent has a four year degree)
 - A documented disability