



These policies and procedures are subject to change as new policies are promulgated and implemented by the College. Updates and important announcements (including school closings) are made regularly on the College website.
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TABLE OF CONTENTS

<u>MCNY Vision, Mission and Values</u>	3
<u>Policies Pertaining to Students</u>	4
<u>Admissions and Registration Procedures</u>	11
<u>Code of Conduct for Students</u>	20
<u>Health and Well-Being at the College</u>	23
<u>Academic Program Overview & School Policies</u>	33
<u>Policies for The Audrey Cohen School for Human Services and Education</u>	35
<u>Policies for The School for Public Affairs and Administration</u>	41
<u>Policies for The School for Business</u>	42
<u>Office of the Registrar</u>	46
<u>Office of Student Financial Services</u>	48
<u>Office of Student Services</u>	50
<u>Learning Enhancement Center</u>	53
<u>MCNY Mentors Program</u>	54
<u>Office of Experiential Learning</u>	54
<u>Office of Career Services</u>	55
<u>Library and Computing Centers</u>	55
Index	60

Letter from the President

Dear Metropolitan College Student:

Welcome! We have prepared this Student Handbook as your guide to Metropolitan College of New York (MCNY). As you begin your studies, we want to help you navigate the exciting and challenging college experience. This Handbook explains MCNY's academic policies, procedures, and requirements. In addition, the MCNY website (www.mcny.edu) provides up-to-date descriptions of our academic programs and courses, financial aid, registration, daily activities and special announcements. Please review the sections that pertain to you. Together, the Handbook and website provide an overview the unique educational opportunities that the College provides and your academic responsibilities as you access these opportunities.

The handbook also contains College policies that govern academic integrity, appropriate behavior, and processes for dispute resolution. These rules enable us to function as an ethical, harmonious and civil community. Please review them to understand what the College expects from you and what you can expect from the College. You will find it time well spent.

You can also use this Handbook to help you take best advantage of MCNY's accelerated educational approach. Purpose-Centered Education puts you on the fast track by integrating classroom learning and skill development with work-related constructive action and assessment. It allows MCNY students to earn a degree in about half the time of most colleges. The Handbook, the website, and various other College publications are important reference materials for MCNY students, faculty, administrators, and staff. Should you have any questions regarding the information in this Handbook, please seek out a member of the Student Services staff or another college official. My colleagues and I will be glad to assist you.

Again, welcome to MCNY, and best wishes for a successful academic and professional experience.



Vinton Thompson, Ph.D.
President

History of the College

The College was founded in 1964 as the Women's Talent Corps, a innovative program designed to train women on public assistance for new positions – as teachers, social workers, and similar occupations – that would improve services to their communities and lead to productive careers in Human Services. Led by noted activist and educational visionary Audrey Cohen, the program started the paraprofessional movement in employment. In 1967, Audrey Cohen created and trademarked the term “human services” in recognition that America was moving from a manufacturing economy to an expanding international, technological, information and service-based economy, requiring individuals skilled in multiple disciplines to perform effectively. Under this definition, the business-related areas of marketing, finance, and insurance were as much human service fields as the traditional fields of teaching, guidance, child welfare and urban development.

By the late 1960s, the program evolved into The College for Human Service and began admitting male students. Chartered by the New York State Board of Regents in 1970, the college awarded its first degree, an Associate of Arts, the same year. At that time, the college developed a new system of higher education with a performance-based curriculum designed to meet the emerging needs of a changing economy – oriented towards service, information and technology.

In 1974, the College established the American Council of Human Services, a national organization dedicated to the developing the profession of human services. A basic thrust of the College, the profession, and the Council is to help people and organizations analyze the outcomes of the work they do. The objective is to learn how to be more effective and to think purposefully. The College has seen the human services profession contribute to service

improvement in hundreds of organizations. In the for-profit sector, it has influenced such fields as financial services, insurance, retailing and banking. In the not-for-profit arena, the College's students and graduates have made a significant impact on such areas as mental health, developmental disabilities, teaching, day-care, and work with the elderly.

The College's Purpose-Centered System of Education has placed it at the forefront of performance-based education for the expanding global economy. An essay in the Harvard Education Review described the College's system as an approach that "could revitalize higher education."

Since its inception, the College has demonstrated its commitment to helping adult learners achieve educational and professional goals through unique, progressive methods. From 1979 to 2004, five new degree programs were added to the College's portfolio – a Bachelor of Professional Studies in Human Services, a Bachelor of Business Administration, a Master of Science in Administration, a Master of Business Administration in Media Management, and a Master of Science in Childhood Education. In 1984, the College was granted full regional accreditation by the Middle States Association of Schools and Colleges. That designation, covering all of the College's programs, was reaffirmed in 1989, 1999 and again in 2009. In 2010, the Master of Science in Childhood Education program was granted full accreditation by NCATE (National Council for Accreditation of Teacher Education). To honor its founder and President, and to recognize the growing number of academic program offerings, the College was renamed Audrey Cohen College in May 1992.

A Decade later, to more accurately reflect its growth and the vitality, diversity, and motivation to achieve that it shares with the New York metropolitan region, the College was renamed Metropolitan College of New York (MCNY). Today, the College offers a wide complement of graduate and undergraduate programs in the Audrey

Cohen School for Human Services and Education, the School for Public Affairs and Administration, and the School for Business.

MCNY Vision and Mission Statement

Mission Statement

To provide a superior, experientially-based education that fosters personal and professional development, promotes social justice, and encourages positive change in workplaces and communities.

Vision

To be acknowledged as the college of choice for experiential learning and applied scholarship.

Values

- Integrity: Establishing and maintaining the highest standards.
- Innovation: Identifying and implementing creative opportunities to provide quality programs and services.
- Empowerment: Assisting ourselves and others to become more effective and productive.
- Diversity: Actively promoting and supporting a community of different people and ideas.

Commitment to Students and Diversity

The College honors its special commitment to persons who might otherwise find it difficult or impossible by reason of age, race, national origin, gender, sexual orientation, or income to obtain an education in keeping with their aspirations and abilities.

It is the policy of MCNY that equitable consideration shall be given to all persons. The College does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in the administration of its admission, employment and educational policies or scholarship, loan, athletic and other school administered programs. MCNY affirms that it admits students and selects employees regardless of their race, color, creed or religion, sex, sexual orientation, national origin, age, disability and it accords

them all the rights and privileges generally available to students and employees of the school.

Questions about or complaints under these antidiscrimination policies should be directed to:

Dean of Students
Metropolitan College of New York
431 Canal Street
New York, New York 10013
(212) 343-1234

Campus Locations

In addition to the main campus at 431 Canal Street in Manhattan, the College recently re-opened its Bronx Center at 529 Courtlandt Ave, Bronx, NY 10451. Selected MCNY programs are offered in the Bronx, including:

- Master of Public Administration
- Bachelor of Business Administration in Healthcare Systems Management
- Bachelor of Business Administration
- Associate of Science in Business
- Bachelor of Professional Studies in Human Services
- Associate of Arts in Human Services
- Credentialed Alcohol and Substance Abuse Counseling Program (CASAC)

Students pursuing a degree at the Bronx location will be required to attend their final semester at the Manhattan campus in order to graduate.

Policies Pertaining to Students

All students enrolled at MCNY are expected to maintain the highest personal and academic standards. Jurisdiction over violations of academic rules and regulations rests with the Academic Council, while the Dean of Students oversees issues relating to student discipline and unacceptable behavior of a non-academic nature.

Standards of Academic Conduct and Student Integrity

The College expects academic honesty from students and instructors. Students have the obligation both to themselves and to the College to make the appropriate College representative aware of instances of academic deceit or dishonesty. Generally, this entails making the situation known to the instructor, and if needed, to the Dean of the student's school. Likewise, faculty members are responsible for enforcing the stated academic standards of the College.

Instances of violating academic standards might include, but are not necessarily limited to the situations outlined below:

- **Cheating** – Receiving or providing unapproved help in any academic task, test or treatise. Cheating includes the attempt to use or the actual use of any unauthorized information, educational material, or learning aid in a test or assignment. Cheating includes multiple submission of any academic exercise more than once for credit without prior authorization and approval of the instructor.
- **Plagiarism** – Presenting someone else's work as though it is your own. In an academic community the use of words, ideas, or discoveries of another person without explicit, formal acknowledgement constitutes an act of theft or plagiarism. In order to avoid the charge of plagiarism, students must engage in standard academic practices such as putting quotation marks around words that are not their own, employing the appropriate documentation or citation, and including a formal acknowledgement of the source in the proper format.

- **Fabrication** – Inventing or falsifying any data, information, or records.
- **Obstruction** – Impeding the ability of another student to perform assigned work.
- **Collusion** – Assisting any of the above situations or performing work that another student presents as his or her own.

Penalties for Academic Misconduct

A student who violates MCNY’s academic standards may be subject to one of more of the following penalties:

- First-time offenders:
 - Failure or no credit for the academic task
 - Mark down of the grade for the course
 - Failure for the course and an “F” permanently placed on the student’s record
 - Recording the incident on a student’s transcript or permanent file, especially in situations of collusion or obstruction, where a student may not be registered in the course
 - Placement of the student on Academic Probation
 - The College reserves the right to suspend or dismiss first-time offenders if, in its judgment, the situation or infraction warrants such action
- Repeat offenders will be subject to any of the above sanctions, or combination thereof, and the following:
 - Suspension from the College for a minimum of one year with reinstatement upon approval of the appropriate Academic Dean
 - Dismissal from the College

Academic Misconduct Procedure

When a faculty member believes that a student has violated the standards of academic conduct, the faculty member will:

1. Discuss the situation with the student immediately. If, after consultation with the student, the faculty member determines that an academic standard was violated, he or she will determine and impose an appropriate sanction with regard to the student’s grade in the course.
2. The faculty member will immediately submit written documentation with regard to the violation and the sanction imposed to the Dean of the school in which the alleged incident took place. If the faculty member believes that additional sanctions are appropriate, he or she shall request that the Dean review the case and impose such additional sanctions. If no additional sanctions are requested, the faculty member shall notify the student of the grade sanction in writing and also alert the Registrar and other appropriate offices.
3. Where requested by the faculty member, or otherwise determined appropriate, the Dean or Dean’s representative shall review the allegation and speak to both the faculty member and student regarding the claims. Upon completing this review, the Dean or Dean’s representative will notify the student in writing of the allegation, grade sanction, any additional sanctions imposed, and of the Procedure to Appeal Academic Conduct Violations. The faculty member and appropriate officials shall receive a copy of this letter.

Procedure to Appeal an Academic Conduct Allegation and or Sanction

A student who wishes to contest the allegation of an academic conduct violation must follow the Appeal Procedure by submitting a written appeal to the Dean within 14 calendar days of the date of notification of the sanction from either the faculty member or the Dean. Failure to submit an appeal within this period shall constitute a waiver of the right of appeal.

If a student wishes to appeal the academic misconduct allegation and sanction he or she must:

1. Submit a written appeal to the appropriate academic Dean with 14 calendar days of receiving notice of the violation.
2. If the appeal is an appeal from a faculty grade sanction, the Dean or Dean's representative shall first review the allegation and sanction and attempt to mediate a solution between the student and the faculty member. Written notice of the result of the mediation shall be sent to both the student and faculty member within fourteen calendar days of date of the student's written appeal. If the student wishes to further appeal the sanction, he or she must submit a written request to the Dean for a hearing before the Academic Appeals Committee within seven calendar days of receiving notice of the mediation results.
3. If the appeal is an appeal from a sanction imposed by the Dean or Dean's representative, or a student has requested a hearing before the Academic Appeals committee after mediation, the Dean or Dean's representative will convene a hearing before the Academic Appeals Committee, comprised of one MCNY faculty member from each school at the College. The Academic Appeals shall review the case, meet with the student, the Dean or Dean's representative and, if appropriate, with the faculty member or other relevant parties, and make a recommendation to the Dean. The recommendation can be to uphold, modify or dismiss the sanction.
4. The Dean will make the final decision and notify the student and other appropriate College individuals within 10 calendar days of the hearing.
5. If the student feels that the College has not adhered to the appeal process, he or she may submit a written request to the Academic Council to review the appeals process. The

request must be sent within 10 calendar days of the Dean's notification.

6. If the Academic Council determines the College's procedure was followed the outcome will stand with no further appeal. If it is determined that there was a material violation of the appeals process, the matter will be returned to the Dean to conduct a second appeal. The result of the second appeal is final.
7. To ensure impartiality, the faculty member making the allegation cannot serve in any administration or review role in the appeals procedure. A suitable substitute will be appointed from the appropriate school in such situations.

Grades and Symbols

Grade	Definition	Grade Weight
A	Outstanding	4
A-	Excellent	3.667
B+	Very Good	3.333
B	Good	3
B-	Competent	2.667
C+	Fair	2.333
C	Satisfactory (Lowest passing grade for graduate students)	2
C-	Below Satisfactory	1.667
D+	Poor (Lowest passing grade for undergraduate students)	1
F	Failure	0
I	Incomplete	0
EI	Extended Incomplete	0
W	Officially Withdrawn	-----
WP	Withdrawn With Penalty	0
FWD	Unofficially Withdrawn Failure	0
FNS	No Show Failure for the Course	0

Attendance Policy

Students are required to arrive on time and attend all scheduled classes, to complete all assignments by the due date, and to actively participate in class discussions. Additionally, students are responsible for knowing missed material. Faculty need not offer make-ups or extensions for missed work. Students who miss multiple classes may jeopardize their good standing. Students who accumulate excessive absences or lateness may be recommended for withdrawal.

Incomplete Grades

If the student fails to turn in the coursework by the deadline date, the grade becomes an F.

Students have until the completion date set by the instructor but no later than the end of the 7th week of the following semester to complete coursework for incomplete grades. If it is the student's last semester, it will require a shorter completion time. The instructor has up to 3 additional weeks of the same semester to change the "I" grade. After this time, an incomplete grade automatically becomes an "F". A formal extension- "EI" for Extended Incomplete- is required to carry an incomplete beyond this time. The Faculty member, student and appropriate Dean must complete the EI Form that is available in the Office of the Registrar. The student either completes the required coursework for a grade or, failing to do so, receives an "F". Failures must be repeated if the student is permitted to continue. Tuition will be assessed.

For financial aid audits, an incomplete grade is calculated as an "F" until the grade has been changed. Please speak to a Financial Aid counselor for details.

Grade Point Average

A system of points is used to determine a student's Grade Point Average (GPA). Every semester a GPA is calculated in two ways:

for all courses attempted in that semester, and cumulatively for all semesters.

The semester GPA is calculated as follows. The grade point weight for each grade received is multiplied by credit hours assigned to that course, creating quality points. All quality points are added together. This sum is then divided by the number of credits attempted for that semester, producing a semester GPA. The GPA is rounded off. An undergraduate Purpose 1 example is shown below.

Course	Grade	Grade Weight	Credits	Quality Points
Constructive Action/Purpose	B	3	3	9
Introduction to Values and Ethics	A	4	2	8
Research in Business	C	2	2	4
Introduction to Business Management	B +	3.333	3	9.999
Computer Applications for Management	C	2	3	6
Fundamentals of Business Writing	B	2.667	3	8
Total Credits/Points		2.812	16	44.999

An incomplete "I" or a failure "F" is counted as a zero. When the "I" has been removed, the grade point average will be recalculated to reflect the final grade.

Inclusion of failing grades in GPA: If a student passes a failed course on the second attempt, the passing grade will be used to calculate the GPA, and the original F will not be included in the GPA calculation, although it will remain on the transcript and will count toward attempted credits for financial aid eligibility.

Retaking a Class: A student must retake any class that she has failed. In addition, a student that wishes to repeat a previously passed course to improve his or her GPA may repeat the course once. TAP aid will not be available for the repeated course. Retaking a course may impact future financial aid eligibility as it will affect the pace of completion. The highest grade received for that particular class will be used to calculate the cumulative grade point average.

Cumulative Grade Point Average: The cumulative GPA is the sum of the quality points to date divided by the sum of all credits attempted to date.

Minimum Cumulative Grade Point Average: The minimum cumulative GPA required for graduation is 2.0 for Undergraduate students and 3.0 for Graduate students.

The Office of the Registrar provides information on all prior grading systems. Grades are based on the grading system in place when the courses were taken.

Student Status

Student status is determined by the number of credits per fall or spring semester. Full-time status is applied to one who registers for 12 or more credits (9 credits for graduate students) and a part-time student is one who registers for less than 12 credits. Half-time status is applied to students who register for at least 6, but less than 12 credits.

Good Standing and Academic Progress

Good Standing guidelines exist to ensure that students understand what the College expects of them in terms of behavior and performance. To be in good academic standing at the College, a student must be matriculated and making satisfactory progress toward a degree. Students in an undergraduate program must maintain at least a 2.0 GPA. Graduate students must maintain a 3.0

GPA. Students falling below these minimum standards are placed on academic probation.

Students should review the financial aid standards for academic progress and/or consult with the Office of Student Financial Services. These may be different than the College's academic standards as they follow State and Federal guidelines. Each and every MCNY student is responsible for learning the degree requirements for his or her program of study, for seeking out needed academic and career advice, and for ensuring that he or she makes sufficient academic progress toward graduation.

Academic Standing and Financial Aid

Satisfactory academic progress is a crucial factor in maintaining eligibility for state, federal, and institutional financial aid.

Federal Regulations

Federal Regulations (Sections 668.16(e).668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making [satisfactory academic progress](#) toward earning his/her degree.

This determination of progress is made at the end of each semester (fall, spring and summer) ***for all full-time and part-time undergraduate and graduate degree candidates***. The review includes a determination as to whether the student has met the cumulative qualitative and quantitative standards set forth in the College's SAP policy. Specifically included in the review is a measurement of the student's Pace to ensure that the student will complete the program within the maximum timeframe. Students will be notified in writing of the results of an evaluation that impacts the student's eligibility for federal and institutional financial assistance.

Qualitative SAP Standards

2.0 cumulative Grade Point Average for undergraduates

3.0 cumulative Grade Point Average for graduates

Quantitative SAP Standards

Students must have earned at least 67% of their attempted course credits to be considered to be meeting Satisfactory Academic Progress minimum standards. In other words, a student's pace is calculated by dividing the cumulative number of credits that the student has successfully completed by the cumulative number of credits that the student has attempted.

Students are permitted to receive federal student aid up to the maximum timeframe of 150% of the published length of the education program in attempted credits. Students are not eligible to receive federal financial assistance beyond this point.

Students should consult the College's website for further information regarding SAP, including treatment of transfer credit, repeated courses, withdrawals, financial aid warnings and appeals, at

http://www.mcny.edu/pdfs/financial/SAP_TAP_Policy.pdf

State Regulations

In addition to the requirements for federal aid, there are separate requirements for eligibility for New York State Aid, specifically the Tuition Assistance Program ("TAP") grants. New York State regulations require recipients to maintain satisfactory academic progress and program pursuit. The specific requirements depend on the year the student first received an award of state aid. For these specific requirements, as well as the one-time waiver of the academic eligibility requirements, please see the full policy on the College's financial aid web page at

http://www.mcny.edu/pdfs/financial/SAP_TAP_Policy.pdf

Students should contact Student Financial Services with questions about general requirements or personal status.

Undergraduate Standing, Academic Warning, Probation and Dismissal

In addition to the requirements to maintain financial aid eligibility, the College requires that students meet minimum academic performance standards in order to remain enrolled.

A student who is not meeting the standards for satisfactory academic performance will be placed on Academic Probation. Academic Probation is a serious warning that educational performance is below standards and continuation could lead to a student's dismissal from the College.

Undergraduate students are expected to maintain a GPA of 2.0 or better. When an undergraduate student falls below a 2.0 GPA in any given semester, but the cumulative GPA is 2.0 or better, he or she will be given an academic warning. Students who fall below a cumulative 2.0 GPA, will be placed on Academic Probation. Students placed on Academic Probation must follow a specific plan designed to return them to good standing which may include a reduced course load. Typically the plan is developed by Student Services in conjunction with the appropriate Dean, director, or chair. Failure to follow the plan and specified conditions could lead to dismissal.

Graduate Standing, Academic Warning, Probation and Dismissal

Graduate students are expected to maintain a GPA of 3.0 or better. A student who falls below a 2.0 GPA in their first semester will be dismissed from the program. When an graduate student falls below a 3.0 GPA in any given semester, but the cumulative GPA is 3.0 or better, he or she will be given an academic warning. Students failing to maintain a cumulative 3.0 are placed on Academic Probation and must achieve a 3.0

average in the following semester.

Both undergraduate and graduate students who are placed on Academic Probation will be permitted to register for the semester subsequent to the probation semester, but the student may be dismissed after the receipt of grades from the previous semester if they do not achieve the required GPA. (If students are dismissed under these circumstances, they will not be liable for any tuition expense incurred in the semester from which they are dismissed). Students dismissed for failure to maintain Academic Standards will not be readmitted into the program for one year, absent a waiver from the Dean.

Dean's List- Undergraduate Students

MCNY recognizes excellence in academic performance by placing deserving students on the Dean's List for a particular semester. A student must meet all of the following criteria for this honor:

- Receive an "A" for that semester's Constructive Action
- Maintain an overall GPA of at least 3.70 for the semester
- Be registered for 12 or more credits
- No course in the semester can be a repeat

Grade Appeals

A student will not be permitted to proceed with the formal grade appeal procedure without demonstrating that he or she has first attempted to resolve the issue with the faculty member issuing the grade. This might include a review of the course syllabus, grading system, tests, assignments, class attendance and papers submitted. Most concerns about grades are resolved at this informal level. If, after this meeting, a student wishes to formally appeal the grade he or she must follow the Formal Grade Appeal Procedure that follows.

A student must have a bona fide reason to appeal a grade in a course. Legitimate grounds for grade appeals are limited to the following:

- The professor made a clerical error or mistake of fact in assigning the grade;
- The professor assigned the grade because of an improper motivation; or
- The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.

Failure to make an appeal within the specified timeframe shall constitute a waiver of the right to appeal the grade.

Formal Grade Appeal Procedure

1) Within 30 calendar days after grade reports are posted by the Office of the Registrar, the student must complete a Grade Appeal Request Form and submit it with supporting documentation and faculty signature to the appropriate Dean of the school. This form is available from Student Services and on the MCNY web site.

2) Students must list ALL grounds for the appeal on the form. Students will not be permitted to file a second form for the same class, or to raise additional grounds for the appeal that were not listed on the appeal form.

3) The Dean or Dean's representative will review all appeal forms, and notify the faculty member that a grade appeal has been filed. If the written appeal does not raise a legitimate grounds for a grade change (as described above, clerical error, improper motivation, or unreasonable departure from previously announced standards), the appeal will be dismissed. The Dean or Dean's representative shall notify the student of such dismissal within 7 calendar days of receiving the appeal.

4) If the written appeal raises legitimate grounds for a grade change, the Dean or Dean's representative will schedule meetings with the student and the faculty member, either together or separately, within 14 calendar days of receiving the written appeal. The faculty member

will be asked to submit supporting evidence for the grade given. If a faculty member refuses or is unavailable to cooperate with the investigation, the Dean will continue the investigation despite the faculty member's absence.

5) If, after these meetings, a consensus between the student and the professor is not reached, the Dean or Dean's representative will convene a meeting of the Academic Appeals Committee, comprised of a minimum of three full-time professors appointed by the Dean, within 30 days of the date the appeal was filed.

6) The Academic Appeals Committee will review all supporting documentation and, when appropriate, meet with student, Dean or Dean's representative, faculty member or any other relevant individuals, and make a recommendation to the Dean or Dean's representative within 7 days from the conclusion of the Committee's meeting(s). The recommendation can be to raise or maintain the grade.

The Dean or Dean's representative will make the final decision and notify the student and other appropriate College individuals, including the faculty member, in writing of the outcome, within 7 calendar days of the committee's recommendation. The College will attempt to adhere to the schedule listed above in responding to grade appeals, but difficulties in scheduling, illness or other extenuating factors may require some deviation. Such deviation shall not be considered a material departure from this written policy.

Admissions and Registration Procedures

MCNY Correspondence

Please respond immediately to any correspondence from any College office. Failure to do so may jeopardize financial aid, academic status, registration, graduation or other areas important to students. Students are responsible for the information contained in official College correspondence, and for providing the Office of the Registrar with

accurate and current student contact information, such as name, address, phone number, and e-mail address.

Your MCNY email account will be used for most official communications. You will be expected to check your MCNY email account regularly; you should not expect to be provided with a hard copy of documents or communications that are emailed. You may find instructions on how to forward emails sent to your MCNY account to a personal account in the Student Services section of the College website at:

http://www.mcny.edu/student_serv/studentemail.php

Admissions

Undergraduate admission is based upon a combination of academic, professional, and personal abilities and skills, which demonstrate that the candidate is prepared to participate successfully in a performance-based educational curriculum. Admission decisions are based on criteria that may include the following:

- Standardized test scores of English, Reading and Mathematics
- High school or college coursework
- SAT scores
- Personal references
- Completed application

Detailed information is available from the Office of Admissions at 1-800-33-THINK, ext. 5001 or mcny.edu. Graduate admissions criteria are significantly different and are outlined in the sections pertaining to graduate programs.

Registration

To attend classes at MCNY a student must be officially registered. Registration for classes begins approximately six weeks prior to the beginning of a semester. All students are assigned an academic advisor in Student Services. All registration activity must be completed by the end of the second week of class in a given semester. For reasons of academic ethics and fairness, no student will be permitted to register beyond this time. Faculty will submit

grades only for students listed on the Official Grade Roster as determined by the Office of the Registrar. See the Office of the Registrar section in this Handbook for complete details about the registration process.

A full-time undergraduate student normally registers for a full Purpose or 16 credits per semester to graduate on the accelerated MCNY schedule. In certain limited circumstances, a student may be able to take up to 24 credits per semester upon the approval of their advisor or Dean.

Changing Academic Programs

Students must obtain the approval of their academic advisor to change academic programs from one degree level to the next, at the undergraduate level, i.e. from an Associate's degree program to a Bachelor's degree program. This requires documentation, approval and a change in registration records. Upon the completion of the degree audit, records are changed accordingly.

Students may change from the Bachelor to Associate degree programs so long as they have one semester (at least 16 credits) left in the Associate's degree program, and have not begun that final semester in the Associate's degree program. This change requires documentation, approval and a change in registration records. It also may affect a student's financial aid status regarding TAP and loans. Consult the Financial Aid Office for more information.

Students who wish to change academic programs on the same degree level, for example from a Bachelor of Professional Studies to a Bachelor of Business Administration, must first notify their academic advisor and then follow the procedure to change registration records. The student must make an appointment with the appropriate Dean to have his/her credits evaluated for possible transfer to the new degree program.

Part Time Study

The College welcomes part-time undergraduate students, who are officially defined as individuals registering for less than 12 credits a semester. However, students admitted as part-time learners typically register for 8 credits, instead of the full-time load of 16 credits. Part -

time schedules are prescribed in a manner that ensures completion of the Purpose over 2 semesters. Students admitted as full-time learners who opt for the part-time enrollment must inform the College. Such a decision will typically negatively affect a student's financial aid status. If a student chooses to take 8 credits, he or she is expected to remain in the program for a minimum of two semesters in order to complete the cycle.

Changing Status

Students changing from a part-time program to a full-time program or vice-versa must notify their academic advisor of the change during the advisement meeting so the Registration Form can be completed properly. Status changes may affect a student's financial aid status. Consult the Financial Aid Office for more information.

Because changes to status or academic programs may require administrative time to obtain current grades prior to approval and or registration, students negatively affected by this delay will not be charged a late fee.

Class Schedules

The final class schedule for each semester is contingent upon sufficient enrollment. If an insufficient number of students register for a particular section - day, evening, evening/weekend - of a Purpose, that section will be cancelled. Students will be expected to enroll in the remaining available section(s), by completing an Add/Drop Form available from the Office of Student Services. A student is not allowed to attend a class or a section without officially registering. Unless a student is registered for a class their name will not appear on the official class roster and the student will not be graded even if work is submitted. Students should be aware that courses and faculty are subject to change each semester. They should contact their academic advisor for further information.

Distance Learning

MCNY offers a limited number of courses through its distance learning delivery format. These courses have the same requirements as regular MCNY classes, but are offered online instead of the traditional classroom setting. Distance Learning classes are outlined in the semester class schedule. Additional information is available from academic advisors in Student Services.

Articulation Agreements

Students with a minimum cumulative GPA of 2.0 entering the College with an Associate Degree from another institution with which MCNY has an articulation agreement and from a program specified in the agreement, may have 60 or more credits accepted by the College. These students will be exempted from up to four of the eight Purposes. Transcripts will show a “TR” for each transfer credit class. Students entering under articulation agreements will be awarded credits based on conditions specific to MCNY’s agreement with the previous college. Students entering MCNY from institutions where no transfer articulation agreement exists will have their official transcripts evaluated on an individual basis (see below for transfer of credits).

Transfer Student and Transfer Credits

(Students transferring from institution with which MCNY has an articulation agreement should refer to the section on articulation agreements below).

The College welcomes students from regionally accredited institutions of higher education and former students interested in resuming their college education. Determination of credit transferability typically takes place during the admissions evaluation and decision period, although an unofficial preliminary evaluation may be made during an admissions interview. A listing of the applicant’s courses and transfer credits applicable to MCNY will be given to admitted students provided the official transcripts of previous college work are on file at the time of admission. No undergraduate course will be accepted if the grade of the course is less than a “C.” A “B” is required for graduate transfer credit. Other transfer limitations may also apply.

Transcripts for all previously completed college work must be sent directly from the former institution to the MCNY Office of Admissions. Failure to do so can result in taking courses where transfer credit could have been awarded, paying more tuition than required, or increasing the time required to complete the degree. If the student attended the former institution under a different name, it is the student’s responsibility to notify the Office of Admissions and the Office of the Registrar of the other name with proper documentation of the name change in order to appropriately link all the records. The absence of any official transcripts will be a barrier to registration for the second semester, regardless of whether you are receiving transfer of credits or not.

It is the student’s responsibility to secure and submit all required MCNY admissions documentation in a timely fashion. Transfer credits will be considered only when an official transcript is received and evaluated. The evaluation must be made before the end of the fourth week of class of the student’s first semester, so transfer students must plan accordingly.

Upon receipt of the official transcript(s), the College will complete a Transfer of Credit Evaluation form, which must be signed by the student and the designated administrator from the relevant academic department. The signed Transfer of Credit Evaluation form and official transcript(s) will be forwarded to the Registrar and the credits will be posted on the student’s MCNY academic record. Students are strongly encouraged to follow-up with Admission to ensure that all documentation has been submitted and properly processed.

MCNY accepts transfer credits from non-collegiate training programs that have been approved by the State Education Department and or the American Council of Education. This may include military and or corporate educational experiences. All reviews of transfer credit are based on documented, official records and their relevance to the College’s programs. A student must have earned a grade of at least a “C” or its equivalent for matriculated

undergraduate transfer credits and at least a “B” or its equivalent for matriculated graduate transfer credits.

Undergraduate students entering with transfer credits are required to complete all Constructive Actions while enrolled at MCNY. Transfer students who have successfully completed a formal field internship at their previous college, and where the internship directly correlates with a specific Purpose in the MCNY curriculum, may receive an exemption with proper documentation.

Students with a limited number of transfer courses or credits have the following options:

Having those grades applied and completing the rest of the College’s curriculum, or applying for entry into the Advanced Standing Option (Audrey Cohen School for Human Services and Education bachelor’s degree students only).

The total number of possible transfer credits for a given program is as follows:

- Associate of Arts - 12 credits
- Associate of Science in Business – 24 credits
- Bachelor of Professional Studies and Business Administration – 90 credit from an approved four year college of 64 credits from an approved two year college.
- Masters degree - 6 credits

In certain technical areas, course credits earned more than 5 years prior to admission may not qualify for transfer credits.

Advanced Standing for Bachelor of Professional Studies Students

Bachelor of Professional Studies students enrolled in the Audrey Cohen School for Human Services and Education with extensive professional experience and previous education may, after completing the first two Purposes or semesters, apply for the Advanced Standing Option. In this rigorous process, students must document that they are able to relate the required bodies of knowledge to their workplace experience in accordance with the

College’s requirements. The Advanced Standing Option enables the validation of prior college credits and work experience and may lead to exemption from one to three Purpose areas. Interested students should consult the Advanced Standing description in the Program-Specific section of this Handbook. A student cannot combine transfer credits within a Purpose with admission into the Advanced Standing Option.

Credit by Examination

Students with significant academic experience may become eligible for credit by examination upon passing selected examinations of the College Level Examination Program (CLEP). Credit-bearing scores are based upon the recommendations of the American Council of Education. Currently, a maximum of 32 credits may be awarded through examination toward the undergraduate business, human services, or American Urban Studies degrees. Contact the Admissions Office for further information.

Information on CLEP can be obtained by writing CLEP at P.O. Box 6600, Princeton, NJ 08541-6600 or by e-mail at:

www.collegeboard.org/clep.

Returning and Re-Admitted Students

Students who have been absent from MCNY for one semester - excluding summer semester - should consult with an academic advisor in the Office of Student Services regarding degree requirements, grading policies and other academic procedures, which may have changed during the time of their absence. Students returning to MCNY after being out for more than three semesters must see the Office of Admissions to apply for re-admission. All re-admitted students will be required to complete the curriculum and degree requirements in effect at the time they are re-admitted. Students will have their MCNY transcript evaluated by the respective school to decide which courses will be transferred into the new degree curriculum.

Waiver Accept Students

Student with outstanding credentials, who fail to meet the admissions requirements, may be allowed to attend MCNY under extenuating circumstances. Such a student may be allowed to attend classes as a waiver-accept student for the first semester at the College. This gives the student an extra semester to meet the criteria set for admission. As a waiver-accept student, the individual is ineligible to receive Financial Aid. During the first semester the student will attend the same classes and undertake the same class work as matriculated students, but must:

- Submit all the necessary documents during the first semester
- Maintain the GPA (a standard set as a condition for admission) at the end of the first semester
- Failure to meet these requirements could result in termination.
- At the end of the first semester, a hold will be placed on the student’s record if all requirements have not been met.

Non-Attendance, No-Shows, Withdrawals, and Add/Drops

Non-attendance does not constitute a withdrawal from a course or Purpose. A student who stops attending classes and does not officially withdraw within the first 10 weeks of the semester will incur tuition liability and will receive the grade of “FWD,” which counts in the grade point average. A student is designated as a no-show if he or she has registered for the semester but has not attended any classes.

Students who cannot attend classes for which they have registered have the responsibility to officially withdraw from classes. Students are considered enrolled until they have completed all withdrawal procedures. A student who wishes to withdraw from all courses should obtain a Withdrawal Form from the Office of the Registrar or Student Services.

Students who wish to drop a class or switch class times - move from a day to an evening schedule - should complete the Add/Drop Form from the Office of Student Services and follow the instructions within the first two weeks of the semester. All Dimension classes

must be taken prior to, or concurrently with, the Constructive Action Purpose fieldwork component. A student must drop the Constructive Action and Purpose class if they drop a Dimension class. In most cases this course reduction creates part-time status for students and can negatively impact their financial aid. In all circumstances, students should speak with an academic advisor prior to adding, dropping or withdrawing from classes.

Students in good standing who withdraw are qualified to return to the College within one academic year without reapplying. A student withdrawing with conditions is qualified to return to the College provided the specific conditions are met within one academic year. The date of withdrawal is the date of notification to the Registrar's Office.

A student who officially drops a class prior to the end of the official add/drop period (within the first two weeks of the semester) will receive a grade of “W” which is reflected on the transcript. A “W” grade has no effect on the grade point average. Dropping and withdrawing from classes, however, can have a negative impact on financial aid in the current and subsequent semesters. Withdrawals made after the close of the add/drop period will be classified as WP (Withdraw with Penalty) and the credits from those courses will count toward the attempted credits for the Financial Aid Standards of Academic Progress that must be maintained for financial aid eligibility. No withdrawals are allowed after the 10th week of class. Students should refer to the Financial Aid section of the website or speak to a Financial Aid Counselor prior to withdrawing.

Withdrawal and Refund Policy

Students, who withdraw, take a leave of absence, or drop a course(s) after the first day of classes are responsible for tuition charges. The tuition refund amount for dropping any or all courses is based on the date the student drops the course(s). The tuition refunds policy is as follows:

Before semester begins	100%
Through the first week of semester	75%

Through the second week of semester 50%
Through the third week of semester 25%
After the third week of semester No Refund

Any adjustment of aid for dropped courses, withdrawals, and leave of absence will be determined by the Bursar's office.

It is possible that a student's future eligibility for Federal and State financial aid may be affected by a withdrawal. Visit the Office of Student Financial Services section of our website or speak with a member of our staff before withdrawing.

Leave of Absence

A leave of absence may be granted to an undergraduate matriculated student with a cumulative GPA of 2.0 (3.0 for graduate students) for a period of one semester (not part of a semester) upon presentation of a Leave of Absence Application and supportive documentation. The Leave of Absence will allow a student to return without penalty (no increase in tuition rate if the guarantee of tuition is still in place). A leave may cover only one semester with the privilege of renewal for one more consecutive semester. A leave of absence may be granted for the following reasons:

- Medical
- Financial
- Employment
- Military

Authority to grant a leave of absence resides with the Dean of Students. Please note: If the leave of absence is more than six (6) months, the student may have to start repaying any student loans borrowed to pay MCNY costs. The exception to this is extended military duty.

International Students

Candidates for admission who officially reside in a foreign country and are not citizens of the United States must submit all official

transcripts to an organization recognized by the American Association of College Registrars and Admissions Officers (AACRAO). These agencies provide appropriate equivalency between foreign courses and the American standards. The World Education Services (WES, www.wes.org), Globe Language Services, Inc (www.globelanguage.com), and ECE (www.ece.org) may be used.

Students whose native language is not English are required to submit the results of the Test of English as a Foreign Language (TOEFL) and receive a score of 61 IBT for undergraduate and 80 IBT for graduate admission. MCNY will also accept International English Language Testing System (IELTS) score of 5.0 or above for undergraduate admission and 5.5 or above for graduate admission.

Undergraduate transfer students interested in attending Metropolitan College of New York may transfer course credits in which a grade of "C" or better was awarded by one of the above organizations.

International students are required to pay tuition and fees upon registration every semester. A minimum payment of 40% of the semester's tuition and fees is required at the time of registration as long as the student establishes a means for paying the remainder of their balance prior to the registration for the next semester. The international student counselor in the Office of Admissions is the College's Designated School Official (DSO) and is available to assist students in matters related to the rules and regulations of the US Department of Homeland Security relevant to F-1 student status.

International Students are subject to special regulatory rules mandated by the Federal government. Students' records are closely monitored and registration and attendance are all carefully reported to the Bureau of Immigration and Citizen Services of the Government of the United States of America. All international students are required by law to be in attendance every spring and fall semester during their matriculation at MCNY.

International Students should secure a signature on a valid I-20 from their International Student Advisor once per year. International

Students are not permitted to register for less than a full time credit load (12 credits for undergraduate students, 9 credits for graduate students) during the fall and spring semesters unless they are in their last semester of attendance or if a documented medical emergency occurs. For undergraduate students 9 of the 12 credits must be on-campus rather than online, and for graduate students 6 of the 9 credits must be on-campus rather than online, although both undergraduate and graduate students are permitted to take more online courses so long as the minimum on-campus credits are satisfied.

Academic Adjustment for Students with Disabilities

The Rehabilitation Act of 1973 - Section 504, which applies to all postsecondary educational programs that receive federal assistance, requires that colleges must be free from discrimination in their recruitment, admissions, and treatment of students. MCNY is committed to complying with this law by making reasonable accommodations in its academic programs, thus insuring maximum participation by all students with disabilities.

Reasonable accommodations and academic assistance are provided to MCNY students with disabilities registered with the Office of Student Services. Once accepted into the College by the Admissions Office, students with disabilities must complete an Application for Accommodation Form available from the Student Services Office. Documentation of disability from a qualified medical or other licensed practitioner is required at this time. Specific guidelines for disability documentation are available from the Student Services Office.

Accommodations are individually determined according to documented need. Some more typical accommodations include:

- Test accommodations. This may include lengthening the time required to take an exam or providing a private room for testing

- Classroom accommodation. This may involve the taping of classes, providing readers or sign-language interpreters, books on tape, enlarged textbooks or materials and the use of note-takers
- Tutorial services. A specific plan is developed for each student
- Referrals, where appropriate and possible
- Mobility for field completion requirements. The hours required for fieldwork could be extended. Collaboration with field supervisors would be required.

Internship and Worksite Standards

Each student is required to meet the internship or worksite standards for professional performance as agreed to by the College and the collaborating organization. Faculty members, organizational mentors or supervisors, and students themselves document performance in the Constructive Action.

Study Abroad

Certain graduate degree programs at MCNY contain a study abroad component. If you are enrolled in such a program, participation in the study abroad trip is required. If you are unable to participate in the trip because of extenuating circumstances, you must consult with the Dean of your school as soon as possible to seek a waiver from participation. Students who receive a waiver or who are ineligible for travel for any reason will be assigned an alternative project to earn the required credit. The experience is an inherent part of these curricula. Student participation is required as this is necessary to develop and apply the skills required to work effectively in the global economy. This action-oriented program is tailored to ensure that students have the opportunity to work collaboratively in a pan-cultural environment in which they are exposed to new cultures and given the opportunity to explore them.

Depending on the semester students start their program, students will be eligible to participate in the trip after the completion of either one or two semesters of their degree program, provided that they are in good academic and non-academic standing. Eligibility for the trip is

also conditioned upon approval from the Bursars office (e.g. no outstanding balance owed to the College or compliance with an approved payment plan). Students are responsible for determining their own eligibility for a visa, if necessary, and all other arrangements for travel documents.

Students who do not participate in the trip, regardless of the reason, are not entitled to a refund of any tuition. The study abroad trip is an academic component of the degree program, and students who are ineligible or unable to participate are provided with an alternative academic assignment that must be completed to obtain credit for the course.

The College's rules and regulations for conduct will be in full force and effect on the trip, and violation of those rules will subject students to disciplinary action. Students who engage in serious misconduct may be suspended from the trip and sent home pending full conduct review procedures upon return to the US. Students are expected to participate fully in scheduled activities in order to receive credit for the trip. Students must travel with the group and stay in assigned lodging. Due to constraints imposed by group booking, flights and other travel arrangements may not be changed for individuals. The time and location of the trip may be changed from time to time at the discretion of the College. The College will attempt to give advance notice regarding changes to the trip, but it reserves the right to postpone or cancel the trip if necessary in the discretion of the College.

The College will provide students with information regarding supplementary travel health insurance that is available for a small fee; the College strongly urges all students to review their personal health insurance coverage and to consider buying supplemental coverage if appropriate. Students will be working in teams and team members will be determined by course instructor(s) and Program Director. Reasonable efforts will be made to pair students consistent with their program goals. Teams will be assigned in Marketing, Finance, Management & Change, Planning, Management Information Systems, and Legal and Regulatory. There may be more than one team in specific areas.

Students who participate in the Study Abroad trip will be enrolled in an International Field Practicum course, a non-credit course, to record participation and successful completion of the trip. Grades will be Pass or Failure.

Graduation

All MCNY students are responsible for understanding and successfully completing his or her degree requirements. This includes successful completion of his or her program of study, for seeking out needed academic and career advice, and for ensuring that he or she makes sufficient academic progress toward graduation, and assumes that all obligations - financial, academic and documentary - have been fulfilled. These requirements are stipulated in a variety of College publications, including this Handbook, individual program publications, the College's website and from MCNY academic advisors and administrators. Also watch for correspondence from the College regarding graduation announcements.

The College holds graduation ceremonies once a year, usually in June. At that time, all students who have completed a degree program since the previous graduation ceremony are invited to attend the commencement ceremony and process provided they follow the procedure below:

- Upon notification by the Office of the Registrar, the potential candidate will file an application for graduation with the Office of Financial Aid by the third week of their final semester of study at the College
- The Office of the Registrar will review all academic records and determine the names of eligible candidates once an application for graduation is filed.

Minimum requirements are the successful completion of all required courses and:

- Undergraduate students: 2.0 GPA, GED or official high school transcript, and official transcripts from any colleges from which you are requesting transfer of credit,

- All graduate students: 3.0 GPA, transcripts from all colleges from which a degree was conferred or you have received transfer of credit, immunization records. MBA students must submit the official result of the GMAT. MS in Ed students must submit official results of the LAST.

Information about graduation will be provided to students whose names have been reviewed and validated by the Registrar. Any questions regarding eligibility for graduation should be referred to the Office of the Registrar.

Graduation Honors

Undergraduate students become eligible for graduation with honors as follows:

- Cum laude: 3.65 GPA
- Magna cum laude: 3.75
- Summa cum laude: 3.95.

Collection & Retention of CA Document and Other Student Work

The Constructive Action document and any electronic media submitted by each student for each Purpose becomes the property of the College. The Constructive Action is key to the College's continuing efforts to evaluate and improve its educational program. Under strict guidelines to preserve confidentiality, Constructive Action documents are used for such purposes as:

- Assessment of student performance and assignment of grades
- Evaluation of the educational development of students
- Evaluation of student contributions to citizen empowerment through the Constructive Action methodology
- Identification of program and review of needed areas

If the College no longer needs its copy of any Constructive Action document, the copy will be destroyed.

Family Educational Rights Privacy Act (FERPA) Confidentiality of Student Educational Records

MCNY complies fully with the Family Educational Rights and Privacy Act of 1974, as amended. This law provides that the institution will maintain the confidentiality of student educational records. Personally identifiable information from a student's education record will not be disclosed without consent of the student, except to other school officials within MCNY, whom MCNY has determined to have a legitimate educational interest, and to others to the extent the Family Educational Rights and Privacy Act authorizes disclosure without consent. A school official is a person employed by MCNY in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MCNY has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Directory Information

"Directory Information" refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. MCNY designates the following categories of student information as public or "Directory Information." MCNY may disclose such information at its discretion, without the written consent of the student.

- name
- address
- telephone numbers
- email address
- photograph

- date of birth
- enrollment status (including full or part time)
- major field of study
- grade level or purpose
- dates of attendance
- degrees received
- honors and awards received
- most recent education institution attended
- student ID number

A currently enrolled student may request that his or her directory information not be released by filing an opt-out form with the Office of the Registrar

(http://www.mcny.edu/pdfs/MCNY_ferpa_optout.pdf). Students should be aware that opting out does not prevent the release of information to school officials as described above, nor does it prevent a school official from identifying a student by name or from disclosing a student's institutional email address in class.

Right to Inspect Records

The College respects the rights of students to inspect and review their educational records, with the exception of financial information submitted by parents and confidential letters and recommendations associated with admissions, employment, or job placement. Students who believe their educational records contain inaccurate or misleading information should contact the Office of the Registrar regarding the policy for correction of inaccurate data as mandated by this law and implemented by MCNY. Students should complete a Review of Records Form available at the Office of the Registrar. MCNY will honor the request to review records within a 30-day period from receipt of the request.

Complaints

Each student has the right to file a complaint with the Family Policy and Compliance Office (address below) of the Department of Education if the College has failed to comply with the requirements of the law.

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Code of Conduct for Students

MCNY students are expected to comport themselves as adults, and to behave in a manner that facilitates the College's mission. The College recognizes that freedom of inquiry and the transmission of knowledge are the foundations of higher learning. However, any assertion of rights or freedoms must be balanced by a readiness to assume corresponding responsibilities. These include respecting the rights of others in the academic community and accepting responsibility for one's own behavior.

Jurisdiction over student conduct and behavior of a non-academic nature resides with the Dean of Students.

Discrimination, Harassment, Sexual Assault, Hazing, Disruptive and/or Illegal Conduct

In the interest of protecting the rights of all individuals on campus, the College has established standards of conduct and policies and procedures prohibiting discrimination, harassment, sexual assault and other disruptive and or illegal conduct.

Students must refrain from:

- Making any verbal or physical threats of violence, or behaving in a coercive, intimidating, hostile or threatening manner to students, faculty or staff
- Bringing weapons on campus - firearms, box-cutters, knives, mace, or any instrument or device used for attack
- Engaging in unprofessional and or illegal behavior or conduct, such as harassment, assault (see separate section on sexual harassment and sexual assault), falsifying official College documents, stealing, damaging personal or College

property, using illegal substances, disrupting a class or activities in an area of the College's premises, etc.

- Uploading or downloading copyrighted works - music, movies, software, video games and other copyrighted works - without authorization of the owners. This is a violation of Federal copyright law
- Viewing sexually explicit or other inappropriate websites on any of the College's computers
- Any behavior that interferes with the operation of the College or any situation that recklessly or intentionally endangers or threatens the mental or physical health of any individual, including but not limited to threats, coercion, harassment, or acts of violence

While these items address major standards of conduct, it is not realistic to list every potential infraction; the College reserves the right to extend these principles to similar acts.

Procedure for Non-Academic Conduct Violations

Any member of the faculty, administration, staff, or student body may file a complaint against a student for any offense by following the procedure below. Complaints must be filed within 30 days of the initial incident. While this procedure will suffice for reporting most offenses, students should review the special sections for reporting instances of sexual harassment, discrimination, hazing and sexual assaults.

Filing a Complaint

A complaint must be filed, in writing, to the Dean of Students. It must be typed, or legibly written, dated, and signed (electronic signature is sufficient). The complaint must clearly describe the incident, including specific time and date of the occurrence and all persons involved.

The College may suspend the subject(s) of the complaint immediately, pending an investigation and hearing, if there is a credible allegation of a threat of physical harm. Such suspension shall last no longer than 48 hours. If after the investigation there is sufficient circumstantial evidence to indicate that allowing the

subject(s) on campus presents a risk, the suspension will be extended pending a disciplinary hearing.

In other cases, the Dean of Students may designate a representative to conduct an investigation into the allegation(s). The designated representative of the Dean will notify the accused party and may schedule a fact-finding meeting to begin the investigation.

As part of the fact-finding process, the accused may submit a written response to the allegations.

During the fact-finding process, upon agreement of all parties, the Dean of Student's designated representative may attempt mediation to informally resolve the issue. Sexual harassment claims shall not be subject to mediation directly between the parties, but a mutually acceptable resolution may be facilitated by the representative of the Dean of Students. Sexual assault claims shall not be subject to mediation. If the issue is not resolved at this level, the designated representative of the Dean of Students will refer the complaint for a disciplinary hearing.

Disciplinary Hearing and Due Process

The Dean of Students will convene the Conduct Review Board to hear the complaint. The board is comprised of two students, one faculty member, and one professional staff member, all of whom are impartial. The Associate Director of Student Services will chair the board but will not be a voting member.

The accused and the complainant will be notified of the hearing, and will be requested to attend. If either, or both parties choose not to attend, the College reserves the right to conduct the hearing in their absence. If it is determined that the accused poses a threat of physical harm, the Board may request that the accused submit a written response to the allegations rather than attend the hearing in person.

Hearings will be open only to individuals and witnesses who are invited by the Board. The accused or complainant can request assistance for the hearing, subject to approval by the Conduct Review Board. The Board must be given at least 24 hours notice that

the presence of such assistance is desired at the hearing. Individuals may not be accompanied by attorneys.

The Board will hear all testimony relevant to the complaint and will be allowed to ask questions of all parties and witnesses, if any. The accused and complainant will generally not be permitted to directly question each other during the hearing, and may be called before the Board separately. The Board may choose to record the hearing at its discretion. Upon completion of the hearing, the Board will meet in private to deliberate and form a recommendation on its findings and applicable sanctions, if any. The recommendation and findings shall be based on a preponderance of the evidence standard. This recommendation shall be submitted to the Dean of Students within two working days of the hearing.

The Board may recommend the dismissal of the allegations or the imposition of disciplinary sanctions, as noted below which include suspension or dismissal from the College. Based on the Board's findings, the Dean of Students or her designee will make a decision on the complaint and determine the appropriate sanction(s) if any. The Dean will notify the accused, in writing, of the decision and the right to appeal within 10 calendar days of the hearing.

Notification will also be made to the victim of an alleged perpetrator of a crime of violence including forcible sex offenses, or a non-forcible sex offense (incest or statutory rape) concerning the final results of a disciplinary hearing (including any violation found to have been committed and sanctions imposed) with respect to the alleged crime, regardless of the outcome of the hearing.

Notification may also be made to any third party regarding the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the College's rules or policies. The disclosure of the final results will only include: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure will not include the name of any other student, including a victim or witness, without the written consent of that other student.

The complainant in sexual harassment cases will be notified of any sanctions that relate directly to the complainant if sexual harassment is found to have occurred, for instance sanctions that the harasser avoid contact with the complainant or leave the College. Regardless of whether harassment is found to have occurred, both sides shall be given notice of the outcome and the right to appeal.

The College is required by the Cleary Act to give the campus community timely warning of crimes that represent a threat to the safety of students or employees. Such information is exempted from FERPA under the exception of health or safety emergencies.

The complainant and any individual who cooperates with an investigation will be protected against retaliation. Any acts of retaliation should be reported to the Dean of Students or other College administrator immediately and will be thoroughly investigated.

Disciplinary Appeals

Decisions made by the Dean of Students or her designee may be appealed, in writing, to the Executive Vice President for Enrollment Management within 14 calendar days of the date of the notification. Failure to submit an appeal within this period shall constitute a waiver of the right to appeal. All appeals will be limited to a review of the original hearing, including any supporting documents. Appeals will be limited to:

- Determining whether the original hearing was conducted in a fair manner and in accordance with College policy.
- Determining whether the decision was based on a preponderance of the evidence.
- Determining whether the sanctions were appropriate for the violation of conduct.
- Consideration of new information that was not available at the time of the initial hearing.

On appeal, the President may uphold, modify or dismiss the decision. The matter may also be returned to the Dean of Students for reconsideration. The decision of the President is final.

Disciplinary Sanction

The sanctions imposed will be determined by the severity of the violation, prior misconduct and the student's understanding and willingness to accept responsibility for the behavior. Possible sanctions include, but are not limited to the following:

- Verbal and or written warning
- Community and or College service
- Behavioral contract
- Monetary fines and or restitution
- Social probation (suspension from a student club, group or activity)
- Suspension from attending classes or being on College premises
- Dismissal
- Discretionary sanctions, which may include notation in the student's permanent file.

The College reserves the right to combine sanctions, as appropriate. Any student who is suspended or dismissed will be responsible for tuition charges incurred, in accordance with the tuition liability policy.

General Grievance Procedure

A student who has an issue or complaint against the College that does not fall under the aforementioned procedures may request consideration of the matter under the general grievance procedure. Included might be situations where the student feels the College policies and procedures do not comply with applicable laws, or where a College administrator, staff member or faculty member is perceived as acting unfairly or improperly in carrying-out assigned tasks or responsibilities.

To request consideration under the general grievance procedure, a student should consult with an advisor in the Student Services area, and/or the appropriate director, chair or Dean, to determine how best to resolve the issue informally. Most grievances are resolved at this stage.

If the matter is not resolved informally, the student should present a written statement explaining the grievance to the Dean of Students. He or she will delegate the review of the student's issue to the appropriate administrative office or official for prompt review and determination of required action. The review process will generally be completed within 45 calendar days of receipt of the written statement.

Should the matter remain unresolved after the review process initiated by the Dean of Students, it may be appealed in writing to the President of the College. He or she will delegate the review on appeal to an appropriate College administrator or faculty member for a final determination. This decision is final.

Violation and Misuse of MCNY Identity and Logo

The College's name and logo are registered trademarks of Metropolitan College of New York., and may not be used without the written permission from the College. Such permission will set forth the name of the group, the nature of the use, and restrictions regarding the standards and quality of the goods and services in connection with which the trademark(s) are used. Violation of this rule is regarded as sufficient cause for dismissal.

Health and Well-Being at the College

New York State Immunization Laws

The New York State Public Health Law mandates that students residing in New York State and born on or after January 1, 1957, must provide the College with documentation of immunization for Measles, Mumps and Rubella within 30 days of enrolling. Students from out of state or International Students have 45 days from enrolling to provide acceptable documentation. The documentation

consists of either of the following: Official blood test results confirming that you have been tested and you are immune to the above diseases. Arrangements for such blood tests are most easily made through your own physician, or, if you are part of a Health Maintenance Organization, then through its services; or a statement or form signed by a health provider confirming that you have been immunized by vaccine for the above diseases. This confirmation must also include the dates of immunization, and show that one dose of the mumps and rubella vaccines and 2 doses of the measles vaccine were administered.

Your health care provider or a City Health Department clinic can administer the immunizations and provide the appropriate documentation. In addition, if your employing company or organization has a medical office, you may be able to get your immunizations there. If you carry medical insurance or are part of a Health Maintenance Organization, check to see if the costs for either the blood test or the immunizations are reimbursable or covered. There are public health clinics where immunization can be obtained without charge. However, clinics tend to be crowded, particularly prior to the start of the semesters at colleges all over New York State. New York State also requires colleges to notify all students of the dangers of Meningitis an infection which can lead to high fever, headache, vomiting and skin rash. It is easily spread through nose or throat discharges of an infected person. Vaccines are available from your health practitioner. MCNY is required to inform all students of the dangers of this disease and secure a signed statement from each student that they are aware of the dangers of this disease and understand that they may take steps to be properly immunized and thereby protect themselves from infection.

Certain individuals are exempt from these new requirements, including those who sign a statement indicating that they hold sincere religious beliefs which prohibit such immunizations, and those with certain documented medical conditions - early pregnancy, for example. A physician's confirming statement is required and should be attached to the medical form already provided. Medical forms are distributed to all students at the time of admission. These must be completed and returned to the appropriate office within 30

or 45 days of enrolling, and will become part of the student's official record.

A student who fails to comply with this law may be administratively withdrawn and will not be allowed to register for the subsequent semester. Additionally, the student's financial aid may be negatively affected.

Policies with Regard to Alcohol, Drug-Free Schools and Communities

The unlawful use, manufacture, distribution, dispensation, sale, or possession of any illegal drug or controlled substance – without a valid prescription – is prohibited. This policy covers all illegal drugs, alcohol, and legal drugs, which impair a student's or employee's ability to successfully complete his or her work or educational program at the College. Students are prohibited from reporting to the College or to work or fieldwork while under the influence of any illegal drug or controlled substance, including alcohol. Violation of this policy may be grounds for serious disciplinary action, up to and including dismissal. Individuals suffering from drug or alcohol abuse are encouraged to seek assistance from their doctor who can refer them to proper treatment or rehabilitation programs. The College also reserves the right to require individuals to undergo a medical evaluation under appropriate circumstances. As an institution of higher education, the College believes that education and information about the risks imposed by the use of drugs will help reduce abuse. Therefore, as part of its educational effort each semester the College organizes at least one Drug Education Seminar for students, and encourages all to attend. This supplements material and information about drugs that are incorporated into the curriculum. A list of referrals regarding available treatment, special resources, community drug prevention programs, etc., is available by contacting the Office of Student Services.

Suspension of Federal Financial Aid Eligibility for Drug Related Offenses

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled

substance shall not be eligible to receive any federal grant, loan, or work assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:

First offense 1 year

Second offense 2 years

Third offense Indefinite.

The sale of a controlled substance: Ineligibility period is:

First offense 2 years

Second offense Indefinite.

Smoking

In accordance with New York City Smoke-Free Air and New York State Clean Air Acts, smoking is prohibited in all areas of the College, including common area spaces and private offices. These areas include but are not limited to: hallways, lobbies, classrooms, corridors, bathrooms, stairwells, elevators and landings, the Computer Learning Centers, Library, lounge areas, meeting and conference rooms, storage rooms, machine and utility rooms. Smoking is defined as the burning of a lighted cigar, cigarette, pipe, or any other substance that contains tobacco.

Eating and Drinking

Please confine eating or drinking of non-alcoholic beverages to the student lounge area on the 12th floor and other approved non-classroom areas.

Children

Children are not allowed in classrooms, the hall areas surrounding the classrooms, the learning centers, and the Library. Security will prevent students arriving with children from entering these areas. Another key concern is the safety of children, especially those who are unsupervised, or who stray from their guardians. The potential for accidents is the primary reason to exclude children from these areas. Children are permitted on the premises when accompanied by an adult, if the student is completing an administrative task, such as registration, financial aid counseling, payment and the like. If the

child becomes disruptive, the student may be asked to leave the premises and return on another day to complete his or her transaction.

Campus Hours

The College campus in Manhattan is open Monday through Friday until 10:30 pm. On Saturdays the campus closes at 7:00.

Use of Campus Facilities

Students who wish to reserve College classrooms, lounges or meeting areas for student activities should contact Student Services.

Other Prohibited Actions

As a general rule, and to the extent that these impact on others by way of disruptive endangerment or lack of academic integrity, the College also prohibits the following:

- Engaging in loud conversations or use of inappropriate or foul language
- Use of electronic devices that are audible to others
- Bringing food or drinks into the Library or computer rooms
- Placing trash in places other than the receptacles provided
- Smoking
- Bringing children on campus for any purpose other than completing an administrative task
- Taking materials out of any College office without the express permission of an appropriate College official
- Engaging in disruptive or violent behavior
- Using another student's ID
- Storing personal belongings on campus
- Vandalism

Security Procedures and Sexual Assault Prevention

The Laws of New York State require every post-secondary institution to provide specific information to incoming students about sexual assault prevention. The College is fortunate that its location is centralized, and in compact spaces, which facilitate the protection of

students and staff. In addition, because we do not operate any residential facilities, we do not face the same level of security risk that other institutions do. The College remains committed to insuring the security of its students and staff, and to maintaining its enviable safety record.

The College maintains tight security at all times. An organization such as ours must be proactive in maintaining a safe learning environment. We are proud of our safety record. By law, we are required to provide annual statistics related to the security of our institution. Over the years, we have a few incidents and MCNY is doing everything it can to ensure that this record remains outstanding. While the safety procedures outlined below may seem an annoyance to some, our commitment to the security of our community should take precedence over the small inconveniences that the procedures sometimes cause us all. Student cooperation in this is expected and appreciated.

Listed below are items to help insure your safety while you are at the College:

- Security is on duty during all hours that the College is open
- All students entering the College **must** produce and show identification cards to security
- Students **must** have their ID cards visible at all times. Student Services will issue students ID cards

If you forget your College ID card, you must show other identification and sign in with security. The Office of Student Services will organize one or more programs on sexual assault prevention during the semester. Students will be informed of dates and times of such programs. The College has a security guard on duty in the building from 6:00 p.m.-7:00 a.m. In addition, the College maintains its own security guard during evening hours as well as on weekends.

The College has security guards on duty whenever classes are in session. Any incidents of illegal behavior, including sexual assault, should be reported immediately to the security guard on duty, or in

his or her absence, to one of the Deans or the College administrator responsible during evenings and weekends. The building security officer and the local police department must be called without delay

All students must leave the building when Security makes the final evening check.

An additional list includes some suggestions that can help you protect yourself while you are off campus:

- If you attend evening classes, leave the building with a group rather than alone
- When walking, try to stay in well-lit, populated areas. Do not walk close to doors or in alleyways. Stay as close to the street as possible
- If you are dependent on subway transportation to go to and from the College, do not stand in an isolated area of the subway platform. Stand near other people or the attendant booth
- Be careful when walking down subway stairs alone

Policies and Procedures on Sexual Assault and Sexual Harassment

Sexual harassment violates Federal, State and City laws, and creates an unpleasant and unproductive working and learning environment. The College condemns and strictly prohibits sexual harassment of any member of the College community, whether such harassment is aimed at students, faculty, or other employees. Violators will be subject to disciplinary action. All college employees and students are responsible for maintaining this policy. The following activities are examples of possible harassment. Each of these activities alone may be considered serious enough to warrant immediate discipline, discharge, or expulsion. These examples are intended to be illustrative rather than exhaustive:

- Threatening retribution or promising benefits in return for sexual favors, whether implicitly or explicitly

- Unwanted verbal, physical or visual conduct - the person who is the target of the conduct is the judge of what is considered unwanted
- Unwanted sexual advances
- Sexual violence and sexual assault
- Comments concerning an employee's or a student's sexual habits, sexual preference, or sexual desirability, whether generally stated or, specifically at an individual
- Offensive talk about sex or sexuality
- The use of demeaning or offensive words when referring to people of a particular sex
- The display of pornographic or other offensive material, including circulating written or graphic material including e-mail messages that denigrates or shows hostility or aversion toward an individual or group and
- Any other activity that creates an unpleasant or offensive working or learning environment, or that interferes with work or academic performance, because of a person's sex

It makes no difference if the harassment is “just joking” or “teasing” or “playful.” Jokes may be just as offensive as any other type of harassment, and will be dealt with in the same manner.

Procedure for Reporting Sexual Harassment

Any MCNY student who believes that he or she has been the victim of sexual harassment, either on campus or off-campus involving a member of the College community, should:

- Promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued.
- Students should then immediately report the complaint in writing to the Dean of Students.
- If the complaint is against a student, investigation will be undertaken by the Dean of Students through the procedures for non-academic code of conduct violations, above.
- If the complaint is against an employee of the College or third party, the Dean of Students will refer the matter to the Director of Human Resources or College Counsel for

investigation through the procedures below. In both cases of claims against students and claims against employees, the College will request consent from the complainant before investigating, however, if consent is not granted or confidentiality is requested, the College will take reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue the investigation. In all cases, complaints will be treated as confidential matters and shared only with necessary parties to the investigation, discipline process, or supervisory process. The College will accept complaints by third parties who are not themselves the victims of harassment, but the College's ability to investigate such complaints may be limited without cooperation of the alleged victim.

- College officials may independently advise local police and law enforcement authorities of a sexual harassment offense as part of their ongoing effort on campus security. A complainant may also file a report with law enforcement authorities, regardless of the status or outcome of the College investigation.

In response to complaints against employees, the College will promptly conduct a thorough and impartial investigation to determine if sexual harassment has occurred. A preponderance of the evidence standard shall be used. The subject(s) of the complaint shall be afforded an opportunity to present his or her or their version of the event(s), and any additional information in defense. All individuals are required to fully cooperate in the investigation of harassment and discrimination complaints.

Both the complainant and the subject(s) will be given written notice of the results of the investigation.

The complainant in sexual harassment cases will be notified of any sanctions that relate directly to the complainant if sexual harassment is found to have occurred, for instance sanctions that the harasser avoid contact with the complainant or leave the College.

Notification will also be made to the victim of an alleged perpetrator of a crime of violence including forcible sex offenses, or a non-forcible sex offense (incest or statutory rape) concerning the final results of the investigation (including any violation found to have been committed and sanctions imposed) with respect to the alleged crime, regardless of the outcome of the investigation.

The appropriate College officials and or departments will also be notified. If it is concluded that harassment did occur, the College will take immediate corrective action.

Corrective action may include: training, referral to professional counseling, and or disciplinary action such as warning, reprimand, suspension and dismissal, or any combination or other actions the College determines is appropriate to the circumstances. The complainant and any individual who cooperates with an investigation will be protected against retaliation. Any acts of retaliation should be reported to the Dean of Students or other College administrator immediately and will be thoroughly investigated.

Field Placement

If harassment occurs in a field placement, the College will address the issue with the field placement supervisor, and work with the student to transfer to a new field placement if necessary.

Other Types of Harassment and Discrimination

Just as sexual harassment is strictly prohibited, so is harassment on the basis of race, color, gender, ethnicity, disability, religion, national origin, age, veteran status, sexual orientation, or any other category protected by law. The College will not tolerate harassment or discrimination of applicants, employees, or students by anyone, including managers, supervisors, co-workers or students. Employees or students who believe they are being harassed or discriminated against on the basis of any of these factors should follow the same procedure outlined above in notifying the College. If you have any questions concerning the College's policy on sexual harassment, or other equal employment opportunity matters, please feel free to contact the Director of Human Resources.

Policies on Bias Crimes

A hate crime, also known as a bias-related crime, is a criminal offense committed against, a person, property of society which is motivated in whole or part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity / national origin. Examples of bias-related crime that might occur on a college campus are racially or religiously targeted acts or attempted acts by any person, or group of persons, against the person or property of another individual or group which may in any way constitute an expression of racial or religious hostility, including threatening phone calls, certain types of graffiti, hate mail, physical assaults, vandalism, cross burning, fire bombing, etc. The College condemns all bias related actions, and will take prompt disciplinary action, up to and including discharge or expulsion, against any employee or student who commits a bias crime.

Reporting Sexual Assault or Bias Crimes

The following procedure should be followed in these instances:

- Any instance of sexual assault should immediately be reported to a MCNY official. This would include the Campus Security Staff or the Dean of Students. Victims of sexual assault will be informed of any additional steps required for reporting, the importance of preserving evidence if a criminal act of sexual assault has occurred, the importance of seeking prompt medical attention, and the availability of counseling and other support services.
- Students will be informed of their right to protect their privacy, how information will, or will not, be shared, and the actions the College will take to assist in dealing with the situation. Additionally, students will be advised of their option to notify law enforcement authorities, including the police, and the option to be assisted by College officials in notifying and cooperating with external authorities.
- A student charged with sexual assault shall be subject to discipline through the College's disciplinary.

- College officials may independently advise local police and law enforcement authorities of a sexual assault or sex offense as part of their ongoing effort on campus security.

Counseling for Victims of Sexual Assault, Harassment, Bias Crime or Discrimination

All students who are victims of or affected by a Sexual Assault, Bias Crime or other harassment or discrimination are urged to see Student Services to seek counseling and/or other appropriate services.

Domestic Violence and Stalking

According to the New York State Office for the Prevention of Domestic Violence, domestic violence is described as follows: Domestic violence is when one person does a variety of things to control another person in an intimate relationship. The shift in power can happen very slowly, over a period of time, so that the other person cannot even remember when it happened. Or it can happen very quickly after there is some sort of commitment or some change in the level of intimacy.

Many people wonder if what is happening to them is domestic violence because their partner has never hit them. Physical abuse is probably what most people think of when they think about domestic violence, but it is just one of the many ways that your partner might try to gain power and control in your relationship. Ways a person might try to gain power and control over their partner include:

- **Isolation** - making it hard for you to see your friends and family; telling you that your friends and family cause problems in the relationship or are trying to "come between you."
- **Economic abuse** - having complete control over the money; making you account for every penny you spend; taking your money from you.
- **Verbal, emotional, psychological abuse** - calling you names; putting you down or embarrassing you in front of other people; criticizing your abilities as a partner or parent.

- **Intimidation** - making you afraid with a look, action, or gesture; getting you to do something by reminding you about "what happened last time."
- **Coercion and threats** - showing you a weapon and threatening to use it on you; threatening to "out" you to family, friends, or employers if you are gay or lesbian; threatening to harm your family, friends, or anyone you might go to for help.
- **Physical abuse** - pushing, grabbing, hitting, slapping, punching, or kicking you.
- **Sexual abuse** - forcing you to have sex when you don't want to; making you engage in sexual acts that make you uncomfortable; forcing you to engage in prostitution.
- **Using children** - undermining your authority with your children; threatening to take the children away from you by kidnapping or getting custody of them; "pumping" your children for information about you.
- **Minimizing, denying, blaming** - making you think the abuse is your fault; saying the abuse was caused by stress, alcohol, or problems at work; denying that the abuse happened at all.

These are some of the most common ways that abusers try to control their partners, but certainly not the only ones. If your partner does things that restrict your personal freedom or that make you afraid, you may be a victim of domestic violence.

Stalking

Stalking is the term used to describe repeated harassing or threatening behavior toward another person. A stalker can be a stranger or someone the victim knows including a partner, an ex-partner, or a family member. Stalking is generally considered to be any unwanted contact between a stalker and his/her victim that directly or indirectly communicates a threat or places the victim in fear. If you are a victim of domestic abuse or stalking, you may be able to obtain protection through the court system through an Order of Protection. Some abusive behavior including stalking is also a violation of criminal laws and subject to prosecution. Victims of

domestic abuse or stalking should see Student Services regarding resources for counseling and other support services.

Violence Policy

Metropolitan College of New York is committed to providing faculty, staff and students with a safe and secure environment that is free from threats and acts of intimidation or violence. For the purpose of this policy, “workplace violence” shall mean any behavior, act or statement that:

- Would be interpreted by a reasonable person to be aggressive, intimidating, harassing, or unsafe and
- Which carries an expressed or implied intent to cause harm to a person or property

Hazing

MCNY policy and New York State Law prohibit all forms of hazing. Hazing is defined as any action taken or situation created which, regardless of location or consent of the participants, recklessly or intentionally endangers mental or physical health or involves forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any organization at the College. All instances of hazing should be immediately reported to an MCNY official, such as the Campus Security Staff or the Dean of Students. All allegations of hazing shall be fully investigated. Individual violators are subject to disciplinary actions by the College, up to and including dismissal from the College. Any organizational violators may have their permission to operate on campus withdrawn. All students, faculty, staff and campus visitors or invitees are subject to these regulations. In addition, violators are also subject to any applicable provisions of the penal code.

Violence Definitions

Any act of intimidation, threat of violence, or act of violence committed against any person on the property of Metropolitan College of New York is prohibited.

- **Intimidation:** A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his/her safety or the safety of others. Threat of Violence: A physical or verbal act, which threatens bodily harm to another person or damage to the property of another.
- **Act of Violence:** A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

Metropolitan College of New York will take prompt disciplinary action, up to and including discharge or expulsion, against any employee or student who engages in the above mentioned manner. The purpose of this policy is preventive. It is the responsibility of each employee and student to contribute to a safe working and learning environment. Metropolitan College of New York cannot do its part to prevent violence in the workplace without your full cooperation.

Violence Warning Signs

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent, but they do not necessarily indicate that an individual will become violent. A display of these signs should trigger concern as people experiencing problems usually exhibit them:

- Verbal, nonverbal, or written threats or intimidation, explicit or subtle
- Fascination with weaponry and or acts of violence
- Expression of a plan to hurt self or others
- Feelings of persecution, expressed distrust, especially with authority figures
- Frequent interpersonal conflicts
- Displays of unwarranted anger
- Indications of marked mood swings
- Vandalism- violence toward inanimate objects
- Sabotaging projects or equipment

- Holding a grudge against a specific person; verbalizing a hope that something will happen to him or her.

Employees and students who are concerned about potentially violent behavior of coworkers or classmates should report their concerns to the appropriate College official.

Weapons in the Workplace and on Campus

Metropolitan College of New York strictly prohibits employees and students from possessing weapons of any kind on the premises. The prohibition explicitly includes firearms of any type, including those for which the holder has a legal permit, with the exception of firearms carried by off-duty police officers or other peace officers. Other examples may include but are not limited to box-cutters, knives, mace, or any instrument or device used for attack. Employees and students are not permitted to bring weapons to the work site or keep weapons on school property. The school property covered by this policy includes property of any nature owned, controlled or used by the College, including but not limited to offices, desks, file cabinets and lockers. This policy is designed to ensure the health and safety of all employees and students on campus. A violation of this policy may result in disciplinary action up to and including immediate discharge or expulsion. Police officers or peace officers who fall within the exception above must seek written approval from the College President to bring the weapon on campus, and provide any requested documentation to support the granting of this approval.

Workplace Violence Procedures

Employees and students who experience, observe, or become aware of acts of violence must immediately report such conduct to Security or, if Security is unavailable, must call 911. Confidentiality will be maintained to the extent that circumstances permit. Metropolitan College of New York will not tolerate any form of retaliation against any employee or student for making a report under this policy. Likewise, no employee or student will suffer any retaliation for having complied with this policy. The College will investigate any

acts of violence that take place on the College campus in coordination with local law enforcement agencies.

Emergency Responses and Evacuation Procedures

The College will notify the campus community immediately of a significant emergency or dangerous situation involving an immediate threat on or near the College. The College offers an emergency alert system called E2Campus that can notify students of an emergency situation by text message, voice message, and/or email message. Students are urged to sign up to receive messages through this system through the College's web page. This notification system will be tested annually.

Advice and Updates to Students regarding Security Procedures

In addition to the information contained herein, the College Advisory Committee on Campus Safety reviews current campus security policies and procedures and makes recommendation for their improvement. Students and employees are advised and updated regarding campus security procedures in a number of ways. Depending on the nature of the change, letters may be sent out to the student body. The College's website is updated immediately and publications such as the Student Handbook are updated at their next printing. In addition to the above methods, College employees are notified of any policy changes through institution-wide emails, postings on bulletin boards, etc. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To receive such information, please contact the Associate Director of Student Services at 212 343-1234, or visit the Department of Education website at: <http://ope.ed.gov/security/index.asp>.

Public Safety

MCNY's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in off-campus building or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning alcohol and drug abuse, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain

a copy of this report by contacting Admissions (ext.. 5001), Student Services (ext.. 5009) or Security (ext.. 2000), or by accessing our website at mcny.edu.

State Laws Regarding Sex Offenses

The College is committed to educating the campus community about sexual harassment and sexual assaults. This includes raising awareness about the nature of the conduct, advising about the consequences of such behavior, and outlining the procedures to follow in the event of an instance. In addition to College sanctions, there are potential criminal penalties that can be imposed, as sexual assault is prosecuted criminally in New York State. The New York State Legislature has mandated that colleges make this information available to students as part of an ongoing effort to raise awareness, educate students, and combat sexual assault. Sex offenses are defined in the New York State Penal Code and include: rape, sodomy, sexual abuse, aggravated sexual abuse, and sexual misconduct. These offenses are ranked and carry different punishments ranging from a few months imprisonment for misdemeanors, to up to 25 years imprisonment for felonies.

In New York, a person can be found guilty of rape in the first, second, or third degree, all of which are punishable as felony crimes that carry prison sentences of up to 25 years. Rape in the first degree occurs when a person engages in non consensual intercourse with another by physical force, coercion or threat, or with a person who is incapable of consent by reason of being physically helpless or under age. Under the law, the term sexual intercourse has as its common meaning penile - vaginal - and occurs upon any penetration, however slight. It is a first-degree rape if the victim is mentally incapacitated by the influence of drugs, or alcohol is administered without consent.

Consent is an element of every sexual offense defined in the penal code, with the exception of consensual sodomy. In these sexual offenses, the sexual act was committed without consent of the victim. Lack of consent results from: forcible compulsion; incapacity to consent; or where the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or implied, acquiesce

in the actor's conduct. Non-consensual sodomy, in its varying degrees, is a felony or misdemeanor crime, punishable by up to 25 years imprisonment. Sodomy occurs when a person engages in deviant sexual intercourse with another. Deviant sexual intercourse is defined as sexual conduct between persons not married to each other consisting of various contact between the mouth, sexual organs, and rectum.

Sexual abuse, in its varying degrees, can be a felony crime, and occurs when a person subjects another to sexual contact by forcible compulsion or when the other person is incapable of consent. Sexual contact means any touching of the genitals or other intimate parts of a person for the purpose of gratifying sexual desire. Convictions for sexual abuse include penalties ranging from three months to seven years imprisonment. Aggravated sexual abuse occurs when a person inserts a finger or foreign object into the vagina, urethra, penis or rectum of another person without the person's consent causing physical injury. Convictions for aggravated sexual assault include penalties of up to 25 years imprisonment.

Sexual misconduct occurs when there is sexual intercourse or sodomy without the consent of the victim. By law, a person under seventeen is considered incapable of giving consent. Sexual misconduct is a class A misdemeanor. A person is deemed incapable of consent when one is: less than 17 years old; or mentally defective; or mentally incapacitated or physically helpless.

For your reference, the penal code provides the following definitions: Mentally defective means that a person suffers from a mental disease or defect, which renders one incapable of appraising the nature of one's conduct. Mentally incapacitated means that a person is rendered temporarily incapable of appraising one's conduct owing to the influence of narcotic or intoxicating substance administered without one's consent, or to any other act committed upon the person without consent. Physically helpless means that a person is unconscious or any other reason, physically unable to communicate a willingness to act.

Forcible compulsion means to compel by either: use of physical force; or a threat, express or implied, which places a person in fear of immediate death or physical injury to himself or another person, or in fear that he, she or another person will immediately be kidnapped. Alcohol or drug use will not be a defense against a charge of rape or sexual assault.

State Laws Regarding Bias Crimes

According to the Hate Crimes Act of 2000 (article 485), a person commits a hate crime when he or she commits a specified offense and either (a) intentionally select the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or (b) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

The Hate Crimes Act provides for minimum sentences if a person is convicted of a hate crime, depending on the underlying specified offense.

When a person is convicted of a hate crime and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.

When person is convicted of a hate crime and the specified offense is a class B felony:

- the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of the New York Penal Code;

- the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of the New York Penal Code;
- the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of the New York Penal Code;
- the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of the New York Penal Code; and
- the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of the New York Penal Code.

When a person is convicted of a hate crime and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.

Redress By law, a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a complaint first with the institution, and, subsequently, if he or she has been unable to resolve the issue directly with the institution, with the State Education Department. In the latter instance, and within three years of the alleged incident or problem, a written complaint should be directed to: The State Education Department, Postsecondary Complaint Registry, One Park Avenue, 6th Floor, New York, New York 10016. Contact the Office of the President for further information.

Off-Campus Behavior

Students may be subject to College discipline and sanctions for violations of the above policies that take place off-campus. In the discretion of the Dean of Students, the College may address such violations if the off-campus conduct impairs college-related activities or affairs of another member of the college community or creates a risk of harm to any member or members of the college community. Complaints of sexual assault or sexual harassment involving students will be addressed by the College through these procedures regardless of where they occur. Off-campus activities that are wholly unrelated to the College and its educational programs may be

determined to be better handled by law enforcement authorities. The Dean of Students will determine whether the activities in question have sufficient connection to, or impact on, College activities to merit investigation and disciplinary action by the College.

Academic Overview

How Our Programs Work

Enrollment in MCNY is offered three times a year, in the summer, fall and spring. Students complete our academic programs by progressing through a series of self contained learning experiences, each of which offers a rich variety of academic studies together with an opportunity for purposeful action in a work environment. Each learning experience focuses on one of the performance areas that is essential to success in the student's chosen field.

At MCNY a semester's learning experience or performance area is called a Purpose. Each Purpose represents a full-time semester of learning, during which academic studies and work experience are organized to support knowledgeable, effective performance. In the Audrey Cohen School for Human Services and Education, for example, the sixth Purpose is devoted to serving as a Community Liaison, while the same semester in the School for Business is concerned with Managing Economic Resources. Each semester, full-time students take five or more Dimension classes - for a total of 15 credits - that explore the wide range of human knowledge drawn from the liberal arts, social sciences, and professional studies.

The generic dimensions remain consistent throughout your college career, and generally include courses in the following areas: Constructive Action Seminar, Values and Ethics, Self and Others, Systems, Skills, and, Internship/Work Experience

Over the course of every semester, students also plan and implement a Constructive Action (CA), a sustained effort carried out in a work situation, to identify and achieve a significant initiative related to the semester's performance area. In the CA seminar, (Purpose Class) students learn to integrate knowledge from all their classes and are

assessed on their effectiveness in planning, implementing and analyzing their Constructive Actions. The CA becomes a source of learning, an opportunity to create positive social or organizational value, and serves as the basis for a comprehensive assessment of a student's academic performance. The CA involves research, planning, action and evaluation. It is the heart of the MCNY educational experience and a key vehicle in enabling the College to achieve its mission.

A typical Purpose 6 - Community Liaison - schedule for a student in the Human Services program would entail the following classes: Seminar and Constructive Action, Comparative Philosophies of Community, Community Psychology, Social, Political and Economic Dynamics of Communities, Applied Statistics for Community Planning and Development, and Internship.

A typical Purpose 6 - Managing Economic Resources - schedule for a student in the School for Business would entail the following classes: Seminar and Constructive Action, Business Law, Management Information Systems, Financial Planning and Management, Digital Economy; and Technology, Culture and Commerce.

Constructive Action Documents

Each student enrolled in the College will submit his or her Constructive Action document in two formats:

- A paper copy in the prescribed format, and
- A copy in electronic format (as specified by the instructor)

Each Constructive Action Document should have a front page, which contains the following information:

- Student Name
- Student I.D. number
- Purpose/Semester/Year for which CA is written
- Instructor's name
- Descriptive title of CA

Keywords for CA, i.e. institution's name, type of organization, main topic of the CA, identifiable field: Accounting, Management, Health Care, and Child Welfare, etc. and a one paragraph summary of your Constructive Action.

The Common Curriculum

MCNY has implemented the *Common Curriculum*, which consists of courses shared amongst the undergraduate degree programs: the Business Programs including Healthcare Systems Management, Human Services and American Urban Studies. The following eight *Common Curriculum* courses represent an exciting new interdisciplinary approach that students will have the advantage of experiencing in their studies at MCNY.

These courses are:

- ENG CC 110: Critical Thinking and Writing
- ETH CC 120: Contemporary Values and Classical Ethics
- MIS CC 130: Computer Applications for Profit and Non-Profit Management
- PSC CC 140: Political and Economic Philosophy
- GOV CC 150: American Government
- SPE CC 160: Public Speaking and the Arts of Persuasion
- ART CC 170: Empowerment through the Arts

The 2-1 *Common Curriculum* courses will be designated as a hybrid course, which are designated on the course schedule with the course sections as 'H', therefore all *Common Curriculum* courses will be coded as follows: *Manhattan*: MHD1 (Day Section); MHV1 (Evening Section); MHW1 (Evening/Weekend Section). *Bronx*: BHD1 (Day Section); BHV1 (Evening Section); BHW1 (Evening/Weekend Section)

Format of Course Delivery:

These *Common Curriculum* courses will be taught in an innovative and interactive format utilizing MCNY's learning management system, Moodle. This method of delivery is referred to as the "2-1 format", where 100 minutes of course time will be onsite and the remaining 50 minutes will be delivered via Moodle every week. The

major advantage of this format will be the increased use of technology in order to deliver the same course content as a traditional onsite course. This format allows for maximum flexibility in completing the requirements for courses.

All *Common Curriculum* courses at MCNY are delivered in a 2 + 1 hybrid format. For a 3-credit class:

- 2 credits will be delivered in a traditional onsite classroom for 1 hour and 40 minutes (100 minutes)
- 1 credit will be mediated or monitored via Moodle.

Each week's required online activity (or activities) will be equivalent to 50 minutes of in-class learning time. It is separate and distinct from any homework students may receive in the course. All students will be required to have access to a computer and an internet connection, whether at home or on campus using College computing facilities.

Policies for the Audrey Cohen School for Human Services and Education

Academic Requirements and Regulations – Undergraduate Degree

The Audrey Cohen School for Human Services and Education offers an Associates, Bachelors and Masters degree program utilizing MCNY's unique Purpose-Centered Education model. All three programs require work and or internship setting where their accelerated learning provides them an opportunity to use the knowledge they gain in their studies to take positive action in the organization where they are employed, interning or student teaching. Part-time study is available for undergraduate students.

The College publishes detailed School for Human Services and Education degree requirements in the school brochures and on the MCNY website: mcny.edu, but a brief outline of the programs is provided here. Students are responsible for knowing the information and requirements needed to graduate.

The baccalaureate program is divided into eight Purposes and the associate program consists of four Purposes. Each Purpose is equivalent to one semester of traditional college work. The College awards 15 credits for each Purpose completed at the baccalaureate and associate levels. In order to receive the baccalaureate degree, a student must complete eight Purposes for a total of 120 credits. To receive the associate degree, a student must complete Purposes 1 and 2, and two others from Purposes 3 through 6 for a total of 64 credits.

Organization of the Purpose

Every Purpose in each of the degree programs of the Audrey Cohen School for Human Services and Education is organized into the following components:

Dimension Classes: Values and Ethics, Self and Others, Systems, and Skills. 2 credits each

Purpose Seminar: Instruction relating to the Constructive Action, emphasizing process and research, and exploration and integration of theory through case studies, etc. 2 credits

Constructive Action: Individual and small group work on thinking, writing, problem-solving, in relation to the Constructive Action and its documentation. 2 credits

Field Practice: Supervised experience at the worksite including performance of the Constructive Action - a minimum of 14 hours per week for 14 weeks. 2 credits

Associate of Arts

All students enrolled in the Associate of Arts degree program must take 52 of their 64 required credits at the College. The transfer credits from other colleges must be applied to the four Purposes they are completing in order to receive the Associate degree. The student must complete the first two Purposes - Self Assessment and Preparation for Practice, and Developing Professional Relationships - and then two out of the following: Working in Groups, Teaching and Communication, Counseling, and Working as a Community Liaison. Students enrolled in the Associate of Arts degree program

are not eligible for participation in the Advanced Standing Option while they are pursuing their Associate of Arts degree.

Bachelor of Professional Studies

The Bachelor's degree program offered through the Audrey Cohen School for Human Services and Education is also performance-based. This means that every student must demonstrate competence in each of the eight Purposes in order to earn his or her degree. By competence we mean the ability to make use of theory to take effective action in an organizational setting. Each performance area is the focus of one semester's work. Semesters are fifteen weeks in length, and three full Purposes are offered each year, so if a student attends classes consecutively for eight Purposes, he or she will receive a bachelor's degree in two years and eight months.

Within each Purpose, classes are divided into Dimension seminars, each of which covers a particular aspect of the performance area being studied. The framework for the Dimensions is consistent across all of the Purposes while the particular course content changes. The Dimensions are Purpose, Values and Ethics, Self and Others, Systems and Skills.

The Purpose Seminar is the class that helps the student carry out a Constructive Action. This living case study is Purpose specific and demonstrates the student's application of academic theories, concepts and skills to his or her career and job situation.

In each Purpose, students must satisfactorily complete all required classes and carry out and document a satisfactory Constructive Action at the work site. The Constructive Action must relate to the semester's Purpose. Thus, the student's grasp of theory is assessed twice, once in the classroom and again as it becomes the basis for action in the Constructive Action.

Grades and Credits

Because the program is performance-based, the student must demonstrate competence in each of the eight Purposes in order to earn the degree. By competence we mean the ability to make use of theory through positive action in the world outside the classroom. To

demonstrate competence in each Purpose, the student must:

- Satisfactorily complete all required classes
- Receive a passing grade in the field internship
- Carry out and document a satisfactory Constructive Action at their internships or worksites, relative to the particular area of competence the Purpose addresses.

Because the program is performance based, the student must demonstrate competence in each of the eight purposes in order to earn the degree. In accordance with New York State Department of Education standards, each credit hour represents either 15 hours of class work plus 30 hours of study or 45 hours of fieldwork. Students who attended the College prior to the Spring 1990 semester, should consult with the Office of the Registrar regarding credit allocation for course work completed prior to this date.

Bachelor of Arts in American Urban Studies

Improving the World through the Liberal Arts and Constructive Action

The Bachelors in American Urban Studies degree is an experientially-based program in the liberal arts which is composed of a core of 87 credits in liberal arts and a 33 credit major. The curriculum is largely interdisciplinary and focuses learning on helping students understand urban life in American cities through a comprehensive review of the liberal arts, humanities, social sciences, math, and the natural sciences.

Program Highlights

The Constructive Action

As in all programs at MCNY, each semester students must carry out a Constructive Action. A Constructive Action is an act of service that empowers students to act purposefully to manage their lives, meet societal needs, and work with others in collaborative relationships to improve the world. This unique educational experience is the cornerstone of the program. It is the principal means through which students enrolled in programs at MCNY learn to integrate the knowledge they learn in the classroom with the work they do in the world. It is a systematic process of planning, carrying

out, and assessing the effort to achieve a meaningful and worthwhile purpose that brings about a positive change. The American Urban Studies program is an ideal preparation for students interested in developing careers in education, law, or politics or in attaining a broad education suitable to various careers in public service, as well as advanced study in graduate school.

MCNY Language and Literature Sequence

One of the hallmarks of a liberal arts education is the great proficiency liberal arts students develop in the use of language. Each semester students enrolled in the American Urban Studies program take a course that involves them in the study and practice of using language effectively. This sequence is unique to MCNY and includes the following courses.

1. Latin for Writers
 2. Reading and Writing across the Disciplines: Humanities, Mathematics, Social Sciences, and Natural Sciences
 3. Linguistics for Non-linguists
 4. Writing through Literature and Philosophy
 5. Language and Culture
 6. Understanding Poetry, Drama, and Film
 7. Public Speaking and the Art of Persuasion
 8. Music, Religion, and Philosophy
-

Interdisciplinary Seminars and the Linked Curriculum

For the second and third semesters of the social sciences, students take two interdisciplinary (ID) seminars that are taught with an emphasis on integrating specific subject areas.

- Second Semester ID: Understanding Self in the World (religion and psychology)
- Third Semester ID: The Human Experience and Cooperation (anthropology and drama)

Each of the interdisciplinary seminars is linked to the Constructive Action (CA) for the appropriate semester:

Second Semester CA: Becoming an Independent Learner Third Semester CA: Communicating with Others: Interpersonal Relations and Conflict Resolution

The Advanced Standing Option

The Advanced Standing Option at The Audrey Cohen School for Human Services and Education is designed to recognize and document the extensive professional experience and previous education of the truly exceptional student. The College's system of education is used as the framework for this documentation and assessment. The candidate for the Advanced Standing Option is that unusual individual with a broad, documented, professional background correlating to one or more Purposes in the undergraduate Human Services curriculum. The student accepted into the option will be required to validate his or her knowledge and practice for a particular Purpose or Purposes using the College's System of Education. Criteria for acceptance are very stringent.

Students who enter the College under one of its articulation agreements from two year accredited institutions of higher education, where up to 60 credits have been earned around a specific human service configuration and have been accepted by MCNY, or receive 60 transfer credits because their previous educational experience conforms to the articulation agreements, are not eligible to participate in the Advanced Standing Option.

Criteria for determining eligibility for the Advanced Standing Option at The Audrey Cohen School for Human Services and Education include the following:

- A student must be matriculated at the College in order to apply for the Advanced Standing Option
- A student must have completed the Self Assessment semester and the Developing Professional Relationships semester before applying

All students accepted into the Advanced Standing Program for III and IV must enroll in the math courses in Skills III and Skills IV. Tuition will be assessed. A student who has not taken the equivalent of Purpose 6 Statistics, or who cannot demonstrate the required knowledge base in statistics, and is admitted to Advanced Standing for "Community Liaison" is required to enroll in the Skills Dimension Class - Purpose 6 Statistics. The regular tuition charge will apply for that course and will be additional to the tuition charge for Advanced Standing. A student who has not taken the equivalent of Purpose 7 Accounting, or who cannot demonstrate the required knowledge base in Accounting, and is admitted to Advanced Standing for "Supervision" is required to enroll in the Skills Dimension Class - Purpose 7 Accounting. The regular tuition charge will apply for that course and will be additional to the tuition charge for Advanced Standing. Additional information on Advanced Standing is available on the MCNY website.

Validations Through the Advanced Standing Option

ONE PURPOSE

A student seeking to validate and gain exemption from 1 Purpose through the Advanced Standing Option must have:

- At least 5 continuous years of employment are required in human services. Of the 5 years, 3 years of full-time human service employment must be documented in the area(s) related to the Purpose from which the student is seeking exemption
- Satisfactory grades ("C" or better) in all components of the College curriculum completed to date
- In-service training and staff development directly relevant to the Purpose for which the student is seeking exemption through Advanced Standing must be documented
- The ability to document his or her human service performance in the Purpose(s) in accordance with the objectives and criteria defined in the College's Handbook for Advanced Standing. Such an individual may seek one exemption selected from one of the following Purposes: Working Effectively with Groups, Teaching and

Communication, Counseling, Community Liaison, and Supervision

TWO PURPOSES

A student seeking to validate and gain exemption from a maximum of 2 Purposes through the Advanced Standing Option must have:

- A total of 6 years full-time employment and experience are required in each area in which exemption is being sought. Of the 6 years, at least 5 continuous years must be in human services. In addition, 3 of the 6 years must be full-time, documented, and in human services
- A minimum of 15 external College credits in courses and or fieldwork related to the Purpose(s) from which the student is seeking exemption. These courses must have been completed at an accredited institution of higher education, and the student must have earned a grade of “C” or better in each course
- Satisfactory grades (“C” or better) in all components of the College curriculum completed to date
- In-service training and staff development directly relevant to the Purpose(s) for which the student is seeking exemption must be documented
- The ability to document his or her human service performance in a specific Purpose(s) in accordance with the objectives and criteria defined in the College’s Handbook for Advanced Standing. Such an individual may seek exemption from a maximum of 2 semesters selected from the following Purposes: Working with Groups, Teaching and Communication, Counseling, Community Liaison, and Supervision

THREE PURPOSES

A student seeking to validate and gain exemption from a maximum of 3 Purposes must have:

- A total of 9 years full-time employment and experience are required in each area in which exemption is being sought. Of the 9 years, at least 5 continuous years must be in human

services. In addition, 3 of the 9 years must be full-time, documented, and in human services

- At least 30 external College credits in courses and or fieldwork related to human services and the Purpose(s) from which the student is seeking exemption. These courses must have been completed at an accredited institution of higher education, and the student must have earned a grade of “C” or better
- Satisfactory grades (“C” or better) in all components of the College curriculum completed to date
- The ability to document his or her human service performance for the Purposes from which exemption is sought in accordance with the College’s Handbook to the Program for Advanced Standing. Such an individual may seek exemption from a maximum of 3 Purposes selected from: Working Effectively with Groups, Teaching and Communication, Counseling, Community Liaison, and Supervision

Process for Application and Acceptance into the Advanced Standing Option

Application for Advanced Standing can be made in any semester after the student has completed the first two Purposes in the Human Services curriculum. In order to be approved for the Advanced Standing Option in the forthcoming semester at the College, an applicant during the current semester must send an email to:

advancedStanding@mcny.edu.

In this email:

1. Include your full name and ID#
2. State the Purpose for which you are requesting exemption
3. Include a short (two to three paragraphs) rationale justifying why you deserve to be exempted from this

purpose (give examples from your previous experience in the area you want to exempt)

You will receive an email that will inform you of further materials you will need to complete your application.

The application must be completed and submitted to the Coordinator no later than the 9th week of the current semester. It is suggested that applicants retain a copy of all documents. If further discussion is necessary, the Coordinator of the Program will schedule an individual interview. Otherwise, all transactions will take place via email. After the documents are evaluated, the applicant will receive an e-letter from the Coordinator approving or rejecting him or her for Advanced Standing. To register for the Advanced Standing Option your copy of the letter from the Coordinator must be presented to your advisor and the Registrar

Given the above process and timetable, the student who is approved to enter the Advanced Standing Option will be able to register prior to the start of the next semester and incur no penalties for late registration.

Grading Policies for the Advanced Standing Option

A student enrolled in the Advanced Standing Option at the College will receive an overall grade for each Purpose validated in the option. A grade of “C” is the lowest acceptable grade for any Purpose validated in this option.

Tuition for Advanced Standing

For the current tuition rate for the Advanced Standing Option, please refer to the Fees and Expenses insert in the Catalog or contact the Bursar’s Office. Tuition is subject to change. Students who do not complete their Advanced Standing Option documentation in the initial semester will be charged a maintenance fee of \$100 in each of the 1 or 2 additional semesters needed to complete the requirements.

Deadline for Completion of Advanced Standing

A student will generally have one year in which to successfully document exemption from one or more specified Purposes. At the end of that period, if successful completion has not been achieved,

the student must enroll in the normal course-work load, paying the normal tuition rate.

Academic Progress and Advanced Standing

Depending on eligibility, a student may seek exemption from one, two or three Purposes through the Advanced Standing Option. At this time, the total credits represented by the Purpose(s) that the student is seeking to document through Advanced Standing - either 16, 32 or 48 credits - as the student enters the designated credited program, are calculated as part of the “credits attempted” and the grade point average for that term. Therefore, if a student fails to complete the documentation process for the Advanced Standing in that semester, eligibility for continued financial aid may be affected. Please see the Registrar for changes and or updates on this policy.

Master of Science in Education (Childhood 1-6) Program

This 1-year, 3-semester, 43-credit program is performance-based and leads to initial New York State teacher certification in childhood education (Grades 1-6). The intensive full-time schedule of study and field practice is for the individual who is deeply committed to the education of all students in diverse urban school settings. It is designed for prospective teachers who do not have teaching certification and who want to work with students from grades 1-6 in general or inclusive settings. Admission to the graduate education program is competitive. Applicants must have a Bachelor's degree with a liberal arts concentration with experience and/or readiness to teach children. Important factors also include a student's GPA, motivation, and two professional letters of recommendation, and an in-person writing sample taken on the same day as the structured interview with the Program Director. Students interested in learning more about this program should contact the Graduate Admissions Office, MCNY website, or the Audrey Cohen School for Human Services and Education publications.

Master of Science in Education (Dual Childhood 1-6/Special Education) Program

This 1-year, 3-semester, 46-credit program is performance-based and leads to initial New York State teacher certifications in both childhood education (Grades 1-6) and special education (teaching students with disabilities). The intensive full-time schedule of study and field practice is for the individual who is deeply committed to the education of all students, including students with disabilities, in diverse urban school settings. It is designed for prospective teachers who do not have teaching certification and who want the qualifications and option to teach students in general, inclusive, or special education settings. Admission to the graduate education program is competitive and similar to the admission requirements for the 43-credit Childhood Education 1-6 program. Students interested in learning more about this program should contact the Graduate Admissions Office, MCNY website, or the Audrey Cohen School for Human Services and Education publications.

Continuing Education: CASAC

The Audrey Cohen School for Human Services and Education began offering the CASAC (Certified Alcohol and Substance Abuse Counselor) Program in 1999. This non degree program is approved by the New York State Office of Alcoholism and Substance Abuse Services (OASAS). This program is designed to address the needs of those who wish to prepare for a career in substance abuse counseling or those who wish to enhance their skills as social workers, psychologists, psychiatrists, rehabilitation counselors, mental health counselors, substance abuse counselors, marriage and family therapists and school counselors.

This program focuses on the psychopharmacological and physiological aspects of drugs, signs, symptoms and stages of alcoholism, individual and group counseling skills, the ethics of confidentiality, family treatment and multicultural issues. The program is offered on a continuous basis and may be completed in two semesters. Classes are small and taught by OASAS certified

instructors. A high school diploma or GED is required to enroll. To apply for the program submit one of the following documents:

- High School Transcript
- GED scores and Diploma
- College Transcripts
- Proof of required immunizations

Please complete an application and pay the \$45.00 application fee. For additional information, contact the CASAC Coordinator at: casac@mcny.edu.

Policies for the School for Public Affairs and Administration

The School for Public Affairs and Administration offers two distinct Master of Public Administration degree programs; the MPA in Administration and the MPA in Emergency and Disaster Management. Admission to the Master of Public Administration Degree Program is competitive and requires the following:

- Official transcripts of undergraduate coursework from each college attended
- Verification of the awarding of a bachelor's degree on transcript of baccalaureate granting institution with an acceptable cumulative GPA
- Official transcripts of graduate coursework from any previous graduate school with a Cumulative GPA of 3.0 and above
- Applicants with less than the recommended grade point average must meet with the Dean. Conditional acceptances may be made requiring the student to earn a 3.0 in the first semester in order to continue

- A signed Letter of Agreement from employer or internship setting documenting the approval by the supervisor of the graduate student using the setting as a field site. Admission to the MPA in Emergency and Disaster Management may require assigning students to an appropriate internship (21 hours weekly)
- A signed Supervisor's Information form providing consent for a field supervisor and documenting experience and educational level of achievement of the field supervisor
- Two professional references.
- An essay of 350 to 500 words "What I hope to gain by enrolling in the MPA program"

Applicants must demonstrate passing a college-level statistics course for admission to the MPA in Emergency and Disaster Management or may be required to repeat an equivalent undergraduate statistics class in the Audrey Cohen School for Human Services and Education in their first semester of attendance.

Applicants who do not meet the above criteria may be required to submit official score reports of the Graduate Record Exam (GRE) or the Law School Admissions Test (LSAT).

National Honor Society

Metropolitan College of New York's School for Public Affairs and Administration has a duly chartered chapter of the National Honor Society for Public Affairs and Administration known as Pi Alpha Alpha (PAA). MCNY's PAA's purpose is to encourage and recognize outstanding and accomplishment (students and faculty) in field of public affairs and administration; to promote the advancement of education and practice in the art and science of public affairs and administration; and, to foster integrity, professionalism and creative performance in the conduct of government and related public service activities. Membership shall be limited to those students pursuing the Master of Public Administration, (in both the General Administration or Emergency Management program) at Metropolitan College of New York. The MCNY chapter shall include the following classes of membership: student, alumni, faculty, and honorary. Following induction, all such

members are deemed members of the national honor Pi Alpha Alpha society.

Students who complete the MPA with a final GPA of 3.7 are eligible for induction. Student GPAs and final eligibility are confirmed by PAA faculty advisor ONLY after student has officially applied for graduation with the Registrar. At that time, eligible students will be notified of induction nomination.

Transfer Students

Transfer students who meet the qualifications for graduate membership may be inducted after they have completed a minimum of two full semesters of course work in the MPA program and meet the requirements of graduate students as stated above.

Alumni membership

Those who meet all the requirements of student membership but who have graduated before induction can be inducted as alumni members of PAA, MCNY chapter. Since many students have graduated from the MPA program, alumni selection will be made on an individual basis, per request.

For more information contact Dr. Philip Nufrio at Pnufrio@metropolitan.edu

Policies for the School for Business

Academic Requirements and Regulations

The School for Business offers an Associate's, Bachelor's and Master's degree program, utilizing the MCNY's innovative approach to the business discipline through its Purpose-Centered Education model. All three programs are primarily designed for individuals who want a comprehensive, accelerated program that provides students with the opportunity to use the knowledge they gain in their studies to take positive action in the organizations where they are

employed or interning. MCNY’s programs prepare students for a wide range of business opportunities. Part-time study is also available to students.

Associate of Science in Business

The Associate of Science in Business is a four Purpose program – 60 semester hours – that can be completed in just 1 year, 4 months. The degree features a four-semester sequence. During the first three semesters, students focus on Self Assessment and Planning for Professional Development, Working in Groups, and Marketing Analysis, Planning and Promotion.

Classes	Credits
Purpose: Constructive Action/Purpose Seminar	3.0
Values and Ethics	3.0
Self and Others	3.0
Systems	3.0
Skills	3.0
Total	15.0

Bachelor of Business Administration

The Bachelor’s degree program offered through the School for Business is also performance-based. This means that every student must demonstrate competence in each of the eight Purposes in order to earn his or her degree. By competence we mean the ability to make use of theory to take effective action in an organizational setting. Each performance area is the focus of one semester’s work. Semesters are fifteen weeks in length, and three full Purposes are offered each year, so if a student attends classes consecutively for eight Purposes, he or she will receive a bachelor’s degree in two years and eight months.

Within each Purpose, classes are divided into Dimension seminars, each of which covers a particular aspect of the performance area being studied. The framework for the Dimensions is consistent across all of the Purposes while the particular course content changes. The Dimensions are Purpose, Values and Ethics, Self and Others, Systems, and Skills.

The Purpose Seminar is the class that helps the student carry out a Constructive Action. This living case study is Purpose specific and demonstrates the student’s application of academic theories, concepts and skills to his her career and job situation. In each Purpose, students must satisfactorily complete all required classes and carry out and document a satisfactory Constructive Action at the work site or internship setting. The constructive Action must relate to the semester’s Purpose. Thus, the student’s grasp of theory is assessed twice, once in the classroom and again as it becomes the basis for action in the Constructive Action.

Credit Allocation

Credit is awarded for Business classes consistently across all Purposes as shown below. Each Purpose carries 15 credits. The complete degree program requires 120 credits.

<u>Classes</u>	<u>Credits</u>
Purpose: Constructive Action/Purpose Seminar	3.0
Values and Ethics	3.0
Self and Others	3.0
Systems	3.0
Skills	3.0
Total	15.0

Bachelor of Business Administration (BBA) in Healthcare Systems Management

The Bachelors of Business Administration degree in Healthcare Systems Management is a performance-based program in the School for Business at MCNY. This Purpose-Centered program focusing on healthcare management requires 120 credits to graduate, spans eight purposes (semesters) for 15-week duration each semester, and can be completed in two years and eight months. The eight purposes of this track comprise of Self-Assessment & Career Development, Developing Professional Relationships in Healthcare, Healthcare Quality Management, Assessing Community Healthcare Needs, Marketing Healthcare, Managing Human Resources in Healthcare, Managing Fiscal and Economic Resources in Healthcare, and Developing a Business Plan in Healthcare Services. The Purpose-based Constructive Action each purpose constitutes practicum in the form of a live project to integrate and utilize the knowledge and skills acquired in the five dimension courses of each purpose: Constructive Action, Self and Others, Values and Ethics, Systems, and Skills.

College-Level Examination Program (CLEP)

A maximum of 32 credits, taken and passed through CLEP, can be applied to the Bachelor's Degree. Students are eligible to take the test anytime during their tenure at MCNY. However, the test results must be submitted prior to the semester for which the student is requesting the credits.

Life Experience Credits

The School for Business recognizes that many of our students have significant work experience and can demonstrate mastery of certain subject matters based on their professional experiences. As such students can earn up to 9 credits on the undergraduate level towards their Bachelor's degree if they have significant professional

experience. To be considered for these credits students will petition the Dean's Office for an assessment of positional course(s) that could be considered for life experience credits. The Dean's Office upon review and consultation with the student will grant approval for the student to develop a portfolio under the supervision of a faculty member to substantiate award of credits.

School for Business Graduate Degree Programs

- Master of Business Administration in General Management
- Master of Business Administration in Media Management
- Master of Business Administration in Financial Services

Utilizing Purpose-Centered Education as our teaching philosophy, the three MCNY MBA programs are specifically and uniquely designed to develop superior management practitioners capable of creating socially responsible corporate cultures where individual initiative, participation and autonomy result in enhanced productivity, improved product quality and increased profitability, while providing them with greater job satisfaction. To achieve this end, we fuse the acquisition of experiential industry specific skills and knowledge with the study of exemplary managerial, entrepreneurial and leadership practices by thematically integrating acquired knowledge gained through the execution of their Constructive Actions with classroom instruction in Dimension classes that inform the unifying Purpose each semester.

During each of the three MBA Purposes, for their Constructive Actions, students formulate Purpose-specific projects that are carried out over the course of the semester in one of 3 "real world" business environments or settings:

- **Existing Employment** – Ideally, students use their existing place of work for their Constructive Actions, provided that they can obtain information necessary for successful execution of the CA without violating their regulations regarding proprietary

information, etc. Students must obtain express consent from their immediate supervisor.

- **Internship** – Students can use a paid or non-paid internship to conduct their Constructive Actions each Purpose, which provides them with an immersion setting that allow students to actualize their Constructive Actions while simultaneously gaining practical business experience.
- **Mentoring** - Students can utilize an academically facilitated business mentor or an industry expert who has expertise and actual experience sufficient to provide significant business guidance and direction in the selected area of the students' Constructive Actions. Mentors must be approved by the Faculty member supervising the student's Constructive Action and will be secured from the College's Mentoring Program, The Business Programs Advisory Board, and/or the Adjunct faculty pool.

In the Purpose 1 Constructive Action, the *Strategic Industry Analysis Purpose*, MBA students are asked to engage in strategic industry specific research activities and field assessments of their identified business, product, and/or service improvement, to define the scope, nature, method, etc., of their identified business, products, customers, market segments and the geographical markets. For the Purpose 2 CA, the *Strategic Planning Purpose*, students develop entrepreneurial or intrapreneurial (corporate venturing) strategic business and marketing plans, while acquiring a real world assessment of the competitive environments and future performance prospects in furtherance of the development of their personal and unique ventures. In Purpose 3, the *Strategic Management and Evaluation Purpose*, students are asked to implement, manage and evaluate their planned business venture for their CA, which involves critical decision making, planning, and evaluation; processes that serve as essential learning tools because they require managers to critically integrate theory and practice in an ongoing fashion and making adjustments where necessary, to achieve their goals. As students progress from one Purpose to the next, they move within an integrated framework, where each semester provides the foundation

for the next. Each of the three Purposes represents an individual but essential phase of a long-term graduate-level business project, which combines applied knowledge and practice.

Admission to these MBA programs are competitive and requires the following:

- Official transcripts of undergraduate coursework from each college attended
- Verification of the awarding of a bachelor's degree on transcript of baccalaureate granting institution with an acceptable cumulative GPA
- Official transcripts of graduate coursework from any previous graduate school with a Cumulative GPA of 3.0 and above
- Applicants with less than the recommended grade point average must meet with the Dean. Conditional acceptances may be made requiring the student to earn a 3.0 in the first semester in order to continue
- Two professional references.
- An essay of 350 to 500 words describing the business venture the student will develop and work on during the program.
- "What I hope to gain by enrolling in the MBA program"
- For international students Official transcript(s) must be evaluated by either Globe Language or WES. (www.wes.org) | (www.globelanguage.com).

Sigma Beta Delta Honor Society

Students in the graduate and undergraduate business programs are eligible for membership in the Sigma Beta Delta Honor Society. Election to lifetime membership in Sigma Beta Delta is the highest honor a business student anywhere in the world can receive in an undergraduate or master's program at a school. Students, based on high academic achievement, and business school faculty members are the only ones eligible for membership in the Society. With more than 30,000 members worldwide, the Society's membership comprises the brightest and best of the world's business leaders.

To be considered for invitation to the Society, students must rank in the upper 20 percent of their class. Sigma Beta Delta membership provides recognition for a lifetime. Because the Society is recognized for honoring scholastic excellence in business, it is appropriate to include Sigma Beta Delta membership on one's resume. Employers throughout the country will recognize your academic achievements. Sigma Beta Delta members are also eligible to compete for the Society's fellowship awards, which annually assist five outstanding student members in continuing their education. Membership also provides excellent networking opportunities as members graduate and assume important positions in the business community. The Society publishes Aspirations Newsletter at least annually for distribution to the membership. The newsletter keeps the membership informed of Sigma Beta Delta's activities and current business issues.

Office of the Registrar

Ext. 5008 • registrar@mcny.edu

The Office of the Registrar maintains the official record for each student and performs a number of services for students such as registration, changes in status or programs, transcript requests, and graduation. The Office of the Registrar works in concert with the Office of Student Financial Services to help register students for classes each semester.

Registration for Classes

All students - new, readmitted, returning, and continuing students - should file the Free Application for Federal Student Aid (FAFSA) at the appropriate time prior to registration. MCNY requires students to file this form on-line. A new FAFSA must be filed for each academic year beginning with the summer semester. Recommended deadlines for filing are March 15 for summer, July 1 for fall and November 15 for spring. Special computers are located in Student Services, Admissions, and Financial Aid for this purpose.

All students including newly admitted student must see an Academic Advisor, who assists the student in selecting a schedule of classes by completing the Registration Form. Once the schedule is selected the Registrar will enter the courses in the student information system, generate a schedule and mail it to the student. All students should file the Free Application for Federal Student Aid (FAFSA) at the appropriate time prior to registration.

Students should review the aforementioned academic policies regarding class attendance, no-shows, adding, dropping, repeating or withdrawing from a course, and other regulations pertaining to registration.

Student Registration Holds

Prior to advisement for classes, students should check with their academic advisor to ensure that there are no Registration Holds. Holds can be due to a variety of factors such as missing official documents in a student's permanent file or an outstanding balance. Students who have a Hold placed on their registration by the Admissions Office, Office of the Registrar, Bursar's Office, or Financial Aid Office must take appropriate action to remove the Hold before advisement takes place. This must be accomplished prior to the second week of class in a semester, as no student will be allowed to register for class after this time.

A student who has not been officially registered may not attend classes at MCNY. The Office of the Registrar will only accept grades for students who have officially registered for class. MCNY faculty will only submit grades for students listed on the final Registrar's Class Roster.

Late Fees

MCNY publishes the periods of time for students to register before classes begin. All continuing and returning students who do not complete advisement by the published date for that semester will be charged a late fee. Students whose registration is delayed due to MCNY administrative procedures will not incur a late fee. As a rule, no student will be allowed to register for class after the second week of the semester.

Transcript Requests

The Registrar provides transcripts of students' academic record as requested. Students can request transcripts via Self Service or by filling out a Transcript Request Form, available in hard copy at our offices and on MCNY's website. The preferred method for requesting transcripts is via Self-Service.

(<https://selfservice.mcny.edu>)

There is no charge for the first transcript a student requests. There is a charge of \$8.00 for each subsequent transcript. Direct payment to MCNY can be made in cash or by money order only.

Students should allow three business days for processing of transcripts. Transcripts cannot be issued to any students who have a tuition or library hold.

Students Requesting Transfer Credits

If a student was previously enrolled at more than one institution of higher education, and is being awarded transfer credits, an official transcript from each institution must be provided. This documentation is required to properly evaluate coursework and award credit. It must be evaluated prior to the end of the fourth week of the student's first semester at MCNY, so it must be received before that time.

Program Change – Drop/Add Section of Time Change

If a student wishes or needs to change to another Purpose or to process a change in his or her schedule of registered classes, the student must process the program Drop/Add Form by the end of the second week of the semester. The Registrar will enter the change into the computer and print an updated schedule for the student.

Grades and Academic Assessment

Faculty inputs grades on IQweb after which the Registrar's office prints and mails the grade report to each student's home address.

Students can also view and print their grade from IQweb. Grades will not be given out over the telephone.

Review of Records

A review of records may be requested if the student feels that he or she received either an incorrect grade or an "Incomplete" grade for work that was completed. This is not the same as a grade appeal procedure outlined earlier. A Review of Records Form must be submitted to the appropriate Dean and to the Office of the Registrar for review. To request a review of records, it is necessary to provide the following information on the Review of Records form:

- Year and semester the Purpose was taken
- Instructor's name
- Any grade received that the student feels was incorrect

The Office of the Registrar will accommodate the request within 30 days of receiving it.

Name, Address and Other Changes

It is imperative that any changes in a student's name, address, or phone number be reported promptly to the Registrar's Office. For name changes, please use the Change of Name Form. This form must be notarized and accompanied by official documentation. Changes of address and/or phone number can be made via Self Service (<https://selfservice.mcny.edu>), or using the Change of Address Form, available at our offices. It is the student's responsibility to provide complete, accurate, and up to date information to the Registrar's Office.

Graduation

To be considered as a candidate for graduation, a student must meet all degree requirements (including financial obligations) for graduation and file the Graduation Application Form during registration for the semester he or she expects to graduate. If a student does not, for any reason, meet the requirements for graduation in the semester he or she filed the application, a new application must be submitted when the student seeks graduation again. This means that graduation applications are valid only for the

semester graduation is expected. They do not “carry over” to subsequent semesters.

Requests for Confirmation Letters

When a student needs a letter certifying enrollment dates, good standing, or other information relating to the College, the Letter Request Form must be completed. The confirmation letter can be picked up by the student at a later date, or mailed to a specified employer, educational institution, etc. Normally, it takes 2 to 3 days processing from the time the request is received. All enrollment letters require proof of the student’s attendance before any letter may be issued. A student must be in attendance for a minimum of one week to receive verification of enrollment for social service agencies, and a minimum of two weeks for all other organizations.

Office of Student Financial Services

PHONE: 212.343.1234 Ext. 5004 (Financial Aid) /
Ext. 5002 (Bursar)

FAX: 212.625.2072

EMAIL: sfs@mcny.edu

WEBSITE: <http://www.mcny.edu/financialaid/finaid2.php>

OFFICE HOURS:

Monday and Thursday 10am – 7pm,
Tuesday and Wednesday 10am – 6pm, and
Friday, 1pm – 6pm
We are also open every 1st and 3rd Saturday of the month
from 10am – 2pm

During registration periods, Student Financial Services offer you extended office hours. Please call in advance to inquire about these extended hours.

The Office of Student Financial Services provides financial assistance and payment plan options. Our primary role is to identify possible sources of assistance and financing options so that students can successfully complete their course of study.

MCNY offers financial aid in the form of merit-based scholarships, need-based grants and student employment, as well as student and parent educational loans.

In most cases, to receive financial aid, students must demonstrate financial need. Financial need is the difference between the total cost of attendance and the amount that a student and or family can reasonably be expected to contribute as determined by Federal guidelines using the Free Application for Federal Student Aid ([FAFSA](#)). Financial aid awards are “packaged” to meet the needs of the recipient within the framework of the funds available and may include:

- Scholarships and grants such as New York State Tuition Assistance Program ([TAP](#)) or Federal Pell Grants, which do not have to be repaid
- Federal Direct Loans which must be repaid to Department of Education, and Federal Work-Study, which requires that the student work for monies awarded

Applicant Eligibility

To be considered for financial aid at MCNY, an applicant must:

- Be accepted for admission to the college
- Be enrolled in an eligible program of study
- Be a US citizen or permanent resident of the United States.
- Have completed the annual [FAFSA](#) application by the appropriate deadline (*Recommended deadlines for filing are March 15 for summer, July 1 for fall and November 15 for spring*)
- Have completed the annual [TAP](#) application (*for Undergraduate New York Residents*)
- Not be in default on a federal student loan.
- Not owe a refund on a federal grant.
- Demonstrate financial need. (*Financial Need = Cost of Attendance minus Expected Family Contribution*)

- Students must re-apply for financial assistance every year by completing the requirements stated above. The award does not continue automatically beyond award period.
- Meet the requirements of the Satisfactory Academic Progress ([SAP](#)) Policy.

Transfer students must make sure that all financial aid is cancelled at the previous institution to ensure that there will be no delays in the awarding of financial aid at MCNY.

Application and Procedures

MCNY requires students to file their FAFSA application electronically at www.fafsa.ed.gov (school code **009769**), if they have not already done so prior to registration. Filing the FAFSA also initiates the TAP application process for undergraduate New York residents. The TAP application may be completed www.tapweb.org (school code **1099**). These applications must be filed/renewed on an annual basis. The financial aid year at the College covers the summer, fall, and spring semesters – in that order. Therefore, the summer semester is the first semester in the financial aid year.

It is not necessary to file federal income tax return(s) prior to filing for financial aid. Income information required to apply for financial aid may be estimated so there is minimal delay in processing financial aid awards.

The Office of Student Financial Services (SFS) has a dedicated computer lab where students may complete their financial aid applications. The SFS staff is also available to answer questions.

Students will periodically receive electronic notice of the status of their financial aid file, award, and student bill via their College email account (IQMAIL) and/or Self-Service account at <https://selfservice.mcnyc.edu/SelfService/Home.aspx>.

Payment of College Bills

MCNY maintains a single account for every student to which all charges and credits will be applied. A Statement of Accounts is

presented to student upon registration and published monthly to a student's [Self-Service](#) account.

Payment for tuition and fees are due by the start of each semester or by the due date listed on the billing statement. Financial Aid will release credits for grants, loans, and scholarships after verifying the accuracy of the information upon which the award was based. Typically, half of each award will be credited per semester. Any student who fails to pay the balance on the Statement of Account by the specified due dates will have a "Bursar Hold" placed on their student account and not be allowed to register, receive academic transcripts or diploma. Please allow sufficient time for mailing of your payments.

Payment may be made by Visa, MasterCard, American Express, Discover, check (US funds only), money order, travelers check, cash (in person only), and wire transfer, or through the College's electronic payment system, CASHNet, described in more detail in the next section.

Please make checks payable to MCNY and include the student's name and MCNY ID number on the face of the check to ensure accurate posting. Checks for tuition and fees charged to your student account should be mailed to:

**Metropolitan College of New York
Student Financial Services, ATTN: BURSAR
431 Canal Street
New York, NY 10013**

Please note: Payment to the college is the responsibility of the student. Payment is not contingent on receiving grades, receiving passing grades, or completing courses. In the event that a student's financial aid or loans are not realized, the student is responsible for paying any outstanding balance through other means. Failure to receive an invoice in the mail is not sufficient grounds to appeal college policy. It is the responsibility of the student to check their account balance online and remit timely payment.

Electronic Billing and Payment Through CASHNet

CASHNet is a new electronic billing and payment service offered by MCNY. Through this service, students will have the ability to check monthly billing statements and pay tuition and other expenses online.

Students will access CASHNet through the Finances Tab of MCNY's Student Portal - Self-Service. Once there, students will be redirected to CASHNet's secure portal to view official e-bills and/or make payments.

Tuition

MCNY charges tuition on a per semester basis. Students are liable for full tuition payment by the first day of class.

MCNY students receive a tuition rate guarantee provided that they attend consecutive semesters while enrolled in a degree program. Students who leave for one semester or more (excluding summer semester) and return, will be charged the current tuition rate for new students. *The College reserves the right to adjust the amount of Tuition and Fees whenever necessary.*

Refunds for Degree Students

Students, who withdraw, take a leave of absence, or drop a course(s) after the first day of classes are responsible for tuition charges. The tuition refund amount for dropping any or all courses is based on the date the student drops the course(s). The tuition refunds policy is as follows:

Before semester begins	100%
Through the first week of semester	75%
Through the second week of semester	50%
Through the third week of semester	25%
After the third week of semester	No Refund

Any adjustment of aid for dropped courses, withdrawals, and leave of absence will be determined by the Bursar's office. Students who are due a refund for financial aid or loan funds in excess of their college charges will first have refunds posted to their student account. It can take up to two weeks from the date it was posted for refund checks to be received by students. Refund checks are mailed to student's official mailing address with the college. Please note that MCNY disburses aid in the following order: loans, federal grants, state (TAP) grants, and lastly institutional scholarships. Hence, student refunds usually occur towards the end of the semester.

Book Advance

Students eligible for a student refund can apply for a book advance, which can be used through MCNY's partnership with [Akademos](#), a virtual bookstore, to offer students the option of purchasing books online for below list price. Undergraduates can receive a credit line of up to \$300 while graduates can receive up to \$500 for book purchases. If you do not use the line of credit, you will not be charged or if you spend less than your line credit, your account will reflect the actual cost. If your total purchase exceeds your credit line, you will have to pay the difference.

Education Tax Benefits

A portion of student educational costs may be deductible on Federal and State income tax return and therefore can increase tax refunds. Students should consult with an accountant to assure compliance with tax regulations.

Office of Student Services

Ext. 5009 • sts@mcny.edu

The Office of Student Services offers a comprehensive program of services designed to support students in their academic and personal endeavors. Primarily, the Office of Student Services manages academic advisement, enrollment, and orientation and plans strategies to improve retention and student success. In addition, the

Office assists students with all aspects of their academic coursework. This includes proofreading papers and tutoring in various subject areas and skills. Staff members are also available to discuss any personal concerns or problems students may have at home, school, or work. Finally, the Office coordinates programs to enrich student life, such as cultural activities and student government.

The Office of Student Services has the responsibility for planning, implementing, and evaluating student support systems for all students. Tutorial services can be requested in every subject, in either an individual or group format. Workshops on creating Constructive Actions, as well as writing skills in general, are also periodically offered by Student Services. Advisement on both academic and personal issues is always available from our courteous staff. The office also provides career planning, referral services, and personal or family counseling on request.

New Student Orientation

Participating in New Student Orientation is the first step towards success for students. Whether attending MCNY for the first time or returning after an extended break, whether you're an adult learner or a student coming to MCNY directly from high school, orientation is an effective introduction to the College. This event provides students with information about the School for Business and the Audrey Cohen School for Human Services and Education. Orientation includes presentations that teach students how to navigate through the complexities of college life. Students receive information about the offices of Career Services, Registrar, Bursar and Financial Aid. Orientation is a great opportunity for students to meet and get to know their peers. Activities that promote student intervention and networking are an integral part of their day.

Academic Advisement

All students must complete academic advisement at the Office of Student Services prior to registration. Advisors are well versed on the intricacies of MCNY's policies and procedures, as well as the

various degree requirements for all curricula offered. Advisors follow the students' progress, check for registration holds, and work with students to ensure that all credit requirements are met in an efficient manner so that they can obtain their degree in the shortest amount of time. Students can meet with advisors to discuss many aspects of their academic pursuits, from developing a schedule to understanding policy. Most administrative changes to a student's educational track, such as adding and dropping courses or changing programs, require advisement that begins in the Office of Student Services.

Skills Development

Our comprehensive skills development program offers assistance in basic college skills as well as various academic areas. Basic college skills include time management, study skills, note-taking, interpersonal skills, research, essay writing, developing outlines, writing structure, brainstorming for ideas, and basic approaches to critical thinking and writing. Skills development support is offered both one-on-one and for small groups.

Academic Resource Center

Student Services maintains a comprehensive collection of academic support materials. Students will find textbooks, reference works, workbooks, self-help books, academic support materials, graduate school catalogs, and sample Constructive Actions. Constructive Actions and textbooks cannot be copied and may not be taken out of the office. To view any materials from the resource center, students must present a valid I.D. card to the Student Services staff. The materials must be signed out when taken and signed in when returned.

Disability Services

Metropolitan College of New York is committed to assuring that every student has access to all services, programs, and activities offered by the college. MCNY will grant qualifying students reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act

Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998.

Students who require accommodations because of a physical, learning or other disability must be evaluated by the Office of Disability Services located in room 1269. In order to receive accommodations students must submit official documentation from a licensed medical professional. Documentation must be on official letter head. Student must also submit an application for accommodations which can be obtained on the College's web-site or through the Office of Disability Services. This information must be presented to The Coordinator of Disabilities Services during advisement and no later than the 1st week into the semester in which you are seeking accommodations for.

If the requests for accommodations are APPROVED, the Coordinator generates a Letter of Accommodation (LOA) which documents what accommodations have been granted. The student is responsible for promptly collecting this letter and presenting it to the instructor. The LOA must be presented to the instructor at the beginning of the term and no later than the 1st week of classes.

Please Note The process of accommodations can take up to 10 business days, therefore students seeking accommodations are encouraged to start this process well before the start of the semester.

Policies Regarding Accommodations

- Accommodations are NOT retroactive (students cannot seek accommodations for class work prior to registering with the OAD)
- Accommodations are not guaranteed from semester to semester. Students must meet with Coordinator of Disabilities Services every semester to determine eligibility for accommodations even if accommodating and permanent or long term condition.
- Students receiving accommodations are still required to complete all necessary course work and degree requirements.

Confidentiality

All information provided to ODS is confidential. The specific nature of the Disability is not shared with anyone outside of the ODS unless students requests this and signs a release form.

International Students

Students who have entered the country under F-1 Visa status should familiarize themselves with the requirements of maintaining their student status, including: academic standing, full-time enrollment, traveling outside the United States, employment, duration of status and changing academic programs. You can discuss these with your Academic Advisor in Student Services or the DSO in Admissions.

Advisors in the Office of Student Services can provide support and guidance for students in both academic and non-academic areas. Many times the greatest challenges for international students come from transitioning into life in a different country. The Advisors in Student Services are an excellent resource for finding the answers to such questions. They are here to help international students become oriented to life at MCNY and life in the United States.

Students enrolled in their final semester are encouraged to seek out advisement from an International Student Advisor early in their final semester if they plan to seek Optional Practical Training. The resources of the Office of Career Services are available to all students. Career Services can advise you on preparing your resume, how to search for employment and preparing for an interview. You can also meet with Career Services to discuss your professional plans for the future.

Student Life

Students who develop networks with shared interests generally have a more fulfilling, well-rounded college experience. Involved students motivate each other and are generally more successful in attaining their academic goals. A cohesive student body, which recognizes its common concerns and goals enables students to better represent themselves as a constituency at the College and enhances the quality of student life. Student Services develops and plans activities with this goal in mind. These include: cultural activities and trips, movie

nights, luncheon seminars, and personal, career and academic workshops. The Student Activities committee sponsors many of these events. If you are interested in helping, or in scheduling a special event, contact the Office of Student Services.

Publications

The Office of Student Services produces a variety of publications to enhance student learning and disseminate important information. Useful academic publications include a Guide to APA Citation and Reference, a Study Guide for Accounting, and a College Study Skills Manual. Student Services also publishes The Crystallizer, the school newspaper, each semester. Students are encouraged to contribute and write articles about their experience at MCNY to be included in The Crystallizer.

Identification Cards

Students are required to carry a valid MCNY I.D. at all times. I.D. cards must be presented to College officials and security staff upon request. College I.D. cards are issued through the Office of Student Services, free of charge. There is a \$10.00 fee for replacement cards. When obtaining an I.D. card, students should bring their printed schedule as proof of registration. I.D. cards must be validated every semester, upon registration. Validation stickers are available in Student Services and the Registrar's office.

Student Participation in Governance

The Office of Student Services facilitates the operation of the MCNY Student Government Association. In line with the College's philosophy of empowerment, an ongoing Student Government is encouraged, giving students a medium through which they can make their voice heard and achieve change. Students must be in good academic standing in order to hold office in Student Government. If you are interested in becoming an active member, please contact Student Services for further information.

Access to Services

All students are invited to take full advantage of the services offered. In order for the Office to better monitor the services we provide, we ask that students sign in and out when coming to Student Services. In addition, students are reminded that College telephones,

administrative computers and other office equipment are not for student use.

Beta Mu Iota Chapter of Phi Theta Kappa International Honor Society at MCNY

Phi Theta Kappa is a prestigious academic honor society which celebrates and promotes academic excellence and leadership as well as community service. Recognizing the academic achievements of students in a two year program, it is the world's largest international honor society. The Beta Mu Iota Chapter was chartered in May of 2003 at MCNY. In addition to the acknowledgement of their academic achievement within the College (and beyond), members have exclusive access scholarships and participate in leadership training as well. New members are invited to apply to Beta Mu Iota on an ongoing basis. Applicants should have a minimum GPA of a 3.7, have earned no more than 60 credits and cannot have completed Purpose 6. In addition, two written recommendations from two full-time MCNY faculty members are required. All faculty members are invited to recommend outstanding students to the faculty advisor and encourage eligible students to join the honor society. Further information is available at Phi Theta Kappa's website www.ptk.org.

Learning Enhancement Center

The Learning Enhancement Center (LEC) has a sincere commitment to preparing students for academic success in class and to developing professional relationships with students, staff, and faculty. The LEC's Mission is to improve student learning by providing academic support for the students outside the classroom and maximizing intellectual growth by encouraging self-assessment as students develop stronger reading, writing, math, and study skills.

In order to fulfill this mission, the Learning Enhancement Center's workshops and tutorial sessions strive to accomplish the following:

- Encourage the values of self-directed learning and critical inquiry

- Address the student's academic needs through learning goals and assessment of growth in areas where improvement is needed.
- Facilitate the development of proportional, statistical, and algebraic reasoning to improve problem solving skills
- Promote the practices of pre-writing, drafting, revising and editing as essential stages of the writing process.
- Support faculty and staff in their integration of critical thinking topics in math and writing topics
- Improve application and transference of multiple skills to academic and professional settings.
- Assist students in developing the skills they will need for the lifelong process of independent learning

To schedule an appointment contact: Sandra Ariza;
sariza@mcny.edu or call 212-343-1234 ext 2438

Writing and Math specialists are available Monday through Friday,
 11-7pm, Saturday 11-5pm

MCNY Mentors Program

Ext 2437 • mentor@mcny.edu

Mentors are students, staff, or alumni of the Metropolitan College of New York. They provide students with a support network of seasoned academicians who act as resource persons, coaches and guides. Mentors can be particularly useful to you especially if you are enrolled in Purposes 1 - 4. Mentors will assist you with any uncertainty you be having related to your academic studies at MCNY and provide:

- Assistance with assignments
- Training in research skills and techniques
- Skills development in study skills and writing
- Personal coaching and guidance
- Conflict resolution
- Student Advocacy
- Coaching sessions for overcoming test anxiety

- One-on-one tutoring or working with assigned classes with faculty

Mentors can assist you at any MCNY location. You may be referred to one by your faculty or you can ask to be assigned to a mentor. Mentors are flexible and can work with you through telephone, e-mail or face to face. You and your mentor can decide what kind of session works best for you. You can even become a mentor. If you have a GPA of 3.7 or higher, are in Purpose 4 or above, and submit a letter of recommendation from a faculty member to: Coordinator, Mentors Program. Students selected to become Mentors must participate in a mandatory Mentor and Leadership Development training session.

Office of Experiential Learning

The Office of Experiential Learning (OEL) maintains the integrity of Purpose-Centered Education (PCE) by overseeing the fieldwork process. The OEL provides academic administration for the fieldwork component of the curriculum, represents the College by developing and maintaining relationships with field site supervisors, serves as a liaison between students, faculty and field site supervisors and supports the College community's efforts to examine the direction of experiential learning and its impact on the Human Services, American Urban Studies and Business undergraduate curricula.

Responsibilities of the Office of Experiential Learning:

- Develops guidelines for fieldwork practices
- Supports MCNY undergraduate curriculum development
- Conducts site visits to assess agency appropriateness
- Serves as a liaison between students, faculty and agencies regarding MCNY's fieldwork policies
- Advises students on suitable placements
- Troubleshoots problems in the field
- Collects and tabulates fieldwork data

Field Placement Policies

Human Services:

Students in the Human Services program are expected to intern at human services agencies at least 14-hours per week 14-weeks each semester. Students may intern at government agencies or organizations with 501(c)(3) tax filing status. All internships must be approved by the student's instructor as some internship sites may not be appropriate for the semester's theme. Exceptions to this policy will be made on a case-by-case basis and require faculty and/or Chair approval.

American Urban Studies:

Each semester students engage in experiential learning activities developed by students with the guidance of the field practicum instructor. Activities range from organizing health fairs to working with community boards to make positive changes in New York neighborhoods. All experiential activities must be approved by faculty

Office of Career Services

Ext. 5003 • careerservices@mcny.edu

MCNY's Office of Career Services provides a vital link between students and employers. We believe that career development is ongoing and starts when you begin your college studies - not just before you graduate. Previous work experiences ranks among the most important factors in a employer's decision to hire applicants. Our staff assists students in finding the right internship or job for each semester. Career Services provides students with the appropriate guidance and resources for securing employment while working toward their degree. Bi-Annual Career Fairs, Internship Fairs and Vault are just some of the features helping students and alumni find jobs by providing direct or indirect contact information to prospective employers or internship providers.

The Office of Career Services offers a wide range of different services and programs to enhance student career development,

including:

- Workshops in resume writing, interview skills, utilizing the computer and electronic job hunting, creating a career portfolio, personality testing and careers, career planning, career evaluation, finding a job and business etiquette
- Individual career counseling, resume critiques and revisions
- Job and internship fairs
- Assistance in job search correspondence ,e.g. cover letters
- Interviewing tips
- Tips on negotiating salary
- Coaching on networking skills
- Strategies for employment success
- Employment and internship search assistance
- Long distance job search assistance
- General organizational skills
- Making a career change

Students and alumni can expect prompt results if they are motivated to achieve their defined goal. Career Services will provide strategies and steps for each student to take toward advancing in his or her career. Students will be expected to follow through on the feedback they receive and will be given the time and space needed to accomplish their tasks with our full support.

Opportunities abound for MCNY student looking for the perfect combination of study and work. Our Career Services Office helps place students in any number of exciting internship settings. Undergraduate students are required to work or intern for fourteen hours weekly (after their first semester) and are required to secure an internship field assignment by the 7th week of the first semester. MPA students are required to work or intern for twenty-one hours weekly immediately upon commencing their studies with us. We can help you find the right internship setting to help you develop into the career professional you aspire to become. If a student is unable to perform satisfactorily at the internship or work site, the College, based on its assessment of the student's performance, may either help the student secure another placement or recommend the student

for withdrawal. Student-practitioners who do not meet the standards of attendance and satisfactory completion of work agreed to by the organization are subject to termination by the College and the organization.

Library and Computing Centers

Ext. 2001 • library@mcny.edu

The Library's Online Catalog, lists the books, databases, journals, DVDCD-ROM and reserve course materials in the Library collection. It can be accessed remotely from the Library web page: mcny.edu then click on the "Library" tab, and on site in the Libraries, the Catalog is available on the public workstations. The Library's collections may be subdivided into three categories: The Circulating collections, which can be borrowed from the Library, the Non-circulating collections, which must be used in the library, for example, newspapers, magazines and journals, and reference books that must be used in the Library, and the Reserve collection, consisting of materials set aside by Professors for use in two-hour blocks. For detailed information on the Library's rules and regulations, loan periods, fines, etc. refer to the Library Handbook available on line on the Library Web page. The library also has an extensive electronic collection of over eight thousand full-text journals and e-books. The electronic collections are accessible both on site and remotely. Finally, the Library subscribes to services that allow one to borrow books and articles from other libraries (Interlibrary Loan) and to use materials on site in other libraries (METRO cards).

Library Facilities Policies

- FOOD OR DRINK OF ANY KIND is not permitted
- CELL PHONE USAGE is not permitted
- SMOKING and RADIO PLAYING are not allowed
- Professional behavior is expected of all users and offensive language or behavior will not be tolerated
- The noise level should be kept to a minimum
- Students should be respectful of others

- Children are not allowed

Computing Center

The Learning Center provides computer resources and software applications for students and faculty as well as providing audio-visual equipment for use in the classrooms. The Computing Center has workstations that can be used by the individual student or collectively in classes. Students can work on their research papers at the Center as well as obtain help using the computers and software for their assignments. Microsoft Office as well as various specialized applications is available. There is always a staff person on duty in the Computing Center. The staff of the Center provides assistance on the basic use of software programs, ensures the proper use of Center equipment, and monitors adherence to the rules of the Center. In the event that you have questions, problems or difficulties retrieving information while using a computer in the Computing Center, or are having problems with software please speak with a staff member. Staff members are not able to assist the student with grammar or paper content. Students who are in need of this type of assistance should make an appointment with Student Services or the Mentoring Program. Any comments, suggestions or inquiries should be directed to the Computing Center at ext. 3903 or 3904.

Computer and Internet Use Policy

Authorized Users: MCNY students, alumni, faculty and staff are authorized users and these facilities are exclusively for their use. Currently the Computer Labs require all users to present an MCNY ID to the staff member on duty whenever they wish to use the Lab and to follow the sign-in procedure described below.

Restrictions on use. Use of the Library Computer Labs is restricted to research, completing assignments and checking email. Gaming, shopping, online chat and other non-academic uses are not allowed. College library and computer facilities may not be used for personal business endeavors or recreational use.

Internet Usage. The Library Computer Labs provide students with Internet access for educational purposes only. Internet access is

provided to allow students to obtain research and educational material for their studies and papers. The downloading of non-educational materials, and accessing inappropriate or sexually explicit materials is strictly forbidden.

Unattended computers. Computers left unattended for 15 minutes or more will be considered vacated and may be reassigned. Students MUST take their external storage and personal belongings with them whenever they leave the Library. Staff members of the Library are not responsible for lost or stolen articles.

Downloading and Saving. Library staff members are not responsible for any coursework left on workstations. Files left on workstations are subject to deletion.

Printing. Students are urged to use College printers responsibly. Limiting printing to documents that are necessary reduces strain to the College's printing resources and the environment. Printers should be used only for documents of less than 50 pages only. If you need to print a larger document you should consult with a staff member. Printers should not be used to print multiple copies of a document; if multiple copies are necessary (and in compliance with the copyright law), a photocopier should be used. A maximum of 3 copies of a document of no more than 5 pages may be made using College printers. Like the computers, printers may be used only for College related purposes. Students found to be using computing facilities for personal use or violating the guidelines on copying may have their library privileges revoked.

Alumni. Alumni are permitted to use the College library facilities after graduation. An alumni identification card must be obtained through student services. Students who are not currently enrolled but were enrolled the previous semester may also use the library facilities, and must present a student identification card with a validation sticker indicating enrolment the previous semester. Library use privileges shall not include borrowing privileges. Alumni must not have any outstanding balance owed to the College, and must abide by all College rules and regulations. Library privileges may be suspended or revoked in the discretion of the

library personnel for non-compliance with College rules and regulations. Library personnel may grant priority to current students for use of library amenities such as computers as they believe is appropriate under the circumstances. Use of the library by alumni shall be reserved for scholarly research activities.

Email Use Policy

All registered students will be issued a College based email account. This is the official method of communication to all students at MCNY. Email has become a preferred method of communication at most colleges and universities because it delivers information in an efficient, timely and environmentally aware manner. Our policy ensures that students have access to this form of communication. It also ensures for a uniform method for all members of the MCNY community, including faculty and staff, to communicate with students.

College Use of Email

As the official method of communication, the college will send information to students via email, and only to the college assigned email address. Students will be responsible for reading all MCNY related communications in a timely fashion. Students will be responsible for any consequences that may occur should they not read their college email.

Student Use of Email

Students are expected to check their email on a frequent and regular basis. *The college recommends checking email at least twice per week.* Students may use the MCNY email system for personal use. The following uses of college's email system are not permitted:

- Personal and/or non-college business enterprises
- Promotion of products or services for personal gain.
- Distribution of email chain letters, junk mail and games.
- Transmission of material that is fraudulent, sexually explicit, obscene, threatening or harassing.
- College-wide, or broadcast emails (see below). All use of email will be consistent with other MCNY policies and

standards of conduct. All use of email must be consistent with local, state and federal law.

Broadcast Email

Students are not permitted to send college-wide emails. Individuals or groups wishing to do so must contact the Office of Student Services for further details on the policy and procedures for such use.

Redirecting Email

Students may elect to redirect (forward to another email address, such as Yahoo, AOL, Hotmail, etc.) messages that are sent to their MCNY email address. Information on how to do this is included in the College's student manual for email use. The College is not responsible for the handling of email by outside vendors.

Privacy

Students have no expectation of privacy regarding their use of MCNY computing resources, including the MCNY email system. All MCNY computing resources are the property of MCNY, and all material sent, received, or stored through the MCNY email system may be reviewed, monitored, intercepted, disclosed or deleted by MCNY at any time without notice.

Violations

Violations of this policy shall be considered a violation of the student Code of Conduct, and addressed accordingly. Violations of the policy will result in appropriate action, including loss of email privileges, loss of computer privileges, or referral to the appropriate authorities. Repeated, egregious, or malicious abuse of these guidelines may be cause for more serious disciplinary action.

Copyright Violations and Peer to Peer File Sharing

It is your responsibility to avoid downloading or sharing music, video or software files with anyone unless you have received explicit permission from the copyright owner or have paid a fee to obtain distribution rights for the materials. In most cases, the copyright

owner is the publisher, producer, or performer of a song, program, album, or film. If you are using a peer-to-peer (P2P) file sharing program to share copyrighted material without permission you are exposing yourself to great risk. In addition to enabling illegal activity, P2P software use also has the potential to consume large amounts of network and Internet bandwidth. To reduce the impact of this activity the College employs technologies to block P2P file sharing on campus. If you have downloaded file sharing applications, you may have difficulty connecting to the College's networks. You should remove such programs from your computer.

The Recording Industry Association of America (RIAA) has aggressively taken legal action against individuals believed to have offered music files over the Internet. As of this date, the RIAA has issued over 2000 subpoenas, many against College students.

If the College receives notification that a student has engaged in infringing activity, it will investigate the complaint, and, if appropriate, notify the student to take down the offending material and cease from engaging in such conduct or block network access. In addition, students who violate copyright law by engaging in unauthorized file sharing may be subject to discipline under the College's disciplinary procedures, as well as subject to civil and criminal prosecution, as detailed below.

Civil Liability: Persons found to have infringed may be held liable for substantial damages and attorneys fees. The law entitles a plaintiff to seek statutory damages of \$150,000 for each act of willful infringement.

Criminal Liability: Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of \$250,000.

Fair Use and Copyright Violations

Any work published after 1923 is protected by copyright regardless of whether a copyright notice is attached, including works on the internet or other electronic format as well as printed materials. As a

general rule, a work protected by copyright may not be copied by anyone other than the holder of the copyright. Some limited copying is permitted for in a classroom setting under what is known as the “Fair Use Doctrine.” This doctrine permits limited reproduction of a copyrighted work for the purposes of criticism, comment, news reporting, teaching, scholarship, and research. There are four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

Although it is typically permissible for a student to copy an excerpt of a larger work for personal academic purposes, there is no specific number of words, lines, or notes that may safely be taken without permission. Photocopying **SHOULD NEVER** be used as a substitute for purchasing required materials. Instructors at the College are encouraged to use coursepacks and to place materials on reserve in the library to reduce the materials students must purchase.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

MCNY Website

A wide range of educational information and resources are available to students via the MCNY website: mcny.edu. The site provides information on financial aid, registration, student and career services, MCNY academic programs, policies and procedures. Students, staff

and alumni can find books, articles and databases by accessing the Library link. The MCNY website also has current information on event schedules, open houses, academic calendar, student government, Urban Dialogues and other essential information.

INDEX

- academic advisement, 50, 51
- Academic Conduct and Student Integrity, 4
- Academic Misconduct, 5
- [Academic Overview](#), 34
- Academic Probation, 5, 9
- Academic Progress, 8, 40
- Academic Requirements**, 35, 42
- Academic Resource Center**, 51
- academic standing, 8, 17, 52, 53
- Access to Services**, 53
- Add/Drops**, 15
- [Admissions](#), 11
- Advanced Standing, 14, 36, 38, 39, 40
- Alcohol**, 24, 33, 41
- Articulation Agreements**, 13
- Associate of Arts**, 36
- Associate of Science**, 14, 43
- Attendance, 6
- Audrey Cohen College, 3
- [Audrey Cohen School](#), 35
- Bachelor of Business**, 43
- Bachelor of Professional Studies**, 36
- Bronx Center, 4
- [Career Services](#), 55
- CASAC**, 41
- CASHNet, 50
- Changing Academic Programs**, 11
- Cheating**, 4
- children on campus, 25
- Class Schedules, 12
- [Code of Conduct](#), 20, 58
- College-Level Examination Program (CLEP)**, 44
- Collusion**, 4
- Computing Center, 56
- Confirmation Letters**, 48
- Constructive Action document, 19
- Copyright Violations**, 58
- Counseling**, 29
- Credit by Examination**, 14
- cumulative grade point average, 7
- Dean's List, 10
- Dimension classes, 15, 34
- Disabilities**, 17, 51, 52
- discrimination, 17, 20, 21, 27, 28, 29
- Distance Learning**, 13
- diversity, 3
- dropping or withdrawing from classes, 15
- Drug-Free Schools**, 24
- email, 11
- Email**, 57
- Fabrication**, 4
- Family Educational Rights Privacy Act (FERPA)**, 19
- Field Practice**, 36
- Financial Aid Eligibility**, 24
- Free Application for Federal Student Aid (FAFSA), 46
- Full-time status, 8
- General Grievance Procedure**, 23
- Grade Appeals, 10
- Grade Point Average, 7
- Grades, 7, 8, 36, 47
- grading system, 8
- Graduate Standing, Academic Warning, Probation and Dismissal, 9
- Graduation**, 18, 19, 47
- Half-time status, 8
- Harassment**, 20, 26, 27, 28, 29
- Hazing**, 20, 30
- [Health and Well-Being](#), 23
- History of the College, 2
- Honor Society**, 42, 45, 53
- How Our Programs Work**, 34
- Identification Cards**, 53
- Illegal Conduct**, 20
- Immunization Laws**, 23
- Incomplete Grades, 7
- intellectual honesty, 4
- International Students**, 16, 23, 52
- Internet, 56, 58
- Internship and Worksite Standards**, 17
- internships, 55
- job placement, 55
- Late Fees**, 46

Learning Center, 56
Leave of Absence, 16
[Library](#), 56
loans, 12, 16
logo, misuse of, 23
Master of Business Administration, 44
Master of Public Administration, 41
MCNY Correspondence, 11
[Mentors](#), 54
Mission Statement, 3
Name, Address and Other Changes, 47
Obstruction, 4
Off-Campus Behavior, 33
Orientation, 51
part-time, 8, 12, 15
part-time student, 8
Penalties for Academic Misconduct, 5
Plagiarism, 4
[Policies Pertaining to Students](#), 4
Program Change, 47
Publications, 53
Purpose Seminar, 36, 43
Purpose-Centered Education, 2, 35, 42, 54
Redress, 33
Refund Policy, 15
[Registrar](#), 46
Registration for Classes, 46
Registration Holds, 46

[Registration Procedures](#), 11
Retaking a Class, 12
Returning and Re-Admitted Students, 14
Review of Records, 20, 47
school closings, 1
School for Business, 3, 34, 42, 51
[School for Public Affairs and Administration](#), 41
Security Procedures, 25
Sex Offenses, 32
sexual abuse, 32
Sexual Assault, 20, 25, 26, 28, 29
Sexual Harassment, 26
sexual misconduct, 32
SMOKING, 56
Student Government, 53
[Student Services](#), 50
Student Status, 8
Study Abroad, 17
The Crystallizer, 53
Transcript Requests, 47
transfer students, 13, 16
UNDERGRADUATE STANDING, ACADEMIC WARNING, PROBATION AND DISMISSAL, 9
Violence Policy, 30
Waiver Accept Students, 15
Weapons, 31
website, 2
Withdrawals, 15
Women's Talent Corps, 2