

# Student Handbook

212.343.1234 Ext. 5009 // [www.mcny.edu](http://www.mcny.edu)

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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## Letter from the President

Welcome to Metropolitan College of New York (MCNY)! All of us— faculty, staff and administration—are excited to provide you with an outstanding educational experience that will help you achieve your goals and empower you to make positive changes in your workplaces and communities.

This Handbook is a guide to navigating your college experience. The Handbook explains MCNY's academic policies, procedures, and requirements. In addition, MCNY's website ([www.mcny.edu](http://www.mcny.edu)) provides up- to-date descriptions of our academic programs and courses, financial aid, registration, daily activities and special events. Please

review the sections that pertain to you. Together, the Handbook and website provide an overview the unique, purpose-centered educational opportunities offered by MCNY and outlines your academic responsibilities.

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 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.

We are proud that you have chosen MCNY. We look forward to working with you towards a successful academic experience and professional success after graduation.

Joanne Passaro, Ph.D. President

## History of the College

The College was founded in 1964 as the Women's Talent Corps, an 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**

### **Notice of Nondiscrimination**

MCNY is committed to providing a learning and working environment not impaired by unlawful discrimination. MCNY prohibits discrimination or harassment by students, employees, or third parties against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected category in the admission to and administration of its educational programs or the employment of individuals in College administered programs and activities.

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972 ("Title IX"). Consistent with Title IX and other federal, state and local laws, including Article 129-B of the New York State Education Law, and MCNY policy, the College is committed to maintaining a community that prohibits sex discrimination, including sexual harassment, sexual violence, and gender-based misconduct.

For College procedures and resources regarding sexual and gender-based misconduct please refer to the [Policy and Procedures for Sexual Assault Prevention and Reporting Sexual Misconduct](#).

As stated above, and consistent with Section 504 of the Rehabilitation Act of 1973 the College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. Inquiries regarding the application of Section 504 and its implementing regulation may be referred to the Section Title IX Coordinator named below or to the U.S. Department of Education, Office for Civil Rights. The College's Title IX Coordinator is responsible for the coordination of compliance with all aspects of Section 504.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Clotilde Ibarra  
*Dean of Students*  
*Title IX Coordinator/Title 504 Coordinator*  
Metropolitan College of New York 60 West Street

New York, NY 10006  
(212) 343-1234; [CIBarra@mcny.edu](mailto:CIBarra@mcny.edu)

U.S. Department of Education Office for Civil Rights  
New York - Region II 32 Old Slip, 26th Floor  
New York, NY 10005  
(646) 428-3800; [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## Campus Locations

Metropolitan College of New York offers classes and programs at two locations. Our Manhattan Campus is located at 60 West Street, New York, NY 10006 and the Bronx Campus is located at 463 East 149<sup>th</sup> Street Avenue, Bronx, NY 10455.

## Campus Hours

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

Students can attend classes, use the facilities, and pursue their degrees at either or both campuses.

## 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 or more of the following penalties:

- First-time offenders:
  - Failure or no credit for the academic task
  - A lower 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.
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 Chief Academic Officer to review the appeals process. The request must be sent within 10 calendar days of the Dean’s notification.
6. If the Chief Academic Officer 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.

**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.

**Grades and Symbols**

<u>Grade</u>	<u>Definition</u>	<u>Grade Weight</u>
A	Outstanding	4.000
A-	Excellent	3.667

B+	Very Good	3.333
B	Good	3.000
B-	Competent	2.667
C+	Fair	2.333
C	Satisfactory (Lowest passing grade for graduate students)	2.000
C-	Below Satisfactory	1.667
D+	Poor	1.333
D	(Lowest passing grade for undergraduate students)	1.000
F	Failure	0.000
	<b>The following are not computed in the GPA, but are counted in pace for graduation.</b>	
I	Incomplete*	
EI	Extended Incomplete*	
WP	Withdrawn with Penalty**	
FW D	Unofficially Withdrawn**	
FNS	No Show failure for the Course**	
A W	Administrative Withdrawal Effective SP 2020 the FNS will be replaced by the AW  Waived Credits	

W A		
TR	Transfer Credits	
	*As of SU 2019 ** With Tuition Penalty	

### 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.

Course	Grade	Grade Weight	Credits	Quality Points
Developing Career Goals	B	3	3	9
Contemporary Values and Classical Ethics	A	4	3	12
Principles of Business	C	2	3	6
Computer Applications for Profit and Non-Profit	B+	3.333	3	9.999
Critical Thinking and Writing through the Study of Literature	C+	2.333	3	6.999
<b>Total Credits/Points</b>		<b>3.000</b>	<b>15</b>	<b>43.998</b>

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.

A failure “F” is counted as a zero.

**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 they have failed. In addition, a student who 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.

## **Incomplete Grades**

A student may request a grade of Incomplete if a majority of the course requirements have been finished but extenuating circumstances prevent the completion all course work during the semester. The granting of the Incomplete is at the discretion of the course instructor. The instructor will consider circumstances such as medical emergencies, death in the family or call to active military duty in this decision. Students must submit course work by the date set by the instructor, but no later than the 7<sup>th</sup> week of the subsequent semester. The instructor will notify the Registrar of the Incomplete and the new deadline for submission of work. If the course work is not submitted to the instructor by the deadline that has been set, the Incomplete will change to an F. An Extended Incomplete (“EI”) is required to carry an Incomplete beyond the seventh week of the subsequent semester. To receive an Extended Incomplete, the student, the instructor and the appropriate Dean must all complete the EI Form that is available in the Office of the Registrar. If an

Incomplete or Extended Incomplete is changed to an F because deadlines for submission of course work are not met, the failed course must be repeated and tuition will be assessed for both the Incomplete and the subsequent course.

## **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 undergraduate students
- 3.0 cumulative Grade Point Average for graduate students

### 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 [https://www.mcny.edu/blog/faq-items/satisfactory-academic-progress/State Regulations](https://www.mcny.edu/blog/faq-items/satisfactory-academic-progress/State%20Regulations)

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 <https://www.mcny.edu/admissions-aid/financial-aid/financial-aid-faq/> 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 a 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 forward emails sent to your MCNY account to a personal account by logging on to [webmail.mcny.edu](http://webmail.mcny.edu). Click on the "gearbox" icon and under "My app settings" go to "Mail."

### 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, GED 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](http://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 first 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 15 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 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 15 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 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 15 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 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 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 above.

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 or 64 credits from an approved two year college.
- Master's 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](http://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 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 three full 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 enroll at 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 stop 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." 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 – for example, move from a day to an evening schedule – may do so at any time during the registration period, either through online registration in Self-Service or in person at the Office of Student Services. Changes to your schedule that are not completed through Self-Service require the completion of an Add/Drop form. Schedule changes (i.e.

Add/Drops) are only permitted through the last day of the registration period, which is the last day of the first week of the semester. Dropped classes do not appear on your schedule or transcript and tuition will not be assessed. However, a student cannot drop all of their classes during the first week of the semester. Such students must officially withdraw. A grade of “WP” will be entered for each course, and tuition will be assessed in accordance with the College’s published policy. 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. Students should refer to the Financial Aid section of the website or speak to a Financial Aid Counselor prior to withdrawing.

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 must 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.

### **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](http://www.wes.org)), Globe Language Services, Inc. ([www.globelanguage.com](http://www.globelanguage.com)), and ECE ([www.ece.org](http://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 advisor in the Office Student Services 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 Accommodations 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 ensuring 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.

For more information, go to: <https://www.mcny.edu/current-students/student-services/office-accommodation-accessibility-services/>

## **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 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 provided they follow the procedure below:

- The potential candidate will file an application for graduation with the Registrar 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.

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. 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**

All members of the MCNY community are expected to treat one another with dignity and respect. Together we seek to create a safe and comfortable learning environment for everyone. As such, students are expected to comport themselves in a professional, respectful manner and in ways that facilitate the College's mission.

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

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

Students must refrain from **Disruptive Behavior** such as:

- 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

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.

Infractions may lead to disciplinary action, up to and including expulsion, depending on the gravity or frequency of the offense. Below are the procedures for handling infractions, including conduct complaints.

### **Procedures 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. The institution's policy and procedures for handling matters regarding sexual misconduct, including sexual harassment and sexual assault, can be found in the document entitled [Policy and Procedures for Sexual Assault Prevention and Reporting Sexual Misconduct](#) found on our website.

### **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 if there is a credible allegation of a threat of physical harm, or where there has been a verbal and/or physical altercation. Such suspension shall last no longer than three business days. If, after the investigation, there is sufficient evidence to indicate that allowing the subject(s) on campus presents a risk, the suspension will be extended.

In some 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, and may present any relevant evidence.

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 and sexual assault claims shall not be subject to mediation directly between the parties, and the handling of sexual harassment claims is explained separately in the document entitled [Policy and Procedures for Sexual Assault Prevention and Reporting Sexual Misconduct](#) found on the MCNY website.

### **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
- Behavioral contract
- 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.

### **Disciplinary Appeals**

Decisions made by the Dean of Students or designee may be appealed, in writing, to the VP of Enrollment Management and Student Affairs 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. In cases where the student wishes to appeal the sanction, the VP may convene a **Conduct Appeals Committee**.

The Conduct Appeals Committee is comprised of two students, two faculty members, and one administrative staff member, all of whom are impartial. The Director of Student Services will chair the committee but will not be a voting member.

The student will be requested to attend. The hearing will be open only to individuals and witnesses who are invited by the Committee. The accused or complainant can request assistance for the meeting, subject to approval by the Conduct Appeals Committee. Individuals may not be accompanied by attorneys.

The Appeals Committee members may hear all testimony relevant to the complaint and will be allowed to ask questions of all parties and witnesses, if any. The student can offer evidence prior to or during the hearing. The Committee may choose to record the meeting at its discretion. Upon completion of the meeting, the Committee will meet in private to deliberate and determine if the sanction will be upheld. The recommendation and findings shall be based on a preponderance of the evidence standard. The final decision will be made and given in writing to the student. The decision of the Conduct Appeals Committee is final.

## **General Grievance Procedure**

A student who has an issue or complaint against the College 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 VP of Enrollment Management and Student Affairs or the VP of Academic Affairs. Their decision is final.

## **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 institution's policy and procedures for handling matters regarding sexual misconduct, including sexual harassment and sexual assault, can be found in the document entitled [Policy and Procedures for Sexual Assault Prevention and Reporting Sexual Misconduct](#) found on the MCNY website.

## **Policies and Procedures on 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. Failure to advise the offender will not invalidate the claim
- Immediately report the complaint, via email, call or in writing, to the Title IX Coordinator
- If the complaint is against an employee of the College or third party, the Title IX Coordinator will work with the Director of Human Resources or College Counsel for investigation.

The institution's policy and procedures for handling matters regarding sexual misconduct, including sexual harassment and sexual assault, can be found in the document entitled [Policy and Procedures for Sexual Assault Prevention and Reporting Sexual Misconduct](#) found on the MCNY website.

### **Other Types of Harassment and Discrimination**

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 is strictly prohibited. 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 procedures below.

### **Procedure for Reporting Harassment/Claims of Discrimination**

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

- Advise the offender that his or her behavior is unwelcome and request that it be discontinued. Failure to advise the offender will not invalidate the claim.
- Report the complaint in writing to the Title IX Coordinator
- If the complaint is against a student, the investigation will be undertaken by the Title IX Coordinator 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 Title IX Coordinator will work with the Director of Human Resources or College Counsel for investigation.

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, but may be limited in completing the investigation. Complaints will be 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.

In response to complaints against employees, the College will promptly conduct a thorough and impartial investigation to determine if 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/evidence 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 harassment cases will be notified of any sanctions that relate directly to the complainant if harassment is found to have occurred, for instance, sanctions that the harasser avoid contact with the complainant or leave the College.

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 any type of 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.

### **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.

### **False Claims**

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

### **Policies on Bias Crimes**

A hate crime, also known as a bias-related crime, is a criminal offense committed against a person or property, or 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.

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.

### **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.

### **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 co-workers or classmates should report their concerns to the appropriate College official.

### **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 Campus Safety Committee reviews current campus security policies and procedures and makes recommendation for their improvement. Students and employees are advised and updated regarding campus security procedures via email and/or website updates.

### **Public Safety/Annual Security Report**

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.

## **Other Prohibited Actions**

### **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, electronic cigarette, pipe, or any other substance that contains tobacco.

### **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.

### **Eating and Drinking**

Please confine eating or drinking of non-alcoholic beverages to the student lounge area.

### **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.

### **Use of Campus Facilities**

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

## **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.

## Overview of Academic Programs

### How Our Academic Programs Work

Enrollment in MCNY is offered three times a year, in the spring, summer, and fall. 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 are 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 term 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: Purpose, Constructive Action Seminar, Values and Ethics, Self and Others, Systems, Skills, and in the Audrey Cohen School for Human Services and Education as well as the School for Public Affairs & Administration, Internship/Work Experience.

Over the course of every semester, students 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.

### **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 among 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
- BIO CC 180 Human Biology and Life Sciences

The 2-1 *Common Curriculum* courses will be designated as a hybrid course, which are identified 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 110 minutes of course time will be onsite and the remaining 55 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.

### **Class Standing**

Because MCNY does not use a traditional two semester system, the below chart has been developed to indicate the equivalent grade level based on the number of credits a student has earned.

Based on 120 cr. Curriculum Cumulative Credits Earned	Grade Level
0-29	FR
30-59	SO
60-89	JR
90-120	SR
	SR (5 <sup>th</sup> year senior)

## 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 Associates, Bachelors and Master's degree programs utilizing MCNY's unique Purpose-Centered Education model. All programs require work and/or an internship setting where accelerated learning provides students 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](http://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 programs are 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 60 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 or 3 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 48 of their 60 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 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 fourteen 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 complete 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.

### **College-Level Examination Program (CLEP) and DSST**

(formerly **DANTES Subject Standardized Tests**)

A maximum of 32 credits, taken and passed through CLEP or DSST, 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. Please speak with your Program Director to determine which exams are acceptable for the individual programs. The number of transfer credits and credits granted by examination may not exceed those required for graduation with a degree from MCNY.

### **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 (Purpose 1) and the Developing Professional Relationships semester (Purpose 2) 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. 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. Students will also have to demonstrate competency or take any common curriculum courses in the purpose they are taking by advanced standing. Those who have transferred credits into a Purpose for which they wish to apply for Advanced Standing will discuss this with the Coordinator to receive partial credit for a purpose. The regular tuition charge will apply for any required courses 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](mailto: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 (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 the requirements for admission and continuation in the program are described in detail below. 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.

### **Policies of the Master in Science in Education Degree Program**

Admission to the MSED programs are competitive and requires the following:

1. A completed application with all official transcripts and documentation.
2. Evidence of an earned a bachelor's degree with a GPA of 3.0 or higher from an accredited institution of higher education. Applicants with a lower GPA may be considered for admission on a provisional basis based on professional experience and/or credentials. If admitted on a provisional basis, the student will be required to complete a

specified number of credits with an overall GPA of 3.0 in order to continue in the program. Upon application to the program, a student's transcripts will also be evaluated for appropriate liberal arts and sciences and content core coursework required for certification by NYSED Section 52.21.

3. A resume
  4. Two signed letters of reference from faculty/professionals attesting not only to the academic readiness of the applicant but also to his/her readiness to teach children.
  5. Proficient English literacy skills through coursework and an in-person writing sample taken the same day as the interview.
  6. Participation in a structured interview with the Program Director and/or program faculty.
  7. NYCDOE fingerprint clearance eligibility to work with children. The NYCDOE fingerprint clearance process begins immediately following notification of acceptance by the Program Director.
  8. Proof of Immunizations (New York State Public Health Law 2165 requires all students on or after January 1, 1957 to supply immunizations from Measles, Mumps and Rubella prior to registration.
9. Application Fee of \$45 (the non-refundable fee) which can be paid either by check, money order or on-line with a credit card via a secured server.

### **Admission to Purpose 2 (Student Teaching 1):**

Candidates must successfully complete Purpose 1 requirements, including the field experience, in order to be admitted to the first of two semesters of internship or student teaching. Successful completion of Purpose 1 is measured by:

- Ø Satisfactory evaluation on the Field Experience (minimum 120 hours)
- Ø Satisfactory completion of the *Pre-Student Teaching Assessment (Constructive Action 1)*
- Ø Passing grades on the Mathematics and Reading methods courses
- Ø *Child Study of a Student with Disabilities*
- Ø *Foundations of Special Education Examination*
- Ø Child Abuse training certificate \*
- Ø Maintain background clearance to be eligible to work with students during Student Teaching I
- Ø CBASE exam scores (administered for diagnostic purposes during Purpose 1)
- Ø Evidence of having passed the *Academic Literacy Skills Test (ALST)*

\* You will be given directions on how to complete the distance- learning Child Abuse training

### **Admission to Purpose 3 (Student Teaching 2):**

Candidates must successfully complete the Purpose 2 semester, including the first student teaching experience, in order to be admitted to the second student teaching experience and the third and last semester of the program. Successful completion of Purpose 2 is measured by:

- Ø Satisfactory *Student Teaching I Proficiencies Assessment* (minimum 32 days) by faculty supervisor and cooperating teacher(s)
- Ø Satisfactory completion of the *Lesson Planning Assessment (Constructive Action 2)* Assessment
- Ø *Integrated Thematic Unit Assessment*
- Ø Project SAVE Seminar
- Ø DASA (Dignity for All Students Act) training
- Ø Minimum 3.0 GPA
- Ø Maintain background clearance to be eligible to work with students during Student Teaching II
- Ø Evidence during Purpose 2 of having passed the *Education All Students (EAS)* test and passing the *CST-Multi-Subject: Teachers of Childhood(Grades 1-6)* test

### **Program Completion/Graduation:**

Candidates must successfully complete all requirements for the program and all assessments including:

- Ø Satisfactory *Student Teaching 2 Proficiencies Assessment* (minimum 32 days) by faculty supervisor and cooperating teacher
- Ø Satisfactory completion of the *Teacher Work Sample Assessment (Constructive Action 3)*
- Ø *Arts Diversity Project Assessment*
- Ø Minimum 3.0 GPA
- Ø *CST – Students with Disabilities*, and *edTPA - Elementary Education* score (Candidates must pass both the CST exam and the edTPA in order to receive certifications from the New York State Education Department).

### **Recommendation for Certification:**

In order to be recommended and achieve certification, candidates must:

- Ø Complete the on-line NYS TEACH application during Purpose 3  
<http://www.highered.nysed.gov/tcert/teach/>
- Ø Successfully complete all MCNY degree requirements Achieve passing scores on the NYSTCE tests: *ALST, EAS, CST Multi-Subject, CST Students with Disabilities* and the *edTPA - Elementary Education*.

### **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](mailto: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 (MPA) degree programs — the MPA in Public Affairs and Administration and the MPA in

Emergency and Disaster Management. Admission to the MPA programs requires the following:

### **Admission requirements.**

- A completed application for graduate admission.
- Official transcripts from all colleges/universities attended, with proof that a bachelor's degree was earned from an accredited college or university.
- Two professional letters of recommendation.
- Personal statement: a 350–500 word essay describing what the applicant hopes to gain from the master's degree program at MCNY.
- Resume.
- Interview with dean/director of the program, in certain circumstances.
- Completed field supervisor form. Completed letter of agreement.

### **Bound Constructive Action (CA) documents.**

Students in the MPA-PAA program are required to submit bound final versions of their CA documents for review and approval by their CA instructors. These bound versions are retained by the school.

## **Master of Public Administration (MPA) – Emergency and Disaster Management (EDM) Program**

### **Admission requirements.**

- A completed application for graduate admission.
- Official transcripts from all colleges/universities attended, with proof that a bachelor's degree was earned from an accredited college or university.
- Two professional letters of recommendation.
- Personal statement: a 350–500 word essay describing what the applicant hopes to gain from the master's degree program at MCNY.
  
- Resume.
- Interview with dean/director of the program, in certain circumstances.

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 (SPAA) 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. Induction letters go out twice a year (February and May). Inductions are held once a year for Summer, Fall and Spring graduates in June of their commencement year. For more information contact Dr. Philip Nufrio at Pnufrio@metropolitan.edu.

In addition to the two MPA degrees, the School for Public Affairs and Administration offers both an Associate and Bachelor of Arts degree in Emergency Management and Business Continuity.

### **Associate of Arts (AA) and Bachelor of Arts (BA) - Emergency Management and Business Continuity (EMBC)**

#### **Admission requirements.**

- A completed application for admission.
- Official high school transcript.
- Transfer students: official college transcripts from all schools attended.
- An admissions interview will follow and it will be determined if an applicant will be required to sit for the college's entrance exam. The determination will be made on one of the following:
  - high school grade point average (g.p.a.).
  - GED scores.
  - SAT scores if the applicant is a recent high school graduate. (The CEEB code for MCNY is 2157). Test must have been taken within the past five years.
  - If the applicant is a transfer student and has proof that he or she completed a college-level English and mathematics course with a grade of "C" or better.

#### **Life experience credits.**

MCNY embraces the premise that learning can occur both in and out of the classroom, from employment or career training, or community and personal experience. Many adult students come to the college with specific knowledge and experience that may match courses within its emergency management curriculum. This is particularly true of uniformed services personnel from the Fire Department of New York, New York Police Department, emergency medical services, and military services. The life experience program gives students the opportunity to apply their prior learning experience towards a college degree within the emergency management and business continuity program. Students interested in life experience credit should contact the program director for further information.

## 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 four

semesters, students focus on Self-Assessment and Planning for Professional Development, Working in Groups, and Marketing Analysis, Planning and Promotion. Each Purpose includes 15 credits in the following areas:

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 fourteen 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 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.

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 (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 14-week duration each semester, and can be completed in two years and eight months. The eight purposes of this track comprise 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 an Innovative Business Plan for 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.

### **Associate in Applied Science Information Technology**

The Associate in Applied Science Information technology, a performance-based degree comprising 60 credit semester hours that can be completed in one year and four months as full time student. The degree comprises four semesters (Purposes) in which the students focus on computer hardware and software, computer networking design and implementation, information privacy and security, and IT resources management using Microsoft Windows Server 2016.

Beside these hardcore IT skills, students also complete Constructive Action projects on Self-Assessment and Career Development in IT, Developing Professional Relations in the IT Industry, Developing Network Design for Business and Designing E-Technologies Solutions for Business.

Each Purpose includes 15 credits in the following areas:

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

Upon graduation from this program the student can sit for CompTIA A+, Network+, Security+ and Microsoft MCP and MOS certification exams.

**Bachelor of Business Administration (BBA) in Information Technology management**

The Bachelor of Business Administration (BBA) in Information Technology management is a performance-based program in the School for Business requiring 120 credits to graduate. The program comprises eight Purposes (semesters) each of 15 credits and 14 weeks duration and can be completed in two years and eight months as full-time students but less time with transfer credits. This degree program focuses on the analytical and managerial skills of the information systems professional beside imparting skills in the advanced computer technology, such as Cloud computing, mobile applications and web development, IT risk and project Management, database development and administration, data analytics, and cyber- security management. The curricula also embrace business and management competencies to prepare students for the ever-changing information management field.

Each Purpose comprises 15 credits in the following areas:

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

The graduates of this program can sit for CompTIA A+ computer technician, Network+, Security+, Cloud+, Mobility+, IT Project+, CSA (Cybersecurity Analyst); ISC<sup>2</sup> CISSP (Certified Information Systems Security Professional); and Microsoft MCP (Microsoft Certified Professional), MCSA (Microsoft Certified Systems Administrator), and MCDBA (Microsoft Certified Database Administrator) certifications beside MOS (Microsoft Office Specialist).

### **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
- Master of Business Administration in Health Services and Risk Management

Utilizing Purpose-Centered Education as our teaching philosophy, the four 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 four 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 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
  - 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](http://www.wes.org)) | ([www.globelanguage.com](http://www.globelanguage.com)).

### **Xi Alpha Chapter of Delta Mu Delta (DMD)**

The Xi Alpha Chapter of Delta Mu Delta (DMD) is a business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities and here at MCNY. Delta Mu Delta International Honor Society in Business is one of the oldest academic societies. Its mission is to create a DMD community that fosters the well-being of its individual members and the business community through life-time membership. This society is the International Honor Society for business programs accredited by Accreditation Council for Business Schools and Programs at the baccalaureate, graduate and doctoral levels. Students who qualify for invitation to this Society are in the top 20 % with .25 above B for juniors/seniors, .6 above for masters in their graduating class. As the highest national recognition a business student can earn, it is appropriate to include Delta Mu Delta membership on one's resume.

### **Office of E-Learning**

[elarning@mcny.edu](mailto:elarning@mcny.edu)

This office was established to assist students and faculty with the entire College's hybrid and fully online course offerings. It works with faculty, staff, and academic leaders to develop strategies for institutionalizing and implementing E-Learning at the College. The Office seeks to build partnerships to ensure that E-Learning offerings meet the needs of the College's students. In addition, it works with faculty to encourage the use of technology in the E-Learning environment utilizing contemporary pedagogical approaches by providing application expertise, training, and support. In consultation with the E-Learning Working Group, the Office will establish and maintain standards consistent with national E-Learning benchmarks

to ensure quality of E-Learning course offerings. To contact the Office of E-Learning, please email [elarning@mcny.edu](mailto:elarning@mcny.edu).

## **Office of the Registrar 212-343-1234 ext. 5008**

Email: [registrar@mcny.edu](mailto: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 first week of the semester.

### **Transcript Requests**

The Registrar provides transcripts of students' academic record as requested. The preferred method for requesting official transcripts is through the following website: <https://iwantmytranscript.com/>. Students can also request transcripts by filling out a Transcript Request Form, available in hard copy at our offices and on MCNY's website.

There is a charge of \$8.00 for each transcript. Direct payment to MCNY can be made in cash or by money order only. A free transcript is issued upon graduation. Students should allow three

business days for processing of transcripts. Students can access and print unofficial copies of their transcript by logging on to their Self-Service account. Transcripts will not 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 first 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 Self-Service after which the Registrar's office only prints and mails the grade report to student's who have a hold on their record. All other students can view and print their grade report from Self-Service. 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 Financial Aid 212-343-1234 ext. 5004

**FAX:** 212.625.2072

**EMAIL:** [FA@mcny.edu](mailto:FA@mcny.edu)

**WEBSITE:** <https://www.mcny.edu/admissions-aid/financial-aid/>

### **OFFICE HOURS:**

Monday and Thursday 10am – 7pm, Tuesday and Wednesday 10am – 6pm, and Friday, 1pm – 6pm

We are also open every 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month from 10am – 2pm

During registration periods, the Financial Aid Office offers you extended office hours. Please call in advance to inquire about these extended hours.

Our office 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](http://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](http://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 Financial Aid office has a dedicated computer lab where students may complete their financial aid applications. Our 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 and/or Self-Service account at <https://selfservice.mcnyc.edu/>

### **Office of the Bursar**

**212-343-1234 ext. 5002**

### **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**

**ATTN: BURSAR, 60 West Street, New York, NY 10006**

For Wire Transfers:

**Payee Name: Metropolitan College of New York Payee Address: 60 West Street  
New York, NY 10006**

**Account Name: General Fund Account Bank Name: JPMorgan Chase**

**Bank Address: 4 Metrotech Center 22<sup>nd</sup> Floor**

**Brooklyn, NY 11245**

**Bank Officer: Rocco Spotta (718) 242-3845**

**Swift Code CHASUS33**

**ABA/IBAN 021000021**

**Account Number: 530503743**

### **Third Party Payments**

Students whose tuition and fees are being paid for by a third party (employer, government agency etc.) must provide documentation to the Bursar office from the third party indicating that the institution is paying the student’s tuition and how much they will cover. The student must also fill out a Third Party Billing Agreement form with the Bursar office.

### **Payment Plans – Domestic Students**

Students are encouraged to pay the total account balance in full by the first day of class. However, if a student is unable to make the payment, the Bursar's office requires those students (whose financial aid does not cover their balance) to come in and arrange a payment plan. Payments are to be made over the course of the 4 months in the semester. It is required that students make an initial payment upon setting up their payment plan contract. Please note that we offer weekly, bi-weekly and monthly payment plans.

### **Payment Plan - International Students**

International students are encouraged to pay their total account balance in full by the first day of class. However, if a student is unable to make the payment, the Bursar's office requires an initial 40% down payment and a payment plan for the remaining 60%. The balance must be paid within two months from the date of the initial payment. Please note that scholarships are deducted before determining the payment plan balance.

**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, loans or third party payment 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.*

### **Late Registration Fee**

Students who are advised on the day of or after the first day of class will be charged the late registration fee.

**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 the refund to be received by the student. Refunds are sent to the student based on the refund preference they have selected on [www.BankMobilevibe.com](http://www.BankMobilevibe.com).

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.

**Refund of Credit Balances**

Refundable credit balances may result on your account due to over payment in financial aid/loan payments, out of pocket payments and/or account adjustments. If the credit balance was generated due to a credit card payment, the credit card will be refunded up to the amount of the credit card payment.

Refunds generated by financial aid and loan payments are posted to student accounts beginning the second week of classes for those students that are eligible. Furthermore, it can take up to two weeks from the date it is posted to the student's account for payment to be received by students.

Refunds are processed continually during the semester as aid is credited to the student account.

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.

Students may review their student account (financial aid awards and billing statements for instance) on the [Self-Service](#) website.

### **Refund Preferences**

As part of the Metropolitan College of New York's efforts to give students faster and more convenient access to their refund, we have partnered with BankMobile to provide students with the following refund delivery preferences:

**1. Same Business Day Deposit to Vibe Account -**

Refunds are deposited on to student's Vibe Card the same day that we release the funds to BankMobile. This is the quickest way for students to receive their refund. There are no fees associated with the use of the Vibe Card.

**2. Deposits to Another Account -** Refunds are issued via a deposit to another bank account. If this option is selected, the student must submit their bank account number and routing information for the account to which they would like their refunds transferred. It can take 2-3 business days for the student to receive their refund into their bank account. There is no charge for a student receiving their refund this way.

**3. Paper Check via US Mail -** This is a check mailed by BankMobile to the student's home address on file with the college. It can take up to 7 business days for the student to receive their refund. There is no charge for receiving your refund this way.

Refund files are sent to BankMobile every Tuesday and Thursday by 1:00 pm during the first month of the semester and only on Tuesdays after that point by 1:00 pm. BankMobile will then issue the refund to the student based on the refund preference they have selected at [www.BankMobilevibe.com](http://www.BankMobilevibe.com). Failure to select a refund preference will result in a delay in the issuance of the student's refund.

***\*The College reserves the right to change the date and time in which the refund files is sent to BankMobile whenever necessary.***

Students are sent a green envelope containing a BankMobile Instant Personal Code to the address on file with the college. Additionally, students will also receive an Instant Personal Code sent to their MCNY email. If you do not receive the green envelope in the mail, you can check your MCNY email for your Instant Personal Code. Please visit [www.BankMobilevibe.com](http://www.BankMobilevibe.com) and use the unique set of digits to log in and view your choices and select the refund preference that's right for you.

If you do not receive a green envelope in the mail from BankMobile and you have not received an email BankMobile in your MCNY email containing an Instant Personal Code, please contact us at 212- 343-1234 ext. 5002 or at [boffice@mcny.edu](mailto:boffice@mcny.edu) to request an Instant Personal Code.

*\*Please note that Instant Personal Codes are only sent to the students MCNY email address.*

**Using Title IV Financial Aid Refunds to Pay Prior Year Charges** Due to federal financial aid regulations, the Metropolitan College of New York can only automatically apply a maximum of \$200.00 from the current academic year to pay any prior year balances.

### **Parent PLUS Refunds**

If a credit balance is the result of a Parent Plus loan, the credit balance will go to whomever the parent selected to be the recipient of the refund on **the loan application**. This can be either the student or the Parent. If the refund is to be issued to the parent, it will be sent to the address on the loan application.

### **Book Advance**

Per federal policy, Pell eligible students can be granted a refund advancement of up to \$300.00 towards the purchase of books and supplies. The amount has been determined based on the cost of attendance at the Metropolitan College of New York. By signing and submitting a [Book Advance form](#), the student understands that:

- Student must be enrolled for the semester that they request the Book Advance.
- Student must be Pell eligible and submit all required paperwork to the financial aid office and satisfy all Admissions requirements.
- Student must be anticipating a Title IV based credit balance (Title IV funds include Pell, Unsubsidized Loan, Subsidized Loan and Federal Supplemental Educational Opportunity Grant/FSEOG).
- Students, who have a prior year balance but are anticipating a Title IV credit balance, will have up to \$200.00 of their credit used within the academic year towards their prior balance first, in accordance with federal regulations. The remaining amount will be used towards their Book Advance refund.
- Book Advance submissions will not be accepted after 1 month from the first day of classes for the semester of the request.
- Students will receive a Book Advance refund of no more than \$300.00.
- If the student is approved for the Book Advance refund, the student authorizes the Metropolitan College of New York to advance a partial refund to them prior to the first day of class.
- Refund files are sent to BankMobile every Tuesday and Thursday by 1:00 pm during the first month of the semester and only on Tuesdays by 1:00 pm after that point.

BankMobile will then issue the refund to the student based on the refund preference they have selected at [www.BankMobilevibe.com](http://www.BankMobilevibe.com). Failure to select a refund preference will result in a delay in the issuance of the student's Book Advance refund.

- Student refunds will be processed by BankMobile and will be issued to the student based on the refund preference they have selected at [www.BankMobilevibe.com](http://www.BankMobilevibe.com). Failure to select a refund preference will result in a delay in the issuance of the student's Book Advance refund.
- Student is responsible for full repayment to the Metropolitan

College of New York in the event that the student's financial aid eligibility changes or their awards require re-calculation due to a change in his or her course schedule. He or She will be responsible for any balance incurred due to the Book Advance refund.

- If the student does not receive financial aid or withdraws prior to receiving his or her financial aid, all outstanding charges including the Book Advance charge, will be their responsibility.

***\*The College reserves the right to change the date and time in which the refund files is sent to BankMobile whenever necessary.***

For those students who are not Pell eligible but have a Title IV credit balance available after submitting all required paperwork to the financial aid office and having satisfied all Admissions requirements if they are a new student, 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.

Students who have a prior balance are not eligible to receive a Book Advance. Furthermore, all Book Advances expire 1 month from the first day of classes for the semester of the request.

In the event that the student's financial aid eligibility changes or their awards requires re-calculation for any other reason, He or She will be responsible for any balance incurred due to the Book Advance. If the student does not receive financial aid or withdraws prior to receiving his or her financial aid, all outstanding charges including the Book Advance charge will be their responsibility.

## **Education Tax Benefits**

A portion of the student's educational costs may be deductible on Federal and State income tax return via the college generated 1098-T Tuition Statement Tax Form. This can increase the student's tax refunds. In order for a 1098-T Tuition Statement Tax Form to be generated, students must have a Social Security number or Tax Identification number on file with the Registrar office. Furthermore, International students must request a 1098-T through the Bursar office. Requests must be made before the January 31<sup>st</sup> deadline.

Students should consult with an accountant to assure compliance with tax regulations.

Requests can be made by phone at 212-343-1234 ext.5002 or via email at [boffice@mcny.edu](mailto:boffice@mcny.edu).

*Please note that 1098-T Tuition Statement Tax Forms are mailed to the student's home address on file no later than January 31<sup>st</sup> of the following year. Students may also access an electronic copy of their 1098-T Tuition Statement Tax Form by following the instructions outlined under the heading "1098-T Tuition Statement Tax Form" at the following location on the MCNY website:*

**<https://www.mcny.edu/current-students/bursars-office/>**

## **Office of Student Services 212-343-1234 ext. 5009**

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, while planning strategies to improve retention and student success. Staff members are available to discuss any personal concerns or problems students may have at home, school, or work. The Office also 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. Workshops on developing college skills, such as time management, stress relief, public speaking, and creating Constructive Actions are periodically offered by Student Services. Advisement on both academic and personal issues is always available from our courteous staff.

## **New Student Orientation**

Participating in New Student Orientation is the first step towards success for all students. Whether attending MCNY for the first time or returning after an extended break and whether you're an adult learner or a student coming directly from high school, Orientation is an effective and informative introduction to the College. This event provides students with information about the School for Business, the Audrey Cohen School for Human Services and Education, and the School for Public Affairs and Administration. Orientation includes presentations that teach students how to navigate through MCNY and the broader complexities of college life. Students receive information about the administrative offices and support services of the College, including Career Development, Registrar, Bursar, Financial Aid, Library, E-Learning, Mentor Program, and the Learning Enhancement Center. Orientation is a great opportunity for students to meet and get

to know their peers. Students will be exposed to various activities that promote student involvement and have the opportunity to meet and network with other new and continuing students.

During orientation, additional sessions may be held for transfer students, international students, and Veterans to discuss support services and the unique needs of the students in these groups.

### **First Year Students**

The Office of Student Services develops and implements programs and initiatives that will promote success for students transitioning to MCNY. Some examples are New Student Orientation, college skills workshops, strategies for identifying and assisting academically at risk students, enhancing communications with Purpose 1 and 2 instructors, and overseeing the delivery of departmental services as they relate to new students.

### **First Year Experience**

Student Services assists first year students in making a smooth transition to MCNY. The First Year Experience (FYE) program connects Purpose 1-3 and first term transfer students to the people, programs and resources necessary to provide a strong foundation for academic success and personal growth. FYE programming supports student in-class and out-of-class through workshops and social events connecting students with peers, faculty and the spirit of MCNY.

### **Advisement**

Student Services takes a holistic approach to advisement. What this means is that the student sitting at the Advisor's desk is a whole person, and the Advisor is there to provide support, guidance, and information as needed. Holistic advising is about getting to the heart of what a student finds challenging and developing strategies for success. Advisement takes on many forms in Student Services. It could include guidance on administrative matters, discussions about personal issues, career planning, educational goals, or simply how to get back on track in a class.

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 degree requirements are met in an efficient manner so that they a degree can be completed in the shortest amount of time. Advisors work closely with students to

develop individual class schedules that follow the Purpose-Centered structure on which every academic program is based. 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.

### **Online Registration**

Students are encouraged to utilize the online resources of Self-Service to register every semester. All online registration requests are reviewed and approved by Advisors in Student Services. Students who need assistance in accessing or registering through Self-Service can come to Student Services for one-on-one assistance.

### **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 due to a physical, learning, or other disability must formally apply to the Office of Accommodation and Accessibility located in Student Services, room 630. In order to receive accommodations students must submit official documentation from a licensed medical professional. Documentation must be on official letterhead. Students must also submit an application for accommodations which can be obtained on the College's web-site or through the Office of Accommodation and Accessibility. 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. All letters will be emailed to each professor after the drop/add period. In addition to the email, the student is responsible for communicating with their professors about the accommodations.

**\*Please Note\*** The process of preparing 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 ODS).
- 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 a 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 a student requests this and signs a release form.

You can contact the Office of Accommodation and Accessibility by email at [access@mcny.edu](mailto:access@mcny.edu).

### **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/Designated School Official (DSO) in Student Services. The Assistant Director of Graduate and International Student Advisement serves as the DSO for international students. All international students must check in with a DSO upon arrival into the country within 15 days from the program start date. Students are responsible for following all federal regulations while in the United States.

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 to 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.

Federal regulations allow for F-1 students to apply for permission to engage in curricular practical training (CPT) and optional practical training (OPT) under certain conditions. CPT and OPT can only be approved through the International Student Advisor in the Office of Student Services. Undergraduate students must wait for one academic year for work authorization: CPT or pre-completion OPT. Graduate students are able to start CPT or pre-completion OPT after the first semester. No international students can work without proper work authorization approval. Students enrolled in their final semester are required to seek out advisement from an International Student Advisor/DSO early in their final semester. Students who plan to seek Optional Practical Training, OPT, are advised that applications take 90 days from the completion date on Form I20 to be sent out to United States Citizenship and Immigration Services (USCIS). 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 peers 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. If you are interested in starting a club, 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 publications include a Student's Guide to Mid-Semester Assessments, Student Technology Guide, and MCNY Student Survival Guide. The office also produces a number of information brochures on topics including how to register online, emergency operations and procedures, domestic violence, and veteran's support services.

### **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 a replacement card. When obtaining an I.D. card, students must provide proof of current registration, such as a copy of their course schedule. 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 for associate and baccalaureate degree students 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 to certain scholarships and have the opportunity to participate in leadership training. New members are invited to apply to Beta Mu Iota on an ongoing basis. Applicants should have a minimum cumulative GPA of a 3.5 with at least 12 credits completed in a matriculated undergraduate program. In addition, two written recommendations from two 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](http://www.ptk.org), or by contacting the Chapter Advisor, Dr. Richard Zalman by email at [rzalman@mcny.edu](mailto:rzalman@mcny.edu).

### **Mid-Semester Assessments**

Between the sixth and eighth weeks of every semester, instructors provide students with Mid-Semester Assessments (MSA) in each course. An MSA is essentially a progress report indicating whether your work to date is satisfactory or needs improvement. MSAs do not count toward final grades. When MSAs are posted, Advisors in Student Services reach out to all students who need improvement in one or more classes. Advisors will discuss reasons for sub-par performance and will assist students in developing plans to improve performance.

### **Veterans**

In the Office of Student Services the Coordinator of Student Transition Services is the main point of contact for all new and continuing students for advisement, programming, and resources on and off campus. Any Veteran student should contact the Coordinator of Student Transition Services with their questions, comments, or concerns.

### **Office of Career Development 212-343-1234 ext. 5003**

Email: [careerservices@mcny.edu](mailto:careerservices@mcny.edu)

MCNY's Office of Career Development 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 an employer's decision to hire applicants. Our staff assists students in finding the right internship or job for each semester. Career Development provides students with the appropriate guidance and resources for securing employment while working toward their degree. Career Fairs and Internship Fairs 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 Development 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 Development 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 Development Office helps assist 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 securing 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.

## **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, representing the College by developing and maintaining relationships with field site supervisors, serving as a liaison between students, faculty and field site supervisors and supporting the College community's efforts to examine the direction of experiential learning and its impact on the Human Services 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 or work at human services agencies at least 14-hours per week, 14- weeks each semester. Students may intern at government agencies, organizations with 501(c) (3) tax filing status, as well as for-profit agencies. 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.

## **MCNY Learning Commons: Library and Office of Academic Support**

### **Library**

**212-343-1234 ext. 2001**

Email • [library@mcny.edu](mailto:library@mcny.edu)

Through the library page on the MCNY website, students can both look up physical materials owned by the library and access digital resources through library subscriptions.

The Library's physical collections are subdivided into three categories: The Circulating collections, (books, which can be borrowed from the Library), Non-circulating collections, which must be used in the library (for example, newspapers, magazines and journals, and reference

books) and the Reserve collection: consisting of text-books and other course materials set aside by Professors, restricted to individual in-library use in two-hour blocks. The Library purchases reserve course materials for undergraduate and graduate programs, in limited quantities, as requested by each department.

The Library's digital resources include databases containing journal articles, e-books, and online reference material. These resources can be accessed from any computer with an internet connection by using a student's MCNY email username and password. For more detailed information on the Library's rules and regulations, loan periods, fines, etc. refer to the Circulation and Library Use Guide on the library page of the College website.

The Library also participates in services that allow MCNY affiliates to borrow books and articles from other libraries (Interlibrary Loan),

and to use materials on site in other New York City libraries (METRO cards).

### **Library Facilities Policies**

- Respectful behavior is expected of all users, and offensive language or conduct towards other community members or library staff will not be tolerated.
- Food is not permitted.
- Beverages are permitted only in covered containers.
- Cell phone conversations are not permitted.
- Conversation is permitted, but the overall noise level should be kept to a minimum; this also includes music or noise from any personal devices.
- As in the other areas of the college: smoking is not permitted; children are never allowed in the library unaccompanied, and overall, only allowed in the library for short periods while transactions are being completed.

## Computer Usage

**Computer Use, Internet Use Policy, and Library Privileges** The Library provides computers for student/staff/faculty use. These computers are available during the open hours of the library, in accordance with the following policies.

Authorized Users: MCNY students, alumni, faculty and staff are authorized users and these facilities are exclusively for their use.

Restrictions on use. Use of the Library Computer Labs is primarily intended for research, completing assignments and checking email.

Internet Usage. The Library Computer Labs provide students with Internet access for educational purposes. Internet access is provided to allow students to obtain research and educational material for their studies and papers. The downloading & 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. Workstations are programmed to delete all individual files upon restart of the machine in question OR after 24 hours has elapsed.

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 enrollment the previous semester.

Library use privileges do not include borrowing privileges nor does it include access to library databases. 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 is reserved for scholarly research activities.

### **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.

### **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.

### **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 course packs 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.

## **Office of Academic Support**

Ext. 2428 • [academicsupport@mcny.edu](mailto:academicsupport@mcny.edu)

The Office of Academic Support coordinates support services designed to help all MCNY students develop their learning and academic skills, as well as enhance their understanding of college demands. We provide services, programs and resources that encourage academic and professional excellence. We are committed to challenging and empowering students in reaching their full potential while becoming independent, lifelong learners.

The following services are available on an individual and/or group basis:

## **Learning Enhancement Center**

Ext. 2438 • [LEC@mcny.edu](mailto:LEC@mcny.edu)

Provides one-on-one and group tutoring to help students develop their writing, math and other necessary skills for academic success at MCNY. Professional tutors meet 1 weekly with students

and offer group tutoring and in-class seminars. The Center operates Mon-Sat at Manhattan campus and two days a week at the Bronx campus.

### **MCNY Mentors Program**

Provides transitional support through peer mentoring. Peer mentors provide support in study skills, computer literacy and offer valuable experience with Purpose Centered Education, the Constructive Action and student advocacy. The Mentoring office operates Mon-Fri at Manhattan campus and three days a week at the Bronx campus.

### **MCNY Website**

A wide range of educational information and resources are available to students via the MCNY website: [mcny.edu](http://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.

