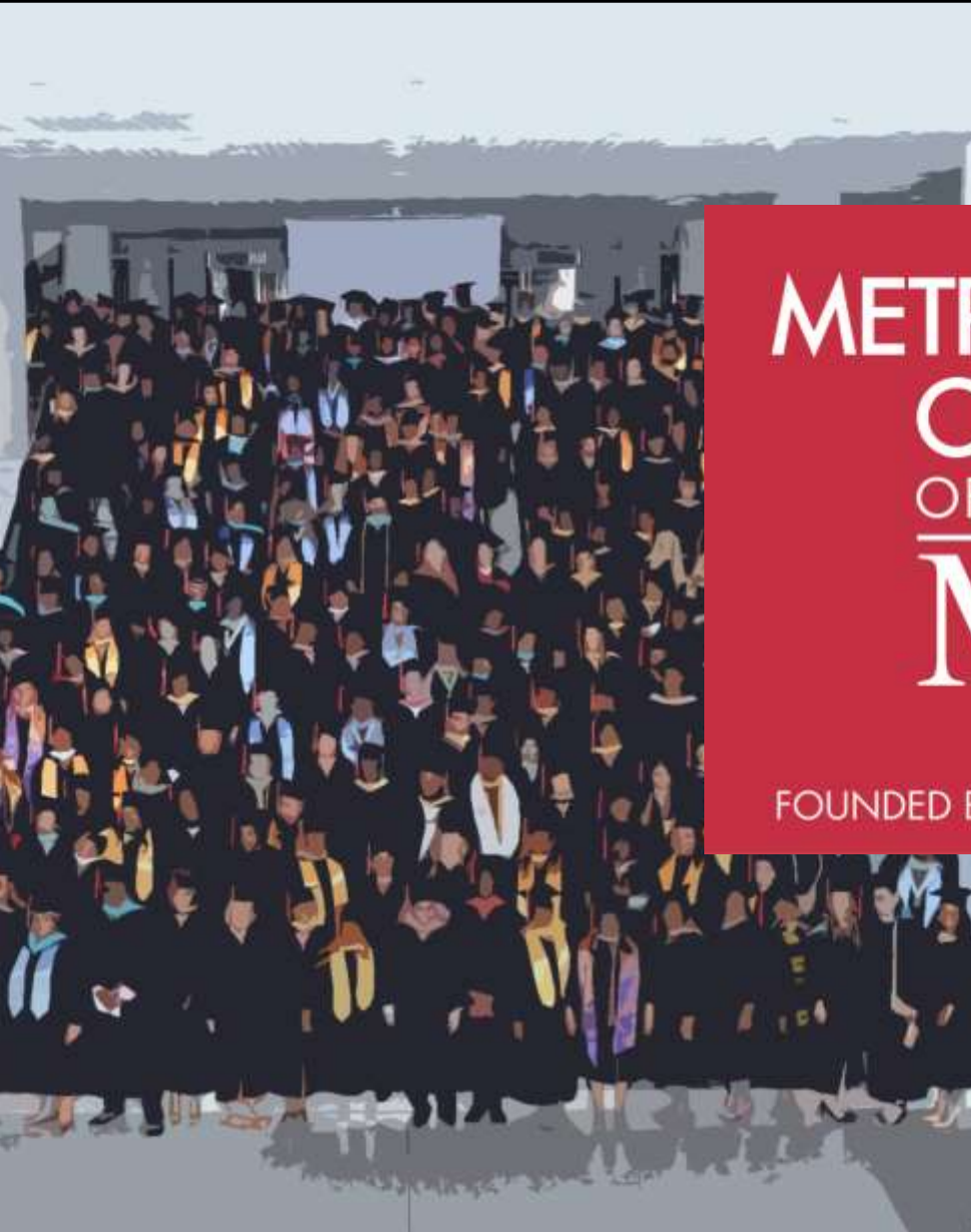


# Student Handbook

## 2023-2024



**METROPOLITAN  
COLLEGE  
OF NEW YORK**  
**MENY**

FOUNDED BY AUDREY COHEN IN 1964

The Office of Student Affairs

Metropolitan College of New York



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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 of 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.

Warm Regards,

Joanne Passaro, PhD

President

## History of the College

Born out of the idealism and turbulence of the 1960s, Metropolitan College of New York was founded by Audrey Cohen, an innovative educator who believed the key to a truly effective education lay in uniting the classroom with the professional world.

Cohen launched the Women's Talent Corps in 1964, addressing a need for both jobs and training. The program prepared motivated women, with experience in their low-income neighborhoods, for jobs to assist their communities. Simultaneously, the Women's Talent Corps worked to create a new level of 'paraprofessional' positions in organizations and agencies - teacher's assistant, guidance counselor assistant, paralegal. The 30-week training program included an eight-week classroom orientation, ten weeks on-the-job training in a school or community agency, and twelve weeks of intensive work at the same organization. Students were then hired by those agencies. The one-year training program paid students \$2 per hour to participate.

By 1969, the Talent Corps began admitting men and added a second year of programming. It continued to expand in scope, and was renamed the College for Human Services in 1970, when it was granted a Charter by the New York State Board of Regents to award Associate's degrees, soon after it was accredited by the Middle States Commission on Higher Education.

In 1972, the College revamped its curriculum to develop what it now calls Purpose-Centered Education. Interviewing a spectrum of the best professionals, they identified key characteristics that all shared no matter what their field or position. Among them was the ability to understand themselves and others, work effectively in groups, gather and communicate information, and manage change. Developing these skills became the foundation of Purpose-Centered Education, still the hallmark of MCNY and one of the differentiating factors of the college. This unique, holistic approach has proven to be particularly meaningful for nontraditional students pursuing degrees while working and raising families, as they can experience the relevance of their studies to their daily lives from the moment they enter the College.

Focused on Human Services professions in its early years, the College added Business programs in 1983. Soon after, in 1988, the College added its first graduate program - a Master of Administration (today a Master's in Public Administration).

Renamed Audrey Cohen College in 1992 in honor of its founder and president, the school became Metropolitan College of New York a decade later, reflecting the growth, vitality, and diversity

that this dynamic institution shares with the city in which it is located. Students now come from all over the United States and the world, drawn to MCNY by its unique experiential focus, hands-on faculty, and opportunities for intense, accelerated study. Today, the college has graduate and undergraduate programs across three schools - the Audrey Cohen School for Human Services and Education, the School for Business and the School for Public Affairs and Administration with one campus in Manhattan and another in the Bronx.

## **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 ("Section 504") 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 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/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 and Hours

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 our Bronx Campus is located at 463 East 149th Street Avenue, Bronx, NY 10455.

The College campuses are open Monday through Friday until 10:30 pm. On Saturdays the campuses close at 7:00 pm, unless otherwise posted. Students can attend classes and use the facilities at either or both campuses.

## Academic Policies

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 Vice President for Academic Affairs, while the Dean of Students oversees issues relating to student discipline and unacceptable behavior of a non-academic nature.

### 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.

### 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.

## Academic Conduct and Student Integrity Standards

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 their own.

### Penalties for Academic Misconduct

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

- Failure or no credit for the academic task
- Mark down of the grade for the course
- Failure for the course and an “F” permanently placed on the student’s record
- Recording the incident on a student’s transcript or permanent file, especially in situations of collusion or obstruction, where a student may not be registered in the course
- Placement of the student on Academic Probation
- The College reserves the right to suspend or dismiss first-time offenders if, in its judgment, the situation or infraction warrants such action

Repeat offenders will be subject to any of the above sanctions, or combination thereof, and the following:

- Suspension from the College for a minimum of one year with reinstatement upon approval of the appropriate Academic Dean
- Dismissal from the College

### Academic Misconduct Procedure

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

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

### Procedure to Appeal an Academic Conduct Allegation and/or Sanction

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

A student who wishes to appeal the academic misconduct allegation and sanction 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 Vice President for Academic Affairs to review the appeals process. The request must be sent within 10 calendar days of the Dean's notification.
6. If the Vice President for Academic Affairs 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.

## Good Standing and Academic Progress

Good standing guidelines exist to ensure that students understand what the College expects of them in terms of academic performance. To be in good academic standing at the College, a student must be matriculated and making satisfactory progress toward a degree. Students in undergraduate programs must maintain at least a 2.0 GPA. Graduate students must maintain a 3.0 GPA. Students are responsible for learning the degree requirements for their programs of study, for seeking out needed academic and career advice, and for ensuring that they make sufficient academic progress toward graduation.

Students should review the financial aid standards for academic progress and/or consult with the Office of Student Financial Services.

### **Academic Warning, Probation, and Dismissal: Undergraduate Standing**

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.

### **Academic Warning, Probation, and Dismissal: Graduate Standing**

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

## Grades and Symbols

MCNY uses the following grading system.

Grade	Definition	Grade Weight
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**	
FWD	Unofficially Withdrawn**	
FNS	No Show failure for the Course**	
AW	Administratively Withdrawn	
AW	Administrative Withdrawal. Effective SP 2020 the FNS will be replaced by the AW.	
WA	Waived Credits	
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.

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.

## 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. Only one failing grade will be forgiven per course. If a student fails a course multiple times, subsequent failures will be included in the GPA calculation.

## 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 their 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.

## 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 ground 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.

### **Incomplete Grades Policy**

There are times when unanticipated events occur to students that prevent them from completing all of the requisite course work within the 14-week time frame. At those times it is within the instructor's discretion to decide whether or not additional time and a grade of Incomplete can be granted to the student to complete the outstanding work. Generally, a grade of incomplete is the exception rather than the norm.

Please note that:

- A grade of Incomplete is granted or denied solely at the discretion of the instructor. When necessary, the Vice President for Academic Affairs may intervene.
- Incompletes are only granted if the student has completed a substantial portion of the course and the course work is of passing quality (recommended 60% undergraduate and 70% graduate at the time Incomplete is requested).
- An incomplete grade will eliminate a student's eligibility for the dean's list and may affect the student's financial aid.
- If the instructor does not submit a grade change by the date designated by the Registrar in the academic calendar, the grade will automatically change to an "F".
- In rare circumstances, an Extended Incomplete may be granted, but only with the signed approval of the Dean.
- If an Incomplete or Extended Incomplete is changed to an "F" because deadlines for the submission of course work were not met, the failed course must be repeated, and tuition will be assessed for both the Incomplete and the subsequent course.
- For financial aid SAP review, an incomplete grade is not calculated towards GPA, but it is factored into pace.

Students should refer to the academic calendar for due dates. Students who receive an Incomplete during the semester in which they intend to graduate must adhere to deadlines, otherwise the degree may not be conferred until all graduation requirements are met.

### **Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility**

To remain eligible for federal and state aid programs, students must meet all of MCNY's Satisfactory Academic Progress (SAP) standards, regardless of whether a student has received federal student aid funds. These standards apply to a student's academic records at MCNY, including accepted transfer credit hours. SAP standards for federal financial aid are based on several factors, including degree level, total credits attempted, cumulative grade point average, and pace of progression towards the degree. Descriptions of these standards, along with the full SAP policy can be found on pages 232-238 of the [College Catalog](#).

There are separate requirements for eligibility for New York State Aid, specifically the Tuition Assistance Program ("TAP") grants. Those requirements can be found on page 238 of the [College Catalog](#).

### **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 personal email 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.

### **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 registration period as indicated on the Academic Calendar. 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.

## Changing Academic Programs

Associate degree who wish to change to a bachelor's degree without completing the associate degree must complete a change of degree form and submit it to the Registrar. Upon approval, the Registrar will update the student's record accordingly.

Students may change from the bachelor to associate degree programs only if they have at least one semester (minimum 15 credits) remaining 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. Students are advised to consult the Financial Aid Office for more information.

Undergraduate 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 Registrar will evaluate the transcript for possible transfer credits into the new degree program.

Graduate students who wish to change programs will be required to submit a new application through the Admissions Office, as the admissions requirements between the degrees may vary.

## Transfer Credits

Metropolitan College welcomes students from other institutions. Students who have attended other colleges may be eligible for transfer credits. Students are advised to review the College Catalog for more information about our transfer credit policy, including the amount that may be transferable into your program.

## Graduation

All MCNY students are responsible for understanding and successfully completing their degree requirements. This includes successful completion of the program of study; for seeking out needed academic and career advice; and for ensuring that they make 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 a commencement ceremony once a year, usually in June. At that time, all students who have completed a degree program since the previous 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 any from which you have received transfer 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 Latin Honors upon graduation when they complete their degree and have attained the following cumulative GPA:

- Cum laude: 3.65 – 3.749 GPA
- Magna cum laude: 3.75 – 3.949 GPA
- Summa cum laude: 3.95 – 4.00 GPA

## Commencement

The Commencement Ceremony provides an opportunity for the college to pay special tribute to our graduates for the outstanding efforts they have shown in earning their degrees, and an opportunity for the college to share the excitement and importance of academic accomplishments with faculty, fellow graduates, families, and friends.

The College holds one Commencement Ceremony per year. Graduates who have completed their degrees in the three semesters *prior to the ceremony* are invited to participate. Students who are in their

final semester *and* are enrolled for 9 or fewer credits, may be granted special permission to participate in the ceremony.

## 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.

### Directory Information

FERPA allows colleges to release directory information without students' consent. 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 which may be disclosed at the College's 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, and student ID number.

A currently enrolled student may request that their 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.

Students have the right to inspect and review their educational records. To do so, submit a written request to the Registrar. MCNY will honor such requests within 30 days of receipt.

Students who believe the College has failed to comply with the requirements of the law have the right to file a complaint with the Family Policy and Compliance Office of the Department of Education, at the address below.

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-5901

Please refer to the College Catalog for additional information about FERPA.

## Leave of Absence

A leave of absence may be granted to a matriculated student for a period of one term/semester upon presentation of a Leave of Absence Application and supporting documentation. A leave of absence may be granted for the following reasons:

- Medical
- Military
- Personal

Taking a leave may affect academic progress, financial aid, loan repayment timeline, and the degree completion date. While on leave:

1. Tuition is frozen for the term of the leave
2. Degree requirements, as per the catalog of admission, stay the same
3. No tuition or fees are charged for semesters for which a leave of absence has been approved provided that the request is received and approved **prior** to the start of the semester of the leave. A student who begins a leave after paying tuition or fees is responsible for tuition and fees in accordance with the withdrawal refund policy.

A leave of absence cannot be used to avoid the consequences of poor academic performance or to circumvent a disciplinary procedure. A student who has engaged in behavior that may violate rules, regulations, or policies of the College may be required to participate in the disciplinary process prior to the consideration of a leave request. If a leave is granted prior to the conclusion of any disciplinary procedure, the process will be continued upon the student's return.

Taking a leave of absence can impact the student loan repayment timeline. Students who have an outstanding federal student loan or loan deferral for their undergraduate and/or graduate studies should contact the Office of Financial Aid before requesting a leave of absence to ensure that they understand the full financial impact.

A **medical or personal** leave must be requested and granted prior to or during the term for which it is requested; it cannot be granted retroactively. When it is determined to be required under the

circumstances, to protect the safety, health and well-being of the student or others, a compulsory medical leave may be granted on behalf of the student.

A leave may be approved at any time during a student's period of study, *except during the add/drop period of a student's first term of study at MCNY*, when a deferment of admission is more appropriate.

A student seeking a leave during a term may be withdrawn from all courses or may be granted an Incomplete by the instructors, depending on the timing of the request for leave.

If the student is granted an incomplete in any course, tuition and fees associated with that course will not be refunded. Under the grading policy, students have until the 7<sup>th</sup> week of the following semester to complete the course requirements. The decision to take an incomplete may not be reversed or changed to a drop at a later time.

### Medical Leave

To apply for medical leave a student must complete a Leave of Absence form and submit it with the required documentation, to the Dean of Students.

A student who must interrupt study temporarily because of physical or psychological illness or condition or due to pregnancy may request a medical leave. To apply for such a leave, the student must submit a certification from the medical or mental health professional who has been providing treatment to the student (the "Student's HCP") that a medical leave is warranted due to the student's health issues. Supporting medical documentation must be dated within 30 days of the request for a medical leave. In certain unusual cases, a compulsory medical leave may be required by the College, if needed to protect the safety, health and well-being of the student or others. Students will be given notice and an opportunity to be heard prior to being placed on a leave.

A medical leave will be granted for no longer than one academic term. However, it may be extended for an additional term if supported by medical documentation (not to exceed 180 days).

To be reinstated after a medical leave, the student must provide the College with written documentation from the Student's healthcare provider, confirming that the student can safely return to college. The request for reinstatement must be submitted at least two weeks prior to the first day of classes of the desired semester of reinstatement, to permit sufficient time for the College to evaluate the request based upon the particular situation of the student and to assure that the safety, health and well-

being of the student and others are preserved. Reasonable conditions may be placed on the reinstatement to protect the safety, health and well-being of the student or others.

If the student will need reasonable accommodations to return to their studies, the student or the student's health care provider should propose any reasonable accommodations they believe necessary for the student's successful return. Documentation of the need for and nature of proposed accommodations should be provided to the Office of Accessibility, who will work with the student to arrange reasonable accommodations as necessary.

### Personal

To apply for a personal leave a student must apply for a Leave of Absence form and submit it with the required documentation, to the Dean of Students. A student who finds it necessary to interrupt study temporarily but is not eligible for a medical or military leave may seek a personal leave. A personal leave will be granted only for significant professional, personal and family events that effectively preclude continued participation in a degree program. This leave can only be granted for one term.

A request for a personal leave must be submitted on or before the last day of the (add/drop) period for the term for which the leave is effective, however extenuating circumstances (such as death in the family) after this period may be considered.

### Military

A military leave is governed by federal regulations. A student called to active duty may file for a military leave by submitting official military documentation. In accordance with federal law, the term of the leave will depend on the anticipated period of active duty service. A student taking a military leave should contact the Assistant Registrar, Veterans SCO.

### Academic Policies for all Leaves of Absence

Leaves are entered on the student's official transcript and are noted in the student's permanent educational records maintained at the College. A student on leave is "enrolled" but not a "registered" student.

- A student on leave may not work with faculty or formally submit work to the College during the period of leave. However, they may work on courses in which the instructor had issued an approved grade of "incomplete, for the prior term. The period to satisfy the requirements for the removal of an Incomplete is not changed by a leave of absence.
- A student on leave may not apply to graduate during the time period he or she is on leave.



- A student on leave may not take courses in fulfillment of degree requirements at another institution.
- A student on leave should continue to check their MCNY email periodically for important College updates and announcements.

### Leave of Absence Impact on Financial Aid

- *Current Aid.* If a student has received any form of federal financial aid (Direct Unsubsidized Stafford Loan, Direct Graduate PLUS Loan, Perkins Loan, Federal Work Study, or Federal TEACH Grant), he or she should contact the Office of Financial Aid immediately. The Office of Financial Aid will determine whether the student may be allowed to retain or be required to return any federal aid paid directly to the student. Awarded institutional and endowed scholarships may also be forfeited and/or revoked.
- *Loan Repayment.* Most loan programs do not provide for deferment while a student is on leave. A student going on leave must contact their loan service provider for information about possible eligibility for a deferment or forbearance of federal student loans. A student on a military leave may be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. (See [Studentaid.ed.gov/repay-loans/deferment-forbearance](http://Studentaid.ed.gov/repay-loans/deferment-forbearance)).
- *Future Aid.* A student wishing to be considered for financial aid for the academic year following the leave should contact the Office of Financial Aid prior to their return. The reinstatement of financial aid including any loan and scholarships will be based on satisfactory academic progress and the approval of the Office of Financial Aid. All domestic students must also complete the FAFSA application by the applicable FAFSA deadline in order to be considered.

### Leave of Absence Impact on International Students

Students on a J-1 or F-1 Visas are subject to special rules and regulations for their enrollment status. Failure to comply with these regulations may lead to termination of status and more long-lasting problems. Before seeking a leave of absence, international students must consult with MCNY's Principal Designated Student Official (PDSO).

## Sexual Assault and Sexual Harassment: Policies and Procedures

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 they have 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 this behavior is unwelcome and request that it be discontinued. Failure to advise the offender will not invalidate the claim.
- Students should then 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 they have 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 this 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.

### **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. 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, the ineligibility period is:  
First offense.....1 year  
Second offense.....2 years

Third offense.....Indefinite.

- If convicted of the sale of a controlled substance, the ineligibility period is:  
First offense.....2 years  
Second offense.....Indefinite.

## Whistleblower Policy

The College is committed to maintaining an environment that promotes the prevention, detection, and resolution of instances of conduct that are illegal, fraudulent or in violation of the College’s policies, procedures and Codes of Ethics and Conduct (hereinafter referred to as “Non-Compliant Conduct”).

### Purpose of Policy

To promote this environment, the College has established a problem resolution process and a strict non-retaliation policy to protect individuals – including officers, trustees, employees, students and volunteers – who report suspected Non-Compliant Conduct in good faith (hereinafter, “Whistleblowers”) from retaliation. Any form of retaliation or retribution can undermine the problem resolution process and result in a failure of communication channels in the College.

### Whistleblower Responsibilities

All Whistleblowers have an affirmative duty to report suspected Non-Compliant Conduct. Such reports may be communicated to any supervisor or administrator or directly to the administrators of this Whistleblower Policy (the “Whistleblower Policy Administrators” —see below). Whistleblowers cannot exempt themselves from the consequences of their own misconduct by reporting the issue, although self-reporting may be taken into account in determining the appropriate course of action.

### Reporting Potential Non-Compliant Conduct

The College encourages individuals to share their questions, concerns, suggestions, and complaints with someone who can address them properly. In most instances, a supervisor or administrator is in the best position to address an area of concern. However, if you are not comfortable speaking with a supervisor or administrator or you are not satisfied with a supervisor’s or administrator’s response, you are encouraged to report Non-Compliant Conduct to the Human Resources Department or anyone in administration with whom you are comfortable. As many details as possible should be included, such as a description of the questionable activity, the names of the individuals involved, the names of possible

witnesses, dates, times, places, and any other available details. The College encourages any individual to come forward with information.

### Administration Responsibilities

An “open-door policy” will be maintained by the College’s administration to encourage such reporting, and Whistleblowers are encouraged to proceed up the chain-of-command or to communicate with the Human Resources Department to ensure proper resolution of any suspected Non-Compliant Conduct. The College’s administration and Human Resources are required to take appropriate measures to ensure that all levels within the College support this policy and encourage the reporting of suspected Non-Compliant Conduct.

### Investigation Procedure

Upon receipt of any Whistleblower-related report, the recipient shall immediately contact and transmit all information to the Whistleblower Policy Administrators as identified below. The Whistleblower Policy Administrators shall be responsible for overseeing any related investigation, any reported retaliation against any Whistleblower, coordinating with administration and the Human Resources Department, as appropriate, and reporting all findings to the Audit Committee of the College’s Board of Trustees (the “Audit Committee”). The Whistleblower Policy Administrators will fully evaluate and investigate the potential Non-Compliant Conduct as expeditiously as possible. The Audit Committee will provide guidance regarding the investigation and response to reports of potential Non-Compliant Conduct. If appropriate, reports may be referred to legal counsel for investigation.

### Prohibition of Retaliation

Any form of retaliation (including, but not limited to, intimidation, harassment, discrimination and adverse employment consequences) against any Whistleblower who reports suspected Non-Compliant Conduct in good faith is strictly prohibited. Any employee who commits or condones any form of retaliation will be subject to discipline up to, and including, termination.

### Good Faith

Anyone reporting suspected Non-Compliant Conduct must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper practice. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## Confidentiality

Whistleblower-related reports shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of such reports to individuals not involved in the investigation constitutes a serious disciplinary offense and may give rise to other actions, including civil lawsuits.

## Administration

The Chair of the Audit Committee of the Board – [AuditWhistleblower@mcny.edu](mailto:AuditWhistleblower@mcny.edu) – is the designated Whistleblower Policy Administrator who can receive and investigate complaints regarding financial improprieties. The Director of Human Resources – [HRWhistleblower@mcny.edu](mailto:HRWhistleblower@mcny.edu) – is the designated Whistleblower Policy Administrator to receive and investigate complaints regarding violations of the College’s human resources policies, problems with co-workers or managers, or issues related to alleged employment discrimination or sexual or any other form of unlawful harassment. The Whistleblower Policy Administrators will oversee and ensure operational compliance with this Whistleblower Policy and report all related findings to the Audit Committee, as required by New York law.

## Distribution

This Whistleblower Policy shall be distributed by the Whistleblower Policy Administrators, or by their designees, to all trustees, officers, employees, students and to volunteers who provide substantial services to the College.

Any questions regarding this policy should be directed to the Whistleblower Policy Administrators.

## Student Code of Conduct

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
- Failure to produce an ID upon request of a designated College official
- 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.

## Procedure for Non-Academic Conduct Violations

Any member of the faculty, administration, staff, or student body may file a complaint against a student for any offense by following the procedure below. Complaints must be filed within 30 days of the initial incident. 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. He or she will delegate the review on appeal to an appropriate College administrator or faculty member for a final determination. Their decision is final.

## **Support Services for Students**

### **Office of eLearning**

The Office of eLearning has been established to assist students and faculty with the College's delivery of hybrid and fully online course offerings. The Office works with faculty, staff, and academic leaders to develop strategies for institutionalizing and implementing eLearning at the College. The Office seeks to build partnerships to ensure eLearning offerings meet the needs of the College's students while also working with faculty to encourage the use of the latest technology in the eLearning environment, utilizing contemporary pedagogical approaches by providing application expertise, training, and support. To contact the Office of eLearning, please email [helpdesk@mcny.edu](mailto:helpdesk@mcny.edu).

### **Office of Financial Aid**

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

The Office of Financial Aid provides comprehensive information and services regarding opportunities to finance the cost of education at MCNY. We recognize that financial assistance is an important key to helping reach students' educational and career goals. The financial aid staff are dedicated to making the financial aid process as efficient as possible. MCNY participates in Federal Student Aid Programs (Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Teacher

Education Assistance for College and Education Grant (TEACH), Federal Work Study, and Federal Direct loans. MCNY participates in the New York State Tuition Assistance Program (TAP) and offers merit-based scholarships and need based grants on a first come, first served basis.

To be considered for Federal Student Aid, students must:

- Be accepted and admitted into an eligible degree program at MCNY;
- Be enrolled in degree applicable coursework;
- Be a U.S. citizen or permanent resident of the United States;
- Have completed the FAFSA application;
- Have completed the annual TAP application (for Undergraduate New York State Residents);
- Not be in default on a federal student loan; If you are in default of a federal student loan meet with the financial aid office to assistance for the FRESH START, a loan default rehabilitation program.
- Not be in overpayment or owe a refund on a federal grant
- Be in good standing with all Federal Student Aid programs;
- Apply (or re-apply) for Federal Student Aid each year.
- 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 the FAFSA through the U.S. Department of Education’s electronic application (MCNY’s school code is 009769). Filing the FAFSA also initiates the TAP application process for undergraduate New York residents. The TAP application may also be completed through the New York Higher Education Services Corporation/ (school code 1099).

All Financial Aid communications are sent to students’ official MCNY email account and/or MCNY Self-Service account. Students are responsible for monitoring MCNY email and Self-Service for important updates and information related to financial aid. Students are advised to review the College Catalog for more details regarding MCNY’s policies and procedures for financial aid. For specific information about their own account, students must contact the Financial Aid Office directly.

### Office of the Registrar

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

The Office of the Registrar maintains the official record for all students 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 Services to help register students for classes each semester.

### Registration for Classes

All newly admitted student must meet with an Academic Advisor, who assists the student in selecting a schedule of classes. Continuing students 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 meet with their Advisor in Student Services for one-on-one assistance. Students are encouraged to review all academic and college policies pertaining to registration, including class attendance, deadlines, no-shows, and adding, dropping, repeating or withdrawing from one or more classes.

### Transcript Requests

The Registrar provides transcripts of students' academic record as requested. Students may request an official transcript through: <https://studentclearinghouse.org/students/>.

There is a charge of \$8.65 for each transcript. A free transcript is issued upon graduation. Students should allow three to five business days for processing of transcripts. Students can access and print unofficial copies of their transcript by logging on to their Self- Service account.

### Grades and Academic Assessment

Students may view and print their grade report from Self-Service. Grades will not be given out over the telephone.

### Name, Address and Other Changes

It is every student's responsibility to provide complete, accurate, and up to date information to the Registrar's Office. For name changes, please use the Change of Name Form located in the Registrar's Forms section of the MCNY website. This form must be notarized and accompanied by official documentation. Changes of address and/or phone number can be made via Self-Service.

### Requests for Enrollment Verification

To obtain a letter (or have a form completed) certifying enrollment dates, good standing, or other information relating to the College, the Letter Request Form must be completed. The confirmation letter will be mailed to the student or specified addressee (employer, educational institution, etc.). Normally, it

takes 2 to 3 days processing from the time the request is received. Proof of the attendance is required before any letter may be issued.

## Office of Student Services

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

The Office of Student Services offers a comprehensive program of services designed to support students in their academic and personal endeavors. Primarily, the Office of Student Services manages academic advisement, enrollment, and orientation, while planning strategies to improve retention and student success. Staff members are available to discuss any concerns or problems students may have at home, school, or work that impact academic performance. The Office also coordinates programs to enrich student life and encourage an environment of respect and inclusion.

### 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; whether you're an adult learner or a student coming to MCNY directly from high school, Orientation is an effective and informative introduction to the College. This event provides students with information about the College's academic, administrative, and support offices and includes presentations that teach students how to navigate through MCNY and the broader complexities of college life. Orientation is a great opportunity for students to meet and get to know their peers.

### First Year Students/Experience

The Office of Student Services develops and implements programs and initiatives that will promote success and assist first year students in making a smooth transition to MCNY. Some examples are New Student Orientation, Welcome Week, Transfer Student Welcome, and strategies for assisting academically at-risk students.

### Advisement

Student Services takes a holistic approach to advisement which focuses on getting to the heart of what a student finds challenging and then 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 in 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 can obtain their degree. 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.

### Accessibility 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 642. In order to receive accommodations students must submit official documentation from a licensed medical professional. Documentation must be on official letter head. Student must also submit an application for accommodations which can be obtained on the College's website or through the Office of Accommodation and Accessibility. This information must be presented to the Coordinator of Accessibility Services during advisement and no later than the first week of the semester in which the student is seeking accommodations.

All information provided to Office of Accommodation and Accessibility is confidential. For more detailed information regarding MCNY's policies for accommodation, you can refer to the College Catalog and 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 Associate Director of Graduate and International Student Advisement serves as the College's Principal

DSO for international students and can provide support and guidance to help international students become oriented to life at MCNY and life in the United States.

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.

Federal regulations allow 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. International students cannot 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 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 and Professional Development are available to all students. The staff can advise you on preparing your resume, how to search for employment, preparing for an interview, and your professional plans for the future.

### Student Life

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

### Publications

The Office of Student Services produces a variety of documents to enhance student learning and disseminate important information. Useful publications include a Student's Guide to Mid-Semester Assessments and MCNY Student Survival Guide. The office also coordinates the distribution of information about 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 their initial I.D. card, students must present another valid photo I.D. (passport, driver's license, etc.) to verify their identity.

## 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 voices 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.

## Mid-Semester Assessments

During the seventh week of the 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.

## Office of the Bursar

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

MCNY, through the Office of the Bursar, maintains a single account for each student, to which all charges and credits will be applied. Students can view their Statement of Accounts by logging on the Self-Service portal.

## Tuition

MCNY charges tuition on a per semester basis. Tuition is due on the first day of the semester, or by the date listed on the statement. Financial Aid will release credits for loans, grants and scholarships after verifying the accuracy of the information upon which the award was based. Those students who cannot satisfy their balance in full by the first day of classes, must setup a payment plan with the Bursar.



International students are required to pay 40% of their total charges upon registering and are required to setup a payment plan for the remaining 60% of their balance. This balance must be paid within two months from the date of the initial payment.

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 or the semester of an approved leave of absence) and return, will be charged the current tuition rate for new students.

Students can refer to the College Catalog for full information regarding the policies and processes of the Bursar's Office. Students are also encouraged to contact the department directly to address any questions regarding, billing, payments, and refunds.

*\* The College reserves the right to adjust the amount of tuition and fees whenever necessary.*

## The Learning Commons

The Library and Office of Academic Support function in adjoining spaces that combine to form the Learning Commons, to provide support and resources for students' academic endeavors.

## The Library

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

The MCNY Library has branches at the Bronx and the Manhattan campuses. The Library is a comfortable community space for students to relax, study, read, and to work on their own or in groups, and with librarians. Our librarians are available to meet one-on-one, either in person or online; assist with research, introduce students to library resources, and help in any other way. There are computers and scanners available for student use.

The library hosts community events and regularly purchases new material. Our goal is to be a hub of intellectual and community culture at the College.

## The Collection

Through the Library page on the MCNY website, students can 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:

1. The Circulating collection which has books that can be borrowed from the Library,

2. Non-circulating collections, which must be used in the library (for example, newspapers, magazines and journals, and reference books) and;
3. Reserve collection, which consists 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 materials. These resources can be accessed from any computer with an internet connection by a student using their MCNY credentials. For more detailed information on the Library's rules and regulations, loan periods, fines, etc. refer to 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. Additionally:

- 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 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 devices and personal belongings with them whenever they leave the Library. Library Staff are not responsible for lost or stolen articles.

**Downloading and Saving:** Library staff 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. 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. Students who are not currently enrolled but were enrolled the previous semester may also use the library facilities, and must present a valid student identification card. Library use privileges does 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

When using Library resources and equipment 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 a 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.

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 attorney's 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 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 not 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

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

The Office of Academic Support coordinates support services designed to help all MCNY students develop their deep learning and critical academic skills. It focuses on building relationships with students through intensive, personalized support, so that students can thrive in academic and professional settings, and be empowered to become independent, lifelong learners.

### Learning Enhancement Center (LEC)

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

The LEC offers all students professional writing and math tutoring in one-on-one and group settings. The writing and math skill areas encompass almost all coursework, as well as all underlying processes (e.g., the writing process, the accounting process, etc.) and technologies (e.g., Microsoft Word and Excel, Moodle, etc.) necessary for academic success at MCNY. The LEC also maintains a Moodle shell of learning resources, including narrated video presentations and instructions for accessing the premium version of Grammarly, a computerized writing assistant. Tutoring sessions are available on both campuses and remote via Zoom. LEC specialists are available Monday-Saturday, though specific hours may vary from term-to-term. For current hours, as well as information about requesting sessions, students may visit the LEC Moodle shell or the LEC page on the MCNY website.

### Mentor Program

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

The Mentor Program provides personal support through peer mentoring. Peer mentors are exemplary students who volunteer to help their classmates and fellow members of the MCNY community succeed. Peer mentors are trained in providing a wide range of skill support, such as study skills, time management, prioritization, and computer literacy. Peer mentors also have valuable experience with Purpose-Centered Education and the Constructive Action. Students interested in connecting with a peer mentor—or learning more about how to become a peer mentor—should email the program. The Mentor Program is jointly overseen by the Office of Academic Support and the library.

### Office of Career and Professional Development

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

The Office of Career and Professional Development (OCPD) provides a vital link for students and alumni in professional development and searching for career opportunities. Starting in the first semester and continuing beyond graduation, OCPD is here to help individuals maximize career search skills. The OCPD model is a hands-on customized approach to career development. Understanding the community to be served and its needs helps OCPD provide the tools and resources necessary for each individual's success. The OCPD offers a wide array of services that include:

- Professional Development Workshop Series
- Job Fairs/On-Campus Recruiting
- Individual Career Coaching and Advisement
- Resume and Cover Letter Preparation Guidance
- Interview and Salary Negotiation Strategies
- LinkedIn Account Development Advice
- Networking and Job Search Strategies

- Access to Handshake the MCNY job and internship posting platform

Our highly skilled staff are professional and committed to helping students and alumni reach their career goals. OCPD builds relationships with employers and organizational partners to create bridges for students and alumni to achieve career development objectives.

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