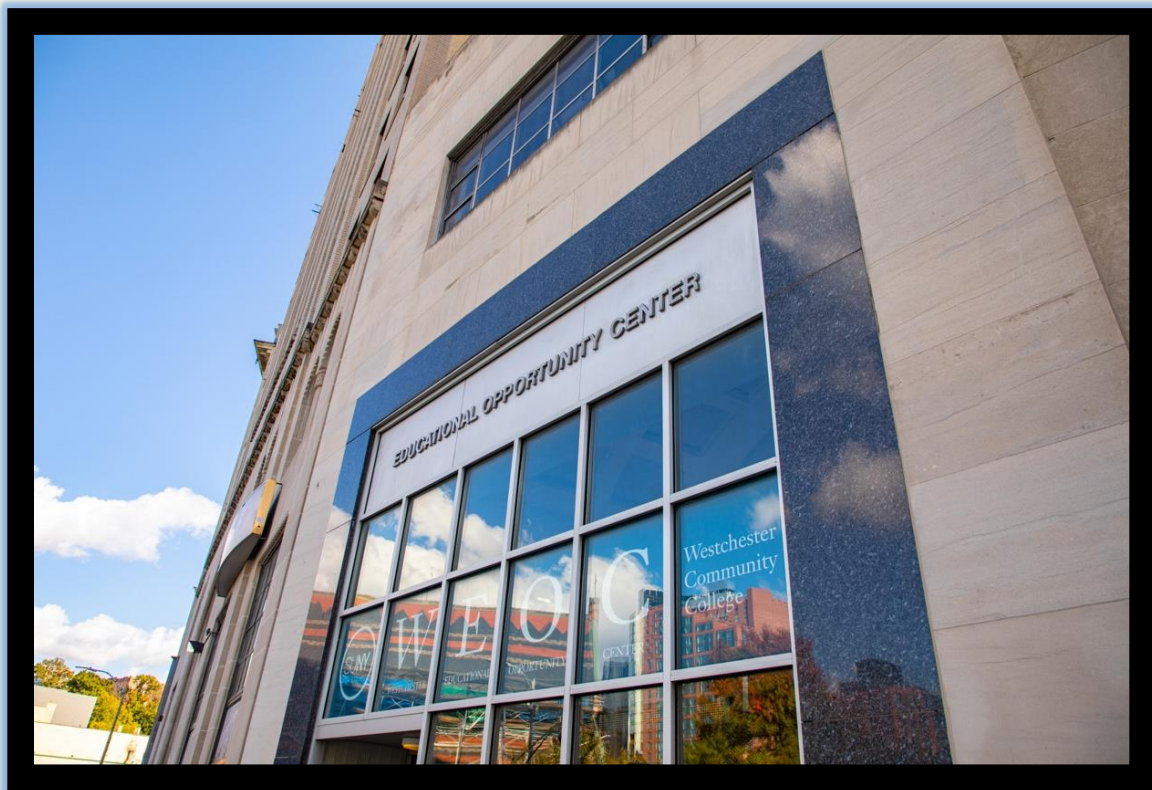


WESTCHESTER
SUNY UCAWD



2025-2026 FACULTY HANDBOOK

26 SOUTH BROADWAY
YONKERS, NY 10701
(914) 606-7610
WWW.SUNYWEOC.COM

2025-2026 Adjunct Faculty Handbook

Policies and Procedures, Systems, & Services
Westchester Educational Opportunity Center (WEOC)

NOTE:

All classes will be in person. Vendor programs may be online. Program Administrators and Department Chairpersons will advise faculty/vendors of the delivery modality for the course(s) they are teaching.

SUNY Westchester Educational Opportunity Center

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EXECUTIVE SUMMARY

In preparing this Faculty Handbook, every effort was made to provide pertinent, accurate, and updated information to assist adjunct faculty members. The Handbook should be used along with relevant sources found on the WEOC's website, Westchester Community College's website, and with other information you may receive from the Executive Director, Assistant Deans, Department Chairperson, Program Administrator, or administration.

The content of this Handbook is listed in alphabetical order and will be updated each programming year to reflect any changes in policies and procedures.

OVERVIEW

HISTORY AND BACKGROUND

The SUNY Westchester Educational Opportunity Center (WEOC) was officially established by the New York State legislature in 1973, as part of a network of educational opportunity centers throughout New York State, administered by the State University of New York. Prior to the establishment of the EOCs, here in Westchester, our roots originated in the Cooperative College. Based in Mt. Vernon and boasting of multiple satellite sites throughout the county, the Cooperative College provided college preparatory courses for economically disadvantaged individuals. With the creation of the EOCs, the offerings were expanded to include workforce, developmental and other academic skills training programs and the criteria for enrollment broadened to include individuals who were educationally as well as economically disadvantaged. In 1975, the Westchester EOC centralized its services into one site in Yonkers. Initially and for a short while, the Center was located at 53 South Broadway. Thereafter, it moved to 41 Main Street, where it remained until 1995. Finally, it relocated to its current headquarters at 26 South Broadway, Yonkers, NY, 10701.

VISION

WEOC is uniquely positioned to respond to the workforce preparation needs of the community. We take our business seriously and strive for excellence in all that we do. We are deeply committed to making a difference in our students' lives and in the communities that we serve. With that in mind, we encourage all employees to understand, embrace and help us achieve the Center's vision:

The SUNY WEOC is the premiere adult education institution in the county and the center of influence for training and career development. WEOC provides access to quality education and serves our students and the community with passion, commitment and pride.

MISSION

The mission of the Educational Opportunity Centers has evolved over the years to meet the needs of the ever-changing environment. However, the commitment to improve access, and increase opportunities, ideas included in the original legislation that created the centers, has remained constant.

The SUNY Westchester Educational Opportunity Center is part of a statewide system of educational enterprises that serve eligible adult learners. With the conviction that educated citizens are necessary to the secure future of our community and county, the mission of the Westchester EOC is:

To provide low-income New York State residents with quality, tuition-free academic and vocational training in a supportive environment; to facilitate their acquisition of marketable and sustainable skills; and, to help them gain the knowledge necessary to begin new careers and/or advance their higher education opportunities in order to positively impact their socio-economic status.

Our goal is to prepare effective, skilled workers and lifelong learners, who are highly motivated and self-directed, empowered, capable of meeting the constantly changing demands of a competitive labor market, and fully prepared to meet life's daily challenges. The challenge for the faculty and administration, therefore, is to assist students to develop and hone their skills as well

as their self-awareness, self-esteem, emotional intelligence, knowledge of the world around them, a sense of their responsibility in the world, and their potentials to the fullest.

SPONSORSHIP

The administration and management of the WEOC occurs at multiple levels by the following entities: the State University of New York (SUNY), University Center for Academic and Workforce Development (UCAWD), and Westchester Community College (WCC, also referred to as “the College”). The statewide network of ten Educational Opportunity Centers and two Counseling and Outreach Centers are sponsored by the State University of New York. When they were first created, the Centers were administered by SUNY’s Division of Sponsored Programs, Office of Special Programs. In the late 1990s, SUNY reorganized and a newly established office, the University Center for Academic and Workforce Development (UCAWD), of the Division of Academic Operations and Services, became the administrative entity for the EOCs and the Counseling and Outreach Centers. The mission of the University Center for Academic and Workforce Development is *to promote the social and economic well-being of the academically and economically under-served residents of the State of New York by developing and maintaining quality educational and workforce training programs and services.*

The State University of New York is WEOCs’ primary funding source. Funds are appropriated to SUNY by the New York State legislature, and SUNY disperses the funds to the respective programs throughout the state. Although we’ve been in existence for over forty years, our core funding has always been subject to the vicissitudes of the economy, the state of the state, and public priorities. The original WEOC grant was just over \$800,000; however, over the years that amount has increased.

While SUNY provides our core funding, it is not our sole source of support. In addition to SUNY’s allocation, WEOC receives modest financial support to administer High School Equivalency (HSE) testing. WEOC also receives technology and staffing support for an academic resource center, also known as the Advanced Technology Training and Information Networking ATTAIN Lab through the SUNY Research Foundation and a Supplemental Nutrition Assistance Program grant (SNAP) from both the NYS Office of Disability Assistance and through the Research Foundation as well. Finally, WCC, our sponsoring institution, provides the management structure and internal control process for the WEOC. The mission of WCC is to *provide accessible, high-quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.*

WEOC is entirely dependent upon grant funding for its existence and all of its funding is performance based. Given this, EOC must continually demonstrate its effectiveness through successful student outcomes as grantmakers are singularly interested in supporting programs with good track records. The challenge for WEOC, therefore, is to position itself to attract new funding through improved programming, service delivery, and performance outcomes.

CHANGING PRIORITIES

Two of the changes in the public climate which have affected EOCs most directly over the years are the demands for accountability in the use of public funds and the current focus on preparing people for work. The demands for accountability have resulted in the expectations of the University Center for Academic and Workforce Development that each EOC in the state will meet a basic set of Performance Standards annually. The Performance Standards chart, which follows, lists the performance categories and the line personnel functions which are primarily

responsible for the achievement of the stated performance outcomes. While we've identified the primary personnel responsible for achieving specific outcomes, it is our belief and philosophy that everyone at the WEOC is responsible for success, from the Security Guard to the Executive Director. Consequently, to meet the SUNY Performance Standards, each faculty member, administrator, and staff person at WEOC is expected to contribute to high-quality performance.

PERFORMANCE STANDARDS

WEOC is expected to achieve specific enrollment, retention, completion, and placement outcomes in each and every program it offers. To monitor and track performance, WEOC generates and distributes weekly reports throughout the Center and provides quarterly and other reports to the State University. When corrective action is indicated, all WEOC personnel, including faculty, are expected to take whatever action is necessary to improve performance. Underperforming programs that do not show sufficient improvement over time may be discontinued.

The following chart details the performance measures and standards that the Center is accountable for and lists the personnel members who have the primary responsibility for achieving specific outcomes. It is important to note, however, that student and organizational success is everyone's responsibility.

CATEGORIES	MEASURES	STANDARDS	FUNCTIONAL RESPONSIBILITY
Enrollment	Number of registered students	100% of the annual assigned enrollment figure will be met.	Admissions Counselor (Admissions)
Retention	Number of registered students who are retained until the end of the term	60% of registered students are retained through the end of the term.	Teaching Faculty & Non-Teaching Faculty/Counselors
Completions	Number of registered students completing a program of study	55% of students will complete a program.	Teaching Faculty & Non-Teaching Faculty/Counselors
Educational Gains	Number of students in Academic or Workforce Development Foundation programs demonstrating educational gain via pre- and post-TABE testing	55% of students enrolled will demonstrate an increase in academic skills in a term.	Teaching Faculty
Advancement to EOC Academic or Workforce Development Programs	Number of Academic or Workforce Development Foundation students advancing to EOC Academic or Workforce Development Program	55% of students who complete Academic or Educational Foundations Programs will enter into EOC Academic or Workforce Development Program. (Excludes ESL-eligible only students.)	Teaching Faculty & Non-Teaching Faculty/Counselors
English Proficiency	Number of students in English Language Proficiency Programs demonstrating measurable academic growth	55% of students who complete advanced-level ESL courses will demonstrate an English proficiency level comparable to 5.0 grade level as determined by TABE Reading assessment	Teaching Faculty
High School Equivalency (HSE)	Number of students enrolled in an HSE Program passing the HSE exam	55% of HSE program students will pass the HSE exam.	Teaching Faculty
Employment Applications	Number of workforce development students who complete and submit a job application to an employer for employment within the academic year.	85% of workforce development students will complete and submit a job application to an employer for employment.	Career Services Coordinator & Job Development Specialist

CATEGORIES	MEASURES	STANDARDS	FUNCTIONAL RESPONSIBILITY
Employment Placements	Number of workforce development students placed in employment	55% of students who complete workforce development programs will be placed in employment.	Career Services Coordinator & Job Development Specialist
Post-Secondary Applications	Number of College Preparation Program students who complete and submit an application for acceptance into a post-secondary institution within the academic year	85% of students who complete a College Preparation Program will submit an application for acceptance into a post-secondary institution.	College Connection Coordinator/Faculty
Post-Secondary Placement	Number of College Preparation Program students accepted into post-secondary institutions	65% of students who complete a College Preparation Program will be accepted into post-secondary institutions.	College Connection Coordinator/Faculty
Student Status	Number of students who have a status at the end of the term	90% of students will have a status by the end of the term.	Registrar

WEOC's current focus on preparing people for the workforce has resulted in the development of very job-specific training programs and related activities which emphasize the development of the range of skills and behaviors that are necessary for success in the workplace in the immediate and long-term future. We stress that the key to success is a commitment to lifelong learning through skills upgrading and higher education.

All of our academic and training programs are designed to achieve the objectives of State initiatives while meeting the needs of our local communities in Westchester County. Echoing the State's emphasis, we provide training in occupations that are in demand in the regional economy. Our ability to meet performance standards is directly related to the extent to which we are successful in developing and implementing training programs and pedagogy that are relevant to the workplace and the population we serve.

FACULTY EXPECTATIONS AND RESPONSIBILITIES

We firmly believe that all of our students are capable of learning and that they will thrive if we provide the necessary environment, establish high standards and expectations, offer quality learning experiences, and provide the support our students' need, especially when they are challenged. We must give our best and expect the best from our students. The following are expectations and responsibilities of all faculty.

EXPECTATIONS

- Establish professional standards that mirror the standards of the workplace.
- Commit to high educational standards and outcomes for all students.
- Maintain the attitude that students will succeed and be determined to make it happen.
- Take an interest in the students; show them you care; put forth every effort to focus on students' needs.
- Support and facilitate student learning; consider individual learning styles; develop strategies that build a positive learning environment and get positive results for all students; use motivational strategies that encourage student participation and active learning.
- Model good behavior, maintain regular attendance, be punctual, treat students with dignity and respect; maintain a professional appearance and manner at all times.
- Provide excellent instruction leading to attainment of WEOC performance standards.
- Incorporate customer service techniques into all interactions with students to ensure customer satisfaction among our student population.
- Attend the graduation ceremony at the end-of-year to show support for your students.
- Adhere to all WEOC's Policies & Procedures stated in this handbook.

RESPONSIBILITIES

- Follow all WEOC's Academic Policies and Procedures.
- Meet all assigned classes punctually. Begin classes at the scheduled time and make effective use of the entire designated class period.
- Arrive to class fully prepared to teach (bring all necessary instructional material to avoid unnecessary class interruptions).
- Submit a digital copy of your syllabus, at least 3 days prior to the start of each course, for each course taught to the appropriate Program Administrator or Department Chairperson for review and approval. Every syllabus should be reviewed and approved by the Program Administrator or Department Chairperson prior to student distribution. A syllabus template will be provided to you by your program Chairperson/Program Administrator.
- On the first day of class provide students with a syllabus that clearly articulates the course objectives and how you expect them to achieve them. Advise students what they can expect to learn, your grading system, and classroom policies, etc.
- Disclose the following information to our students on the first day of class:
 - **The Rules of the Building:** Smoke-free, Drug-free, Access through the Main Lobby and the elevators in the Main Lobby. Eating and Drinking in the Classroom are not allowed. These policies are outlined in various sections of this Handbook as well as the Student Handbook.
 - **Fire Exits:** Advise your students which fire exits they should use in the event of a fire drill or actual fire.
 - **Attendance Policy:** Stress WEOC's student attendance policy (see page 30).

Emphasize the connections between your expectations of their attendance and those of an employer.

- Monitor the progress and outcomes of your class(es) and your success in meeting state performance standards; take corrective action steps to improve students' performance if class outcomes fall below acceptable standards.
- Assign relevant classwork and homework.
- Adhere to the grading policy on pages 23 - 24.
- Document student progress, advise and inform students of their academic progress on a regular basis. This includes a mandatory mid-course report issued to students with an updated academic progress report.
- Keep accurate student attendance records and enter attendance into BANNER after each class session.
- Maintain accurate academic records for each student to include: grades of any graded assignment and exams.
- Enter final course grades into BANNER within 48 hours after the end of the course.
- Prepare and submit any other necessary report/paperwork as required.
- Promote student retention and success by meeting and working closely with the Department Chairperson and assigned program counselor to review student progress, follow-up on academic improvement plans, and address any other student issue.
- Attend all faculty and/or Academic Affairs department meetings as scheduled. There are several scheduled meetings throughout the year. As a professional, it is expected that you will participate in the Orientation for Faculty which usually occurs in late August/early September and early January. You should also participate in the faculty development days when they are scheduled.
- Maintain proper classroom etiquette.

EXPECTATIONS OF WEOC

WEOC is committed to excellence and will provide the necessary support and resources needed to ensure the delivery of quality instruction. The Center will:

- Provide a safe, comfortable learning environment.
- Provide appropriate books, materials and equipment to enhance your instruction.
- Publish schedules and distribute teaching assignments as well as contracts on a timely basis.
- Evaluate and provide feedback on your instructional performance.
- Apprise you of staff development opportunities to continue your professional growth.
- Schedule faculty-wide or department meetings to keep you abreast of WEOC information.

COLLABORATION WITH COUNSELORS

Academic Affairs and Students Affairs work together collaboratively as a team, which is composed of Department Chairpersons, faculty, counselors, and staff, to ensure the success of WEOC students in completing programs and achieving planned outcomes. To facilitate a collaborative working relationship and to give the best possible service to all students, it is important to remember that:

- Collaborative conferences are an integral part of our retention and completion efforts. After the first week of classes, it is expected that faculty meet with department chairs, program administrators, and/or program counselors to discuss appropriateness of placement and student progress. At a minimum, at the mid-point of the course or program, as applicable, a follow-up meeting should be held to evaluate the student's overall progress, identify areas of concern (if any) and/or develop an Individual Plan of Action for the student in question. However, if a student is experiencing any type of academic difficulty (which is defined as school work that is graded at a "C" or lower), it is expected that faculty will discuss student outcomes with the counselor within the first third of a program as an Early Alert Progress Report. This will give students an opportunity to remediate before falling too far behind academically.
- Timely communication between the faculty member and the department chair, program administrator/program counselor is critical to ensure student success.
- Whenever intervention is required to address student behaviors or concerns, faculty members must submit an Incident Reporting form through the online [Maxient Portal](#). Once filed, it will be forwarded to the appropriate parties for handling.
- Department Chairpersons, faculty, and the program counselor will remain in regular contact with each other throughout the duration of the program or course to share information about students.

Some programs will also include weekly Student Success Seminars where students will meet as a group with a counselor to work on developing life and career readiness skills that will help them transition into their new workforce or higher education opportunities.

POLICIES AND PROCEDURES

Faculty are expected to become familiar with and enforce all of WEOC's Policies and Procedures. The policies and procedures are listed in alphabetical order.

ACADEMIC FREEDOM

WEOC values and protects the academic freedom of all its faculty. The American Association of University Professors (AAUP) states on its website that academic freedom consists of the full freedom to engage in any line of research and any areas of discussion in the classroom, even controversial topics as long as these topics are related to their subject. Please note that while academic freedom is absolute, it is not unlimited. Therefore, faculty are advised (but not mandated) to refrain from unnecessarily engaging in discussions and assigning coursework regarding inflammatory political, religious, and other personal opinions. Each faculty member is entrusted to use their best professional judgment to determine the boundary between that which is appropriately controversial versus that which is unnecessarily inflammatory.

ACADEMIC HONESTY

Both plagiarism and student cheating are very serious infractions and should not be tolerated. The penalty for such infractions may range from receiving an "F" grade in the course to academic dismissal, if these offenses are repeated. If a student violates the academic honesty policy, faculty members have the right to:

1. Fail the student for the assignment/test;
2. Fail the student for the course;
3. File a letter of complaint, describing the infraction, with the Assistant Dean of Student Affairs and the Assistant Dean of Academic Affairs; or
4. Any combination of the above.

A second reported infraction may result in suspension. A third infraction may result in expulsion at the discretion of the Assistant Dean of Student Affairs and Assistant Dean of Academic Affairs.

ACADEMIC SUPPORT SERVICES

ATTAIN Laboratory

The ATTAIN (Advanced Technology Training and Information Networking) Laboratory (Room 701) at WEOC is an academic support center which offers interactive instructional software, electronic databases, instructional media systems and other materials designed to enhance student learning outcomes through technologically advanced instruction. The ATTAIN Lab is available for faculty to schedule assigned supplemental coursework to enrich instruction. Faculty should consult the ATTAIN Lab Coordinators for assistance on the available resources in the Lab.

The Lab is available for student use on an independent basis. To ensure that students receive the maximum benefit from using the lab, faculty members must advise the Lab Coordinators about the specific needs of individual students and identify the skills they need to have strengthened. Faculty members must also specify the lessons that should be emphasized for their students. Additionally, in preparation for the GED exam, Accelerated HSE students utilize the ATTAIN Lab twice a week, for a minimum of two hours each session.

LEARNING SUPPORT CENTER/TUTORING

The WEOC's Learning Support Center provides tutoring support and a learning space where students can receive academic support services (Room 705). Tutors foster an optimal learning environment, empowering students to become independent learners through coordination with instructors, counselors, and administrators. While tutoring is not available for every subject, the Center will make every effort to accommodate students' needs. If you have a student in class who could benefit from tutoring, please complete a Tutoring Referral Form and inform the counselor, and every effort will be made to accommodate this request.

ACCESS TO WEOC

Faculty and staff may enter WEOC from the rear of 20 South Broadway or through WEOC's main entrance at 26 South Broadway. Students must enter WEOC from the 26 South Broadway entrance and use the elevators on the first floor. Students should not use the elevators in the 20 South Broadway entrance in the rear of the building. WEOC is handicapped accessible in accordance with all federal and state regulations.

ACCOMMODATION OF SPECIAL NEEDS STUDENTS

WEOC has a responsibility to accommodate students with special needs as long as reasonable accommodations can be made. Faculty members are required to make reasonable adjustments in instructional methodologies when needed. Where special instructional equipment or materials are needed, you should address this concern to your immediate supervisor or the Assistant Dean of Academic Affairs. Please advise students with physical disabilities, learning disabilities, or other special needs to contact the Assistant Dean of Student Affairs at ext. 7636. Also, special parking areas are reserved in the Government Parking Garage for vehicles bearing universal Handicapped Parking stickers, which may be obtained from local police.

In addition to identified special needs students, if unusual or special behavior is observed in the classroom that may be indicative of a special need or problem, the faculty member is responsible for reporting the matter to the Assistant Dean of Academic Affairs, and strategies should be jointly developed to address the same. All such matters must be handled confidentially.

ADJUNCT SICK LEAVE POLICY

Adjunct faculty are permitted to miss one class session in each course due to illness without reduction of pay provided that the classwork which would have been accomplished in the missed session is made up according to a plan submitted to and approved by the Department Chairperson. The sick day is only good for the duration of that course and cannot be banked for future use.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment is available in all classrooms.

BRIGHTSPACE

The WEOC uses Brightspace Learning Management System as its instructional platform. It serves as an instructional support for all programs. To access the platform, please use the login credentials provided to you. Contact SUNY Online Support Services at 518-320-1300 or <https://sunyonline.teamdynamix.com/>

CELLULAR PHONE USE

Please emphasize to your students that they are not allowed to make or receive calls on their cellular phones during class time, nor are they to leave the classroom during class time to make or receive calls. All cellular phones, as well as pagers and beepers, must be turned off during class time. This rule applies to both students and faculty.

CHANGES IN FINAL GRADES

Any grade change should be made within one semester after the end of the term in which the grade was originally awarded. A “Grade Change Form” must be submitted and signed by the faculty, Department Chairperson, and Assistant Dean of Academic Affairs. The student and instructor will be notified when the grade change has been completed by the Registrar.

CHILDREN/VISITORS IN CLASSROOMS/ON PREMISES

Please reinforce to your students that administrators, faculty, staff, enrolled and enrolling students, and persons conducting WEOC business are the only individuals allowed in the classrooms and on the premises in general. Everyone else, including children, friends, and relatives is prohibited from occupying WEOC space. Children, especially, are not allowed in the classrooms because of safety issues. Remind the students that childcare must be in place (with back up plans ready to be operational if needed!) when they become employed or advance on to higher education, so they should prepare now while at WEOC. Also, there will be days when the public schools will be closed or will have early dismissal due to teacher conferences, but WEOC classes will be in session. The students will have to ensure their childcare arrangements for these days.

CLASS CANCELLATIONS

The Assistant Dean of Academic Affairs, in consultation with the Executive Director, holds responsibility for the cancellation of any scheduled classes here at WEOC. Faculty may arrange with the Assistant Dean for the re-scheduling of a specific class for make-up purposes if a conflict arises in advance. If an emergency arises on the day of a scheduled class meeting resulting in an inability to meet with a class, faculty should call the Assistant Dean of Academic Affairs at (914) 606-7618 or the Academic Affairs Office Assistant at (914) 606-7619, so that arrangements can be made for a substitute instructor to meet with the class as scheduled.

CLASSROOM OBSERVATIONS

Being observed is a formal requirement of your teaching position. We regard the observation process as a positive experience—an opportunity to “showcase” one’s teaching. Classroom observations should be expected once or twice a year. To ensure that instructors are given adequate time for preparation, the Assistant Dean of Academic Affairs will distribute a listing of observers and observes early during the semester. The observer is expected to contact you, but you may contact him/her to establish a mutually convenient date for observation. Prior to the observation, you should prepare and submit to the observer a written description of what you are covering in the course along with course objectives and the content you plan to cover the day you will be observed.

The observer will observe your class the entire time it is in session, and s/he will generate an observation report based upon the completed lesson. Prior to departing, the observer will advise you when you can expect to receive the observation report. Once you receive the report, you will be given an opportunity to meet with the observer and to discuss its contents. If you receive constructive criticism along with praise, recommendations will be offered for improvement. Please accept the observer’s suggestions as an opportunity to enhance your

teaching. You may of course write a response, especially if you believe that any comments are inaccurate. After your discussion with the observer:

- Sign and date the report
- Sign and date the post-observation memo that accompanies the report. If you accept the report as fair and valid, indicate that in the appropriate space. If you do not find the report or discussion
- acceptable for any reason, you have the right to dissent. Explain your dissent in the space provided, and/or attach a separate rebuttal sheet.
- Submit the signed and dated report and post-observation memo to the observer (in person or email). The observer will submit the report for filing in the Office of Academic Affairs.

COMPUTER AND COMMUNICATIONS TECHNOLOGY USE POLICY

Westchester Community College owns and operates a variety of computing systems which are provided for the use of the College and its students, faculty, and staff in support of the programs of the college. These are to be used for education, research, academic development, and administrative purposes only. All students, faculty, and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical, and lawful manner. Fraudulent, harassing, pornographic or obscene messages, and/or materials are not to be accessed, sent, or stored. Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws and also the College's policies.

All users of Westchester Community College's computer systems must read, understand, and comply with these policies, as well as any additional guidelines established by the administrators of each system or facility. **BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.**

These computer systems, facilities, and accounts are owned and operated by the College which reserves all rights, including termination of service without notice, for violation of this policy. These procedures shall not be construed as a waiver of any rights granted by the College, nor shall they conflict with applicable law. Users have rights that may be protected by federal, state and local laws.

Access and privileges on the College's computing systems are assigned and managed by the administrators of specific individual systems and facilities. Administrators, faculty, staff, and students may become authorized users of a system and be granted appropriate access and privileges by following the approval steps prescribed for that system. Users may not, under any circumstances, transfer these privileges to other individuals.

Users are responsible for maintaining the following:

- An environment in which access to all college computing resources is shared according to system and facility policy between users.
- An environment conducive to learning: A user who uses the college's computing systems to harass or make defamatory remarks shall bear full responsibility for his or her actions. Further, by using these systems, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions. Users

agree that the College's role in managing these systems cannot be construed to imply its endorsement of such remarks or actions.

Many of the College's computing systems provide access to outside networks, both public and private, which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Users are further advised that the College does not assume responsibility for the contents of any of these outside networks. The users agree to comply with the College's acceptable use guidelines and proper etiquette for any and all outside networks or services they may access through its systems. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading (except for those outside services which may conceal identities as part of the service). The user agrees that, if someone does transmit, or cause to be transmitted, a message that is inconsistent with an environment conducive to learning or with a misleading origination, the person who performed the transmissions will be solely accountable for the message, and not the College, which is acting solely as the information carrier.

- An environment free of illegal or malicious acts: The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which s/he is authorized, or any attempt to deprive other authorized users of resources or access to any of the College's computer system shall be regarded as malicious and may be treated as an illegal act.
- A secure environment: Any user who finds a possible security lapse on any system of the College is obliged to report it to the system administrators. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources, or otherwise make use of computing resources for which proper authorization has not been given. Users are responsible for backup of their own data.

Additional guidelines:

- All accounts assigned to an individual must not be used by others. The individual is responsible for the proper use of the account, including proper password protection.
- Programs and files are confidential unless they have been made available, with written permission, to other authorized individuals. When performing maintenance, every effort is made to ensure the privacy of a user's files. If policy violations are discovered, they will be reported immediately to the appropriate system administrator.
- No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any college computer system.
- Computer software protected by copyright is not to be copied except as permitted by law or by the contract with the owner of the copyright. Illegal copying of copyrighted software is a felony offense under New York state and federal law.

- An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies. Such suspected violation will be confidentially reported to the appropriate system administrator.
- Violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College and legal action. Violations of some of the above policies may constitute a criminal offense.
- System and facility administrators will establish more detailed guidelines, as needed, for specific computer facilities.

COMPUTERS AND LABORATORY TIME

WEOC students and faculty are encouraged to use our computers for individual practice and other appropriate purposes. Instructors may use any unoccupied computer in the classrooms. Students may use the computers in the ATTAIN Lab, as long as they have registered with the ATTAIN Lab Coordinators.

All WEOC computers are networked. In order to use them, you need an authorization code which may be obtained from the Server Engineer (ext. 7698). Each faculty member is issued an exclusive network ID and password which not only enables access to the network, but allows teachers to control print jobs in their classrooms, and provides enhanced access to applications and the Internet. If for any reason, you do not have or know your ID, please see the technical staff at once.

The technical staff will respond to any problem they see or hear about from the faculty. However, instructors are expected to protect and maintain the classroom environment as well. All instructors using the computers should be proactive as follows:

1. **Leave the classrooms** as you find them, that is, **ready for the next class**. If the screensaver, desktop appearance, or the desktop icons are changed from the defaults or have disappeared, you should either reset them or let the Server Engineer know.
2. **Insure a proper log out and printer shutdown**, particularly at night. At the end of class completely shut down all PCs. It is not sufficient to simply close out of the Windows program. To shut down, you must go through the Windows *Start* menu, click the Power icon, and then click on *Shut Down* in the bottom left hand corner. If you don't do this, the system will perceive an error and run diagnostics on the next boot. This is frightening to new students, who think they have done something wrong, when in fact it's the fault of the previous user. If PC's are simply left on overnight, the network must break all open connections to the server before it can run the nightly backup. This again leaves warnings and error messages in Windows when the next user logs on. The same is true of printers. The printer may not come on the next morning or attach to the network properly because of overheating. In short, the instructors must actively supervise the shutdown process.
3. **Actively supervise student use of the computers**. Personal downloads of software or programs from the Internet are **prohibited**. There should be no saving to and from USB drives without an active scan for viruses. Playing games or entering on-line chat rooms is not allowed except for instructional purposes and under supervision by a staff or faculty member.
4. **Ensure that your students (and you) read the Internet policy document on the WEOC/WCC start page**. According to WCC and County policy, **teachers and staff are directly accountable for any improper use of the Internet** while students are on our

- premises.
5. **Report a problem immediately** with a particular PC, application, or student ID, so it can be addressed or fixed. Also, if possible, post a note on the unit in question so the next user doesn't incur the same problem.
 6. **Protect the equipment.** Make sure the doors are locked when you leave, particularly at night. Don't leave students unsupervised in the classrooms or labs. Please close the windows if you've opened them; there have been some close calls from rain, snow, and birds overnight or the weekend. Your cooperation will ensure that problems are fixed and addressed promptly, and that our facilities never provide an excuse for a student to fail, or not do the work.

CONFIDENTIALITY OF STUDENTS' RECORDS

See the Family Educational Rights and Privacy Act (FERPA) section.

CONTRACT HOURS/CONTACT HOURS AND BREAKS

Contract hours are the hours for which you are paid. Contact hours are the hours you spend in instructional time with the students. One full contractual hour equals 50 minutes of contact time. Classes which meet for up to 2½ hours do not have a break. Classes which meet for 3 – 4 hours are entitled to one 10-minute break. Classes which meet for 4½ hours, may have a 15-minute break. Classes meeting for 5 hours may have one 20-minute or two, 10-minute breaks. Please do not make any adjustments to this policy.

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COUNSELING AND STUDENT SUPPORT

The Counseling Unit (Room 603) is responsible for providing counseling, case management, crisis intervention, advocacy, and referral as well as academic and career advisement. Counselors assume the primary responsibility for providing student support. Our model requires close consultation and collaboration between faculty members and counselors who are expected to have regular and frequent dialogue about the students' progress, challenges, and any concerns. We encourage each teaching faculty member to meet with the counselor assigned to Academic Affairs at the beginning of each term to discuss program and/or course particulars, including goals, learning objectives, expectations of students, timetables, program orientation, monitoring of student progress, retention and attendance, etc., and to work out protocols. It is also recommended that teaching faculty members provide counselors with a copy of the syllabus.

CULTURAL DIVERSITY, EQUITY AND INCLUSION POLICY

Westchester Community College endeavors to establish and maintain an environment in which individuals of various groups and backgrounds learn to live together in an atmosphere of mutual respect. Furthermore, the College asserts that the students' education is inadequate unless they have acquired knowledge and appreciation of human diversity, and have established sets of values with which to function positively in a pluralistic society.

Respect for, and understanding of, cultural diversity in all its forms is a strong antidote for prejudice, racism, and discrimination based on religion, national origin, ethnic grouping,

color, or other socially derived attempts to deny people their human rights. Accordingly, the College strives to find the common elements that unite us, and the positive differences that strengthen us.

Westchester Community College, therefore, endeavors to:

- Provide all students with experiences in and out of the classroom that enhance their understanding of and respect for differences in race, national origin, religion, ethnic identity, gender, sexual preference, age, and socio-economic background.
- Sensitize the staff and faculty to regard cultural differences as the norm, not the exception, while recognizing our common needs and aspirations.
- Encourage diverse groups to participate in cooperative endeavors and interactions.

DESIGNATED EATING AREAS

There are two areas in the building which are designated for eating. They are the Faculty Lounge which is located on the eighth floor (Room 813) and the Student Lounge on the sixth floor (Room 607). The sixth floor lounge is available to all students for eating purposes.

With the exception of bottled water, **Eating and drinking are prohibited in the classrooms** and not allowed in any other areas of the school. The security guards and administrators strictly enforce this rule. Please enforce this policy as well.

DISCRIMINATION COMPLAINT PROCEDURE

A student who wishes to make a complaint about a faculty member, an employee, or another student regarding alleged discrimination based on race, color, creed, national origin, age, sex, sexual preference, or disability or a complaint about sexual harassment should be referred to:

The Associate Dean of Diversity,
Equity & Inclusion
(914) 606-6313
Westchester Community College,
Gateway 134G Valhalla, NY
10595

A faculty member or an employee who wishes to make a complaint about a supervisor, fellow employee, fellow faculty member, or a student regarding alleged discrimination based on race, color, creed, national origin, age, gender, sexual preference, or disability should register that complaint with:

The Director of
Human
Resources
(914) 606-6880
Westchester Community College, Administration
Building Room B42
Valhalla, NY 10595

In any case of alleged discrimination, the first step should be to attempt to resolve the

complaint informally. If a resolution satisfactory to both complainant and respondent is reached within fifteen (15) working days through the efforts of the - Director of Counseling or the Sexual Harassment Officer, the case shall be closed. A written notice to that effect will be sent to the complainant.

If no formal resolution is possible and the faculty member, employee, or student wishes to pursue the complaint, a grievance must be submitted in writing. Such formal grievances must be filed within forty- five (45) working days following the alleged discriminatory act, or when the complainant first becomes aware of that alleged discrimination. Student grievances must be filed with the Associate Dean of Diversity, Equity, and Inclusion Westchester Community College, Gateway 134G, Valhalla, NY 10593 (914-606-6313). Employee grievances must be filed with the Director of Human Resources, Westchester Community College, Valhalla, NY 10593 (914-606-6880).

All cases of alleged discrimination for any of the above-mentioned reasons will be forwarded to the Affirmative Action Officer of the College or the Research Foundation, whichever is appropriate. In cases of alleged discrimination based on disability, the grievance also will be forwarded to the 504 Disability Coordinator. In all cases, the discrimination complaint will be dealt with in a timely fashion by each compliance officer in the manner described above. A decision will be sent in writing to the grievant within thirty (30) working days of the receipt of the formal complaint by all appropriate parties.

DUPLICATING REQUESTS

Duplication is the sole responsibility of the faculty member and can be done by using your ID and passcode on the copier in the Academic Affairs department (Room 709). Please do not enlist students or the Academic Affairs Office Assistant to produce copies for you. In order to use the copier, you must have set up your SUNY WEOC e-mail address.

If you require copies that exceed a total of 50 pages, then you will need to let us know two weeks in advance in order to send the request to the REPRO office on the main campus. These requests can take up to two weeks to get them returned to you.

The instructor will be notified by an Academic Affairs staff person that the order has been delivered to WEOC. Completed duplication work will be placed on the first work station in the Academic Affairs suite with the instructor's name on it.

EMERGENCY EVACUATION PROCEDURES

In the event it becomes necessary to evacuate the building, for fire or other reasons, all faculty, staff, administrators, students, and visitors must exit the building via the shortest safe route and proceed towards the primary assembly areas following the procedures outlined below. Under no circumstances are the elevators to be used during an evacuation. **ALL** evacuation alarms must be treated as real, even if there are multiple alarm activations within the same day.

The primary assembly areas are identified as the front of the building on the 1st floor exiting onto South Broadway proceeding left towards Nepperhan Avenue or right towards Main Street or the 3rd floor (the rear of the building) proceeding towards the parking structure. An audible fire alarm or a directive from department supervisors, WEOC safety wardens, and/or fire department personnel initiates the emergency evacuation procedures. A safety warden

and back up are assigned to every floor of the WEOC as indicated in this table.

FLOOR	SAFETY WARDEN	BACK-UP
1 st Floor	(Day) Security Officer (Evening) Assigned Evening Security Officer	(Day) Registrar (Evening) Evening Security Guard (Alt)
6 th Floor	(Day) Assistant Dean of Student Affairs (Evening) Assigned Evening Security Officer	(Day) Coordinator of Career Services
7 th Floor	(Day) Assistant Dean of Academic Affairs (Evening) Assigned Evening Security Officer	(Day) Server Engineer
8 th Floor	(Day) Division Coordinator - Operations (Evening) Assigned Evening Security Officer	(Day) Accountant

During the evening, the evening senior staff, and/or assigned faculty members on each floor assumes responsibility as safety wardens to ensure the timely evacuation of all individuals from the building. The appointed safety wardens have full authority for the evacuation of assigned areas. Their directions must be followed at all times.

- All individuals must evacuate using the closest available stairway.
 - If exiting classrooms or offices that face South Broadway, please use Staircase A (20 South Broadway side). If exiting classrooms or offices that face the back parking lot, or are closer to the back the parking lot, please use Staircase B (20 South Broadway side).
 - If either Staircase A *or* Staircase B is unavailable for use, then use the one, of A and B, that is available for use.
 - If neither Staircase A nor Staircase B is available for use, then please use the Staircase to the left of the elevators on the 26 South Broadway side.
- Avoid talking or stopping while exiting. **Never use the building elevators as a means of evacuating the building.**
- Disabled individuals who are unable to evacuate on their own must be assisted to the closest stairwell landing where they will wait to be aided in exiting the building. The safety warden will be required to report the location of those needing assistance to the responsible authorities who will ensure the individuals are evacuated.
- If possible, the last person out of an office should close all windows and doors without locking. This helps to confine a fire until the arrival of the fire department. With the exception of a bomb threat evacuation, please close all windows and doors.

- If you see an open door as you are exiting the building, close the door and continue to the nearest safe building exit. Do not deviate from the shortest safe exit route to do this.
- If you see any occupants in the building who do not appear to be evacuating, inform them there is an evacuation and that they must exit the building immediately.
- Once in the stairwell, proceed as quickly and in as organized a way as possible to the first floor to exit onto South Broadway or to the third floor to exit at the rear of the building into the parking structure. Once outside of the building proceed at least 100 feet away from the building, exercising caution when crossing any streets.
- If you are aware of occupants who you believe did not evacuate the building as required, notify the nearest Safety Warden, Security Officer, or Emergency Services person immediately upon exiting the building. Inform them of how many persons and when and where they were last seen.
- Once evacuation of an area has begun, **please do not attempt to re-enter the building until it has been declared safe** by the responsible authorities. The primary assembly area will always be the appropriate place to wait for instructions unless otherwise notified.

EMERGENCY RESPONSE

Per WCC's Basic Emergency Readiness and Response Guide, all incidents of concern, crimes, safety related issues or emergencies at the Westchester EOC should be reported to on-site College Security personnel and/or City of Yonkers Police Department without delay. The City of Yonkers Police Department can respond quickly and, when necessary, initiate contact with other local first responders to include law enforcement, fire and emergency services. Secondary notification should be made to the College Security Department.

CONTACT INFORMATION:

City of Yonkers Police Department – 3rd Precinct: 914-377-7427

College Security Department: 914-606-6911 6911 from any college phone.

All emergencies should immediately be reported to WEOC Security (x7653). When necessary, the Fire Department, EMS, or the Police Department will be informed of the incident. You may also dial 9-911 from any telephone to report an emergency directly to the Police Department.

EMERGENCY INTERRUPTION POLICY

The policy of WEOC regarding interruptions of class is as follows: Students should not be allowed to leave class unless it is an emergency situation. Visits from friends and/or family should be strongly discouraged. During the application process, the student will complete a

form detailing information regarding WEOC's "personal/family emergency interruption" policy. The policy defines emergency situations as family health-related or life-threatening conditions requiring the student's presence. Calls from Department of Social Services (DSS) or from schools requesting a student (parent) enrolled in one of our programs are also considered cause for interruption. On the form students will identify the names of individuals who can require their presence. A copy will be maintained in the main reception area in the first floor lobby. The SA Office will review the emergency request and contact students accordingly.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Westchester Community College remains committed to the concepts and practices of equal employment opportunity and affirmative action that were formally established by the SUNY and Westchester Community College Boards of Trustees. This policy provides equal opportunity in employment for all persons regardless of age, race, religion, sex, color, marital status, national origin, physical disability, and sexual orientation. The College actively recruits members from protected groups and makes special efforts to seek out for employment opportunities and advancement in employment qualified individuals with disabilities, including disabled veterans, as well as veterans of the Vietnam Era.

This commitment is in keeping with Title VII of the Civil Rights Act of 1964 (as amended in 1991), Executive Order 11246, the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1981, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Americans With Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, as amended, the Equal Pay Act of 1963 (as amended in 2009), and other applicable federal and state laws.

E-MAIL

Email is the most effective means of communication at WEOC. The Westchester Community College (WCC) email system is the official channel of communication. Faculty are responsible for activating their WCC e-mail accounts and reading their e-mail regularly. Faculty should use their WCC e-mail account to correspond with their students, staff, and administrators. Faculty can access their e-mail accounts by signing in to <https://Outlook.com> using your College UserID@sunywcc.edu and password. Accessing your WCC e-mail is critically important and it is also the means by which you obtain access to the WEOC photocopier. Questions regarding e-mail accounts and activation can be sent to WCC Helpdesk at helpdesk@sunywcc.edu or (914) 606-6665.

FACULTY ATTENDANCE

Faculty members are expected to teach all assigned classes on their teaching contract. Please contact the Academic Affairs office (914) 606-7619 if any unforeseen emergencies occur.

FACULTY, STAFF & STUDENT ID CARDS

All faculty, staff, and students will be issued ID badges, which must be worn at all times while in the Center.

FACULTY LOUNGE

Located on the eighth floor, Room 813, the Faculty Lounge is the place where you can prepare for your classes, socialize with your colleagues, or enjoy your lunches or other refreshments in between classes. A refrigerator is available in the lounge to store perishables.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of education records for students who are currently enrolled or formerly enrolled regardless of their age or status regarding parental dependency. An education record is any record that contains information directly related to a student and is maintained by the College. The Westchester EOC follows the FERPA guidelines as outlined by Westchester Community College and will not release educational records without a student's consent or express direction, or when we are legally mandated.

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

- Sole possession records or private notes held by school officials that are not accessible or released to other personnel.
- Law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit.
- Records relating to individuals who are employed by the institution (unless contingent upon attendance).
- Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- Records of an institution that contain only information about an individual obtained after that person is no longer a student at that institution, i.e., alumni records.

When is student consent NOT required to disclose information?

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the regulations, including:

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

FERPA also permits schools to disclose ***Directory Information without consent.

Any student who does not want to have this information released to the above parties can block this release by going to the Registrar's Office to sign a "Student Information Release Form."

On occasion, the Department of Social Services, Department of Labor, health or law enforcement agencies, and/or other legal entities request student information. Such information is provided on a case-by-case basis, and in strict compliance with the law. FERPA affords the right to file a complaint with the U.S. Department of Education concerning alleged failures by WEOC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of

Education, 400 Maryland Avenue SW, Washington, DC 20202-5901. Additional information is available on the Westchester Community College website at <http://www.sunywcc.edu/student-services/registering-for-classes/ferpa/>

FIRE DRILLS (See also Emergency Evacuation Procedures p. 18-20)

There will be scheduled fire drills throughout the academic year for which you may or may not be notified in advance. There will also be at least one unscheduled fire drill. In the event that a fire alarm goes off, you must direct your class to exit the building via the closest stairs in accordance with the evacuation plan. Elevators may not be used. Please take note of the EXIT SIGNS for the stairs closest to your classroom and use these stairs to exit the building on the 1st floor exiting onto South Broadway proceeding left towards Nepperhan Avenue or right towards Main Street or on the 3rd floor (the rear of the building) proceeding towards the parking structure and wait for approval from fire officials before re-entering the building.

GRADE RECORDS AND FINALS GRADE SUBMISSION

All grading and assessment criteria must be clearly disclosed to students in the course syllabus. Each faculty member must maintain accurate grade records, including scores/grades of all assessments used to determine the final grade. Grade records must be available for review if requested by the Department Chairperson, Program Administrator, or Assistant Dean of Academic Affairs.

Final grades must be submitted in Banner for each class within 48 hours after the last scheduled assessment or class session (end of the class). Instructions on how to enter final grades in BANNER Self-Service are available in the Academic Affairs Office. Any delay in entering the final grades must be communicated immediately to the Department Chairperson, Program Administrator or Assistant Dean of Academic Affairs.

GRADING POLICIES

Since grades are required in all WEOC courses (note that many developmental and academic courses do not use the A-F scale of letter grades), you should tell your students at the beginning of the semester how you will determine their grades and inform them of how they are doing during the course. Students are evaluated according to the following grading system. You must give one of these grades for each course in which a student enrolls.

Standardized Grading Recommendation		
Scale/Use (numeric range guide)	Grades	Points
96-100	A	4.0
90 – 95	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
65-69	D	1.00
0-64	F	0.00

Passed ⁶	P	N/A
Failed (non-punitive) ⁶	FN	N/A
Satisfactory ¹	S	N/A
Unsatisfactory ¹	U	N/A
In Progress ⁵	IP	N/A
Exempt from course ²	E	N/A
Incomplete ³	I	N/A
Student withdrawal	W	N/A
Administrative withdrawal	WA	N/A
No grade ⁴	NG	N/A

¹Used only in Satisfactory/Unsatisfactory grade mode (used for Community Service courses).

²Exemption by test scores, requirements are satisfied, does not affect GPA.

³Used when coursework is incomplete according to WEOC guidelines (stated below). It changes to an F if the work is not completed within 45 days.

⁴Used only in No Grade mode, e.g. lab course that is not graded.

⁵Used when student is making satisfactory progress at the end of the term and faculty recommends that student continues in the course for an additional term.

⁶Applied to courses taken by students, used in Pass/Fail grade mode, does not affect GPA (notCommunity Service courses).

INCOMPLETE GRADES

An Incomplete or “I” may be assigned when extenuating circumstances prevent a student from completing a course. A student’s request for an incomplete grade should be reviewed if there is a reasonable expectation that the student can pass the course upon completion of the missed work.

An incomplete grade contract must be signed by the student and the faculty member and then submitted to the Department Chairperson for approval (see Appendix). The Incomplete grade contract should state the assignments to be completed and the timeline for completion. The timeline for completion should be no longer than 6 weeks after the end of the course. Both the student and instructor should keep copies of the contract.

After the grade has been resolved, as per the contract, the instructor assigns the appropriate grade on a Change of Grade form and submits the grade to the Registrar. If the grade is not resolved (assignments not completed by timeline), the instructor assigns an “F” grade on a Change of Grade form and submits the grade to the Registrar.

JOB AND CAREER SERVICES

It is the intention of WEOC that each students’ journey end in a placement regardless of whether they are enrolled in an academic, workforce preparation, or foundational program. While the emphasis for academic and foundation programs is on achieving educational goals, our collective purpose in the workforce preparation programs is to train and prepare our students for entry, success, and perseverance in the workforce.

Cognizant of the challenges facing this student population, WEOC has a dedicated Career Services Unit that is an integral partner with the Student Affairs counseling team charged with supporting students through their workforce preparation journey. Working closely with counselors and faculty to understand the curriculum and the students and to ensure

there is coordination between the various units, an interdisciplinary approach to job readiness training and placement services is assumed. Career Services staff also work with counselors during the semester as part of the Student Success Seminars, as appropriate, in addition to the seminars conducted as part of the different program curricula.

At the beginning of the term, usually as part of the student orientation, staff members from the Career Services Unit discuss job placement goals, objectives, and services with students. In this way, students start programs with a clear understanding of what will occur, consistent with the intent of the institution and all involved. This unit also provides job search and placement assistance (including resume preparation and employability assessments) to all students seeking employment and organizes job fairs and other events throughout the year to increase the likelihood of job placement.

Career Services also manages a Job and Career Resource Center on the 6th Floor (Room 604) where students are able to work with departmental staff and/or faculty in a small group setting or by themselves to conduct independent job search activities using computers, the Internet, and library resources. Faculty are encouraged to utilize this resource as early in the program year as possible, emphasizing the importance of students assuming responsibility for actively seeking out job opportunities. It is also essential to note, while students may sometimes secure employment or file applications “on their own,” we require them to share details and copies of these applications with us about the jobs they obtain, as it is our contention that the training and support, they receive from the WEOC contribute to their employability and ultimately, their success! In fact, we will support and document employment outcomes for all students, including graduates of the ESOL and HSE programs who elect not to continue their education or pursue advanced training.

LATENESS, INSTRUCTOR

Faculty should contact their program Chairperson/Program Administrator if they are going to be late to class and post a notice in Brightspace for the students.

LIGHTS AND WINDOWS

Before leaving your classroom at the end of the day, please make sure the lights are turned off and the windows are closed.

MAILBOXES/MAIL DELIVERY SYSTEM

There are no longer faculty mailboxes. Effective immediately, all correspondence will be emailed.

MAINTENANCE OF WEOC SPACE

We firmly believe that the WEOC environment positively impacts students, staff, and visitors alike and that it enhances overall student motivation. Therefore, we make every effort to maintain a clean, orderly facility that is in good repair. To achieve this, we need everyone to be mindful of their surroundings and to report any maintenance and repair concerns whenever they are noticed, no matter how minor. We also ask that you encourage students to keep the school clean, especially as it relates to eating and disposing of food. As a reminder, food and beverages are welcome in the Student and/or Faculty Lounge. With the exception of bottled water, eating and drinking are prohibited in the classrooms.

Classrooms should be orderly and neat. At the end of the school year, you should dispose of all unnecessary papers, out-of-date books, and other materials and make sure file cabinets

are cleaned out. With the approval of the Department Chairperson or Assistant Dean of Academic Affairs, old books may be given to students.

PARKING

Parking is available at nearby municipal lots. Most staff park in the Government Center Garage at the rear of 20 South Broadway. This garage can be accessed from Nepperhan Avenue or New Main Street. Fees may be paid daily by cash on an hourly basis. They can also be paid to the Yonkers Parking Authority on a monthly permit basis at full rate or in advance on a quarterly or semi-annual permit basis at a slightly reduced rate. Permit parking information is available at www.yonkersparkingauthority.com or can be obtained from the Business Office, Room 803. Faculty and staff who wish to park at this garage should request a letter from the WEOC Business Office which can be presented to the Parking Authority at 8 Buena Vista Avenue. Metered parking is also available on several surrounding streets.

PAYROLL

Generally, adjunct faculty salaries are divided over the course of the term and a schedule is published at the beginning of each term. It is the College's policy that all employees sign up for direct deposit upon employment. Additionally, employees enrolled in direct deposit **must also** enroll with ADP's iPay Statement System (aka IPAY). IPAY improves the overall efficiency of the delivery of your paycheck advice and eliminates the need to distribute paper providing employees paid by direct deposit with a higher level of service. Enrollment in direct deposit and IPAY allows the employee to have earlier access to their paycheck on payday and the ability to access pay statements and W-2 statements online.

RELIGIOUS OBSERVATION

SUNY Westchester EOC complies fully with **Section 224-a of the New York State Education Law**, which provides protections for students who are absent due to their religious beliefs.

Policy Statement:

Faculty and administrators are required to provide any student who is absent from class, examinations, or required activities because of their **religious observance** with an **equivalent opportunity** to make up the missed work.

This includes, but is not limited to:

- Examinations
- Assignments
- Class participation or required attendance
- Program-related requirements

Students will **not be penalized** in any way for observing religious holidays or practices, provided they notify their instructor **in advance** of the absence and make arrangements for make-up work within a reasonable timeframe.

SCHOLASTIC STANDARDS

Students are expected to successfully complete all stated requirements for their specific program, including passing all courses and meeting the particular grade requirements. Each student should make satisfactory academic progress towards program completion and maintain acceptable scholastic standards. Specific requirements are listed in the course syllabi and the *Program Information and Agreement* document, which is provided to each and every student during the program orientation.

SECURITY

The WEOC security guard is located at the desk in the reception area on the lobby level of our entrance at 26 South Broadway, and a guard is always on duty, monitoring each floor of the WEOC premises via video camera. The telephone number for the WEOC guard is (914)-606-7653. Additionally, a second security guard is on duty in the evening. This guard is responsible for roaming the premises throughout the evening and is available to handle all security-related concerns. It is also important to note that there is a door person located in the lobby of 20 South Broadway who monitors the rear parking lot area via camera. You may either use the number code to access the third floor of the building from the parking lot, or you may press the red button, and the guard will admit you. The telephone number of the 20 South Broadway lobby desk is (914) 375-1895.

SEXUAL HARASSMENT POLICY AND PROCEDURES

Background

As with other forms of discrimination and harassment, sexual harassment is primarily an issue of power. It occurs when a person with power abuses that power. It also occurs when a person in a peer relationship tries to establish or demonstrate power over another.

On campus, sexual harassment destroys the trusting relationship that normally exists between students and others in the academic community, be they professors, advisors, teaching assistants, staff, administrators, or maintenance workers. For employees who are its victims, it can put jobs in jeopardy as the power issue and discomfort threatens salaries, promotions and working conditions, and may force them to seek employment elsewhere. In all cases, the harasser has introduced a personal element into what should be a sex-neutral situation and has prevented people from benefiting fully from their education or employment. Whether verbal or physical, sexual harassment is an act of aggression. **It is a violation of both federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and state (New York State Human Rights Act) laws.**

Sexual Harassment Policy

In addition to prohibiting discrimination based on race, color, religion, age, sexual orientation, disability, and national origin, Westchester Community College prohibits sex discrimination, including sexual harassment of its employees or students in any form. The College will take all steps necessary to prevent and stop the occurrence of sexual harassment in the workplace, in the classroom, and in any location on the college campus or involving college personnel:

- This sexual harassment policy applies to all college employees (faculty, staff, and administrators) and students.
- This sexual harassment policy includes, but is not limited to, inappropriate forms of behavior described by the Equal Employment Opportunity Commission which is detailed under the Definition of Sexual Harassment.
- All supervisory personnel are responsible for ensuring a work environment free from unsolicited, unwelcome, and intimidating sexual overtures. Associate Deans, department heads and other supervisors must take immediate and appropriate corrective action when instances of sexual harassment come to their attention to assure compliance with this policy.
- Any employee who is found to have committed an act of sexual harassment may be

subjected to disciplinary action as provided by the College's operating procedures. Additionally, retaliation against any employee or student who has filed a sex discrimination or sexual harassment complaint is illegal and may also result in a disciplinary action. Intimidation, coercion, threats, reprisal, or discrimination against any employee or student for complaining about harassment as described in the policy is prohibited.

- All employees and students share corporate responsibility for reducing and eliminating prohibited conduct.

Definition of Sexual Harassment

- **Sexual harassment** includes any unwanted verbal or physical sexual advance, requests for sexual favors, sexually explicit derogatory remarks, and sexually discriminating remarks which are offensive or objectionable to the person at whom they are directed, or which cause a person discomfort or humiliation.
- **Sexual harassment** can be as subtle as a look or as blatant as rape. Women are most often, though not solely, its victims. Verbal harassment may include "humor" or "jokes" about women, sex or sexual orientation, or remarks connecting a person's sex with intellectual or academic abilities.
- **Verbal harassment** may also include sexual innuendoes and comments; sexual remarks about clothing, physical appearance, or sexual activities; suggestive or insulting sounds; sexual propositions; and invitations or verbal requests for sex.
- **Non-verbal harassment** includes abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, leering or obscene gestures that unreasonably interfere with an employee's or student's work performance, or create an intimidating, hostile, or offensive working or academic environment.
- **Physical harassment** may include unwanted or inappropriate touching or feeling, brushing against the body, attempted or actual kissing, fondling, or coerced sexual intercourse.

Procedures on Reporting Sexual Harassment Incidents

- In order to maintain an educational environment fully conducive to learning and academic freedom, and to ensure employment free of intimidation, the College has both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted. WEOC encourages employees and students to address sexual harassment in all of its forms, to report all known incidents, and/or to seek advice and assistance.
- Employees and students who feel they have been sexually harassed may seek assistance and guidance from the Associate Dean of Diversity, Equity, and Inclusion (914-606-6313) or the Director of Human Resources (914-606-6880).
- Several steps may be suggested before the filing of a formal complaint. These may include contacting the department head of the faculty member or staff person involved, or the relevant Dean, with mediated discussion and/or hearings which ensure confidentiality.
- All formal complaints will be handled in a **timely and confidential manner** within the time limit prescribed by the College's "Procedure on Discrimination Complaint." In no event will information concerning a complaint be released by the College to third parties or to anyone within college employment who is not directly involved in the investigation.

- Investigation of a complaint will normally include conferring with all parties involved and with any named or apparent witness(es). The particular facts of the allegation will be examined individually, with a review of the nature of the behavior and the context in which the incident(s) occurred. No action will be taken without the knowledge of the person against whom the complaint has been made. **Confidentiality will be maintained** throughout the investigation process. The Sexual Harassment Officer will also investigate cases in which a supervisor requests or requires assistance.
- Employees who believe that they have been unjustly charged with sexual harassment will have every opportunity to present information in their defense. Such information will be confidential. Faculty members may proceed in accordance with union rules.
- An employee who is found to have committed an act of sexual harassment may be subject to disciplinary action as provided by the College's operating procedures. This may include termination. A faculty member found guilty of sexual harassment will be subject to the sanctions imposed by the hearing officer; these may include suspension or termination.
- Nothing in this policy should be construed as in any way limiting the employee's right to utilize the grievance procedure, or to file a complaint with the New York State Division of Human Rights, or the United States Equal Employment Opportunity Commission, or to take any legal action which s/he may deem advisable.

SMOKE-FREE/DRUG-FREE BUILDING

Smoking is not allowed on WEOC premises including halls, stairwells, rest rooms, etc., or in the front of the building. Please cooperate in helping us to maintain our "Smoke-Free" policy and environment.

WEOC adheres to WCC's policy on Drug and Alcohol Abuse. WEOC is a drug and alcohol-free center. Possession, use, or distribution of illegal drugs or alcohol on WEOC property or at WEOC-sponsored events will result in serious disciplinary action. Students could be expelled. Employees could be fired. Please cooperate with this policy and emphasize it to your students.

When addressing this issue with students, please make it clear that some programs and employers require drug testing and that forensic drug tests are sometimes taken, which will pick up recent drug use. Positive drug test results negatively impact program completions and the students' ability to secure a job.

STORM CLOSING POLICY

In the event of stormy or other inclement weather, the Assistant Dean of Academic Affairs, in consultation with the Executive Director, will determine if WEOC classes will be delayed or cancelled. This decision may be made independent of the decisions of Westchester Community College or the Yonkers Public School District.

Announcements delaying or canceling classes will be made on cable television Channel 12 and CBS (Channel 2) as soon as possible once the decision to delay or close is made. The information will also be posted on WEOC's Social Media (Facebook). To verify cancellations or delays due to inclement weather, call the WEOC information line at **(914) 606-7600**. **You may also visit SUNY WEOC on Facebook for updated information.**

STUDENT ATTENDANCE

All faculty members are required to maintain accurate and up-to-date attendance records for every student. Daily attendance must be entered into BANNER after each class or at the end of the day. Additionally, each instructor should keep hard copies of attendance records in case verification is needed. It is WEOC policy that students must attend at least 75% of every scheduled course (for Academic and Developmental programs) Workforce Preparation programs have their own, individual attendance guidelines. Faculty teaching in these programs should consult with the appropriate Program Administrator or Department Chairperson.

Program specific attendance requirements are clearly outlined in each Program Agreement signed by students during program orientation prior to the start of class. Excessive absences should be reported to the counselor who will evaluate the problem and notify the faculty and Registrar's Office of his/her recommendation(s) for a student to persist in a program.

STUDENT CODE OF CONDUCT

The SUNY Westchester Educational Opportunity Center provides an educational environment conducive to learning and exploration. We believe that a safe and positive learning environment must be supported by a comprehensive student discipline policy with no surprises for instances of misbehavior. At EOC, all students are adults and are expected to conduct themselves in a respectful manner towards faculty and peers. Violations of the Code of Conduct not only demonstrate a disrespect for EOC, its staff, faculty and facilities, but also prevents other students from being able to successfully complete their classes and/or achieve their academic or career goals. EOC will not tolerate any interference with the rights of any member of our educational community, any defacement of EOC property or any disruption of any authorized function or of classroom activities, and this behavior will result in appropriate disciplinary action.

The Student Code of Conduct and the accompanying student disciplinary processes are intended to assist students in their personal development by providing fair notice and a transparent process and notice of the consistent measures that will be taken when a student is found in non-compliance with EOC's Code of Conduct. In addition to the Student Code of Conduct, each student is provided with specific defined classroom procedures, program expectations, and behavior which is specific to his/her classroom and/or program. Upon enrolling in their individual program, each student signs and acknowledges receipt of these rules and the fact that they can be dismissed from the program for failure to follow these rules.

Examples of violations of the rules of conduct of Westchester EOC which can be grounds for disciplinary action include:

- Attendance in class or any function under the influence of alcoholic beverages or narcotics or the consumption or possession, and/or sale of alcoholic beverages or drugs on any grounds
- Falsification of information through forgery, alteration or intentional misuse of school documents or records
- Bullying or harassing another student via social media, texting or email, or in class
- Theft or damage to property
- Disorderly, lewd, indecent or obscene conduct or expression

- Failure or refusal to show proper ID to a requesting EOC staff member or administrator
- Failure to comply with directions from faculty, staff or administrators acting in the performance of their duties
- Smoking (in any form including e-cigarettes, vaping, etc.) in any classroom, hallway, stairwell, or other area of the Center
- Gambling in any form or other games of chance in any unauthorized location in the school
- Physical, verbal assault or abuse of members of the school community
- Disruptive conduct in or near the classroom that precludes faculty or staff from performing their functions. (A list of classroom rules is attached in the Appendix.)
- Defacing school property through graffiti
- Misuse of school computers, including unauthorized use of hardware or software, or acts of piracy
- Sexual harassment of fellow students or employees of the school
- Committing these acts or any other disruptive act at an internship or clinical placement site.

Westchester EOC also reserves the right to address off-site conduct when the behavior or the presence of the individual impairs, obstructs, or interferes with the mission, processes, and/or functions of Westchester EOC. On occasion, some students will violate civil laws and may also incur penalties prescribed by civil authorities. Students should be aware that Westchester EOC will review and take disciplinary action based on criminal conduct occurring off site. Disciplinary action by Westchester EOC is not a criminal process and the rules of evidence and the double jeopardy doctrine do not apply to student discipline. If a student breaks a law that also violates the Student Code of Conduct Policies, that student may be held accountable by both civil authorities and Westchester EOC. Westchester EOC may elect to pursue disciplinary action against the student at the same time as criminal proceedings, even if criminal charges involving the same incident are not complete, have been dismissed, or were reduced.

DISRUPTIVE BEHAVIOR

Disruptive behavior is any negative behavior that interrupts or interferes with the normal operation of the Center or the classroom. Disruptive behavior is also defined as any behavior that hampers the ability of instructors to teach or students to learn. Common examples of disruptive behaviors include, but are not limited to:

- Eating in class or drinking beverages other than bottled water in classrooms
- Use of cell phones or electronic devices in the classroom
- Entering the class late or leaving early
- Inappropriate language
- Teasing other students
- Failing to respect the rights of other students to express their viewpoints
- Monopolizing classroom discussions
- Side discussions with other students, and/or inattentiveness in class (e.g. checking cell phone, reading non-class related printed materials)
- Refusal to comply with faculty directions
- Overt inattentiveness (e.g., sleeping or reading the paper in class)
- Making inappropriate and/or distracting noises (e.g. yawning loudly, cracking knuckles, snapping gum)
- Packing up early when class is still in session
- Inordinate or inappropriate interruptions that break the flow of the class
- Poor personal hygiene (e.g., noticeably offensive body odor)

- Untimely or excessive bathroom breaks

Students exhibiting these types of behaviors can expect a verbal warning from the instructor and/or be asked to leave the class in which the behavior occurs. Students removed from class must leave the classroom immediately and must report directly to their program counselor. Dismissed students are responsible for any course material and assignments missed. (Please note that there may also be separate academic grounds for suspension or dismissal from Westchester EOC which would be addressed with your instructor or with your Department Chair.)

Suspension and Expulsion from Westchester EOC

All acts of disruptive behavior will be documented and submitted to your Counselor or with the Assistant Dean for Student Affairs. At that time, at a minimum, the Counselor will meet with the student to develop a corrective plan, detailed in a signed agreement that is designed to prevent the reoccurrence of the disruptive behavior. The agreement must be approved and signed by Counselor and the student prior to the student's return to class. If the student subsequently violates the agreed plan, the student may be dismissed from the program and/or suspended from Westchester EOC.

If a student's disruption in class involves fighting of any kind, the Assistant Dean of Student Affairs will have the student removed from the class and the student will not be allowed to return to class until such time as the Assistant Dean of Student Affairs has made a final determination regarding the outcome of the matter.

The Assistant Dean of Student Affairs oversees all student conduct related issues and problems and makes all final decisions regarding disciplinary matters. Appeals from decisions made by the Assistant Dean of Student Affairs are handled by the Executive Director of Westchester EOC. In all cases, procedures followed ensure that students' rights to due process are maintained.

Students have the following rights:

- The right to a statement of charges in writing
- The right to a prompt, impartial hearing/meeting
- The right to appear in person
- The right to submit a written response in addition to a personal appearance
- The right to face an accuser
- The right to appeal in cases of dismissal.

The following penalties are those which might be imposed by Westchester EOC:

- Admonition - an oral statement to the offender pointing out the violation of Westchester EOC rules.
- Warning - a written notice to the offender.
- Censure - a written reprimand for violation of a specified regulation; it would include the possibility of more severe sanctions if the student is found to have violated any Westchester EOC regulations within a subsequent stated time period.
- Disciplinary Probation - exclusion from participation in privileged areas of the Westchester EOC or student activities for a set period of time.
- Restitution - reimbursement for damage to or misappropriation of property.
- Suspension - exclusion from classes and other activities for a definite period of time, as set forth in the notice of suspension.

- Expulsion or Dismissal - termination of student's status for an indefinite period. The conditions of readmission, if to be permitted, would be stated in the Dismissal/Expulsion Letter.
- Complaint to civil authorities.
- Immediate suspension or ejection from the campus: this remedy is governed by Article 129A of the New York State Education Law.

Any student who is removed from a classroom or from Westchester EOC for violations of Category I, II or III will be sent to the Student Affairs Office. When appropriate, the Assistant Dean of Student Affairs (SA) will conduct a preliminary investigation to determine the facts of the incident. The results of this investigation will determine the final consequences for the student, subject to the procedures set forth in this handbook.

DISCIPLINARY CATEGORIES & VIOLATIONS

CATEGORY I – Written Reprimand and/or Suspension (at discretion)

These infractions disrupt the educational environment and warrant corrective action, but not removal unless repeated or escalated.

- Bullying, intimidation, or verbal aggression toward another student
- Use or influence of drugs or alcohol while on campus (not involving possession/distribution)
- Verbal threats, coercion, or harassment of staff, faculty, or students (non-violent or first offense)
- Disruption of classes, workshops, or scheduled activities
- Willful defiance or refusal to follow directives from staff/faculty
- Petty theft or attempted theft without use of force or intimidation
- Profanity, obscene gestures, or inappropriate public behavior
- Sexual comments or unwelcome conduct of a sexual nature (low-level sexual harassment)
- Forgery of documents, signatures, or academic materials
- Gambling on school property

CATEGORY II – Mandatory Suspension

These are serious violations that endanger health, safety, or institutional property but may not rise to the level of expulsion.

- **Physical altercation resulting in injury (not self-defense)**
- **Cyberbullying, digital harassment, or dissemination of intimate images (NYS DASA / Clery Act)**
- **Possession or use of a dangerous object, non-lethal weapon, or illegal item on school premises**
- **Unlawful possession of controlled substances, alcohol, or intoxicants on school grounds**
- **Fighting or violent behavior toward another student**
- **Intentional vandalism or destruction of school property**
- **Tampering with emergency systems (e.g., fire alarms or defibrillators)**
- **Attempted robbery or theft involving coercion or physical force**
- **Commission of Category II or III violations while representing WEOC in internships or clinical placements**
- **Persistent and intentional violation of behavioral contracts or conduct agreements**

CATEGORY III – Mandatory Expulsion

These actions involve extreme risk to campus safety and are consistent with zero-tolerance policies. They may violate NYS Penal Law and must be reported under the Clery Act if occurring on campus.

- Possessing, selling, or furnishing a firearm or dangerous weapon
- Brandishing or using a deadly weapon or instrument with intent to threaten or cause harm

- Selling or distributing any controlled substance or prescription drug without authorization
- Possession or detonation of an explosive device (excludes minor firework use, see Category II)
- Committing or attempting sexual assault or rape (Clery/Title IX violation)
- Assault resulting in serious physical harm to WEOC faculty, staff, or students
- Aggravated assault with a deadly weapon
- Credible threats of serious bodily harm or death to WEOC faculty, staff, or students
- Stalking that places another individual in fear of harm (Title IX violation when gender-based)
- Participation in a hate crime (bias-motivated violence or intimidation under federal and state law)

Additional Compliance Notes:

- **Title IX and VAWA (Violence Against Women Act)** require that any sexual misconduct be documented, investigated, and resolved under federally prescribed grievance processes.
- **ADA / Section 504:** Students with disabilities must not be disciplined for behaviors stemming from disability unless proper accommodations were provided and failed.
- **FERPA:** All disciplinary records must be handled confidentially but may be shared with parents of minors or law enforcement under specific conditions.

STUDENT GRIEVANCE POLICY AND PROCEDURES

Westchester Educational Opportunity Center (EOC), administered by Westchester Community College (WCC), is committed to fostering a respectful and equitable learning environment. We encourage open communication and collaborative resolution of concerns between students, faculty, staff, and administrators.

Students are urged to first attempt to resolve concerns informally whenever possible. If resolution cannot be achieved informally, students have the right to utilize the formal grievance process outlined below.

Scope of the Grievance Procedure

The Student Grievance Procedure may only be used for non-academic complaints that allege a violation of a student's rights or institutional policies.

This procedure does not apply to:

- Allegations of discrimination or harassment based on race, religion, national origin, sex, gender identity, sexual orientation, age, disability, or other protected categories (refer to WCC's Non-Discrimination and Sexual Harassment Policies).
- Academic grievances, which are handled through a separate academic appeal process.

Students with concerns involving discrimination or harassment should contact the EOC Title IX Coordinator or WCC's Office of Human Resources.

Informal Process & Procedures

- Students are strongly encouraged to first discuss the concern directly with the individual(s) involved.

- If needed, students may consult with the **Assistant Dean of Student Affairs** to facilitate resolution.
- Informal efforts may include a meeting with the involved parties to promote mutual understanding and find common ground.
- If the issue involves allegations of harassment or discrimination, the matter will be referred to the appropriate WCC personnel for handling under the applicable policy.

If informal resolution is not successful, students may proceed to the formal grievance process.

Formal Process & Procedures

A formal grievance is a written complaint submitted by the student describing the concern, the individual(s) involved, relevant details, and the resolution sought.

Filing a Grievance

- Grievances should be submitted **as soon as possible**, ideally within 20 calendar days of the alleged incident.
- Students may obtain a **Student Grievance Form** from the **Office of Student Affairs (Room 603)**.
- The completed form must be signed, dated, and submitted to the **Assistant Dean of Student Affairs**.
- The grievance must clearly state:
 - The specific incident or concern
 - The individuals involved
 - The impact on the student
 - The remedy or resolution being sought

Initial Review

- The Assistant Dean of Student Affairs will review the complaint to determine if it is within the scope of this procedure.
- If the issue is deemed **non-grievable**, the student will receive a written explanation.
- If **grievable**, a fact-finding meeting will be scheduled to allow all involved parties to present information.

Investigation & Meeting

- The student may provide witnesses or supporting documentation.
- The student may be accompanied by a **support person** (family member or friend, not an attorney) for emotional support and assistance.
- Disruptive individuals may be asked to leave by the Assistant Dean of Student Affairs.
- A written decision will be issued, including any recommended corrective actions.

Appeal Process

If dissatisfied with the decision of the Assistant Dean of Student Affairs, the student may appeal in writing to the Executive Director of Westchester EOC.

- Appeals must be filed within 20 calendar days of receiving the initial decision.
- The Executive Director will review the grievance and issue a written decision within 30 calendar days of receipt.

- If the student remains dissatisfied, a final appeal may be submitted to the President of Westchester Community College. The President's decision is final.

Note: If the grievance involves the Assistant Dean of Student Affairs or Assistant Dean of Academic Affairs, the Executive Director will handle the grievance from the outset.

Withdrawal of a Grievance

Students may withdraw a complaint or grievance at any time. Withdrawal must be made in writing or verbally and confirmed in writing.

Prohibition on Retaliation

No student shall be subject to retaliation, coercion, or interference as a result of initiating or participating in a grievance. Retaliation by any member of the EOC or WCC community is strictly prohibited and may result in disciplinary action.

Alternative Avenues for Resolution

Filing a grievance under this procedure does not prevent the student from pursuing complaints through external agencies, such as:

- New York State Division of Human Rights (NYSDHR)
- U.S. Department of Education, Office for Civil Rights (OCR)
- U.S. Equal Employment Opportunity Commission (EEOC)

STUDENT DRESS AND BEHAVIOR

All students are expected to dress appropriately for the class in which they are enrolled. Some workforce development classes have specific days set aside for "Dress for Success." Students should come dressed for the workplace and specific faculty are assigned the responsibility of evaluating the appropriateness of student dress. Obscenities or similar remarks printed on garments that may be offensive in nature will not be tolerated. Students who wear such clothing should be immediately notified to leave the classroom and see the counselor. This also applies to suggestive attire.

All students are expected to behave in a respectful manner towards faculty and peers. Use of profanity or aggressive behavior by students is unacceptable and subject to a disciplinary process. It is expected that every faculty member will define classroom procedures, program expectations, and behaviors that are expected in class, on the first day of class. Please refer to the "Classroom Rules" in the appendix.

STUDENT EVALUATIONS

All teaching faculty, full-time and adjunct, will be evaluated by students at the end of each class solely for the purpose of improving academic performance. Near the end of the term, surveys will be distributed in and collected from each class by a third party. Questionnaires will be posted in students' Brightspace courses, or for some workforce development programs, emailed to students. The surveys will be reviewed and distributed to Department Chairpersons and Program Administrators. The results will be used to enhance instruction and improve student progress.

STUDENT LEAVE OF ABSENCE

Faculty will be notified of any student who takes a leave of absence from their program.

STUDENT ORIENTATION

Prior to the start of a program, students are required to attend a new student orientation to learn about their specific program information and requirements. Each student receives a Program Orientation and Agreement package, which includes all relevant information for the program as well as student attendance and behavioral agreements.

TEXTBOOKS AND OTHER LEARNING MATERIALS

Distribution of textbooks and other learning materials for faculty must be coordinated with Department Chairpersons/Program Administrators. Textbooks distribution for students will be coordinated by the Administration. All textbooks must be returned at the completion of a course/program.

TIME SHEETS

Timesheets are due to Academic Affairs on a bi-weekly basis. Faculty will be notified of due dates via email. Timesheets must be completed accurately, punctually, and submitted electronically. The Business Office will not be able to process time sheets with incomplete or incorrect information, or without a signature. In this case, you might experience a delay in receiving your paycheck.

WORK AREA IN ACADEMIC AFFAIRS

Space is available in the Academic Affairs suite on the seventh floor, Room 709, where faculty can participate in meetings, prepare for classes, or consult with other faculty. Room 705 is available if computers are needed.

APPENDIX

1. PERSONNEL DIRECTORY BY DIVISION
2. BUILDING DIRECTORY
3. FORMS
 - INCOMPLETE GRADE CONTRACT
 - CHANGE OF GRADE FORM

PERSONNEL DIRECTORY BY DIVISION ADMINISTRATION

Administration

Interim Executive Director	Dr. Ana Veras	x 7612	Room 806	Ana.Veras@sunywcc.edu
Junior Administrative Assistant	Carmen Rios Reyes	x 7615	Room 806	Carmen.RiosReyes@sunywcc.edu

Academic Affairs

Assistant Dean of Academic Affairs	Stacy Larson	x 7618	Suite 709	Stacy.Larson@sunywcc.edu
Office Assistant	Akilah Thomas	x 7619	Suite 709	Akilah.Thomas@sunywcc.edu
GED Coordinator	Tabitha Villaronga	x 7656	Suite 709	Tabitha.Villaronga@sunywcc.edu
HSE Examiner	Karen Archila	x 7647	Suite 709	Karen.Archila@sunywcc.edu
Program Specialist, Development & Evaluation	Deanna Gondek	x 7647	Suite 709	Deanna.Gondek@sunywcc.edu
Program Administrator, Workforce Development Programs	Cynthia Nwizu	x 7646	Suite 709	Cynthia.Nwizu@sunywcc.edu
Program Administrator, ESOL	Margaret Ryan-Massimi	x 7651	Suite 709	Margaret.RyanMassimi@sunywcc.edu
Asst. Professor/Chair of Allied Health	Lisa Augustine	x 7639	Room 810	Lisa.Augustine@sunywcc.edu
Asst. Professor/Chair of Academic Programs	Brendaa Hayes	x 7627	Suite 709	Brendaa.Hayes@sunywcc.edu
ATTAIN Lab, Sr. Technical Assistant	Kathy-Ann Balgobin	x 7677	Room 701	KathyAnn.Balgobin@sunywcc.edu
ATTAIN Lab, Sr. Technical Assistant	Luis, Santana Rodriguez	x 7675	Room 701	Luis.SantanaRodriguez@sunywcc.edu

Student Affairs

Assistant Dean of Student Affairs	Dr. Ana Veras	x 7636	Suite 603	Ana.Veras@sunywcc.edu
Office Assistant	Melanie Cabreja	x 7633	Suite 603	Melanie.Cabreja@sunywcc.edu
Office Assistant	Maribel Santiago	x 7660	Suite 603	Maribel.Santiago@sunywcc.edu
Junior Administrative Assistant	Claudette Costley-Lodge	x 7638	Suite 603	Claudette.Costley-Lodge@sunywcc.edu
Program Specialist, Career Services	Kevin Bailey	x 7624	Suite 603	Kevin.Bailey@sunywcc.edu
Job Development Specialist	Juliene Bell-Smith	x 7623	Suite 603	Juliene.BellSmith@sunywcc.edu
Employment Counselor	Eileen Brown	x 7625	Suite 603	Eileen.Brown@sunywcc.edu
Program Specialist, Enrollment Services	Dwight Gonzalez	x 7620	Room 600	Dwigt.Gonzalez@sunywcc.edu
Eligibility Clerk	Evelyn Valle	x 7622	Room 600	Evelyn.Valle@sunywcc.edu
Eligibility Clerk	Alexander Cvancara	x 7654	Room 602	Alexander.Cvancara@sunywcc.edu
Sr. Technical Assistant, Placement Testing	Dora Nelson	x 7664	Room 601	Dorisea.Nelson@sunywcc.edu
Admissions Clerk	Tiffini Davis	x 7626	Room 603	Tiffini.Davis@sunywcc.edu
Counselor (Bilingual)	Nelson Martinez	x 7653	Room 603D	Nelson.Martinez@sunywcc.edu
Counselor & CCI Coordinator	Jayson Brito	x 7662	Room 603F	Jayson.Brito@sunywcc.edu
Adjunct Counselor	Matthew Tirrell	x 7628	Room 603C	Matthew.Tirrell@sunywcc.edu
CCI Counselor	Gennaro Valdez	x 7637	Room 603E	Gennaro.Valdez@sunywcc.edu
Registrar	Elaine Narain	x 7631	Room 104	Elaine.Narain@sunywcc.edu
Office Assistant	Florence Desessaure	x 7630	Room 604	Florence.Dessesaure@sunywcc.edu

Business Affairs

Assistant Dean of Business Affairs	Lidia Ciamarra			Lidia.Ciamarra@sunywcc.edu
Division Coordinator, Operations	Andre Pennicooke	x 7629	Room 803	Andre.Pennicooke@sunywcc.edu
Program Specialist, Communications & Outreach	Wilda Luciano	x 7634	Room 103	Wilda.Luciano@sunywcc.edu
Senior Office Assistant, Social Media	Jennifer Grullon	x 7611	Room 100	Jennifer.Grullon@sunywcc.edu
Accountant III	Patricia Hansen	x 7617	Room 803	Patricia.Hansen@sunywcc.edu
Accountant Clerk	Tayyaba Azeem	x 7696	Room 803	Tayyaba.Azeem@sunywcc.edu
Server Engineer II	Jaime Tapay Alao	x 7698	Room 704	Jaime.TapayAlao@sunywcc.edu
Lead Technical Assistant	Luis Quinde	x 7649	Room 701A	Luis.Quinde@sunywcc.edu

WEOC BUILDING DIRECTORY

WEOC can be accessed from a street level entrance at 26 South Broadway where the Center's Reception area is located or through the 20 South Broadway 12-story office building, in the front or rear where you can easily access our upper floors (6th, 7th & 8th).

FIRST FLOOR

Reception Area	Lobby
Admissions	102/103
Registrar	103
Security	Lobby

SIXTH FLOOR

Student Affairs Department	603
Assistant Dean	603
Counseling Services	603
Career Services	603
Classrooms	605, 606, 608
Student Lounge	607

SEVENTH FLOOR

Academic Affairs Department	Suite 709
Assistant Dean	709
Chair, Academic and Developmental Programs	709
Program Administrator, ESOL	709
Program Administrator, Business Programs	709
Testing Coordinator	709
ATTAIN Lab	701
Learning Support Center	705
Information Technology	704
Educational Technologist	701A
Classrooms	700, 702, 703, 706, 708

EIGHTH FLOOR

Administrative Offices	
Executive Director	806
Division Coordinator – Operations	801
Academic Affairs	
Chair, Allied Health Programs	810
Classrooms	800, 802, 807-812
Faculty Lounge	813

Incomplete Grade Contract

To be completed by student:

Student _____ Student ID# _____

Course Title _____ Course Date _____

Instructor: _____

To be completed by instructor:

The following must be true for the student to be eligible to receive a grade of "I"

- ☐ The student is unable to complete course requirements because of documented circumstances beyond his or her control
- ☐ The student and instructor have discussed the situation prior to the final exam (except under emergency conditions)
- ☐ The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:

Final grade to be assigned if work not completed by agreed date: _____
 The instructor will submit a change of grade form on that date.

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Chair/Director signature: _____ Date: _____

Additional notes, comments, or conditions:

Note to Department Chair: The "I" arrangement should be used only when the student is doing academically satisfactory work in the course at the time of the arrangement. The "I" arrangement should explain the conditions for completing the course and earning a letter grade, including a specific deadline for completion and designation of the grade to be assigned if all the work is not completed by that expiration date.

Change of Final Grade Request Form

[Digital Copy](#)

Student name: _____ Student ID#: _____

Program Title: _____

CRN: _____ Course Title: _____

Original final grade: _____ Revised final grade: _____

Basis for change: _____

Instructor's name/signature: _____ Date: _____

Standardized Grading Recommendation

UCAWD		
Scale/Use (numeric range guide)	Grades	Points
96-100	A	4.0
90-95	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
65-69	D	1.00
0-64	F	0.00
Passed ²	P	N/A
Failed (non-punitive) ¹	FN	N/A
Satisfactory ¹	S	N/A
Unsatisfactory ¹	U	N/A
In Progress ⁴	IP	N/A
Exempt from course ²	E	N/A
Incomplete ³	I	N/A
Student withdrawal	W	N/A
Administrative withdrawal	WA	N/A
No grade ⁴	NG	N/A

¹ Used only in Satisfactory/Unsatisfactory grade mode (used for Community Service courses).

² Exempted by exception or by test scores, requirements are satisfied, does not affect GPA.

³ EOCs should develop policies about when it is appropriate to assign an I grade and when it changes to an F if the work is not completed.

⁴ Used only in No Grade mode, e.g. lab course that is not graded.

⁵ Used when student is making satisfactory progress at the end of the term and faculty recommends that student continues in the course for an additional term.

⁷ Applied to courses taken by students, used in Pass/Fail grade mode, does not affect GPA (not Community Service courses).

Note: Return to Program Administrator or Chair.

EN

4/17

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