

WESTCHESTER
SUNY UCAWD



2025-2026 STUDENT HANDBOOK

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SUNY Westchester Educational Opportunity Center

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MESSAGE FROM THE DIRECTOR

Dear Students,

Welcome to the Westchester Educational Opportunity Center, a place where your dreams take flight. Your journey towards lifelong achievement and triumph has just begun, and we are elated to be a part of this momentous journey for you.

As you embark on this educational experience, remember that every step you take brings you closer to your aspirations. Embrace each challenge as a steppingstone to your goals, knowing that hurdles are but opportunities in disguise. Our unwavering support stands as a beacon to guide you through any obstacles you may encounter.

Within this handbook, you will find valuable information and resources. Let this guide be a companion as you navigate the path of knowledge and growth.

Our Academic resource room, known as the ATTAIN Lab, and Tutoring center are available to provide you with academic support and computer training. Please take full advantage of them to supplement your classroom studies.

Connect with the College Connections Initiative team, who are dedicated to highlighting the path to higher education. Whether your journey leads you to college in the near future or beyond, they are here to help you navigate this important milestone. Westchester EOC offers scholarship support through our Pathways Scholarship for students wishing to attend SUNY Westchester Community College.

As you fulfill your educational goals take advantage of the different student activities designed to enrich your mind and personal development. Through these gatherings, you'll not only gather knowledge but also make lasting relationships within our vibrant community.

Your presence enriches us, and your determination inspires us. May your efforts be met with success beyond measure. I look forward to seeing you at graduation to celebrate your successes.

Cordially,

Dr. Ana Veras
Interim Executive Director

ABOUT SUNY WESTCHESTER EDUCATIONAL OPPORTUNITY CENTER

OUR HISTORY

The **SUNY Westchester Educational Opportunity Center (WEOC)** was officially established in **1973** by the New York State Legislature as part of a statewide network of **Educational Opportunity Centers (EOCs)**, administered by the **State University of New York (SUNY)**. These centers were created to expand access to education and job training for individuals who are economically and/or educationally disadvantaged.

Prior to WEOC's founding, the **Cooperative College**, based in Mount Vernon, NY, provided college preparatory programs for low-income residents through a network of satellite sites across Westchester County. With the establishment of WEOC, services broadened to include **workforce training, academic skills development, and supportive services**, thereby addressing a wider range of student needs.

In **1975**, WEOC centralized operations in Yonkers, initially operating at **53 South Broadway**, then relocating to **41 Main Street**, where it remained for two decades. In **1995**, WEOC moved to its current location at:

26 South Broadway, Yonkers, NY 10701

Since its founding, WEOC has evolved to meet the demands of a changing workforce and has remained steadfast in its commitment to educational access and economic empowerment.

OUR VISION

WEOC is uniquely positioned to meet the workforce development and educational needs of Westchester County. We are committed to excellence in all we do, and we believe deeply in the power of education to transform lives and communities.

The SUNY Westchester EOC is the premier adult education institution in Westchester County and a leading center for workforce training and career development. We provide equitable access to high-quality education and serve our students and community with passion, integrity, and pride.

OUR MISSION

The SUNY Westchester Educational Opportunity Center provides **tuition-free academic and career training programs** to eligible adult learners across New York State. Our goal is to equip students with the skills, knowledge, and confidence needed to:

- Attain sustainable employment,
- Advance their education, and
- Improve their socio-economic status.

Through **academic preparation, workforce training, and personal development**, WEOC supports students in becoming self-directed, motivated, and resilient individuals who are prepared to meet the demands of today's workforce and life's broader challenges.

Our faculty and staff are committed to helping students:

- Develop essential career and life skills
- Strengthen self-awareness, self-esteem, and emotional intelligence
- Cultivate a sense of personal and civic responsibility
- Maximize their potential for long-term success

ACADEMIC AFFAIRS

The **Academic Affairs Department** at **SUNY Westchester EOC** is responsible for overseeing all instructional programs and academic-related activities. This includes the development, coordination, and supervision of courses, curriculum, faculty, and instructional support services.

The **Academic Affairs Office** is located on the **7th floor, Suite 709**. If you need to contact an instructor, program chair, or academic administrator, please visit or call this office during regular business hours.

Full-time Department Chairs maintain posted office hours on or near their office doors. Students are encouraged to consult these schedules to determine the best time to meet with academic staff for guidance, support, or program-specific inquiries.

PROGRAM OFFERINGS

SUNY Westchester EOC offers a variety of **tuition-free academic and workforce training programs** designed to support students in gaining the skills and credentials necessary for employment or continued education. This section outlines our current program offerings and general enrollment requirements.

Enrollment & Transfer Guidelines

- Admission requirements for most programs are **minimal** and are intended to promote access and opportunity.
- In addition to basic academic readiness, staff may consider a student's **maturity, attitude, classroom conduct, work habits, and academic performance** when reviewing a student's eligibility for enrollment or transfer into a program.
- Requests to **transfer between programs** typically involve an interview with the **assigned program counselor, program administrator**, and the student. This ensures alignment between the student's goals and the expectations of the new program.
- Students should understand that meeting basic skills benchmarks or completing a preparatory course **does not automatically guarantee entry into another program**. Program capacity, performance history, and readiness will all be considered in transfer decisions.

For a complete listing of current programs, descriptions, and admissions criteria, students should consult the **Program Guide on pages 4-6**.

PROGRAM GUIDE**Academic, Foundational and Workforce Development Programs****Certified Nurse Aide / Home Health Aide (CNA/HHA) *Day and Evening Programs**

This program is designed for caring individuals who have an interest in health care careers and would like dual training as Home Health Aides and Certified Nurse Aides. It prepares students to take and pass the New York State certification examination and for registration on the New York State Home Care Registry. Students learn medical terminology, abbreviations, the functions of body systems, and patient care. This New York State-approved program covers the basics of personal care for the elderly and home-bound, and patient care for those in nursing homes, assisted living centers, and hospitals, including appropriate bed-making, feeding and monitoring of vital signs. Students are required to successfully complete two supervised clinical work experiences.

Certified Pharmacy Technician (PHT)

This program is provided in partnership with CVS and is designed for individuals who are customer friendly and interested in pursuing a career in the rapidly growing pharmacy industry. Students are taught how to prepare medications, provide exceptional customer service, and perform general administrative duties in a pharmacy setting while preparing for the nationally recognized Pharmacy Technician Certification Examination. Successful completers have an opportunity to secure employment with CVS or other pharmacies in retail, hospitals, clinics, and other settings.

College Preparatory Academy (CPA)

This program is designed for students who are interested in attending college and would like assistance in preparing academically and otherwise for the college experience. Emphasis is placed on reading, writing and math skills; preparation for placement exams; and overall college readiness. In addition to classroom instruction, College Prep students receive services through EOC's College Connections Initiative (CCI). CCI offers weekly workshops to evaluate college and career plans; cultivate notetaking, time management, study, and test-taking skills; as well as college tours. Students are also provided with assistance in completing college enrollment and financial aid applications, and more. A typical week includes 15 hours of instruction and two to four hours of workshops.

Commercial Driver's License (CDL)

This program prepares students for employment opportunities as Commercial Drivers. The professional CDL training prepares students to operate B-size vehicles such as passenger vans and minibuses (less than 15 passengers). A basic CDL license, with passenger endorsements only, is available through this program for qualified students. The workforce development component includes both classroom review of the road manual and behind-the-wheel training.

Electrocardiogram Technician (EKG)

This program provides the knowledge and hands-on training with professional medical equipment, to prepare students as Electrocardiogram (EKG) Technicians. Students will learn techniques for accurate EKG recording and how to perform EKGs on patients under the supervision of a physician. The curriculum includes basic principles of electrophysiology of the heart, recognizing electrocardiograph wave patterns, anatomy and physiology of the heart, and medical terminology. This program leads to EKG Technician certification

Emergency Medical Technician (EMT)

This New York State-approved program is designed for students interested in responding to emergency calls, performing emergency medical procedures, and transporting patients to hospitals.

WEOC's EMT Program prepares students to take and pass the New York State Department of Health's examination to become Emergency Medical Technicians. At the conclusion of training, students will be able to demonstrate the appropriate and required procedures for responding to medical emergencies and crises and administer CPR and defibrillation. The program includes a 10-hour clinical rotation in an emergency department.

English Language Foundations (Levels 1 and 2)

This two-level program is designed to provide Basic English literacy skills to non-native adults through an integrated skills approach. It also provides students with the cultural information they need to manage everyday life situations.

Intermediate Academic and Career English (IACE)

The Intermediate Academic and Career English Program is a competency-based program, which is designed for adult ESOL learners with low intermediate English skills. Through an integrated-skills approach, the students will improve their English by practicing speaking, listening, reading, and writing activities in an academic and career context. Students will develop academic and career readiness skills to help them prepare for the workplace and/or academic life in workforce development or college programs. Grammar, listening and pronunciation, and reading and writing skills will be developed through real world, high interest content. Students will evaluate, analyze, and learn to use information and structures needed to succeed in work and academic life in the USA. Some topics covered are Education, Driving, Life Events, Job Performance, and Citizenship and Naturalization.

High School Equivalency (HSE)

This program is designed to help students who do not have a high school diploma to take and pass the NYS High School Equivalency (HSE) exam: General Education Diploma (GED) Students are assessed for placement at intake and are enrolled in the appropriate level courses across the following subject areas: Reading/Writing, Mathematics, Science, and Social Science. Students are also given test preparation and academic support to improve their study and test-taking skills. Upon successful completion of HSE course requirements, students are scheduled to take the HSE examination on-site (EOC is an official HSE Test Site for the New York State Department of Education).

High School Equivalency Foundations (HSEF)

This program provides instruction to help students improve their academic skills and foundational knowledge in math, reading and writing, while also supporting the development of abilities to successfully enter and complete the WEOC High School Equivalency program. The curriculum is designed to facilitate improvement of introductory reading, language, critical thinking, writing, and math foundations.

Home Health Aide (HHA)

This program is designed to help students gain employment as Home Health Aides. Students learn the essentials of home and personal care including basic housekeeping, feeding, and bathing to assist the elderly and home-bound in their homes. It includes a Home Health clinical experience.

Home Health Aide (HHA) Spanish

This program is delivered in Spanish, and designed to help students gain employment as Home Health Aides. Students learn the essentials of home and personal care including basic housekeeping, feeding, and bathing to assist the elderly and home-bound in their homes. It includes a Home Health clinical experience.

Medical Administrative Assistant (MAA)

This program prepares students for a variety of clerical support positions in the health care field. Students receive training in maintenance of medical records, medical terminology, basics of medical billing and coding, office procedures, providing effective customer service, scheduling and confirming patient appointments, database and keyboarding skills, and other office administrative skills. The curriculum includes HIPAA Training. Students who successfully complete the program can obtain national certification (National Healthcareer Association) as Medical Administrative Assistant (CMAA).

Medical Billing & Coding (MBC)

This program is designed for students who are detail-oriented and interested in working “behind-the-scenes” as health information professionals in a variety of medical settings. Successful graduates are eligible to take the National Health Association (NHA) Certified Billing and Coding Specialist (CBCS) exam. They also qualify for employment in entry-level positions such as medical biller/coder, medical biller/customer service representative, medical records clerk/assistant, and insurance claims clerk. In addition to health-related coursework that emphasizes procedures that are used in a medical environment, students are taught basic computer skills using the latest computer software.

Patient Care Technician (PCT)

This program, in conjunction with EKG and Phlebotomy instruction prepares Certified Nursing Assistants (CNAs) to take the Certified Patient Care Technician (CPCT) exam.

Phlebotomy Technician (EKGP)

The program introduces students to the basic procedures used for obtaining blood from veins and capillaries. Students learn the basic principles of blood drawing, identification of color-coded tubes, practicing blood draw on artificial arm, sites of venipuncture and skin puncture. This program leads to Phlebotomy Technician certification.

Security Guard (SG)

This program prepares students for entry level positions as security officers. Students will learn the fundamental skills and knowledge of the security industry. Instruction, through lecture and applied exercises, will focus on report writing, first aid, investigative techniques, and communication skills. Students who successfully complete this program will apply for a New York State security guard license.

In addition to the program offerings stated above, students are scheduled to take basic computer training and/or career readiness courses, when appropriate. Students enrolled in either or both courses, must successfully complete them and fulfill the requirements of their program of enrollment in order to graduate, unless otherwise waived.

Supplemental Instruction: Digital Literacy & Career Readiness

In addition to the primary academic and workforce programs, SUNY Westchester EOC offers required supplemental instruction in **Digital Literacy** and **Career Readiness**, based on student need and program alignment.

Students who are enrolled in either or both of these courses must successfully complete them—as well as all requirements of their main program—in order to be eligible for graduation, unless formally waived by Academic Affairs.

Digital Literacy

The **Digital Literacy** course helps both novice and experienced computer users build confidence and develop foundational skills in computer use. The curriculum includes instruction in:

- Basic computer operations
- Word processing
- Internet navigation and online safety
- Email usage
- Computer security and etiquette

Students receive instruction through **self-paced modules in the ATTAIN Lab**, and support is provided by trained facilitators. All enrolled students have the opportunity to earn a **Microsoft Word certification** upon successful completion of course requirements.

This course is designed to promote digital fluency—preparing students to use technology effectively in both personal and professional environments.

Career Readiness

The **Career Readiness** course is designed to equip students with the essential knowledge, behaviors, and interpersonal skills needed to succeed in today's workforce.

Key focus areas include:

- Communication and interpersonal skills
- Professionalism and workplace etiquette
- Time management and goal setting
- Digital and financial literacy
- Job search strategies and interview preparation
- Self-management and decision-making

This course emphasizes both **technical proficiency** and **soft skill development**, preparing students not only for job placement but also for career advancement and long-term employability.

Program Flexibility and Updates

*Program offerings and course dates may vary throughout the academic year. SUNY Westchester EOC regularly evaluates and updates its curriculum to respond to workforce needs and emerging opportunities. For updates on new programs or courses, students should speak with their **assigned counselor** or visit the **Academic Affairs Office**.*

PROGRAM CALENDAR

SUNY Westchester EOC operates on a **term-based schedule**. Each program year includes **two terms**. Term 1 runs from July 1 to December 31, and Term 2 runs from January 1 to June 30.

| 2025/2026 CALENDAR | | |
|---------------------------|------------------------------------|------------------------------------------------------|
| JULY | Tues., July 1 | Fiscal Year & Programming Year Begins |
| | Fri., July 4 | Fourth of July, WEOC Closed, No Classes |
| AUGUST | Wed., Aug. 27 | Faculty Orientation |
| SEPTEMBER | Mon., Sept. 1 | Labor Day , WEOC Closed, No Classes |
| | Wed., Sept. 3 | POT 1 Begins - Foundations/Academic Programs* |
| OCTOBER | Mon., Oct. 20 – Thurs., Oct. 23 | Exam Week for HSEF/ESOL |
| | Wed., Oct. 22 – Tues., Oct. 28 | GED/GED Ready Testing for HSE Students |
| | Mon., Oct. 27 | POT 2 Begins -Foundations/Academic Programs* |
| NOVEMBER | Wed., Nov. 26 | Thanksgiving Recess –No Classes |
| | Thurs., Nov. 27 – Fri., Nov. 28 | Thanksgiving Recess – WEOC Closed - No Classes |
| DECEMBER | Mon., Dec. 15 – Thurs., Dec. 18 | Exam Week for HSEF/ESOL |
| | Thurs., Dec. 18 | Last Day for Foundation/Academic Classes |
| | Fri., Dec. 19 | Last Day for Workforce Programs & Activities |
| | Fri., Dec. 19 – Tues., Dec. 23 | GED/GED Ready Testing for HSE Students |
| | Wed., Dec. 24 – Wed., Dec. 31 | Winter Break – WEOC Closed, No Classes |
| JANUARY | Thurs., Jan. 1, 2026 | New Year's Day - WEOC Closed, No Classes |
| | Fri., Jan. 2 | WEOC Opens |
| | Mon., Jan. 19 | Dr. MLK, Jr. Day - WEOC Closed, No Classes |
| | Tues., Jan. 20 | POT 3 Begins - Foundations/Academic Programs* |
| FEBRUARY | Mon., Feb. 16– Fri., Feb. 20 | Professional Development Week – No Classes |
| MARCH | Mon., March 16 – Thurs., March 19 | Exam Week for HSEF/ESOL |
| | Tues., March 17 – Thurs., March 19 | GED/GED Ready Testing for HSE Students |
| | Mon., March 23 | POT 4 Begins - Foundations/Academic Programs* |
| | Mon., March 30 – Tues., March 31 | Spring Break – Classes Not in Session |
| APRIL | Wed., April 1 – Fri., April 3 | Spring Break Cont'd – Classes Not in Session |
| MAY | Mon., May 11 – Thurs., May 14 | Exam Week for HSEF/ESOL |
| | Mon., May 18 – Thurs., May 21 | GED/GED Ready Testing for HSE Students |
| | Mon., May 25 | Memorial Day - WEOC Closed, No Classes |
| JUNE | Tues., June 9 | Graduation Rehearsal |
| | Thurs., June 11 | Graduation Ceremony |
| | Fri., June 19 | Juneteenth – WEOC Closed, No Classes |
| | Tues., June 30 | Fiscal Year & Programming Year Ends |

Program Schedules

While many programs begin in **September** and conclude in **May**, several programs run on alternate schedules based on curriculum design and duration. These programs may start at different points throughout the year and operate on **customized calendars**.

You will receive a **program-specific schedule** from your assigned counselor. Additionally, the current **Academic Calendar** is provided in this handbook for your reference.

Important Reminders

- Be sure to **reserve makeup days** listed on the calendar in case of unexpected closures due to weather or other emergencies.
- Any **schedule changes or updates** will be communicated promptly via **email, text, or official social media platforms**.

For questions about your schedule or academic calendar, please contact your counselor or visit the **Academic Affairs Office (Suite 709)**.

ACADEMIC INTEGRITY POLICY

At **SUNY Westchester EOC**, honesty and personal integrity are foundational values that support a respectful and equitable learning environment. All members of the WEOC community—students, faculty, and staff—share responsibility for upholding these values.

Expectations for Academic Integrity

Students have the right to learn, ask questions, and seek help. Faculty and staff are here to support your academic and personal development. Therefore, there is **no acceptable reason** for engaging in academic dishonesty.

Academic dishonesty includes, but is not limited to:

- **Cheating** on exams or assignments
- **Plagiarism**, including copying another student's work or submitting work from the internet without proper citation
- **Fabricating or falsifying** information in assignments
- **Unauthorized collaboration** or using prohibited resources during assessments

Plagiarism is defined as presenting someone else's words, ideas, or work as your own, including material copied from books, websites, or peers.

Consequences of Academic Dishonesty

The consequences of academic dishonesty are serious and aligned with the policies of **Westchester Community College**. If a student is found responsible for academic dishonesty, the faculty member may:

1. Assign a failing grade for the assignment or test
2. Assign a failing grade for the course
3. File a written report of the incident with the **Assistant Dean of Academic Affairs**
4. Apply any combination of the above actions

Each reported infraction is documented and placed in the student's **permanent file** at Westchester EOC.

- A **second infraction** may result in **suspension**.

- A **third infraction** may result in **expulsion**, at the discretion of the Assistant Dean of Academic Affairs.

Misconduct and Disciplinary Referrals

In addition to academic dishonesty, students may be referred to the **Assistant Dean of Student Affairs** or **appropriate Dean** for behavior that violates WEOC's **Discipline and Behavior Policy**. Disciplinary consequences may include suspension or expulsion, depending on the severity of the behavior.

Appeal and Re-Admission Process

Students suspended for academic misconduct may request an informal meeting with the **Assistant Dean of Student Affairs** and/or **Assistant Dean of Academic Affairs** to discuss the incident and explore the possibility of continuing or re-enrolling in their program.

This meeting serves to:

- Review the facts of the case
- Consider mitigating circumstances
- Determine the most appropriate and fair outcome

If the student does not agree with the outcome or recommended corrective action, they may submit a **formal appeal in writing** to the **Executive Director of Westchester EOC**.

ASSESSMENT OF BASIC SKILLS AND EDUCATIONAL GAINS

All students enrolling at **SUNY Westchester EOC** are required to complete the **TABE® (Test for Adult Basic Education)** prior to enrollment, unless otherwise exempt.

This standardized assessment measures each student's proficiency in **reading, math, and language**, and is used to support proper program placement and academic planning.

Purpose of the TABE Assessment

TABE results are used to:

- Determine **eligibility** for academic and training programs
- Identify students' **instructional needs**
- Guide the creation of an **Individualized Education Plan (IEP)**
- Provide baseline data to measure **educational progress**

TABE Post-Testing

Students enrolled in academic and developmental programs will complete the TABE again as a **post-test** at the end of their term. This post-test is used to evaluate **academic growth** and **skill development** during the student's time in the program.

TABE results are submitted to the **State University of New York (SUNY)** to document student achievement and program outcomes, in accordance with state accountability and reporting guidelines.

Testing Exceptions

Students enrolling in the following programs are **exempt** from TABE testing if they have a **verified high school diploma** from the United States:

- **Security Guard Training**
- **Commercial Driver's License (CDL)**
- **Home Health Aide (HHA)**

- **Home Health Aide – Spanish (HHA-S)**

These students may still be required to complete other program-specific assessments, such as language screenings or comprehension exercises, to confirm their readiness for training and to fulfill program documentation requirements.

Students with foreign diplomas or who are unsure of their eligibility for a TABE exemption should consult with a **program counselor** in the **Student Affairs Office**.

ATTENDANCE POLICY

Regular attendance is essential for student success at **SUNY Westchester EOC**. Attendance policies are aligned with institutional expectations and external certification requirements and are considered a critical component of both academic and workforce development programs.

General Attendance Requirement

Students enrolled in **Academic and Developmental programs** must maintain **at least 75% attendance**, measured from the student's **entry date into the program**. Failure to meet this requirement may result in dismissal from the program.

Please Note: Many **workforce programs** have **more stringent attendance requirements** as mandated by their accrediting or licensing bodies. These may exceed the 75% minimum and are detailed in each program's orientation and **Program Agreement**.

Reporting Absences

There are **no excused absences** in workforce development programs due to certification requirements. However, if a student must be absent due to illness or a serious personal emergency, they must:

1. **Immediately notify both** their assigned **counselor** and **instructor**.
2. **Contact a classmate** to obtain missed assignments and class materials.
3. **Return to class as soon as possible**, and if required, **submit documentation** (e.g., doctor's note, emergency verification) to explain the absence.

All absences should be reported promptly. For students referred to Westchester EOC by the **Department of Social Services**, **written documentation** is required for all absences.

Faculty Responsibility

Faculty are required to **record attendance daily** and ensure that all attendance entries are **accurate, timely, and complete**. Attendance records are considered **legal documents** and are subject to audit and reporting. It is a core faculty responsibility to ensure attendance data reflects student participation accurately.

Workforce Program Attendance

Due to professional certification standards, workforce development programs have **mandatory attendance policies**. Students must meet both classroom and hands-on training requirements to remain eligible for certification.

- For example, students enrolled in the **Certified Nurse Assistant (CNA)** program must complete **all clinical hours** as required by the **New York State Department of Health**.
- **No absences are allowed during clinical rotations.**

Failure to meet the required attendance thresholds in workforce programs may result in **dismissal** from the program and ineligibility for **certification**.

Leave of Absence or Withdrawal

If a student is experiencing circumstances that prevent consistent attendance, they may request a **Leave of Absence** or **Voluntary Withdrawal**. This request may be initiated by the student, or recommended by faculty or administrators. Students should speak with their counselor to explore available options.

For questions about attendance expectations for your program, please consult your **instructor**, **counselor**, or refer to your signed **Program Agreement**.

COMPLETION, CERTIFICATES AND WORK EXPECTATION

All programs at **SUNY Westchester EOC** are offered **tuition-free** and are designed to support students in achieving one or more of the following goals:

- Entering the workforce
- Advancing within their current career
- Transitioning to higher education

Because these programs are publicly funded, students who **successfully complete** their coursework and pass required **certification exams** are **expected to apply their training** by seeking employment in their field of study or pursuing further education.

Career and College Support Services

To support students in reaching their post-program goals, Westchester EOC provides two key services:

- **Career Services** – Helps match workforce development program completers with available job opportunities, offers resume assistance, interview coaching, and job placement support.
- **College Connections** – Assists students who wish to continue their education by helping with college exploration, applications, financial aid, and academic planning.

These services are introduced in detail later in this handbook.

Exit Interview Requirement

Students enrolled in **workforce development programs** must complete an **Exit Interview** with a member of the **Career Services** team in order to receive their official **Certificate of Completion**.

This interview ensures that:

- Career Services staff can track student progress toward employment goals
- Students receive guidance and support as they transition out of the program

Failure to complete the required Exit Interview may delay or prevent the release of the student's certificate.

For more information or to schedule your Exit Interview, contact the **Career Services Office**.

PERSONAL LEAVE OF ABSENCE AND WITHDRAWAL POLICY

We understand that, at times, personal circumstances—such as health issues, changes in employment, or family responsibilities—may impact your ability to continue your studies without interruption.

If this occurs, you may be eligible to request a **Leave of Absence** or **Voluntary Withdrawal** from your program.

Step 1: Speak with Your Counselor

The first step in the process is to schedule a meeting with your **program counselor** to discuss your situation. Your counselor will:

- Help you evaluate your options
- Explain the difference between a **leave of absence** and a **withdrawal**
- Review the policies and procedures for your program

It is important that you do **not stop attending** without formally discussing your plans with your counselor.

Step 2: Complete Required Forms

If a Leave of Absence is appropriate and approved:

- Your counselor will complete the necessary documentation
- The Registrar's Office and your instructor(s) will be notified of your approved leave
- Your record will reflect an official "Leave of Absence" instead of an unapproved "drop"

If you are choosing to withdraw entirely from your program:

- Your counselor will ensure the proper steps are followed
- This process will allow for easier re-entry if you decide to return in the future

Returning to WEOC

When you're ready to return:

- Contact your counselor to schedule a reinstatement meeting
- Your counselor will determine your eligibility for re-enrollment
- If approved, your counselor will submit the necessary forms to the Registrar's Office

💡 *Insider's Tip*

If you're thinking about taking time away from school, don't wait—talk to your program counselor right away. They're here to help you make the best decision for your situation and will ensure that you remain in good standing with the Center.

RE-ENROLLMENT PROCEDURES AND GUIDELINES

In accordance with **SUNY's University Center for Academic and Workforce Development (UCAWD)** policy, students may only enroll in **one workforce training program** at any EOC, unless a clear **career pathway** can be demonstrated between programs (e.g., HHA → CNA or EMT → EKG or Phlebotomy).

This policy is designed to ensure equitable access to tuition-free training opportunities and to promote clear, goal-oriented educational and career planning.

General Guidelines for Re-Enrollment

Students who wish to **re-enroll at SUNY Westchester EOC** after a withdrawal or dismissal must follow the appropriate steps based on their prior standing and circumstances:

Students in Good Academic Standing

If a student **officially withdrew** from a program in **good standing**, they may request to re-enroll within **one year** of withdrawal.

Re-enrollment is subject to:

- **Counselor approval**
- **Seat availability**
- **Program-specific guidelines**

Students Out for More Than One Year or Academically Dismissed

Students who have been **absent for more than one year**, or who were **academically dismissed**, must reapply for admission through the standard application process.

Re-admittance is not guaranteed and will depend on:

- Academic history
- Space availability
- Current program eligibility criteria

Students Dismissed for Conduct Violations

Students who were dismissed due to a **Code of Conduct violation** must **appeal to the Assistant Dean of Student Affairs** for re-enrollment consideration.

To be considered, the student must:

- **Submit a formal letter** requesting re-admission, including a reflection on the prior incident and steps taken to resolve the issue(s).
- **Provide supporting documentation**, if applicable, showing that circumstances have changed or improvements have been made (e.g., proof of counseling, legal resolution, etc.).

Re-enrollment decisions are made on a case-by-case basis. Students are encouraged to work closely with their **assigned counselor** to understand their options and receive support throughout the process.

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.

How to Request Religious Accommodation

1. Notify your instructor(s) and/or counselor as early as possible, preferably in writing.
2. Indicate the **specific dates** of the religious observance.
3. Work with your instructor to schedule make-up assignments or exams.

For assistance or questions about this policy, please contact the **Office of Student Affairs**.

CERTIFICATES & AWARDS

Each year EOC conducts a June graduation ceremony for everyone who has completed their program of study during the academic year. Graduates receive a certificate attesting to the fact that they have successfully completed a SUNY approved program of study. Students must pass all courses in their program to qualify for a certificate, including basic computer skills and/or career readiness, if scheduled. A State University of New York Chancellor's Award will be given to students who achieve an overall average of B or higher in their courses.

COURSE SYLLABI

Every course instructor is expected to provide you with a course syllabus, which outlines the course's learning objectives, discussion topics, and assignments/exam due dates, class policies/requirements, and grading criteria. You are expected to read, understand and abide by this documents.

GRADING SYSTEM

Instructors give students a grade for each course they are enrolled in, based upon the grading system below. Generally, we give letter grades and not numerical grades. At the beginning of each program, your teachers will explain the grades that apply to each class and advise how they plan to determine your final grade.

| Standardized Grading Recommendation | | | | | |
|--------------------------------------------|--------|--------|------------------------------------|--------|--------|
| Scale/Use (numeric range guide) | Grades | Points | Scale/Use (numeric range guide) | Grades | Points |
| 96-100 | A | 4.0 | Passed ⁶ | P | N/A |
| 90 – 95 | A- | 3.7 | Failed (non-punitive) ⁶ | FN | N/A |
| 86-89 | B+ | 3.3 | Satisfactory ¹ | S | N/A |
| 83-85 | B | 3.0 | Unsatisfactory ¹ | U | N/A |
| 80-82 | B- | 2.7 | | | |
| 76-79 | C+ | 2.3 | In Progress ⁵ | IP | N/A |
| 73-75 | C | 2.0 | Exempt from course ² | E | N/A |
| 70-72 | C- | 1.7 | Incomplete ³ | I | N/A |
| 65-69 | D | 1.00 | Student withdrawal | W | N/A |
| 0-64 | F | 0.00 | Administrative withdrawal | WA | N/A |
| | | | No grade ⁴ | NG | N/A |

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

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

³Used when coursework is incomplete according to Westchester EOC guidelines (stated on next page). It changes to an F if the work is not completed.

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 (not Community Service courses).

GRADUATION

At the end of the school year, SUNY Westchester EOC holds its annual graduation ceremony. All students who have completed training throughout the year are invited to march in caps and gowns in this formal moment of celebration of our students in front of family members, friends, faculty, staff, dignitaries and other community leaders. Overall, graduation is particularly special because it is an occasion for EOC to recognize the accomplishments of all students who have successfully completed programs and who have moved on to employment or college. Students and guests are expected to follow the directions of the EOC staff assisting with the event.

Graduation rehearsals are announced just before graduation, and this is when caps, gowns, and tickets are distributed. All students will receive a notice by mail informing them of the dates and times when they are required to be present. To ensure that you get the information that you need for graduation, it is essential that you notify the Registrar, in Suite 600, and/or your Counselor of any and all changes to your home address, email or phone number.

During rehearsals and at the graduation ceremony, you will be told how and when you can pick up your program certificate(s). Generally, graduates are allowed to invite two or three guests to graduation, depending on the size of the graduating class and the space accommodations.

Children under seven (7) are not permitted in the auditorium.

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 upon completion of the missed work can pass the course.

An incomplete grade contract must be signed by the student and the professor and submitted to the Program Chair for approval (see Appendix). The Incomplete grade contract should state: 1) assignments to be completed and 2) timeline for completion. The time line 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.

SCHOLASTIC STANDARDS

You are expected to successfully complete all stated requirements for your 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 you during the program orientation that is required for all students.

STORM CLOSING POLICY

In the event of stormy or other inclement weather, announcements delaying or canceling classes will be broadcast on Channel 2 and on Cablevision's News Channel 12 after 6:00 am, and typically before 7am. To verify cancellations or delays due to inclement weather, you may call the WEOC's information line at **(914) 606-7600** to find out the latest information regarding class cancellations

or delays. **You may also visit SUNY Westchester EOC Facebook or Instagram for updated information.**

Please keep in mind that even if your child's school is closed, Westchester EOC could be open. Please make sure that you plan accordingly and always check the abovementioned resources to find out about any closings or delays in openings.

A separate decision is made concerning the cancellation of evening and off-site classes. The decision to close school in the evening is generally made independently of the decision that is made in the morning. This latter decision is based upon the weather forecast at 3:30 pm. When appropriate, the radio station and other media will announce the cancellation of evening classes at the Westchester EOC.

COLLEGE PATHWAYS THROUGH WESTCHESTER EOC

At Westchester EOC, we align with the SUNY vision of Access + Completion = Success. Recognizing that each student faces unique challenges that may impact their direct journey to college, we emphasize the importance of raising awareness about available options. We believe that every individual, even if their path is unconventional, should be presented with a vision or pathway towards the possibility of college in their future. Therefore, we consider it crucial for all Westchester EOC students, whether enrolled in workforce or academic programs, to participate in a College Connections Initiative (CCI) workshop during their pre-program orientation or class. This workshop aims to provide fundamental information about college as an educational option and how a workforce credential can serve as a stepping-stone towards a college degree.

Through our CCI program, we conduct workshops and disseminate information across the Westchester community to address the diverse needs of various market segments. These segments include current students, past program completers, high school juniors and seniors, parents (including Spanish-speaking parents of high school students), Veterans, Dreamers, and constituents of other community service providers. Additionally, we organize tours to local colleges for CCI participants during both the fall and spring semesters.

CCI participants who are college ready receive individual and group assistance completing college admissions applications and/or FAFSA applications. Those who are not college ready are referred to the College Preparatory Academy Program to receive classes in Reading and Math for academic remediation and participate in regular workshops about college life and success. These students are assisted with applying to college/post-secondary institutions and financial aid to facilitate their acceptance to college.

SUNY WEOC COLLEGE PREP PROGRAM

Most students applying to college are not aware that they will be required to take a placement exam to determine their level of college readiness in the areas of reading, mathematics and writing before they are allowed to register for classes. Based on their performance on this exam, students may then be required to pay tuition for a number of remedial or developmental classes that they must pass before they are allowed to move to higher-level college classes, but for which they will receive no college credits.

Our College Prep Program is available to help students prepare and improve their test taking skills in reading, writing and mathematics, before they take the placement exam, potentially saving them thousands of their limited financial aid dollars. The College Prep Program is designed to provide you with academic and supportive services in a few short weeks to help ensure you achieve the highest possible score and minimize the number of remedial or developmental classes that you must pay for as a student at college, if any.

COLLEGE CONNECTIONS INITIATIVE COLLEGE SUPPORT CENTER

In addition, students are welcome to use our College Connections Initiative College Support Center in the 602 common area. This area provides a technology enhanced hub of information about preparing for college and financial aid, as well as provides students with access to computers where they can file a FAFSA or college admissions applications and other resource materials for all enrolled students interested in getting information about attending college.

Westchester EOC PATHWAYS SCHOLARSHIP

All academic and most workforce development Westchester EOC program completers are eligible to apply for the Westchester Educational Opportunity Center (WEOC) Pathways Scholarships, which is designed to support graduates of Westchester EOC who matriculate at Westchester Community College. These scholarships are provided through the Westchester Community College Foundation to defray the costs of attendance and facilitate successful progress toward graduation. For more information, see our College Connections staff in Room 602 or speak with your counselor.

STUDENT AFFAIRS

COMPUTER LABS

Westchester EOC students are encouraged to use school computers for individual practice and review. Students who wish to work outside of class, i.e. without an instructor's supervision, should go to the Independent Study Lab on the 7th floor in Room 705.

In addition to the Independent Study Lab noted above, EOC has a very well-equipped academic resource center. Commonly referred to as the ATTAIN Lab, this computer center is also located on the 7th floor, in Room 701. It has state-of-the-art equipment and software that can be used by teachers and students alike, which cover much of the coursework that we teach at the Center. The software is intended to supplement the classroom instruction and enrich your learning experience. You may be required by your teacher to complete assignments in the lab as part of your program, or you may choose to work there on your own during lab hours, under the guidance and support of a Lab Manager.

All Center computers are networked. In order to use them, you need a login code, which may be obtained from your instructors, or from the Information Systems staff. If you need books for practice, you may sign them out with the assistant in the ATTAIN Lab/ Academic Resource Center, room 701.

Each new student is issued an individual network ID and password at registration, which you will need in order to log onto our computers, but it does much more; it also gives you access to the Westchester EOC network in order to print and save your work in a safe and secure place. Without your password, you won't be able to use the Internet. If for any reason, you do not have or know your ID, please see the Technical Staff at once. The first time you log onto the internet, you will be taken to the Westchester EOC Intranet start page.

We think that every student at Westchester EOC has the right to expect the equipment and software to be ready and working at the beginning of each class. The technical staff will respond to any problem they see, or hear about from students or faculty. Please take the responsibility for your environment. Leave the classrooms as you find them. You may not bring food or drink, including bottled water, into the computer labs. Please clean up your work areas before you leave the lab.

FROM WESTCHESTER EOC TO COLLEGE OR JOB PLACEMENT & CAREER SERVICES

Westchester EOC was established to provide tuition free classes and training so that you would have quality pathways to opportunities to acquire the skills you need to be competitive in the workforce. We encourage you to take advantage of all of the programs and services that are available to you so that you may achieve your immediate educational and career goals while you are in training. At the completion of training, it is important that you stay connected with EOC until you achieve the outcome designed for your program of enrollment whether it is mastery of the English language or acquisition of your HSE diploma, college enrollment, or employment.

For example, if you were an ESOL student, we would expect you to remain in school until you complete the highest level of the ESOL program. We also encourage you to advance to other training programs in our Center for college or job preparation, as appropriate. If you are a high school equivalency prep student, you are expected to remain in the program until you obtain your high school equivalency diploma. If you are a College Prep student, it is important that you remain in the program beyond college acceptance until you register and provide Westchester EOC with documentation of your registration for college classes. If you are a workforce development student, you are expected to secure employment and inform the Career Services Unit about any job that you

get even if we did not refer you for the job opportunity. Our premise is that your education, training, and experiences at Westchester EOC enhanced your chances of getting into college and/or securing employment and contributed to your overall success.

Our College Connections Initiative will help you access college. To assist you with employment and career goals, we will provide you with an array of services and make sure that you have the resources you need to succeed in your job search. In addition to counseling, career advisement and assessment provided by your Counselor, staff in the Career Services Unit will provide job readiness workshops, employability assessment, résumé preparation, job placement assistance, job fairs and follow-up support, as needed. Related training will be provided in class. You are encouraged to take advantage of all opportunities that are available to you while you are enrolled in school.

College Connections and Career Services are located on the 6th floor. You can use the Career Services Resource Center in room 604 to research information about jobs and careers to conduct an independent job search using the computers, Internet and library resources. You can also obtain career information and utilize templates to design your personal résumé. You will be served either on a walk-in basis or by appointment.

Westchester EOC is required to provide information about college and job placements and other positive student outcomes to our funding source, the State University of New York, and we have to verify placement information with employers and/or the school you attend. It is very important that you share the details with us about your employment or college registration (name of employer/college, start date, wage, promotion, wage increase, intended major, etc.) The more successful our students are, the more likely it is that Westchester EOC will remain in the community and provide tuition free training to students in need. To report your success, contact our Job Development Specialist at 606-7623.

ALUMNI ASSOCIATION

Westchester EOC's partnership with you does not end when you complete training or when you graduate. As you graduate, you are welcomed into the Westchester EOC Alumni Association, which meets regularly and hosts events to provide networking and additional career development services. We follow-up with our students and we want you to stay in touch with us to let us know how you are doing. We especially want to know about your successes. Success stories of our graduates also reflect the value of Westchester EOC to the community and demonstrate the need for such programs to our funding source.

We encourage you to stay in touch with us as you advance in your career and we invite you to join us at future graduation ceremonies where we proudly introduce our alumni as special guests. Connect with us on Facebook at www.facebook.com/SUNYWEOC to stay in touch and keep up with happenings at EOC.

COUNSELING SERVICES

Student success is our primary concern. Therefore, before you even enroll, a program Counselor and our Career Services staff will meet with you and prepare an Individual Career/Educational Plan, which will identify and review specific goals and objectives that you wish to achieve while enrolled. The goals and objectives will be based upon your interests, assessment results, personal circumstances and needs. SUNY Westchester EOC will assist you in reaching your goals by providing a range of support services including academic and career advisement, counseling, case management and referral, crisis intervention, advocacy, job placement and follow-up.

Counselors will assist you in addressing personal issues such as housing, family, health related concerns and other matters that affect your success. They will also encourage you to discuss safety issues related to domestic situations so that we might provide proper guidance and support. When deemed necessary, your Counselor will refer you for services to other organizations, which are equipped to handle sensitive situations. All Counselors are professionally obligated to maintain strict confidentiality at all times. In addition to your educational and career needs, they will advocate for you, support you, and make referrals in such matters as:

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| • <i>Health and Well-being</i> | • <i>Emergency Food Needs</i> | • <i>Housing</i> |
| • <i>Depression</i> | • <i>Child Care</i> | • <i>Domestic Violence</i> |
| • <i>Immigration</i> | • <i>Recovery</i> | • <i>Social Security</i> |
| • <i>Public Assistance</i> | • <i>Grief</i> | • <i>Divorce</i> |
| • <i>Employment</i> | • <i>Custody</i> | |

Westchester EOC's Counselors are assigned to specific programs. When you enroll, the name of your assigned Counselor will be given to you. Counselors are available in the day and some evenings. To meet with them, call (914) 606-7633 to make an appointment. The Counselors typically post their office hours on their doors. You can refer to the posted schedules to find out when they are most likely to be available to meet with you.

ACCESSIBILITY AND STUDENT ACCOMODATIONS

Some of our students require special services or accommodations in order to participate in training. If you have a disability (learning, physical, mental or otherwise) and require reasonable accommodations, please be sure to let your Counselor know. Supportive services and reasonable accommodations will be provided. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability.

At times, students encounter challenges or have concerns about their participation in our programs that affect their ability to succeed. Should you face such challenges or concerns please address them with a teacher, counselor or administrator in a timely manner. Do not allow any concerns or situations to spiral out-of-control before asking for assistance and/or intervention. We are here to support your efforts to succeed and will assist in bringing resolution to any concerns or problems that you identify as quickly as possible.

CRIMINAL BACKGROUND CHECKS, FINGERPRINTING AND DRUG TESTING

During the enrollment process, applicants are asked if they have ever been convicted of any crimes (felony and/or misdemeanor), and if there are any criminal charges pending against them at the time of application. The falsification or omission of any information concerning criminal convictions or pending criminal charges during the interview process may significantly hinder the ability and opportunity for prospective students to find meaningful and sustained employment and may disqualify students from obtaining NYS certification in programs that grant credentials. If you are an ex-offender, we can provide you with information from the NYS Department of Labor that will advise you of your rights and responsibilities relative to employment, and that details the process for becoming bonded.

Each student applying for New York State Certification, as a Home Health Aide (HHA), Emergency Medical Technician (EMT), Certified Pharmacy Technician, and Certified Nurse Aide (CNA) will be required to submit a federal (FBI) and state ten point rolled fingerprint. The New York State Department of Health will also conduct a full criminal history records check. Therefore, if you have a criminal background, it is extremely important that you discuss this with the program counselor

before the start of classes. Westchester EOC counseling and career services staff are knowledgeable and very willing to help students with prior felony or misdemeanor convictions to navigate obtaining employment but only can be effective if they know as soon as possible. Please remember that honesty is the best policy and that all information will be kept strictly confidential.

Students enrolled in health-related programs are also required to undergo drug testing before clinical assignments are made and/or as part of the process of applying for jobs. In many cases, forensic drug tests will be required. These tests are very sensitive and will pick up drug use in the recent past. **PLEASE DO NOT USE DRUGS** and think that if you quit a couple of days or week before testing or applying for a job that you will be fine. In most cases, your drug use will be detected! Not only is drug use harmful to your health, but it will hurt your chances for completing training and for obtaining employment. Do not allow your efforts to learn new skills and secure your future to become meaningless because of drug use. We want you to succeed.

STUDENT SUCCESS SEMINARS

Student success requires more than just getting good grades on exams. In order to enter the workforce or transition into college successfully, students must be prepared to navigate and deal with the various other life skills and career issues that arise in our lives. To support students throughout the semester, Counselors will hold weekly in class meetings to discuss issues students are facing and to conduct workshops to provide tools to help them master the skills necessary to be successful in securing a position in their field while balancing the demands of life, work and family. Attendance at these seminars is mandatory.

STUDENT ACTIVITIES

Each semester Westchester EOC hosts a number of activities to further enhance the student's learning experience and to provide additional supplemental learning opportunities for students to help them transition to a career, apply to college, attend cultural activities, understand the legislative process and/or develop workforce soft skills.

NYS Legislative Black and Puerto Rican Caucus

Each year, the New York State Association of Black and Puerto Rican Legislators hosts the NYSABPRL Caucus weekend in February to bring together the most influential African-American, Hispanic, Caribbean, and Asian leaders from every corner of the Empire State to promote the economic growth, foster and maintain an interest in racial tolerance in the world and to encourage the development of communities of color around NYS. In an effort to have Westchester EOC's voice represented in the Caucus, each year we identify two student leaders from the current academic year to accompany and represent our EOC for one day of the Caucus. Students must be recommended by their Counselors and approved by the Executive Director.

NYS Puerto Rican Hispanic Legislative 'Somos' Conference

Similar to the Caucus, the New York State Puerto Rican Hispanic Legislative Task Force hosts an annual weekend conference (called Somos) in March, to provide an opportunity for representatives from across the state, in both the public and private sector, to meet to discuss issues and create an agenda for the Hispanic/Latino communities in New York State. Therefore, again to ensure that Westchester EOC is represented in the discussion, we identify two leaders from the current academic year to accompany and represent our Center for two days of the Somos Conference including over 20 workshops, discussions, and panels addressing various issues pertinent to the Hispanic community. Students must be recommended by their Counselors and approved by the Director.

Career Services Drop-In Workshops

The goal of all of our workforce programs is to prepare you for a sustainable career, rather than just a job, which will afford you continued opportunities for advancement. The fact is, however, that turning a job into a career requires ongoing work and growth. Part of that involves regularly working on our interview skills and regularly updating your resume to reflect the most current picture of what you can contribute to an organization. To help students strengthen and build these "soft skills", our Career Services Division hosts a number of regularly scheduled workshops where students can drop in to participate in mock interview sessions or meet with our job developer to review resumes. Check in Room 603 for the latest schedule of Career Services Drop-in Workshops.

OFFICE DIRECTORY

| OFFICE | LOCATION | TELEPHONE NO. |
|-----------------------------|-----------------------------------|---------------|
| Executive Director | 8 th Floor ~ Suite 806 | 606-7612 |
| Academic Affairs | 7 th Floor ~ Suite 709 | 606-7619 |
| Admissions | 1 st Floor ~ Lobby | 606-7621 |
| Career Resource Center | 6 th Floor ~ Suite 604 | 606-7623 |
| Counseling | 6 th Floor ~ Suite 603 | 606-7633 |
| Career Services | 6 th Floor ~ Suite 603 | 606-7624 |
| Registrar | 6 th Floor ~ Suite 600 | 606-7630 |
| Security | Lobby | 606-7653 |
| Student Affairs | 6 th Floor ~ Suite 603 | 606-7633 |
| CCI College Resource Center | 6 th Floor ~ Suite 602 | 606-7665 |

WESTCHESTER EOC FACILITIES

ACCESS TO Westchester EOC

You must enter SUNY Westchester EOC from the 26 South Broadway entrance and use the elevators for Westchester EOC. Please do not use the elevators in 20 South Broadway or the doors in the rear of that building (except during emergency evacuation) as access to these floors from those elevators is limited to authorized personnel only. Westchester EOC is handicap accessible in accordance with all federal and state regulations.

BUILDING LAYOUT

SUNY Westchester EOC occupies 4 floors in 20-26 South Broadway, but our dedicated main entrance is located at 26 South Broadway, where a Receptionist and Security Guard are located.

LOBBY - This level houses the Reception Area, Security, and Admissions.

SIXTH FLOOR - This level houses Student Affairs and the Program Counselors, classrooms for general program offerings as well as the College and Career Resources Center. It also houses a state-of-the-art Enhanced Technology classroom, and the Student Lounge, which is also utilized as the HSE Testing Center. On this floor, you will also find the offices of the Assistant Dean for Student Affairs and major units of Student Affairs, the Registrar's Office and Career Services. *Counselors are available in the counseling office every day and evenings when classes are in session.*

STUDENT LOUNGE – (Designated Eating Area FOR STUDENTS) The sixth floor lounge is open to students throughout the day and evening and may be used for eating, breaks, and studying. **The lounge is the only area of the school where eating is allowed.** With the exception of bottled water, eating and drinking are prohibited in the classrooms and is not allowed in any other areas of the school. The security guard, administrators and all faculty and staff are expected to strictly enforce this rule. On days that the Student Lounge is occupied, a temporary lounge will be designated for student use.

SEVENTH FLOOR - This level houses the Academic Affairs Department, the Information Technology office, the faculty offices, the Academic Resource Center and Independent Study Lab, ATTAIn lab, and the computer classrooms. On this level, you will find the offices of the Assistant Dean for Academic Affairs, Program Administrators, and the offices of the Chair of Academic and Developmental Programs as well as the Program Administrator and the coordinator of Information Technology.

EIGHTH FLOOR - This level houses the Administrative offices of the Associate Dean and Director, the Assistant Dean for Business Affairs, and the Assistant Professor/Chair of Allied Health Programs. The classrooms dedicated to health care, ESOL and academic preparation are typically located on this floor as is the Faculty Lounge.

PARKING

"Parking is available at several nearby municipal lots, including the Government Center Garage at the rear of 20 South Broadway. This garage can be accessed from Nepperhan Avenue or Main Street. Fees may be paid on an hourly daily basis at the pay station located inside the garage, or monthly permits may be purchased directly from the Yonkers Parking Authority. Please refer to their website for information regarding rates and how to apply for monthly parking permits at any of their municipal lots www.yonkersparkingauthority.com .

RESTROOMS

Student restrooms are located on the 6th, 7th and 8th floors of the school. We do our best to keep the restrooms clean and orderly and encourage you to do the same. If the restrooms need attention, please alert someone in one of the administrative offices on the same floor.

TOBACCO-FREE BUILDING

Westchester Community College and Westchester EOC are committed to the health and well-being of its staff, faculty, and students, and we are dedicated to providing a safe and healthful environment. The Surgeon General of the United States has determined that cigarette smoking is the largest preventable cause of illness and premature death in this country. Non-smokers regularly exposed to tobacco smoke are also at increased risk. EOC not only has a vested interest in the vitality of its students and those who administer and operate the programs here, but also a role to play in the promotion and advancement of the general health of our society as a whole.

Smoking is not allowed on SUNY Westchester EOC premises including halls, stairwells, rest rooms, etc. or in front of the building. This includes smoking any type or form of cigarette, including electronic cigarettes and vaping. Please cooperate in helping us to maintain our "Tobacco-Free" policy. Violations of this policy can be a cause for suspension or dismissal.

SUNY WEOC POLICIES AND PROCEDURES

ACCIDENTS

All accidents that occur on the premises of SUNY Westchester EOC must be reported to an Instructor, Counselor, Administrator or Security. An accident report will be completed by the staff member and signed by the student. If deemed necessary, EOC will call an ambulance to ensure that injured students receive proper medical attention.

ALCOHOL AND DRUG POLICY

As a division of SUNY and Westchester Community College, EOC adheres to Westchester Community College's policy on Drug and Alcohol Abuse. Specifically, Westchester Community College and EOC are drug and alcohol free institutions. Possession, use or distribution of illegal drugs or alcohol on EOC property or at EOC-sponsored events will result in serious disciplinary action. Students could be expelled. Please cooperate with this policy.

Alcohol and drug abuse are devastating both to the user and to the EOC community. Substance abuse is a major cause of accidents, and can seriously affect academic performance and campus morale. Therefore, possession, use, and distribution of illegal drugs or illegal consumption of alcohol on EOC premises or at center-sponsored events are forbidden. Infractions will result in serious disciplinary action; you could be expelled.

In addition, under local, state, and federal laws, illegal use of drugs and alcohol is a serious crime. Conviction of a felony carries serious consequences, including loss of citizenship rights during the period of sentence and a possible jail term. Convictions may also jeopardize future employment opportunities.

COMMUNICABLE DISEASE

Westchester EOC respects the right to privacy of any student who has a chronic communicable disease. The EOC community will be informed if a communicable disease has been reported which poses a possible health risk to the student body and others. The number of personnel aware of the student's condition will be kept at a minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

DISCRIMINATION POLICY AND PROCEDURES

Westchester EOC honors its commitment to persons who might otherwise find it difficult or impossible by reason of age, race, national origin, gender, sexual orientation, physical ability or income level to obtain an education or job training in keeping with their aspirations and abilities. It is the policy of EOC that equitable consideration shall be given to all persons. EOC does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in the administration of its admission, employment and educational policies or other administered programs.

A student who wishes to make a complaint about a faculty member, employee, or another student regarding alleged discrimination based on race, color, creed, national origin, age, gender, sexual preference, or disability should register that complaint with the Title IX Coordinator/Chief Diversity Office at Westchester Community College. S/He is located on the Valhalla campus and can be reached as noted below. Once contact is made, s/he will advise students of the next steps to be taken.

**Title IX Office
(914) 606-6313
Westchester Community College
Valhalla, NY 10595**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency. An education record is any record that contains information directly related to a student and is maintained by the College. SUNY 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 EOC 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/>

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 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 XII 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.

STUDENT EMAIL

Students in academic and some workforce programs are given an e-mail account @eoc.sunywcc.edu. This e-mail account is hosted by Microsoft Office 365. Items that are included are:

- Student Email
- 1-terabyte of online file storage (OneDrive)
- Office 365 (Word, Excel, Powerpoint, Outlook, OneNote, Onedrive, Publisher and Access)

All for free for our SUNY Westchester EOC Students.

HOW TO LOG ON

To access your student WEOC email, follow these steps:

- Go to the Office 365 Portal: <https://www.outlook.com/my.sunywcc.edu>
- Enter your WEOC email account with your student email address and password. Your email address is your MyWEOC UserID followed by @eoc.sunywcc.edu, for example, userid@eoc.sunywcc.edu
- Type your MyWEOC password

- Click on the Sign in button

WESTCHESTER EOC STUDENT IT POLICY

Each student is expected to activate their **MyWEOC** account and check their official WEOC email account on a frequent basis during their time at SUNY Westchester EOC to receive official communication from WEOC offices, faculty members, and administrators.

IDENTIFICATION CARD POLICY

STUDENT ID CARDS

ID photos will be taken of each student during Orientation, or at other times as scheduled. You will be issued an identification card by the first day of class and will be required to carry your ID card at all times while at the EOC. The ID card must be worn so that it is easily seen (i.e., on the outside of coats or sweaters). This can be done by using the lanyard that is provided with the ID card, and wearing it around your neck. ID cards help create a safe learning environment for students, faculty, and staff. If you do not display your ID, you will be requested to do so by faculty and or staff. If you refuse to display your ID, you will be subject to disciplinary action, which may include suspension and/or dismissal.

If it is necessary to replace a student ID card, you will be subject to a replacement fee of \$2.00. Students will show their ID cards at all times while in the Center upon entering the building.

VISITOR ID BADGE

All visitors to the SUNY Westchester Educational Opportunity Center are required to sign in at the reception desk. Visitors will be required to wear a name tag while in the Center.

INTERNET & COMPUTER USE POLICY

Westchester EOC provides access to the Internet for students. It is limited to WEOC labs and is available for academic purposes only. The purpose of this policy is to establish the standards and prohibitions that govern Internet use, as well as the consequences of misuse.

EOC reserves the right to limit time spent on its laboratory computers and to establish other reasonable procedures as demand and available resources require for equitable and orderly use. EOC does not control access to Internet sites, and users assume said responsibility. Be aware that the content of an Internet site may not be timely, accurate, or factual.

Prohibited activities related to using the Internet include, but are not limited to:

- Accessing social networks, chat rooms or chat channels other than those required by classroom assignments and under the supervision of a staff or faculty member;
- Accessing or attempting to access any EOC network computer system without authorization;
- Creating, displaying, or transmitting material that is threatening, abusive, or harassing to an individual or group;
- Sending or receiving e-mail other than when required by classroom assignments;
- Displaying or printing sexually explicit, adult-oriented material;
- Downloading computer files other than onto a flash drive except when required by classroom assignments;
- Installing programs on network or local drives;

- Making any attempt to incapacitate, compromise or destroy equipment or electronic resources;
- Playing games from any Internet site;
- Using the Internet for commercial or political lobbying purposes;
- Violating copyright laws and fair use provisions through inappropriate reproduction or dissemination of material.

LOST & FOUND

The lost and found is located in the Office of Student Affairs (Suite 603 on the 6th Floor). All articles of value, such as jewelry, will be held until claimed. Articles of clothing will be disposed of after a period of three months. All unclaimed items such as: books, umbrellas, handbags, electronic equipment, cell phones, will be donated to a charitable organization at the end of the academic year (after June 30th).

MEDICAL EMERGENCY PROCEDURES

If a student is in need of emergency medical treatment, the following actions are to be taken:

1. Notify security by calling 606-7653 or Student Affairs at 606-7633. The student's name, location, and a description of the medical emergency should be provided.
2. Security will call 911 for assistance and notify the Administrator on Duty.
3. The Assistant Dean/Administrator on Duty will report to the scene of the emergency and will remain until the student has been taken from the premises. The person to be notified in case of an emergency should be contacted immediately. This information can be obtained from the student's file in the Student Affairs Office.
4. A student involved in a medical emergency cannot return to class on the same day. This student should go to the hospital or home.
5. If a student refuses medical treatment, the student must arrange his/her own transportation.
6. Security must have a release form signed by the student refusing medical treatment.

SECURITY

A Westchester EOC Security Guard is located in the reception area on the lobby level of our entrance at 26 South Broadway, and a guard is on duty at all times, monitoring each floor of the EOC premises via video camera. In the evening, two guards are on duty. One guard remains at the security desk and the other circulates throughout the Center all evening. The telephone number for the EOC Security Guard is 606-7653. There is also a Security Guard located in the lobby of 20 South Broadway. This guard monitors activity in the building and in the parking lot area via camera. The telephone number of the building security guard is 375-1895.

SEXUAL HARRASSMENT POLICY AND PROCEDURES

Sexual harassment includes any unwanted verbal or physical sexual advances, 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 victim. It does not always take physical forms; it may also be verbal or non-verbal.

Verbal harassment may include "humor" or "jokes" about gender, sex, or sexual orientation, or remarks connecting a person's sex with intellectual or academic abilities. Verbal harassment may also include: sexual innuendos and comments and sexual propositions, invitations or other pressure

for sex, for example, "My office hours are limited. Why don't you come by my house, or we can have dinner, and get to know each other better in private"; implied or overt threats, "It's simple; if you want to pass the course, you have to be nice to me and sex is the nicest thing I can think of. It's up to you."

Non-verbal harassment includes abusive written language, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, 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 patting, pinching or other inappropriate touching or feeling; brushing against the body; attempted or actual kissing or fondling, and coerced sexual intercourse. In cases of physical harassment, security personnel will be contacted, if necessary.

Other kinds of sexual harassment may include leering or ogling (for example, an advisor who meets with you and stares at your body). Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of both the federal (Section 703 of the Civil Rights Act of 1964 and Title IX education Amendments of 1972) and New York State Human Rights law.

The Westchester Educational Opportunity Center is committed to creating a community free from violence. Sexual assault, harassment, dating/domestic violence and stalking as defined by state and federal law will not be tolerated at the Educational Opportunity Center. Federal and New York State Law and college policy prohibit such behavior. Confidentiality is fundamental to all aspects of cases dealing with sexual assault. Persons responsible for implementing and enforcing the provisions of this policy will not reveal the names of sexual assault victims, except with the consent of the victim.

In order to maintain an educational environment fully conducive to learning and academic freedom and to ensure employment free of intimidation. Westchester EOC and Westchester Community College have both a moral and legal obligation to investigate all complaints of sexual harassment and to pursue sanctions when warranted. The WCC and EOC encourage students and employees to confront sexual harassers, to report incidents, and/or to seek advice and assistance.

Sexual Harassment Officers

Allegations of sexual harassment should be reported to the college's Sexual Harassment Officers or your counselor. They will investigate sexual harassment complaints and institute the formal procedures for resolving them. These procedures are in accordance with collective bargaining agreements and established college policies and guidelines.

SUNY Westchester EOC maintains academic and work environments that are free of sexual harassment and sexual violence and promotes an environment in which individuals of various groups and backgrounds learn to live together in an atmosphere of mutual respect in compliance with Westchester Community College policies.

The College uses an administrative review team to investigate and resolve complaints. The team consists of responsible administrators appointed by the president. The objectives of the team are to conduct a thorough and complete investigation and to issue findings and recommendations based on credible information.

To find out more information about reporting a possible case of sexual harassment, please call 914-606-6313.

SOLICITATION

The solicitation of funds or services, distribution of political materials, sales by any business interest, organization, group or individual in the building is prohibited (not allowed). Exceptions may only be granted by the Executive Director. Exceptions may be granted if:

- The business interest, organization, group, or individual is invited or sponsored by a group of students or college official
- The distribution of materials, solicitation or sale does not run contrary to, but rather promotes the mission of EOC or the well-being of the students or local community
- Political candidates or elected representatives are invited to visit EOC.

STUDENT DRESS & ATTIRE

At Westchester EOC, we mirror the workplace at all times. Employers evaluate performance based upon competence, quality of work, reliability, attitude, and attire. 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 on these days.

Suggestive clothing or attire, printed obscenities or remarks, or any article of clothing that implies gang affiliation will be deemed offensive and inappropriate. If a student comes to school dressed inappropriately, the student will be immediately instructed to leave the classroom and meet with their Program Counselor.

Wearing hats and/or other head gear is not permitted in the classroom unless worn for religious or medical reasons. Students are responsible for informing their instructor at the start of their program of this special circumstance.

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 VISITORS/CLASS INTERRUPTIONS

Visitors are not allowed on school premises without proper authorization and are not allowed, under any circumstances to wander the halls to look for students. If an emergency arises and it is necessary for a student to be interrupted during class hours, the visitor must sign in with the Security Guard and wait in the Reception area. The guard will contact the Student Affairs Office and a Counselor will be responsible for locating the student. **Students may be interrupted from class in emergency situations only.** Westchester EOC staff reserves the right to make the determination about what constitutes an emergency. Per our policy, an emergency is defined as illness, a life threatening condition, or death of an immediate family member or significant other. An urgent call from a child's school or the Department of Social Services is also considered an emergency that warrants interruption.

If you desire to provide family members or significant others with Westchester EOC contact information for emergency purposes (including emergency telephone calls), you should provide the individual(s) with the name and telephone number of your Counselor. You should also provide the Center with the name(s) of the individual(s) who may contact you at Westchester EOC for emergency purposes.

If you have an "Order of Protection" and want to share this confidential information with Westchester EOC, you should discuss the situation with your Counselor. The individual you confided in will be responsible for initiating safety precautions with Security. Westchester EOC complies with all federal, state and local laws that protect personal privacy and security.

Children & Visitors in Classrooms/on WEOC premises

Administrators, faculty, staff, enrolled and enrolling students, and persons on Westchester EOC business are the only individuals allowed in the classrooms and on the premises in general. Everyone else, including children, friends, relatives, is prohibited from occupying Westchester EOC space. Children, especially, are not allowed in the classrooms because of safety issues. Childcare must already be in place (with back up childcare if your regular babysitter is unavailable) before you start school in preparation for employment or college. Also, there will be days when the public schools will be closed or will have early dismissal due to teacher conferences, but Westchester EOC classes will be in session. Thus, careful planning for childcare has to be made in advance.

TELEPHONES & CELL PHONES

Office telephones are for Westchester EOC business and not for student use, therefore, we do not allow students to receive or make calls on school telephones, nor do we take messages for students, except in an emergency. With regard to the use of cell phones, students may not receive or make phone calls or engage in text messaging from a cell phone while in class; nor are students authorized to leave the class to accept or make calls, unless a real emergency exists.

Students are required to set all cell phones on "silent" or "vibrate" while in class and are expected to discourage personal calls at school.

TUTORING

If you would like to take advantage of tutorial services that are available, please see your counselor.

Remember, we care about you and your ability to complete training. Contact your Counselor or anyone in Student Affairs if you require assistance accessing these or other services at 914-606-7633.