

Monroe College Student Handbook



**UNDERGRADUATE
STUDENT HANDBOOK**
2011–2012

**MONROE
COLLEGE**

Bronx Campus
2501 Jerome Avenue
Bronx, NY 10468

Westchester Campus
434 Main Street
New Rochelle, NY 10801

St. Lucia Campus
P.O. Box CP5419
Barnard Hill
Castries, St. Lucia

**www.monroecollege.edu
1-800-55-MONROE**

2011 - 2012

**MONROE
COLLEGE**



Office of the President

Dear Student:

I am delighted to welcome you to Monroe College for the 2011-2012 Academic year. Everyone at the college joins me in wishing each and every one of you both personal and academic success.

New students will soon discover what continuing students already know, Monroe is more than just an educational institution through which people change their lives. Here you will find a caring dedicated faculty, a helpful and involved staff, and you will meet fellow students who frequently become close friends for life. Our graduates have the knowledge and confidence necessary for success in a wide range of careers. Let me congratulate you for taking the steps that will lead to your personal success.

The college offers many support services to assist you in your college experience: the Learning Resource Centers, Libraries, academic workshops, special seminars, counseling, financial aid, and career advancement. We encourage you to make use of these important resources. But also please remember that it is your responsibility to make and maintain a true commitment to do everything possible to achieve academic success. In order to realize the goal of graduation, you must attend all classes and you must complete all your assignments daily!

Please use this *Handbook/Calendar* to keep track of your assignments, exams and other important dates. Keep it handy; it contains information that can answer questions that might arise. Of course, if you ever need assistance, please go the appropriate office and you will get all the information you need.

I wish you good luck and I look forward to meeting you personally.

Cordially,

A handwritten signature in black ink, appearing to read "Stephen J. Jerome". The signature is fluid and cursive, with a large initial "S" and "J".

Stephen J. Jerome
President

ACCREDITATION

Monroe College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Telephone: 267 284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The college is authorized by the Board of Regents of the University of the State of New York to grant a Certificate in Practical Nursing, the Associate in Science (A.S.), degree in Criminal Justice; Associate in Applied Science (A.A.S.) degrees in Accounting, Baking and Pastry, Business Administration, Culinary Arts, Hospitality Management, Information Technology, Medical Administration, Medical Assisting, Pharmacy Technician, and Registered Nursing; Bachelor of Business Administration degrees (B.B.A.) in, Accounting, Business Management, General Business, Health Services Administration, Hospitality Management, Information Technology; the Bachelor of Science (B.S.) degree in Criminal Justice, Early Childhood Education, and Public Health; the Master of Business Administration (M.B.A.) degree in Business Management, and the Master of Science (M.S.) in Criminal Justice. Its curricula are registered by the State Education Department, 89 Washington Avenue, Albany, New York 12234.

MISSION STATEMENT

Monroe College provides professional, career oriented higher education to students from diverse backgrounds. We proudly offer access and opportunity to motivated students who desire to enrich their lives in a personalized and supportive environment. We provide caring and effective teaching and sustain faculty who are passionate, knowledgeable, and dedicated to student success. We build on these strengths to prepare graduates for successful careers.

CORE VALUES OF MONROE COLLEGE

A Commitment to Students . . .

We provide unmatched personal service to our students, who are our first priority. We are committed to student success and provide a challenging academic environment with appropriate support so all students can achieve their fullest potential.

A Respectful, Caring Environment . . .

We create a uniquely supportive atmosphere that stresses respect and collegiality among students, faculty, and staff.

A Commitment to Accomplishment . . .

We strive to continuously improve institutional effectiveness and student achievement through rigorous self-assessment and the implementation of innovative ideas.

Notice:

The Monroe College *Student Handbook* and policies contained within it will be reviewed, updated, and distributed annually to all students.

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Academic Calendar

2011-2012

Academic Calendar 2011-2012

FALL 2011

Monday, September 5	Labor Day
Tuesday, September 6	Faculty Return
Wednesday, September 7	Online Students May Access Classes
Friday, September 16	Classes Begin
Tuesday, September 20	Last Day of Late Registration
	Last Day for Program and Schedule Adjustments
Monday, October 10	Last Day for Changing Spring '10 Grades
Tuesday, November 8	Columbus Day – College Closed
	Election Day – Classes Meet as Scheduled
Friday, November 11	Veteran's Day – Day Classes Cancelled
	Evening Classes Meet as Scheduled
Thursday, November 24 & Friday, November 25	Thanksgiving Recess – College Closed
Saturday, November 26	
	Last Day to Submit any Withdrawal Documentation
Tuesday, December 6	Last Day of Classes
Wednesday, December 7 through Tuesday, December 13	Final Exams
Wednesday, December 14	
Thursday, December 15 through Monday, January 2	Semester Ends
	Winter Recess

Please note that this calendar is subject to change as the college deems necessary.

Academic Calendar 2011-2012

WINTER 2012

Tuesday, January 3	Faculty Return Online Students May Access Classes
Wednesday, January 4	Classes Begin
Friday, January 13	Last Day of Late Registration
Monday, January 16	Martin Luther King Day – College Closed
Tuesday, January 17	Last Day for Program and Schedule Adjustments
Monday, February 20	Last Day for Changing Fall '09 Grades
Tuesday, February 21	President's Day Holiday – College Closed President's Day Holiday – Day Classes Cancelled
Saturday, March 24	Evening Classes Meet as Scheduled Last Day to Submit any Withdrawal Documentation
Tuesday, April 3	Last Day of Classes
Wednesday, April 4 through Tuesday, April 10	Final Examinations
Wednesday, April 11	Semester Ends
Thursday, April 12 through Sunday, April 22	Spring Recess

Please note that this calendar is subject to change as the College deems necessary.

Academic Calendar 2011-2012

SPRING 2012

Monday, April 23	Faculty Return
Tuesday, April 24	Online Students May Access Classes
Wednesday, April 25	Classes Begin
Friday, May 4	Last Day of Late Registration
Tuesday, May 8	Last Day for Program and Schedule Adjustments
	Last Day for Changing W '10 Grades
Monday, May 28	Memorial Day – College Closed
Saturday, June 9	Commencement – Day and Evening Classes Cancelled
Wednesday, July 4	Independence Day – College Closed
Thursday, July 12	Last Day to Submit any Withdrawal Documentation
Tuesday, July 24	Last Day of Classes
Wednesday, July 25 through Tuesday, July 31	Final Examinations
Wednesday, August 1	Semester Ends
Thursday, August 2 through Monday, September 3	Summer Recess

****Please note that this calendar is subject to change as the College deems necessary.***

Getting Started at Monroe

WHERE TO GO FOR INFORMATION

	Bronx Campus	New Rochelle Campus
Academic Questions		
Schedule Changes Program Changes Change of Major Course Withdrawal Registration Dismissals Graduation Requirements Attendance issues	Student Services & Student Development – King King Graduate School Office – Ustin Bachelor's Office – Jerome School of General Studies – King Online Learning – Monroe	Student Services/ Bachelor's Office – Main King Graduate School Office – 145 Huguenot
Transcript Request Evaluation of Transfer Credit GED Information Name, Address, Telephone Changes Certification Letters	Registrar – West	Student Services – Main
Honors Program	Academic Office -- Jerome	Academic Center – Main
Internships	Office of Career Advancement – West	Office of Career Advancement – Main
Counseling		
Personal Concerns	Student Services – King MBA Office – Ustin Bachelor's Office – Jerome School of General Studies – King	Student Services/Bachelor's Office – Main King Graduate School Office – 145 Huguenot
Career Counseling	Career Advancement – West	Career Advancement – Main
Financial Aid and Student Payment Questions		
Federal, State, Private, and Institutional Aid	Student Financial Services – King	Student Financial Services – Milavec
Student Life		
Student Activities	Student Services & Student Development – King Bachelor's Office – Jerome King Graduate School Office – Ustin	Student Services/ Bachelor's Office – Main King Graduate School Office – 145 Huguenot
Tutoring	Faculty/Department Chairs Various Learning Centers	Faculty/Department Chair Learning Center-Allison
International Student Info.	Admissions – King	International Student Office – Main

Housing	N/A	Residential Life – Syndicate
Parking	Bachelor's Office – Jerome	Bursar – Milavec
Lost and Found	Security – Any Building	Security – Any Building
Sports/Teams/ Games Information	Public Relations - King	Athletics – Main

CONTACTING FACULTY & STAFF AT MONROE COLLEGE

The most effective way to contact faculty or college staff is by e-mail. All Monroe College personnel have e-mail addresses composed of the **first initial of the person's first name, the entire last name**, followed by **@monroecollege.edu**. For example, John Smith's e-mail address would be jsmith@monroecollege.edu. To contact a staff or faculty member by telephone dial (718) 933-6700 at the Bronx campus or (914) 632-5400 at the New Rochelle campus and ask the receptionist for the extension of the person with whom you wish to speak.

ADMINISTRATORS, DEPARTMENT CHAIRPERSONS, AND DEANS

Katherine Bennett – Deputy Chair, Mathematics and Liberal Arts	6477
Sandra Bronston, Director of Student Financial Services	6877
Alex Canals – Dean, School of General Studies	8209
Karenann Carty – Associate Vice President for Academics	6429
Frank Costantino – Dean, School of Hospitality Mgmt and Culinary Arts	6511
Jacynth Coultman – Dean, Academic Technology	8287
Stacy Crawford – Deputy Chair, Business Management	6439
Villan Cruz – Bursar, Bronx	8211
Marina Dadashev – Dean of Graduate Programs, King Graduate School	8745
Walter Eddie – Executive Director of Student and Residential Life	6455
Leuda Forrester – Chair, Medical Assisting	8391
Carol Genese – Dean, Career Advancement	8460
Janice Girardi – Dean, School of Information Technology	8355
Conrad Goldberg – Chair, Mathematics	8366
Ted Goldstein – Dean, Bachelor's Degree Programs	8304
Barry Gordon – Director, Evening and Special Academic Programs	8389
Roberta Greenberg – Vice President for Student Affairs	8206

Roberta Harris – Dean of Graduate Programs, King Graduate School, New Rochelle	6435
Jeanne Jordan – Chair, English/Social Sciences	8288
Jacob Lamar – Chair, Accounting and Finance	8347
Jerry Kostroff – Dean, School of Allied Health Professions	8301
Michael Marinaccio – Dean, School of Business and Accounting	8367
Keija Nichols – Director of National Admissions	6481
Michael Niedzwiecki – Bursar, New Rochelle	6879
Craig Patrick – Executive Director of Enrollment Strategy	8577
Emerson Phillips – Director of Admissions, New Rochelle	6467
Michele Rodney – Dean, School of Criminal Justice	8661
Edward Schneiderman – Registrar/Director of Institutional Research	8320
Stephen Schultheis – Dean of Student Services and Retention	6870
Daniel Sharon – Director of Student Financial Services	8257
Linda Silva-Thompson, Chair, Business Administration	8367
Ronald Simoncini – Executive Director of Public Safety	6445
Mark Sonnenstein – Assistant Dean of Student Services	8233
Hillary Sullivan – Director, Office of Career Advancement	6413
Max Torres – Deputy Chair, Accounting	6846
Militza Vargas, Director of Graduate Admissions Outreach	6834
Asteria Villegas – Chair, School of Information Technology	8297
Jeffrey Wallis – Vice President for Academics	8316
Basil Wilson – Dean, Graduate Criminal Justice Program, King Graduate School	8738
Tracy Zimmermann – Chair, Culinary Arts and Baking and Pastry	6517

GETTING STARTED AT MONROE

HOW DO I ACCESS MY MONROE COLLEGE E-MAIL ACCOUNT?

Your **USERNAME** is the first letter of your first name, your entire last name, and the last four digits of your College ID number (located in the front, lower right hand corner of your Monroe College student ID card).

Student Example:

Jack Black, 12345678 — jblack5678

Your **PASSWORD** is the first letter of your first name, first letter of your last name, and the last four digits of your Social Security number.

Student Example:

Jack Black, 123-56-7890 — jb7890

MyMonroe has a single Sign-on for Easy Access to your Monroe E-mail, Angel, Attendance, and Web Advisor!

If you have any questions, please contact the Monroe Helpdesk at (718) 933-6700, ext. 8290.

WHAT IS MYMONROE?

MyMonroe is your Monroe web site! Feel free to customize, personalize, and prioritize your personal web site to your liking.

MyMonroe gives you the information you need instantly, without having to search and browse for the same information.

Features of MyMonroe include:

- | | |
|-------------------------|---------------------|
| * Monroe E-mail | * Angel Learning |
| * Web Advisor | * Monroe Events |
| * Attendance | * Calendar |
| * My Career Advancement | * Grades |
| * My Schedule | * Local/ World News |

WHAT IS WEB ADVISOR?

How Do I Log-In and Access Web Advisor

Web Advisor is your online resource for registration and your personal guide to graduation.

You can use Web Advisor to:

- Search and register for your classes for the next semester.
- View and print a copy of your degree audit (graduation requirements or EVAL). Your degree audit shows you exactly which courses you have taken, are currently enrolled, and the courses remaining to graduate.
- See final grades for completed semesters.

- Get a copy of your schedule.

DO I NEED MY STUDENT ID?

All students are required to carry validated Monroe Student I.D. cards at all time. There is a \$5.00 replacement fee for lost I.D. cards. The fee is paid at the Bursar's office. Students will **NOT BE ADMITTED** to the college without a Monroe College I.D. card. There are **NO** exceptions to this policy.

WHERE DO I GET MY BOOKS?

Q. What textbook options do I have?

Textbooks are available to purchase new, used or as e-books. In addition many textbooks are available to rent for a semester.

Q. Where can I purchase or rent textbooks?

New, used, electronic and rental textbooks can be purchased in the Monroe College Bookstore located on the Bronx or New Rochelle Campus. You can visit the store or order your textbooks online.

In order to purchase or rent your textbooks online please log into Web Advisor, click on the student link and then the link for the Bookstore. Once you click on this link you will see the courses that you are registered for and an option to link to the Bronx or the New Rochelle stores. You will then need to click on one of the store locations to continue with your order based on the campus that you take your classes. Once you click the link for the appropriate store you will see the textbooks that you need to purchase or rent.

Q. Can I resell my books after they are used?

At the end of the semester the Bookstore will advertise a Book Buy Back period.

Q. How can I purchase books if I will be receiving a refund from my financial aid?

If your financial aid exceeds your charges to the college you may be eligible for a voucher usable in the bookstore. Check you semester statement of charges via Web Advisor to determine if you will have sufficient funds to receive a bookstore voucher.

You will be able to access your book voucher via Web Advisor. The voucher will contain the course information, textbook information and cost of the book.

Q. I'm going to purchase books on my own, how do I find the correct textbook information?

A comprehensive list of textbooks is located on My Monroe. This list contains the course name, textbook name, ISBN and the cost of the textbook at the bookstore.

Academics and Grading

ACADEMIC SUPPORT

ACADEMIC ADVISEMENT AND REGISTRATION

The Monroe Academic Advisement Program provides each student with assistance in planning and developing a specific academic program leading to a degree upon completion of all required courses.

Each incoming student participates in an advisement interview, at which time a complete schedule of program requirements is reviewed. The advisor is available to discuss any questions the student may have about academic matters.

After the first semester, advisors assist each student in registration and provide advisory services in academic, interpersonal, school-related and personal areas. These services are provided to assist students in the completion of their education at Monroe.

Each student's progress is maintained in Web Advisor. This serves as the basis of certifying that all degree or certificate requirements for graduation have been satisfied. Do not hesitate to take full advantage of this excellent resource via your MyMonroe website.

Readmission is initiated by the counseling staff in cooperation with the Financial Aid Office. Eligibility is determined through an evaluation of the student's prior academic performance and potential for success.

COUNSELING

The Student Services, School of General Studies, Bachelor's Program, Online Learning, and King Graduate School offices are recognized as the major support services to the academic process and the quality of student life at Monroe.

Counselors are available at all times offices are open under an open door policy, as well as by appointment, to provide students with academic, vocational, personal and social counseling and support, as well as serving in an advocacy role in their relationship with local, state and federal agencies.

The counseling staff conducts new and readmit student orientation sessions each semester to help familiarize or reacquaint our students with the college community. Students learn about academic and practical support services available, as well as the responsibilities they must assume as students.

Counselors attempt to contact students who are in danger of being administratively or academically dismissed. Students who wish to withdraw from classes during the semester must come in to the appropriate office. Students are made aware of the specific ramifications of their leaving as this action relates to the loss of satisfactory standards of progress, program pursuit and pursuit level.

DOES ATTENDANCE MATTER?

Studies show that there is a significant positive correlation between class attendance and academic success.

In the case of an unavoidable absence, please contact your professor(s).

A part of your grade for every class may be based on attendance for the semester.

GRADING

Grades are used to indicate a student's progress or lack thereof. Grades and their quality point equivalents are as follows:

Grade	Quality Points	Numerical Average	Progress
A	4.0	90-100	Excellent
B+	3.5	85-89	Very Good
B	3.0	80-84	Good
C+	2.5	75-79	Above Average
C	2.0	70-74	Average
D+	1.5	65-69	Below Average
D	1.0	60-64	Below Average/ Poor
F	0.0	Less than 60	Failure
AW	0.0		Administrative Withdrawal
I	0.0		Incomplete

The following grades are not computed in the quality point average:

P	Satisfactory Completion
W	Withdrawal
AU	Audit
EX	Exemption
PR	Proficiency Credit
TR	Transfer Credit

"I" – A grade of "Incomplete" is given to a student who for acceptable reasons has not completed the course work at the end of the semester, but who, in the estimation of the instructor, can reasonably be expected to pass the course. Completion must be accomplished within two weeks after the beginning of the next semester or the "I" will automatically be changed to an "F". Permission for additional time to complete the course requirements must be granted by the Academic Dean or by the designated official at the New Rochelle campus.

DEPARTMENTAL MAKE UP AND FINAL EXAMINATION POLICIES

Each school/academic department has policies and procedures in effect governing when students may take make up examinations. In addition, many instructors have requirements for their specific courses.

Students have the responsibility for knowing and following the regulations regarding make up examinations for the courses for which they are registered. Contact the dean's office of the school for further information.

POLICY REGARDING GRADES OF "AW'S" AND "W'S"

Students who withdraw or are administratively withdrawn from the college must satisfy all financial obligations with the Bursar.

UNOFFICIAL WITHDRAWALS (Administrative Withdrawal) "AW"

An unofficial withdrawal takes place when a student does not provide the college with official notification. In such cases, the date of withdrawal (assuming at least one day of attendance) is based on the midpoint of the semester. The withdrawal date for unofficially withdrawn students, who attended after the midpoint, will be determined based on the best available academic record.

OFFICIAL WITHDRAWALS "W"

The student's withdrawal date is based on the date that the College was provided with "official" notice of withdrawal. Official notice is when the appropriate student services office is notified of intent to withdraw. Notification can be:

In person, by telephone, by letter, by e-mail, by fax, etc.

The college strongly recommends an in person visit so that withdrawal can be quickly expedited. One-on-one counseling is provided which results in students being well informed regarding all ramifications of their specific withdrawal. This includes delay in graduation, potential financial liability and potential loss of future financial aid due to academic pursuit requirements.

GRADE REPORTS

Students can access their grades on Web Advisor. Grade reports show both semester and cumulative averages.

Student standing in each course is measured by the grades received on attendance, tests, papers, class participation, and other class assignments and requirements.

Each student's academic status as it relates to satisfactory academic progress and program pursuit will appear on the grade report.

GRADE POINT AVERAGE

Graduation, honors, probation, and dismissal are determined by a student's grade point average (GPA). This is obtained by multiplying the grade point value by the number of credits assigned to a course, totaling the grade points, then dividing by the total number of credits.

For example:

Course	Grade	Course Credits	GPA	GP Point Value
Accounting I	A	3	4.0	12.0
Math	B+	3	3.5	10.5
Expository Writing	B+	3	3.5	10.5
Introduction to Psych.	C	3	2.0	6.0
Total		12	3.25	39.0

The GPA for the semester is 3.25. (39.0 divided by 12). The GPA is computed for each semester as well as cumulatively.

THE EFFECT OF GRADES ON STUDENTS' GPA

- The grades of "R" or "W" will not affect the GPA
- Grades for non-credit courses will not affect the GPA
- A grade of "W" or "AW" indicates that a student withdrew from a course prior to its completion
- A grade of "F" will affect the GPA (If this course is repeated one time, the new grade will replace the "F" in the student's GPA)
 - A grade of "AW" is equivalent to an "F" and affects the GPA. However, if this course is repeated, the new grade will replace the "AW" in the student's GPA

STUDENT SCHEDULES/COURSE LOAD

Students must enroll for a minimum of 12 credit hours to be considered full-time. Students may register for up to 18 credits at no extra cost provided they have a 3.00 GPA. Requests for exceptions to this rule may be made to the academic office. Students may also petition the academic office to register for 21 credits. Any credits beyond 18 per semester will result in additional tuition charges. Graduate students must register for nine credits to be full time.

CREDIT HOUR

A credit hour represents the equivalent of 15, 50-minute class meetings during a 15 – week semester.

STANDARDS OF PROGRESS/GOOD ACADEMIC STANDING

To remain eligible for Title IV aid, students must make satisfactory progress towards completion of their degree. Satisfactory progress is measured by a qualitative standard (students must maintain a minimum GPA) and a quantitative standard (students must earn a percentage of credits attempted.)

QUALITATIVE STANDARD

Students must maintain a specific cumulative GPA by the completion of each semester of study. No student will be graduated with a cumulative GPA below 2.0. The prescribed minimum cumulative semester GPA is set forth below. By the end of each semester listed, students must have achieved the cumulative GPA listed.

Semester*	Cumulative GPA
1	0.75
2	1.25
3	1.50
4	1.75
5-12	2.00

*Two part-time semesters will count as 1 semester for qualitative and quantitative purposes.

QUANTITATIVE STANDARD

Students are also expected to make satisfactory progress toward the completion of their degree. To this end, students are required to earn a certain percentage of credits attempted. To demonstrate satisfactory progress, students must meet the following requirements:

Semester	% Earned of credits attempted*
1 -3	50%
4-12	67%

* Percentages will be rounded up to a whole number.

DISMISSAL

A student who fails to achieve the qualitative (cumulative GPA) standards discussed above will be dismissed;

Students who are academically dismissed are not eligible for financial aid.

APPEAL OF DISMISSAL

If you are subject to suspension, expulsion or other disciplinary action, you may appeal that action by requesting in writing a hearing within ten days to the head of the appropriate student services office.

A committee that will include administrators, faculty, and counselors will be convened to hear your appeal in person. The committee will advise you of its decision within five days of the hearing. The determination of the disciplinary committee shall be final. Any penalty imposed shall be noted on appropriate student records.

REGAINING MATRICULATED STATUS AFTER DISMISSAL

Students who have been dismissed may return as non-matriculated students, upon approval by the appropriate office, and register for courses at their own expense. Upon the satisfactory completion of these courses and meeting the required standards of progress, they may apply for a change from non-matriculated to matriculated status. Forms for such a change must be initiated at the appropriate office.

SEMESTER LEAVE

For satisfactory reasons, a student in good standing may be granted a Leave of Absence for a maximum period of one semester. Requests for a Semester Leave must be submitted in writing prior to the semester for which leave is desired. Forms for requesting a Semester Leave may be obtained from the appropriate student services office,

WITHDRAWAL FROM THE COLLEGE

A student who leaves the college during a semester must complete a withdrawal form or otherwise officially notify the college. These forms are available in the appropriate student services office. Students cannot withdraw from the college after the twelfth week of the semester. Students who have withdrawn and who wish to return to the college in a subsequent semester must complete an application for readmission. Students who do not attend the spring semester are not required to complete an application for readmission.

READMISSION

Readmission to the college is initiated in the appropriate student services office. Eligibility is based on the student's prior academic performance, potential for success, and other relevant information.

ACADEMIC ALERT

All students who have a cumulative GPA below 2.0 will be placed on academic alert. This status does not affect a student's eligibility for financial aid. The academic alert status will enable the college to provide needed academic support and guidance to enable students to successfully compete their degree program.

ACADEMIC WAIVER

The college has established academic standards designed to challenge students to achieve excellence. The college recognizes that due to circumstances, a student may request an academic waiver. All academic waivers must be approved by the designated academic officer.

LIBRARIES

The college provides Learning Centers at each campus where students can utilize the comprehensive array of services and facilities that are available including tutors, faculty members, computer programs, and audio-visual materials. In the Bronx, there are separate Learning Centers for each school so students can get specialized tutoring.

The libraries provide information and instruction to every Monroe College student as a central element of the educational experience. The book collection of each campus is accessible on open shelves. Photocopy machines are available for library patrons' convenience.

The collections span the full academic curriculum of the college, including materials of interest within and outside the scope of courses. Books, periodicals and pamphlets are easily accessible at both libraries. Full-text databases provide general and specialized information on a wide variety of current topics. Reference assistance is available at all times during library hours.

The libraries are members of WALDO, the Westchester Academic Library Directors' Organization, which enables access by Monroe students to other libraries of the organization. Automated catalogs afford students information on the college collection as well as the collections of the other WALDO members. The libraries also offer Internet access.

Through their participation in WALDO and METRO (the New York Metropolitan Reference and Research Library Agency), the college libraries afford students access to a broad community of resources in the New York and Westchester areas.

LABORATORIES AND LEARNING CENTERS

WHERE DO I GO FOR HELP IF I AM HAVING DIFFICULTY IN ONE OF MY CURRENT CLASSES?

The first person to contact is your class Professor. You may also contact the appropriate Student Services counselor, or the Dean/Chairperson for your School to receive any help, answers to your questions, or to address your concerns.

In addition, Monroe provides Learning Resource Centers to provide you with additional academic help if you need it. There are tutors and resources available to you to help guide you through your assignments.

Bronx Learning Centers

Location

Accounting/Finance
Allied Health Professions
Business
Criminal Justice
Writing/English Labs
Information Technology
Mathematics
Nursing

Ustin Hall
West Hall
Ustin Hall
Jerome Hall
King Hall
King Hall
South Hall
West Hall

The New Rochelle Learning Center is located in Main Hall.

Schedules for laboratories and learning centers are available on MyMonroe.

TRANSFER CREDIT POLICY

Monroe College's transfer policy provides an opportunity for students with various prior educational experiences to receive transfer credit for their program of study based on evaluation by the Office of the Registrar in collaboration with the appropriate School.

In order to receive transfer credit, an official transcript must be sent by the student's prior institution(s) to the Office of the Registrar. Institutions must have one of the following accreditations: regional; national, by one of the national accrediting agencies recognized by the United States Department of Education or the Commission on Higher Education; or be listed in the American Council on Education's (ACE) Accredited Institutions of Postsecondary Education (AIPE). International students may be required to have their transcripts evaluated by an evaluation agency such as the World Education Services, the Globe Evaluation Services or an evaluation service that is a member of the National Association of Credentials Evaluations Services (NACES), to determine the level of the work completed, the subject matter, number of equivalent credits and grade.

Transfer students may be granted a waiver of the placement exam for English and Mathematics based on an evaluation of their prior academic record.

There are many ways prospective students may have earned credit. The following are ways in which students can earn transfer credits/advanced standing:

Previous Education

Students who previously attended an accredited degree granting college or university may transfer up to 30 credits toward an Associate Degree or up to 90 credits into the Bachelor's Degree program based on the applicability to their program of study. A grade of C or better is required for transfer credits. Some schools or departments may require a higher grade based on specific programs (i.e. nursing science courses require a grade of B or better.)

Students transferring from two-year institutions to the Bachelor's Program may transfer a maximum of 66 credits which may not be used to satisfy upper level major area courses.

Transfer credit does not carry forward actual letter grades or count in the student's cumulative grade point average (GPA), but does carry credit for the course(s). (In certain circumstances Monroe College students may, with the approval of the Registrar, substitute the grade received at another institution.)

Non-traditional Education

Students may receive credit for courses taken as part of the public service academies training and for additional course work taken post graduation based on evaluation by the Office of the Registrar in collaboration with the appropriate School Dean.

Monroe College accepts for transfer credit military experience and training based on the American Council on Education's recommendations and the students program of study.

The college also evaluates other non-traditional training programs and may accept transfer credit based on recommendations made by the American Council on Education; National Program on Non-collegiate Sponsored Instruction (PONSI).

Credit by External Examination

Monroe College may grant credit earned through the College Level Examination Program (CLEP), Proficiency Examination Program (ACT-PEP), the Advanced Placement Examination (AP) offered by the College Entrance Examination Board (CEEB) taken in high school, Defense Activity for Non-traditional Standardized Examinations (DANTES), professional certification Exams, College administered proficiency exams, and other examinations based on the students program of study.

Prior Learning

Monroe College provides an opportunity for students to obtain up to 12 credits for learning that occurs as a result of career or personal experiences. Credits awarded for prior learning experience cannot be used as part of the residency requirements for the degrees being pursued. Students interested in learning more about obtaining credits based on prior learning should contact the Academic Office on their campus.

Prior learning credit will be awarded upon presentation of a formal portfolio by the student who demonstrates how the "experience" relates to the student's program of study. Credit may be awarded for both required and elective courses. The portfolio must reference the specific competencies learned and provide evidence of how this relates to the course in question. The experience alone is not sufficient to warrant advanced standing credits being awarded. The portfolio should include detailed descriptions of the experience, including, but not limited to, the work performed, the responsibilities of the student, and any formal credentials received as a result of the experience.

The final credit approval is contingent upon administrative approval and evaluation by the appropriate school dean.

Students may not apply for prior learning credit that specifically includes knowledge contained in a course previously attempted at Monroe in any form.

Contact: Barry Gordon, Director of Evening and Special Academic Programs, ext. 8389.

ONLINE LEARNING

Monroe College's Online Learning Program provides online learners with high-quality education available 24 hours per day. It offers students the opportunity to take

courses at a time and place convenient to their needs and schedules, encourages open discussions, sharing of idea, and allows students to advance professionally.

Monroe also offers courses through "Blended Learning" which combines face-to-face, online tools, the Internet, and other computer mediated tools in the teaching and learning of a course. Students are required to attend specific onsite class meetings that will be announced prior to the first class session. Students should have a 3.00 GPA to enroll in Blended Learning courses.

HOW DO I JOIN THE MONROE COLLEGE HONORS PROGRAM?

The Honors Program provides opportunities for our most academically accomplished students to engage in advanced academic work and to participate in an enhanced shared intellectual experience with the College's most distinguished faculty.

Students may be admitted to the Honors program as prospective students through the Admissions process or as continuing students by application to the Honors Board.

ADMISSION TO THE HONORS PROGRAM

Current Monroe Students:

Students already enrolled in the College who have a 3.50 cumulative Grade Point Average may apply for admission to the Honors Program. Interested students should obtain applications for the Honors Program from the Academic Office. Applications and faculty recommendations must be submitted to the Academic Office at either the Bronx or New Rochelle campus. All applicants will be interviewed by the Honors Board.

Prospective Honors Students:

Students will be considered for acceptance to the Honors Program upon the recommendation of the Director of Admissions based on the following criteria:

- Evidence of graduation from high school or the equivalent
- Strong record of academic achievement in high school or previous college
- Recommendations from high school guidance counselor, faculty and/or administration
- Strong results on Monroe College placement exam
- Outstanding admissions essay and interview
- Record of involvement in extra and co-curricular activities

TRANSCRIPTS

Students may have one transcript sent to any authorized individual, college or agency requiring official confirmation of their academic status at Monroe College without

charge. Additional requests will be charged \$5.00 per transcript. These requests are made at the Registrar's Office.

All requests for transcripts must be made in writing at least five days before they are needed. Transcripts are not released for any student who has any outstanding financial obligation to Monroe College.

GRADUATION/COMMENCEMENT

Formal commencement is held each June for students who are eligible for graduation during the academic year.

To qualify for graduation, students must have satisfactorily completed all stated requirements of their degree objective, maintained a satisfactory academic and attendance record, and have settled all financial obligations to Monroe. Further, candidates for graduation must have a 2.00 cumulative grade point average as well as a 2.00 cumulative grade point average in major-area courses.

All candidates for graduation must have on file with the Registrar's Office evidence that they have earned a high school diploma or equivalent.

Registering for Classes

HOW DO I REGISTER FOR NEXT SEMESTER?

You can register for your next semester classes on Web Advisor as soon as the Registration period begins.

Follow these 7 steps to register for your next semester:

1. Read the Registration instructions at www.monroecollege.edu, click Academics, then click online registration. Instructions are on the bottom of the page.
2. Log into MyMonroe and go to your Web Advisor. Click STUDENT. Select and PRINT your Degree Audit (EVAL).
3. Review your registration plan in the Registration Booklet online.
4. Select your courses by clicking on REGISTER FOR SECTIONS. Web Advisor Register for sections.
5. Remember to press SUBMIT. Print a copy of your new schedule and your updated graduation requirements (EVAL).
6. If you have a registration hold, then proceed to the office(s) to clear your hold.
7. Review your registration with your academic advisor in Student Services.

HOW CAN I CHANGE MY CLASSES?

You may change your schedule during the first two weeks of the semester.

It is important to try to make the changes as soon as possible as classes close quickly! You need to see your appropriate Student Services Office for assistance.

HOW DO I WITHDRAW FROM A CLASS?

If you wish to withdraw from a class you must do so by the date indicated in the academic calendar. You must get a Course Withdrawal Form from the appropriate student services office, have it signed by the appropriate offices, and return the completed form to your appropriate student services office before the withdrawal deadline indicated in the academic calendar.

All course withdrawals should be initiated in the appropriate Student Services Office. This may or may not have Financial Aid implications.

HOW DO I CHANGE MY MAJOR?

Students who wish to change majors must go to the appropriate Student Services Office and meet with an advisor to discuss the change and to complete an Academic Status Change form.

Residence Life

RESIDENCE LIFE

Monroe College offers student residences at the New Rochelle campus. At Monroe, housing means more than a roof over your head. We believe that residence life makes a concrete contribution to your academic experience and we take our obligation seriously to expose you to a variety of educational, cultural and personal growth opportunities. As a Resident Student, you are a member of a diverse community of learners – students, faculty, and staff – with a shared commitment to creating a residential environment conducive to each student's academic success and personal well-being. You will be expected to balance personal freedom with respect for yourself and others. Students who reside in Monroe College housing are required to meet minimum attendance guidelines and maintain a grade point average of 2.0 or higher. Failure to meet these requirements results in the termination of the student's housing.

RESIDENTIAL FACILITIES

Monroe offers housing in spacious furnished apartments, located within walking distance of classes, offices, and downtown New Rochelle. For Information, contact the Office of Residence Life at reslife@monroecollege.edu. Most apartments house two or more students and offer the following:

- Full-size kitchen with refrigerator, stove, microwave, sink, cabinets, dining table, and chairs
- Common room with sofa, chairs, coffee table, cable TV, and Internet access
- Bedroom with twin bed, dresser, and wardrobe or closet
- Full bathroom

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1. What is a Resident Director (RD)

The Residence Directors (RDs) live in the residence halls and oversee the operation of the residence hall. The RD works with the Resident Assistants (RAs) to create a sense of community within the residence hall and responds to student's needs and concerns in fostering a healthy living environment conducive to educating the whole student. They supervise the resident assistant staff in the management of community life standards and the communication of residence life policies and procedures. The RD is a live-in position and includes an ongoing staff rotation to respond to student emergencies during evening and weekend hours and cooperates closely with Public Safety.

2. What is an RA?

Resident Assistants (RA's) are your first point of contact within Campus Housing, they are the most visible members of the Residence Life Staff. RA's are students who are trained to assist in creating community and supervising the Residence Halls. The RA is a student who is responsible for a group of students within a specific housing facility. The RA provides guidance to students; they serve as a resource within the halls, answer questions about the campus, explain and enforce college policies, sponsor programs and activities, and work to involve students in the greater college community. In addition, the RA is required to visit each dormitory room once a week to ensure that student issues are addressed and resolved.

3. When should I contact the RA?

Your RA is there to provide guidance to you in resolving issues and ensure that you have a positive experience in Campus Housing. You should contact your RA if issues arise between you and your roommates, if you have general questions regarding policies or procedures, if you have an idea for a community event, or if you are interested in becoming more involved in the college community.

4. Who do I contact if there is a facilities problem in my dorm room or if I am locked out?

If you experience a routine (minor) maintenance issue please email us at reslife@monroecollege.edu. Don't forget to include your name, cell phone number, room number, and a detailed description of the issue you're experiencing so we can resolve the issue as quickly as possible. If you have an emergency facility problem, i.e., no heat, flood, etc. contact your RA immediately to report the issue. Similar to RD's the Resident Assistants are also part of a rotating on-call schedule. You will be provided with the cell phone number for your RA upon moving in. If you are unable to reach your RA, call the Allison Hall Security Desk at (914)740-6854.

5. What happens if my roommate and I are not getting along?

If you have a roommate issue we encourage you to have a discussion with your roommate in an attempt to resolve the matter amicably. If you are unable to resolve the problem, your RA is always available to assist you.

6. If, while in the dorm I become ill, what should I do?

Visit the Student Health Center for services and/or referral. It's also very important that you notify your professors of your absence.

7. If I am interested in getting involved in campus life what should I do?

We offer a wide range of programs, events, activities and clubs for you to become involved in. Check out the bulletin boards on campus, or speak with your RA or RD regarding any upcoming events. If you are interested in assisting in planning an event or have an idea for a new club or organization stop into the Office of Residence Life to speak with someone, we are always open to new ideas!

8. If I am having a problem adjusting to living on my own what should I do?

Our staff is always here to assist you, and we understand that adjusting to college life is a difficult transition. If you find yourself having a tough time, contact your RA or RD or you can always stop into the Office of Residence Life to speak with a staff member.

9. Once I am residing in On Campus Housing what do I need to do in order to maintain my On Campus Housing eligibility?

It's important to recognize that it is a privilege to live on campus, we require all students to maintain a cumulative GPA of 2.0 or higher to remain on campus. Residential students must maintain a permanent housing address outside of Monroe College, keep medical information updated (including immunization record) and follow the On Campus Housing Policy. Students who do not maintain a 2.0 GPA, depending on the circumstances, will be required to enroll in an Academic Support Class in order to remain eligible for housing.

10. How do I add the meal plan to my account?

Students interested in participating in the Monroe College Meal Plan should meet with a Bursar Office representative to discuss the options and methods of payment.

11. Can my friends or family visit?

The Office of Residential Life encourages all residents to work with their roommates regarding visitors. While overnight guests are not permitted we do allow guests to visit during the times specified below:

Visiting Hours

Sunday - Wednesday

10am – 12am (Monroe College Students)

10am – 10pm (Non Monroe College Student

Thursday – Saturday

10am – 2am (Monroe College Students)

10am – 12am (Non Monroe College Students)

Student Services

STUDENT LIFE

At Monroe, every effort is extended to assist students in expanding their personal development and increasing their enjoyment of college life. Class work is supplemented with a variety of extra-curricular activities, student organizations, and college-sponsored events. These activities are coordinated by members of the College's clubs who work closely with the Office of Student Services.

WHAT DOES STUDENT SERVICES PROVIDE FOR ME?

Student services can help you with the following:

Schedule Changes	Attendance	Day Care Referrals
Changing Majors	Requirements	Student Activities
Course Withdrawal	Academic Advisement	Registration Information
College Withdrawal	Personal Counseling	

HOW DO I KNOW IF CLASSES ARE CANCELLED?

Check MyMonroe or www.monroecollege.edu for college closings.

ALL emergency closings will be announced on the following broadcast stations:

WRKS	98.7	WFAS	103.9
WINS (AM)	1010	WFAS (AM)	1230
WOR (AM)	710	News 12 Westchester (Cable)	
WCBS (AM)	880	News 12 The Bronx (Cable)	

THE COLLEGE DAY

Administrative office hours are from 8:30 a.m. to 7:30 p.m. Monday through Thursday; from 8:30 a.m. to 2:00 p.m. Friday; and 8:30 a.m. to Noon Saturday.

The Libraries and Learning Centers/Labs are open Monday through Saturday. Schedules of days and hours when they are open are available at each of the libraries or learning centers.

HOW DO I GET HELP WITH A PERSONAL PROBLEM?

You can contact a counselor in the student services office to discuss your personal problems and/or academic concerns.

Counselors are available to provide you with personal counseling and support, referral assistance, as well as to discuss any issues you are having with your classes or attendance.

Counselors are available without appointment.

SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Disability Services (ODS) is located in King Hall on the Bronx Campus and in Student Services on the New Rochelle Campus. Accommodations are provided to all disabled students.

Disabled students with visible and hidden disabilities are encouraged, but not required, to speak with the Section 504 Coordinator on their campus. The Section 504 Coordinators work to ensure that the disabled student can reach optimal success while enrolled at the college.

The college recognizes and abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination in both education and the workplace.

Individuals who qualify to receive services through ODS include those with:

- Visual impairments
- Mobility impairments
- Hearing impairments
- Substance recovery
- Chronic illnesses, such as:
 - Arthritis & Lupus
 - Cerebral palsy

Hidden disabilities, such as:

- Cancer
- Cardiac disease
- Seizure disorders
- Learning disabilities
- Psychiatric disorders
- AIDS/ARC or HIV positive

Once the disabled student is registered, accommodations can be made which include alternate testing and test formats, use of tape recorders, preferential seating in classes, arrangement for tutoring, assistive technology, and priority registration.

The Section 504 Coordinator works closely with Student Services, college professors, administrators, faculty, chair persons, financial aid, and testing to assure that all disabled students are provided the maximum accessibility.

Applying for accommodations from the ODS is strictly voluntary.

Disabled students requesting services must, however, provide medical documentation which demonstrates the need for accommodation. All documents are confidential. Students decide whether or not they want faculty and staff to become apprised of their disability by completing a release of information form. Memoranda from ODS are distributed to the student's professors. They are encouraged to speak to their professors as well as with the Section 504 Coordinator about their special needs.

Any concern with regard to compliance with these regulations should be immediately brought to the attention of the Section 504 Coordinator at the campus of choice.

Contact: Doris Weingrad, Bronx Campus; 718-933-6700 ext. 8242

Contact: Angie Sanchez, New Rochelle Campus 914-632-5400 ext. 6417.

STUDENT PUBLICATIONS

Faculty advisors work with the students in preparing the *Creative Campus*, which is the literary magazine and the *Monroe Observer*, which is the college newspaper. The *Weekly Observer* provides information of college events. They keep the college population informed of coming events, college news and programs, and also contain interviews, poetry and feature articles.

HOW DO I JOIN AN ATHLETIC TEAM OR PARTICIPATE IN THE INTRAMURAL SPORTS PROGRAM?

If you are interested in trying out for one of Monroe College's Athletic teams, please contact the Athletic Department at (914) 740-6430. Our Athletic Director is Bert Shillingford.

Here is a list of the Monroe's athletic teams and the National Junior College Athletic Association (NJCAA) division in which they play:

Men's basketball – Division I

Men's baseball - Division I

Men's soccer – Division I

Women's basketball – Division II

Women's volleyball – Division II

Women's soccer – Division III

Women's softball - Division II

Men's and women's indoor track and field – Division I

Men's and women's outdoor track and field – Division I

Men's and women's cross country – Division I

Monroe's intramural sports program, Campus Recreation and Fitness, is based on the values of promoting healthy recreation and sports for students, faculty, and staff. A wide range of activities are available to enhance the college experience.

Leagues include: Flag Football, Dodgeball, Basketball, Double Dutch, Soccer, and Softball.

Open Recreation includes: Basketball, Volleyball, Karate, Table Tennis, Double Dutch, Dodgeball, Tennis, Handball, Bowling, and Fitness Classes.

Tournaments include: Basketball, Tennis, Wiffle Ball, Kickball, Double Dutch, Sand Volleyball, and Soccer.

If you are interested in participating in Monroe's intramural sports program, please contact Carolyn Bennett, Coordinator of Intramurals & Recreational Programs, at (914) 740-6459

HOW DO I JOIN A STUDENT CLUB?

The Office of Student Services is where you can get information and sign-up for clubs, learn about events, trips, and intramural sports.

A list of our clubs and activities, as well as all student life information is always available on MyMonroe.

Bronx Campus:

Edith Saint Fleur Director of Student Activities 8237

New Rochelle Campus:

Carolyn Bennett Coordinator of Student Life 6422

STUDENT CLUBS

Allied Health Club

The Allied Health Club includes students from a variety of majors including Public Health, Medical Assisting, Medical Administration, and Health Services Administration. Our mission is to design, implement, and evaluate health education/health promotion programs in response to the priority needs of the Monroe College student population and our local community.

Amnesty International Club

The Amnesty International Club at Monroe College is a student organization committed to creating a greater awareness of both domestic and international human rights issues and abuses. Through our various campus activities we participate in meaningful activities to help stop human rights abuses. Some of the human rights abuse issues we fight against include the death penalty, genocide, sexual and physical abuse of women and children, rape in prison, bullying, and poverty. We have a committed group of student members who advocate on behalf of anyone who is suffering as a result of abuse.

Art Club

The Art Club is designed to provide an artistic outlet for those students who enjoy creating and observing art. The Art Club feels that art is a very integral part of life and that everyone should have the opportunity to express themselves in any media they feel fit.

A.L.P.H.A. (Association of Latino Professional in Finance and Accounting)

ALPFA is a national, non-for-profit professional association that creates opportunities, adds value, and builds relationships for its members, the community and its business partners while expanding Latino Leadership in the global workforce. Our ALPFA chapter offers local programs and events throughout the year, for example, student workshops, mixers, mentoring, and internships as well as other programs and events.

Book Club – Not Your Typical Book Club

There's nothing stuffy, boring, or bland about this Book Club! Reading selections are based on the interests of members, and vary from short to long form. We explore current topics, types of humor, political ideas, self-empowerment, and literary seminars. This club welcomes members at all levels of literacy, provides critical feedback for aspiring authors, and connects reading to higher order thinking, all while having fun!

CABS (Club for the Advancement of Business Students)

The CABS Club brings together students of all majors and backgrounds so they can expand their education outside the classroom in the business world. CABS develops and organizes school career awareness affairs, community events, sponsors guest speakers and field trips such as company tours and conferences, and provides numerous networking events for students make contacts with those in the professional world. CABS is dedicated to promoting unity and social responsibility in business.

Criminal Justice Club

The CJ Club helps students to learn about the criminal justice field through community involvement, exploration of various criminal justice organizations, from guest speakers, and field experiences. Students interested in criminal justice careers will benefit from heightened awareness of criminal justice issues, employment opportunities, and preparatory assistance/mentorship from faculty who are experts in the field.

Drama Club

The Monroe College "We Got This" Drama Club (Bronx Campus) gives students the opportunity to explore the dramatic arts through acting and behind-the-scenes workshops, improvisational exercises, and collective performances at the college. Through presentation, the club examines, activates and exposes societal issues, relationship issues, cultural issues, and literature across the generations and blends them to create collective appreciation and expanded levels of acting, drama and creativity. The Club presents one presentation per semester, incorporating drama, dance, special effects and music. Trips to plays and musicals, and guest appearances at the college are also some of the activities that members enjoy.

ITSA (Information Technology Student Association) Club

The ITSA Club will promote and provide a feeling of community among computer enthusiasts at Monroe College by providing a forum for socialization, networking

opportunities for students to meet people in the industry, visiting various computer shows and computer-related events, hosting interesting speakers, serving the community by offering volunteer services to local business, and by spreading the knowledge by offering student workshops to non-information technology major students. All students regardless of academic major are welcome to the club.

MC Squared Monroe College Music Club

The Monroe College Music Club is designed to train students in the art of singing in a group and as soloists for performance on and off campus. The advisor of the club is a professional music instructor that works with the club members on vocal coaching and techniques, arranged choral pieces (R&B, Gospel, Pop), song writing instruction, and music arranging and production. Club members also have the opportunity to attend musical productions, and participate in community service projects.

Mock Trial and Debate Team

Monroe College Mock Trial and debate club prepares students to compete in trial simulations and formal debates with students from institutions across the country. Members learn how to make strong arguments, conduct a trial and understand what really goes on in a courtroom. Our activities and trips not only involve competition but help prepare students for graduate school and beyond, whether you're headed to the boardroom or the courtroom.

Monroe Cheerleaders

The Monroe Cheerleaders form an impressive presence at Monroe athletic events. They are dedicated to excellence in learning, cultural enrichment, and service by offering opportunities for individuals to realize their full potential while participating in an exciting, fun, athletic, and energetic team activity. The Monroe cheerleaders operate in a caring environment where lives are transformed through education and activity and each individual's contribution is valued.

Monroe Student Leaders

The Monroe Student Leaders participate in a wide range of college activities. They help organize events, support various college functions, and provide a variety of other services to the college. The main goal of the Monroe Student Leadership Program is to allow individual students to acquire necessary leadership skills that will enable them to become responsible leaders. The Monroe Student Leadership Program helps students realize their capabilities as individuals and improve on their weaknesses. The Monroe Student Leadership Program hopes to build strong, intelligent skilled and emotionally motivated individuals.

NABA (The National Association of Black Accountants, Inc., Monroe College Chapter)

The National Association of Black Accountants, Inc. (NABA) Monroe College Student Chapter seeks to unite students who have similar interests and ideals, who are committed to academic and professional excellence, have a sense of professional and civic responsibility, and are concerned about enhancing opportunities for themselves in, but not limited to, the accounting and finance industries. NABA aims to do this

through the promotion of personal and professional development in order to fulfill the mission of "Lifting As We Climb".

The Poetry Club

The Poetry Club gives students the opportunity to meet on a regular basis to share their poetry, receive constructive criticism to improve style and technique, participate in workshops and attend poetry events at various poetry lounges and cafes in NYC. Students that have developed the confidence and desire to perform are encouraged to present their work both on and off campus at poetry events, open-mics, and slam contests. As students face the challenges in their lives, the Poetry Club nurtures creative, intellectual and social growth. Overall, the Poetry Club is a vehicle for self-expression, and creates an uplifting campus presence that enhances the college experience.

The Pre-Law Club

The Pre-Law Club has the purpose and mission of allowing students to experience exposure to programs in the legal field, encourage student organization, prepare students for law school entry, encourage volunteerism, offer field experience regarding criminal justice and the law, encourage study skills and improvement of GPA, as well as to host educational criminal justice and pre-law events.

PCMA (Professional Convention Management Association)

The principle purpose of the Monroe Student Chapter of the PCMA is to familiarize its members with the basic aspects of the meetings and conventions industry through educational and networking opportunities supported or developed by the Professional Convention Management Association and its members.

Student Veterans' Association

The Student Veterans Association, through education, advocacy, and service, is dedicated to creating an environment that fosters a smooth transition into institutes of higher learning from military service. The Monroe College SVA provides a military friendly atmosphere that allows students to socialize and network within the veteran community. Our organization strives to raise funds, provide a social outlet, and actively participate in the neighboring Veteran Community. These activities help with the transition of military life to academic life. No one understands the walk or the talk like another veteran.

S.I.F.E. (Students in Free Enterprise)

SIFE (Students in Free Enterprise) challenges students to take what they learn in the classroom and use that knowledge to better their communities. For example, they help budding entrepreneurs get their plans off the ground and mentor at-risk students, inspiring them to reach for their dreams.

Triple S - Show Stopping Steppers

The Step Team provides students an opportunity to develop their performing abilities by working with professional choreographers and performing at college sponsored events and competitions. The step team serves as a creative outlet for steppers and non-steppers who share a unified goal of bolstering the presence of stepping at Monroe College and providing quality stepping entertainment.

EXTRACURRICULAR ACTIVITIES

Every semester Monroe College Student Services sponsors discussion groups for men and women at the college.

Sister to Sister:

Sister to Sister meets once a week to talk about various issues that pertain to women of all ages backgrounds, and ethnicities. Some of the topics that have been addressed are: Body Image, Female Friendships, Destructive Relationships, Single Parenting, Coping With Abuse, Self-Empowerment, Hair & Beauty, and Women's Health.

Man to Man:

Man to Man also meets once per week and encourages discussion among men that effect men of all ages, backgrounds, and ethnicities. Some of the discussion topics are: Using Our Minds and Not Just Our Physical attributes, Is It Important Who Your Friends Are?, Domestic Violence, Who & What Determines Your Success?, and Fatherhood-Understanding Our Roles Within The Family.

Dance Classes:

Monroe College Student Services also sponsors free dance classes to all Monroe students. Two classes are offered each week. All classes are taught by professional dancers and choreographers. Some of the dance styles that have been taught are Hip-Hop, Salsa, & African Dance.

OFF CAMPUS TRIPS

Monroe College Student Services also sponsors many more activities that are offered regularly at the college. Some of these activities are: Talent Shows, Poetry Slams, Dance & Drama Performances, End of Semester Parties, Bake Sales, Amusement Park Trips, Fundraising Walks (AIDS, Cancer, March of Dimes), Blood Drives, Broadway Plays, Guest Speakers, Heritage & Culture Celebrations, Community Service Projects, Police Cadet Recruiting, Panel Discussions, President's & Dean's List Award Dinners, and Graduation Galas. Please be aware of the following guidelines for off campus trips.

- All Ticket sales are final, no refunds or exchanges.
- All guest riding on a Monroe College bus must be over the age of 18 with valid state ID.

- If you or your guest fails to attend a trip you will forfeit your ticket. Tickets can not be used for a later date.
- Anyone who is late for the bus will be left behind, and will not receive a refund or ticket for later use.
- All parties who do not return to the bus at the designated time will be responsible for providing their own transportation back to the college.
- While attending any off campus trip both students and guest are required to adhere to Monroe College policies.

Student Financial Services

Paying Your Bill/Credits

How do I know what I owe?

Students can access their online tuition statement and make payments via Web Advisor by clicking on the Student tab and selecting “View my tuition statement - Make a payment” under the Financial Information section. The tuition statement lists all charges and credits/payments along with any pending financial aid. Students who have arranged a payment plan with the College will see the amount owed for that period. Statements are available on the 15th of the month with payment due by the first day of the following month.

You will be notified through your Monroe College email address each time a new statement is ready or a payment is made to your account.. Paper statements are no longer mailed. You can print your statement from Web Advisor.

How do I pay my bill?

Payments can be made by check, money order, credit card or cash. Students are encouraged to make their payments online by electronic check or credit card. The College accepts Visa, MasterCard, American Express, and Discover. You can also make payments by mail or in person at the Student Financial Services office.

What are the benefits of making an Online Payment?

1. You can pay online 7 days a week with an e-Check or credit card free of any service charges.
2. Payments post to your account immediately.
3. You save time.

When is my payment due?

All tuition, room and board and college fees are due before the start of the semester. If your financial aid package does not cover all your charges, the College offers payment plans ,spreading the amount owed over the course of the semester. These payments are due by the first day of each month. Payments made after the 10th day of the month will incur a \$25 late fee.

My family member or outside party handles my bills. How will they get the necessary information?

It is the student's responsibility to forward all account information to the family member or agency. The student is responsible for ensuring that all payments are received by the College by the due date. Students can authorize their parents or guardians to view and make payments on their behalf through Web Advisor. The authorized payer will receive an email when a statement is available.

CREDITS ON MY TUITION ACCOUNT/HIGHER ONE CARD

Monroe College has partnered with Higher One, an internet based financial services company, to process refunds and credits. Higher One Cards will be issued to students who have potential credits. Refunds/credits will be transferred to the Higher One Card based on your activation directions; you **MUST** activate the card. The funds can go either to the Higher One Card or be transferred directly to your savings or checking account or a paper check can be mailed to you. The Higher One Card is **NOT** a credit card; however, if you are using it to make a purchase, be sure to sign and swipe as if it were a credit card. Otherwise, you will be charged a fee for that transaction. If you have not received the card, go to the Student Financial Services Office to verify that it was sent to the correct address.

Credits on your account may be moved to the next semester if you authorized such a move. Credits not moved to the following semester will be electronically transferred to your Higher One Card.

FINANCIAL AID

Students enrolled at Monroe College (New York State campuses) may be eligible for one or more types of financial aid in the form of federal/state grants, federal loans, work-study program, college grants and scholarships.

Each program has its own eligibility requirements based on either federal or state regulations and/or Monroe College policies. To establish eligibility for federal or state financial aid, students must complete the Free Federal Application for Federal Student Aid* (FAFSA) and upon request, provide required documentation.

How and when do I apply for Financial Aid?

Beginning in January 2011 students should complete the 2011-12 FAFSA for their financial aid for 2011-12. Students must utilize the U.S. Department of Education's WEB site (www.fasfa.gov) to complete the FAFSA. All applicants must utilize a Federal Personal Identification Number (PIN). The PIN can be obtained at www.pin.ed.gov. The FAFSA may be completed from home or at any computer.

How do I know if I am eligible?

Student Eligibility Requirements For Federal Financial Aid Funds:

- All male students between the ages of 18 and 25 must be registered with the Selective Service System. Only permanent residents of the Trust Territory of the Pacific Islands and the Northern Marina Islands are exempt from this requirement.
- Be a U.S. citizen or eligible non-citizen
- Be enrolled and working toward a degree or certificate in an eligible program

- Possess a high school diploma or equivalent or pass an approved ability-to-benefit test or have successfully completed an approved home school program
- Possess a valid social security number
- Make satisfactory academic progress (see catalogue/website for details)
- Not be in default on a federal student loan and not owe money on a federal student grant
- Resolved any drug conviction issues
- No record of conviction for sex offenses

Student Eligibility Requirements For New York State Financial Aid

- Be a U.S. citizen or eligible non-citizen
- Established legal residence in New York State 12 months prior to the beginning of the semester
- Be enrolled and matriculated in a program for at least 12 credits (TAP); at least 6 credits (APTS).
- Satisfy Academic Pursuit and Progress (see catalogue/website for details)

Why are my awards different from what they were last year?

Changes in your and/or your family's income and financial circumstances, and changes in federal and state eligibility standards and regulations may result in changes to your financial aid awards. Contact your Student Financial Services counselor for clarification and to answer questions.

Why did my financial aid change?

Several factors impact continued eligibility for financial aid including:

- You may no longer meet federal or New York State Academic Standards of Progress
- You may have used up some or all of your financial aid eligibility.
- You and/or your family's financial circumstances may have changed.

Contact your Student Financial Services counselor for clarification and assistance.

How will I know if I have a problem with my financial aid?

Student Financial Services will contact you should there be a need to clarify or resolve issues with your financial aid. It will also be noted on your tuition statement.

What should I do if there is a change in my financial situation or I need additional financial aid?

Changes in you and/or your family's financial circumstances may warrant a change in your current semester's financial aid. Contact your Student Financial Services Counselor for clarification and assistance.

What happens to my financial aid if I withdraw from class or leave school?

Withdrawal from school or reduction in course load may impact financial aid for the current semester **and** future semesters. Student loan borrowers it is essential you contact the Office of Student Loan Advocacy to obtain advice on your repayment rights and responsibilities. Contact your Student Financial Services Counselor for clarification and assistance.

How do I get a federal College Work Study Job?

Federal CWS is a need based award to enable students to work in order to earn funds to help pay for their cost of attendance expenses. The amount students can earn depends the individual award amount, availability of funds, interview process and job sites. Eligibility for CWS employment is also contingent upon satisfactory academic progress, attendance, and job performance. Students must apply at Student Financial Services at the beginning of each semester. Placement in jobs is determined by the Office of Career Advancement.

Career Advancement

CAREER ADVANCEMENT

When preparing for a lifelong career, the Monroe College Office of Career Advancement will become an integral part of your college life to provide expert advice and invaluable services to help assist you with finding that “career of a lifetime”.

The Office of Career Advancement helps with career assessment, career decision-making, resume writing, job searches and strategies, employer recruitment and placement, interviewing skills, and other career advancement tools. Every student at Monroe College has a personal Career Advisor in their major who provides one-on-one assistance with all of your career needs and more...

Students should also register with Experience...a cutting edge and dynamic service whereby students can upload their resumes and other documents such as cover letters and thank you letters to be viewed by potential employers. This database will also allow you to view hundreds and hundreds of online job listings and internships

The process of choosing a career often begins with self-assessment. Consider taking a self assessment program called FOCUS to learn more about your strengths and interests. FOCUS is a self-paced, on-line guidance program that helps you in exploring careers, understanding your values, interests, and skills and then matches them with suggested careers.

While it can be helpful to make an appointment to see an advisor, students are welcome to stop by to meet with an advisor **at any time** to discuss their career management and advancement. The office hours on both the Bronx and New Rochelle campuses are:

Monday - Thursday from 8:30AM - 7:30PM
Fridays and Saturdays from 8:30AM - 2:00PM

Or

Call the OCA Hotline – 1- 888 – 55-MYOCA

Or

Email: myoca@monroecollege.edu

It is never too early to learn about internships, career readiness tools, and the career exploration process! You should visit the office in your very first semester and get started!

INTERNSHIP PROGRAM

Internships are a great way to get hands-on experience applying your academic knowledge in a real world of work. It allows you to acquire practical skills and knowledge while exploring your many career options. Internships can help you to:

- Gain valuable real world experience.
- Network with people in your chosen field which very often leads to jobs.
- Strengthen your resume.

- Receive 3-9 academic credits toward graduation.
- Find that first professional position upon graduation.

You can set up an appointment to inquire about internships with the Internship Coordinators in the Office of Career Advancement.

Since internships are a 3-credit course, you will also be assigned a Faculty Advisor/Professor in your major who will monitor your progress, assign various projects and papers, and upon the conclusion of the internship, give you a grade for the internship course.

VAULT CAREER LIBRARY

Current students, alumni, faculty, and staff are invited to use the Vault Online Career Library. Vault is the world's leading source of career information. It is designed to make your efforts at researching employers, industries, and career subjects infinitely easier and more efficient. This online resource contains 100+ Vault Career Guides in PDF, including Career Guides to Accounting, Health Care Management, Hospitality Management and the Culinary Arts, Criminal Justice and its related fields, Human Resources Careers, Investment Management, Marketing and Brand Management, Nursing, Fashion Industry, and Social Work. There are also guides to top internships and Careers in Real Estate.

ALUMNI CAREER ADVANCEMENT SERVICES

All Monroe graduates in good standing are invited to return to the college anytime they are in need of assistance. Students seeking employment should contact the OCA and schedule an appointment during which aptitudes, abilities, qualifications and interests are discussed and assessed.

Student Responsibility/ Code of Conduct

STUDENT RIGHTS AND RESPONSIBILITIES

WHAT IS MY RESPONSIBILITY AS A STUDENT AT MONROE COLLEGE?

You are Part of the Monroe College Community. Upon acceptance and registration, all students become voluntary members of the Monroe College community at Monroe. Initial and continued participation in this community is dependent upon the students' understanding not only of their rights and privileges, but of their responsibilities as well.

By enrolling at the college you agree to follow the rules and regulations:

Therefore, it is understood that you accept the obligations of this relationship as outlined in the Code of Conduct, the Code of Academic and Scholarly Integrity, and the policies regarding Computing Use.

Upon acceptance and registration, all students become voluntary members of the academic community at Monroe. Initial and continued participation in this community is dependent upon the students' understanding not only of their rights and privileges, but of their responsibilities as well. Therefore, it is understood that all students accept the obligations of this relationship as outlined in the "Code of Conduct," the "Code of Academic and Scholarly Integrity," and the policies regarding Internet Access.

DRESS CODE

Students should dress respectfully, in a manner that suits a professional college student. Hats or any type of head-covering may not be worn in any building or office. Exceptions will be made for documented religious or medical reasons.
(See Student Services)

MONROE COLLEGE CODE OF CONDUCT

Enrollment at Monroe College assumes an agreement by each student to obey the rules and regulations of the college, as well as the laws of the City and State of New York and the United States.

Violations of these rules, regulations, and laws are subject to appropriate disciplinary action up to and including expulsion. Such violations include, but are not limited to the following:

1. Falsification of information to the college through forgery, alteration, or intentional misuse of college documents, records, or identification;
2. Theft of, or damage to, property;
3. Failure to comply with directions of college employees acting in the performance of their duties;
4. Failure to show proper I.D. to college employees acting in the performance of their duties;
5. Gambling in any form;

6. Attendance in any class, or college-sponsored function, under the influence of alcoholic beverages, narcotics and illegal drugs, or the unauthorized possession and/or sale of alcoholic beverages, narcotics or illegal drugs on the college campus;
7. Students may use classrooms for meetings only with the prior consent of the administration;
8. Students shall obey all instructions of faculty and administrative personnel, even if they may disagree with them;
9. Disruptive conduct in or near classrooms that prevents instructors from performing their functions;
10. Students shall comply with the usual standards of academic conduct cheating and plagiarism will not be tolerated;
11. Infringement upon the rights of other members of the college community by physical, verbal assault or abuse;
12. Abuses of library and/or Learning Center privileges and procedures;
13. Smoking is not permitted in any college facility;
14. Any act that interferes with normal operation of the college, or which adversely affects the student's suitability as a member of the college community;
15. Visitors and guests are not permitted without prior permission;
16. Students, who request permission to invite a guest on campus, will be held responsible and liable for any disturbances and/or inappropriate behavior of said guest.

WHAT ARE THE PENALTIES FOR VIOLATING THESE RULES AND REGULATIONS?

Penalties: if you violate any aspect of the Code of Conduct, Code of Academic and Scholarly Integrity or Policies Regarding Computing Use you may be subject to any and all of the following:

- | | |
|--------------|---------------|
| 1. Warning | 3. Suspension |
| 2. Probation | 4. Expulsion |

Academic Penalties: In addition, if you violate the Code of Academic and Scholarly Integrity you may be subject to a grade of "F" for the work submitted, an "F" in the course, written reprimands which will be placed in your permanent academic file, and/or a Warning, Probation, Suspension, or Expulsion..

APPEAL PROCESS

A student who is subject to suspension or expulsion may appeal that action by requesting in writing a hearing within ten days, to Vice President for Student Affairs, Roberta Greenberg for the Bronx campus or Dean of Student Services and Retention, Stephen Schultheis for the New Rochelle campus. A committee that will include administration, faculty, and counselors will be convened to hear the student's appeal in person. The committee will advise the student of its decision within five days of the hearing. The determination of the disciplinary committee shall be final. Any penalty imposed shall be noted on appropriate student records.

THE MONROE COLLEGE CODE OF ACADEMIC & SCHOLARLY INTEGRITY

Monroe College is an academic community. Its fundamental purpose is the pursuit of knowledge in preparation for a career and for life. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the College community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of the following Code of Academic and Scholarly Integrity.

Students are expected to be fully aware of the college's requirements and expectations regarding academic honesty and scholarly integrity. If a student is unsure whether his action(s) constitute a violation of the Code of Academic and Scholarly Integrity, then it is that student's responsibility to consult with the instructor to clarify any ambiguities.

Academic Dishonesty Definitions

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. Examples of such activities include, but are not limited to, the following definitions:

Cheating

Using or attempting to use unauthorized assistance, materials, or study aids in examinations. **Example:** using a "cheat sheet" (any paper with information on it) on a quiz or exam, altering a grade exam and resubmitting it for a better grade, etc.

Plagiarism

Using the ideas, data, or language of another without specific or proper acknowledgment. **Example:** copying another person's paper, article, or computer work and submitting it for an assignment, cloning someone else's ideas without attribution, failing to use quotation marks where appropriate, etc.

Fabrication

Submitting contrived or altered information in any academic exercise. **Example:** making up data for an experiment, fudging data, citing nonexistent articles, etc.

Multiple Submission

Submitting, without prior permission, any work submitted to fulfill another academic requirement at Monroe or any other institutions

Misrepresentation of Academic Records

Misrepresentation, tampering with, or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Monroe College. **Example:** forging a change of grade slip, tampering with computer records, falsifying academic information on one's resume, etc.

Facilitating Academic Dishonesty

Knowingly helping or attempting to help another violate any provision of the Code.

Example: working together on a take-home exam without prior permission from the instructor, etc.

Unfair Advantage

Attempting to gain unauthorized advantage over fellow students in an academic exercise. **Example:** gaining or providing unauthorized access to examination materials, obstructing or interfering with another student's efforts in an academic exercise, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, etc.

COMPUTING POLICY

The College's network and all other computing and data resources are the property of Monroe College. Anyone using the systems or its components is responsible for reading, understanding, abiding, and are bound by these Policies.

Access and use is limited to the purposes that are consistent with the instructional, research, and administrative goals of the College. Use that is not consistent with these goals may be prohibited and may result in sanctions imposed on you by the appropriate College authorities.

Staff, Students and/or Faculty is not allowed to load any software onto Monroe College-owned equipment.

Other responsibilities include:

- Respecting the integrity of authors and the intellectual property rights of others; and,
- Preventing and reporting viruses that infect computer systems.

PROBLEM RESOLUTION PROCEDURE

As Monroe College prides itself on the respectful atmosphere it provides for its students, all students at Monroe should expect to be treated with respect, courtesy, and fairness. However, there are times that matters will arise about which reasonable people may disagree. If such a disagreement occurs, students may avail themselves of the procedure detailed below. Students should raise their concerns within ten calendar days of the event.

PROBLEM RESOLUTION FOR CLASSROOM AND ACADEMIC MATTERS

Students with concerns, which are related to classroom matters, should first address them with the faculty member involved. Monroe believes that open communication between faculty and student is the best approach. However, if the matter is not

resolved or the student feels uncomfortable addressing the faculty member the student should discuss the matter with the department chairperson, or the Student Services or Bachelor's Program office. If the matter is not successfully resolved, the student may ask that the matter be addressed by the Academic Dean or other appropriate administrator.

PROBLEM RESOLUTION FOR NON-ACADEMIC MATTERS

Students with concerns that are not academically related should first address them with the Student Services or Bachelor's Program office. The office will act as a facilitator with other departments in the college. Should the matter remain unresolved, the student may present the matter in writing to the Vice-President Campus Dean, or other appropriate administrator for final resolution.

CHARGES OF DISCRIMINATION – COMPLAINT PROCEDURES

A. Informal Resolution.

1. A student who alleges that an act of discrimination has been committed shall immediately notify the Vice President for Student Affairs at 718-933-6700 or by mail care of Monroe College, 2501 Jerome Avenue, The Bronx, New York 10468. If possible, the situation will be remedied immediately. If this is not possible a written complaint should be submitted.

2. A potential student who alleges his or her rights have been violated shall immediately notify the Vice President for Student Affairs at 718-933-6700 or by mail care of Monroe College, 2501 Jerome Avenue, The Bronx, New York 10468. If possible, the situation will be remedied immediately. If this is not possible a written complaint should be submitted.

3. If it is found that the complainant's allegation is valid, and if the correction is within the scope of authority of the Vice President for Student Affairs, within ten days after the receipt of the complaint, the Vice President for Student Affairs will correct the situation.

B. Formal Resolution.

If the complaint has not been resolved by the Dean for Student Affairs to the satisfaction of the complainant within ten days, the complainant may enter a formal complaint in writing with the Senior Vice President's Office who will appoint a review committee composed of administrators.

The review committee will review the case and, if necessary, conduct an investigation. A decision will be made and sent to the complainant in writing within 14 days from the date of presentation of the written complaint. The action of the review committee is final.

C. Appeal to the Department of Education.

Any person who has a complaint that discrimination exists in any program funded by the Department of Education and who has exhausted the college's complaint procedure indicated above, may notify the Office for Civil Rights. A complaint should be filed by letter to: Director, Office for Civil Rights, Department of Education, Washington, DC 20201.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 STATEMENT OF COMPLIANCE

1. General Policy: Under the Authority of the Family Educational Right and Privacy Act of 1974, students have the right to examine certain files, records or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five days after submission of a written request and to obtain copies of such records upon payment of the cost of reproduction.

Students may request the school to amend their education records on the grounds that they are inaccurate, misleading or in violation of their right of privacy. In the event that the school refuses to so amend the records, students may, after complying with the Monroe Complaint Procedure, request a hearing.

2. Education Records: Education records are all files, records or documents that contain information directly related to the students. Examples include student placement and financial aid files. Such records are maintained by and are in custody of the school. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. Exemptions: The following items are exempt from the Act:

- a. Parents' Confidential Statement, Financial Need Analysis Report, Federal Grants, Student Eligibility Report.
- b. Confidential letters of recommendation received after 1974. The Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
- c. Records about students made by teachers or administrators are maintained by and accessible only to them.
- d. School security records.
- e. Employment records for school employees who are not also current students.
- f. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professional or para-professional acting or assisting in such capacities, for treatment purposes and which are available only to the persons providing the treatment.

4. Review of Records: It is the policy of the school to monitor educational records to insure that they do not contain information that is inaccurate, misleading or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the students' circumstances.

5. Directory Information: Directory information is that information that may be unconditionally release without the consent of the student unless the student has specifically requested that the information not be released. The college requires that such requests be made in writing to the Office of the Registrar within 15 days after students start class. Directory information includes: student's name, address(s), telephone number(s), date and place of birth, course of study, extra-curricular activities, degrees and awards received, last school attended, post-graduation employers(s), dean's list or equivalent and dates of attendance.

6. Access without Student Consent: The college may release student information without the student's written consent to:

- a. Other schools which have legitimate interests,
- b. Other schools where students have applied for admission. In this case, students must be advised that the records are being sent and that they may receive a copy,
- c. Authorized representatives of the Department of Health, Education and Welfare, or the Comptroller General of the United States,
- d. State and local authorities where required,
- e. Accrediting agencies,
- f. Parents of students who are dependent for purposes of the Internal Revenue Code. However, the school is not required to release such records,
- g. Appropriate persons or agencies in connection with student applications for, or receipt of financial aid,
- h. Courts, in compliance with a court order or subpoena, with appropriate notification to the student,
- i. Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances. In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization.

Campus Safety and Security Information

CAMPUS SAFETY AND SECURITY INFORMATION

Introduction

Monroe College is an urban institution comprised of three campuses with approximately 8000 day and evening students. The college is committed to providing an effective campus public safety program. Our public safety operation is supported by strategically located administrators, staff and video surveillance in each building on both campuses who are always prepared to respond to any situation. The following information is provided in order to acclimate students to the college's safety and security on and around the campus.

Campus Security Policies and Crime Reporting Procedures

Students, faculty and staff are encouraged to report actual or suspected criminal behavior or other emergencies that occur on campus to the nearest security officer. Reports can be made in person to any security officer in a particular building, or by telephone.

Bronx Campus 646 393-8276

New Rochelle Campus 914-740-4071

The Bronx Facilities Office is located in King Hall on the lower level; the New Rochelle Facilities Office is located in the Main Building.

Any behavior or action which violates local, state or federal law is reported immediately to the police by the Director of Facilities or the Vice President for Student Affairs by dialing 911.

Access to Facilities

A Monroe College security officer is assigned to each building. College facilities are accessible to all members of the college community. Students, faculty and staff are required to wear a valid ID badge at all times while on campus. ID badges must be displayed to a security officer when entering college buildings. Those members of the college community and all others who do not have a valid ID will be stopped at the building entrance so that valid identification can be produced and/or confirmation received regarding authorized visitors or guests. Visitors must be admitted to the building and issued a visitor's pass by Security. Visitors must return their pass to the security officer before leaving campus.

CRIME PREVENTION/SAFETY HINTS

The following common-sense rules are recommended in order to reduce the possibility of crime:

1. Walking on/off campus:

If possible, avoid walking alone, especially after dark. We recommend using the "buddy system" and organizing groups to walk together to your destination. Walk in well-lit areas; do not take shortcuts. If walking to your vehicle, have your keys ready in your hand. Vehicles should be parked in well-lit areas. Do not carry large sums of money, conspicuous jewelry or other valuables. Keep purses tucked closely under your arm.

2. On Campus:

- A. Avoid studying or being alone in inactive areas such as empty classrooms lounges, or stairwells.
- B. Do not leave books or personal property unattended in the classroom, students lounge or Library.
- C. Report all suspicious persons immediately to the nearest public safety officer or staff member.

Communications

The Directors of Facilities for the Bronx and New Rochelle Campuses are responsible for maintaining and investigating crimes and incidences on campus and will provide timely reports to the campus community of crimes that concern public safety. Statistics are provided for the most recent three-year period. The public safety report is updated annually and is provided to all students, employees and applicants for admission.

The key to maintaining a safe and secure environment is to be familiar with your surroundings, the public safety procedures and operations of the college, and to inform college security personnel and/or administrative staff of any emergencies or concerns relative to your safety and/or the safety of others.

Monroe College also has an excellent working relationship with the 52nd and 46th Police Precincts in the Bronx, the New Rochelle Police Department, and the community affairs officers.