

# PLAZA COLLEGE



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Plaza College  
Student Handbook

*2021-2024*

*Vol. I*

*Prepared by the*

*Committee on Institutional and Faculty Advancement*

*Last Revised October 2022*

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## **Plaza College Student Handbook 2020 – 2021, Volume I**

### **Student Handbook Disclaimer**

While every effort is made to provide accurate and current information, Plaza College reserves the right to change, without notice, statements in the Student Handbook concerning rules, policies, fees, curricula, courses, calendar and other matters. The College's rules, policies, and other matters stated in this edition of the Student Handbook supersede all prior rules, policies, procedures, terms, conditions, guidelines, and services. In the event that a conflict exists between College policies and regulations and a student-generated document, the College policies, rules, guidelines, regulations, terms, and conditions shall govern. Plaza College reserves the right to change the tuition, fees, rules, governing admission, granting of degrees, and any other regulations, rule, terms, conditions, policies, or guidelines that may affect students. Such changes take effect whenever Plaza College authorities deem necessary.

### **Student Responsibility**

Each student at Plaza College is responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as described in the College Catalog, Student Handbook, Sex/Gender Harassment, Discrimination and Misconduct Policy, and Program Student Handbook(s).

The policies, procedures, and support services outlined in this document are applicable to all enrolled Plaza College students, including those participating in remote learning programs due to COVID during the academic year 2020-21.

### **Non-Discrimination Policy**

Plaza maintains a commitment to extending equal opportunity without regard to race, color, religion, gender, sexual preference, age, marital status, national origin, or physical or mental ability in the conduct and operation of its educational programs and activities, including admission and employment, in compliance with Title IX of the Education Amendments of 1972, federal, and other regulations. Dean of Institutional Research Planning Kalliopi Koutsoutis, Title IX officer, Section 504 Coordinator (718)779-1430 or [kkoutsoutis@plazacollege.edu](mailto:kkoutsoutis@plazacollege.edu).

### **Multiculturalism**

Plaza College students represent every facet of humanity, depicting the beautiful mosaic that is Queens. Plaza honors the diversity of our student body and celebrates it both in the classroom and in student life. The College stresses the fundamental dignity of each person and expects all members of the Plaza community to respect each other.

## **Section 1 – Plaza College Overview**

### **WELCOME**

#### **Welcome to Plaza College!**

The faculty, staff, and administration at Plaza College are excited about the wise decision you have made to continue your education. We have created this handbook to serve as a ready reference guide to the policies and services at the College. It contains answers to many of the questions you will have during your first few weeks as a student, as well as those you may have later on. If you are unable to find an answer to your question, or if you do not understand something written in this handbook, please be sure to make an appointment to discuss your questions with your academic advisor, who will assist you.

#### **Academic Mission**

Plaza College is committed to the personal and professional advancement of our students through an inclusive and dynamic learning experience that promotes the education, health, and success of the communities we serve.

#### **Vision**

Plaza College aspires to be an innovative leader in multimodal education, promoting academic excellence and lifelong learning.

#### **Goals**

Plaza College conducts ongoing strategic planning and resource allocation activities that are driven by its institutional mission and goals. The strategic planning process is overarching and establishes the matrix for development of academic requirements, policies, and operation initiatives. In each 4-year strategic plan, a number of institutional goals are outlined in an effort to advance the mission of the college.

## Degree Authority and Accreditation

Plaza College is accredited by the Middle States Commission on Higher Education. 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 confer the Associate in Applied Science (A.A.S.), the Associate in Occupational Studies (A.O.S.), Bachelor of Business Administration (B.B.A.), and Bachelor of Science (B.S.) degrees. The Associate of Applied Science Degree in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Associate in Applied Science degree in Health Information Technology is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). The program in Dental Hygiene is accredited by the Commission on Dental Accreditation (CODA) The Court Reporting program is approved by the National Court Reporters Association (NCRA).

The Baccalaureate Degree in Nursing at Plaza College is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

## College Catalog

The College catalog is the official reference document containing approved curricula, programs, and courses which may be offered. All information was current on the date of publication. It supersedes any other document with regard to rules and regulations. The most current edition of the catalog is available on the website [www.plazacollege.edu](http://www.plazacollege.edu).

## Complaint Procedure

Section 494C (j) of the Higher Education Act of 1965, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint. In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution on or after May 4, 1994, may file a written complaint with the Department of Education within three years of the alleged incident.

Visit the Education Department's website to learn more:

<http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university>

## **NC-SARA**

Plaza College participates with the National Council for State Authorization Reciprocity Agreements (NC-SARA), an agreement that establishes national distance education standards and consumer protections.

Please refer to NC-SARA's website for more information about eligibility, coverage, procedures, and a listing of participating states and institutions.

### **Complaint Procedure**

Section 491C (j) of the Higher Education Act of 1965 provides that a student, faculty member, or any other person in higher education has the right to file a written complaint if they believe that the college has acted contrary to its published standards or that conditions at the college appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students.

Any person who feels they have a legitimate complaint should contact:

Charles E. Callahan IV  
Provost  
provost@plazacollege.edu.

If a resolution to that complaint is not found, then a further appeal can be addressed to the New York State Department through their outlined procedures.

Distance education students who reside outside of New York and who have a consumer-protection complaint that has not been otherwise resolved through Plaza College's formal complaint policy may file with the SARA state portal entity in New York. Complaints must be made within two years of the incident at <https://www.nc-sara.org/student-complaints> or by contacting:

Emily Sutherland  
Supervisor of Higher Education Programs  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234  
518.474.1551  
IHEauthorize@nysed.gov



## **Section II - STUDENT PROGRAMS AND SERVICES**

### **Admissions**

Your first introduction to Plaza College has been through the Admissions experience. Your Admissions Counselor informed you about the College's programs of study and services. The Admissions Department is always available for questions and assistance. Through the College's freshmen orientation programs, you will learn about our policies and procedures and meet people who will also guide you throughout your studies at Plaza. The Admissions Department can be reached at (718)-505-4188.

### **Alumni Relations**

Contact with graduates is maintained through the Office of Student Life. Additionally, approximately six months after graduation, the Alumni Survey is mailed to all graduates, requesting updates of personal information and their opinions about the educational programs and services that they received at Plaza. Annually, graduates are inducted into the Alumni Association, a celebration at the College. Other mailings and events are planned throughout the year. For more information, contact (718)779-1430.

### **College BookStore**

The Campus Store is located on the first floor of the College on the Commons. The College arranges for students to purchase textbooks required for all courses at the beginning of each semester. Books are available to students during the first four to five weeks of each semester according to scheduled hours. Continuing students receive textbooks first; once all continuing students have their books, the bookstore is open to freshmen. Announcements will be made during this period specifying when the bookstore will be open. Students may purchase various school supplies including notebooks, USB drives, and rulers, as well as Plaza College gear.

### **Books, Equipment, and Supplies**

Students are fully responsible for the purchase of their books, software, and supplies. Plaza College believes that students need all required materials for student success. While not mandating where students purchase these materials, the Plaza Campus Store maintains textbooks and all material required for courses. Students should also be aware that many textbooks contain access website codes or CDs that may not be available from other sources. Because of the importance of being prepared, failure to possess required materials may lead to dismissal from a course. Students should consult with Financial Services regarding financial issues related to materials acquisition. Plaza College does have a return policy and buy-back program. Under specific circumstances, items purchased may be returned for credit. Additional information is available in the college bookstore. Please see Campus for details.

## Career Services

### Career Employment Opportunities

The College maintains an active Career Services Department for graduates. A full-time director and Assistant Director, along with staff, are dedicated to assisting students in finding meaningful employment opportunities. Graduates who require skills enhancement may contact the Career Services Department for special arrangements, which must be approved by the Academic Dean. It is understood, while employment service may be provided, the College cannot promise or guarantee employment to any graduate. Graduates taking advantage of the College's career services are expected to maintain regular contact with Career Services staff, keep all scheduled appointments, and be available for any interviews arranged. During their last semester, students are expected to attend all workshops given by the Career Services Department.

### Career Advisement Workshops

Career Services offers a series of workshops connecting majors to career choices and to the development of personal attributes necessary to win an interview and stay employed. These workshops will occur throughout a student's program and support the College's Academic Advisement program.

### Assistance with Internship Placement

Career Services offers assistance to students who are entering their second academic year and who are eligible to register for Plaza's internship courses, ID 101 or ID 102 Extended Internship. Students are encouraged to consult the requirements for these courses. For more information and an internship application, students must call the Director of Career Services, at (718) 779-1430, Extension 3358, or email [careerservices@plazacollege.edu](mailto:careerservices@plazacollege.edu).

## Curriculum Committee

Students who are in their second-year or beyond are invited to serve on the Curriculum Committee. The Curriculum Committee reviews existing programs and courses offered by every division of the College. Departmental faculty study, plan, and make recommendations to the committee concerning new courses/programs. Students who are interested must speak with the Dean of Curriculum to fill out an application.

## ID Cards

All Plaza students are issued photo ID cards, which are taken during orientation, and released approximately one day later. All students are required to carry their ID cards at all times while on campus and must present them when entering the campus or if requested by staff or faculty. Temporary ID cards are available at the Welcome Center. ID cards are validated in the bookstore during book distribution and by Financial Services once book distribution is over. Students must have a validated ID in order to take out materials from the library. Lost or destroyed ID cards may be replaced for a \$20 charge. See the IT Department located in the Commons if you have any questions.

## Computer Labs

Computer labs are available during published hours for students to work on assignments and other projects. The schedule of Independent Study Hours/Open Labs is posted on the door of each computer classroom and the Office of Student Services. Computer Support Assistants are available during these hours to assist students with their work.

## Academic Resources Center (ARC)

Located on the first floor, the ARC offers academic assistance to students having challenges in their coursework or who need one-on-one help in writing, grammar, proofreading, editing, math, technology, medical subjects, accounting, and study skills. See the schedule posted outside the ARC and library for hours of operation. The ARC and library sponsor activities such as information literacy workshops, supplemental instruction, writing fellows program, and student success seminars each semester. Faculty tutors and peer tutors provide assistance in almost any subject requested.

ARC hours:

Monday – Thursday: 9:00 a.m. to 6:00 p.m.

Friday: 9:00 a.m. to 3:00 p.m.

## Peer Tutoring

All students earning a 3.3 or above grade-point average are encouraged to serve as Peer Tutors. Please see the Director of the ARC to complete an application. If you wish to inquire about obtaining a tutor for yourself, please contact the ARC by dialing (718) 779-1430, Extension 3354.

## Plaza Commons

The Plaza Commons is located on the first floor. Students may bring their breakfast, lunch, or dinner to this area on breaks. The Plaza Café and vending machines are also

available in this area. Certain areas or the entire Commons may be closed for special events, conferences, and workshops.

### Student Clubs and Organizations

The Department of Student Engagement offers interactive academic and extracurricular activities to enhance your educational fortitude and professional capacity. Join us to participate in exciting opportunities to grow your academic skills, take on leadership roles, and network with peers to build friendships across all majors. Our goal is to nurture an inclusive community so that all students feel supported in their pursuits while at Plaza College!

For more information, or to join, contact Ms. Risa Cohn, the Director of Student Activities at 718-505-3398 or email [studentlife@plazacollege.edu](mailto:studentlife@plazacollege.edu).

- Ambassadors Club - If you like to volunteer and help the community (bake sales, charity walks, fundraisers, and social events)
- RESILIENCE - If you are seeking support on topics related to mental health, self care, general lifestyle wellness, and more, join us for workshops led by Director Cohn and external facilitators.

Club membership drives are held at the beginning of each semester. For additional inquiries, please contact Student Life at [studentlife@plazacollege.edu](mailto:studentlife@plazacollege.edu).

### School Specific Clubs

- Plaza College Society of Business Professionals (School of Business)
- Plaza College Society of Human Resources Management (School of Business)
- Student American Dental Hygiene Association (School of Dental Sciences)
- National Student Nurses Association (School of Nursing)

For membership inquiries, School Specific Clubs, please see your respective school Dean/Director.

### Student Employment

Student worker positions are available for eligible students on campus. Students who are interested may pick up a student employment application in Student Services.

## Transfer Assistance

Graduates of associate degree programs are encouraged to continue their education, either in the Plaza College bachelor programs or by transferring to four-year institutions. Students interested in enrolling in one of Plaza College's bachelor programs should speak with the Dean of Admissions.

Students interested in enrolling at another college or university should contact that institution about transferring. Each college or university has its own admissions procedures and transfer credit criteria; therefore, the amount of credit that will transfer will depend on the college or university and can vary.

## Tutoring

Tutoring is offered by faculty during the College Hour and during their other scheduled office hours. Tutoring is also offered through the College's Library and Academic Resources Center (ARC). Students can walk in for assistance or can schedule appointments in advance. Both faculty and peer tutors are available to assist students in a variety of subject areas.

## **Section III - OFFICE OF STUDENT SERVICES**

### Attendance

Students are expected to attend all regularly scheduled classes. Excessive absence or repeated lateness may affect academic standing. At the beginning of each semester, all instructors will inform their students about the attendance schedule. Excessive absences due to illness should be reported to Student Services. The Committee on Institutional Effectiveness will evaluate the problem, notify the necessary instructors, and make appropriate recommendations.

If an absence is unavoidable, students are expected to report the absence to a Student Services representative by calling (718) 779-1548. Students should then leave messages for instructors via email. It is important to let teachers know where to reach students so that they can discuss assignments and other missed work. Students should obtain the phone numbers of a few classmates in each of their classes to keep abreast of work missed.

All faculty members have mailboxes in the Faculty Advisement Center. Students may also leave messages for instructors while on campus.

Students missing one week of classes for one or more courses must report to the Office of Student Services to receive a Re-Admit Pass. The purpose of this pass is to show faculty that the student has met with a counselor regarding attendance.

## Child Care

Students who qualify for child care assistance while enrolled at Plaza College from New York State or New York City can have verification of enrollment forms completed by the Office of Students Services. Verification forms are not completed by the Office of Student Services on the spot. Plaza College does not approve, validate or offer recommendations for child care centers. It is the responsibility of students who are eligible for child care assistance while enrolled at Plaza College to research the child care center and to make a decision regarding placement.

## Emergencies

The College will cancel classes due to inclement weather when warranted. Students can call (718) 779-1430 for updated information. Check eCampus for updates. Students who opt to receive emergency alerts should check their cell phones for messages. Students can also check their eCampus email accounts.

## First Aid

Any students requiring first aid should report to the Office of Student Services. Any student wishing to report another student in need of medical assistance should also report to Student Services.

## Lateness

Chronic lateness may result in course failure. Students who are late, or who leave early, must speak with their instructors.

## Leaves of Absence

A student requesting a Leave of Absence is required to complete a Change of Status form in Student Services. A Leave of Absence, if granted, will be for a semester except for students and/or their spouses who are on leave due to military service. During a semester where a student has a planned medical procedure or complication, the student is advised to apply for a leave of absence. A student must contact Student Services when returning from a Leave of Absence. A Maintenance of Matriculation fee will be charged. See schedule of fees in the Financial Services Department.

### Emergency Leave of Absence - COVID

During the academic year 2020-21, the College will provide an emergency leave of absence due to COVID. Students who are COVID positive or caring for a family member or child who is COVID positive and unable to complete his or her academics may contact the Student Services Department to get more information.

### Lost and Found

The "lost and found" is in the Office of Student Services. If you find a lost item, please drop it off at the Front Desk.

### Messages for Students

In compliance with federal and state privacy acts, the College cannot give out any information regarding a student. The information referred to in these acts includes, but is not limited to, name, address, phone number, confirmation of enrollment, and confirmation of attendance. Please see the Catalog for more details of the Family Educational Rights and Privacy Act of 1974. The College is not obligated to take messages for students from any source.

### Personal Information

Students are responsible for keeping the College informed of their most current personal information, including but not limited to, their contact information and legal name. Should their contact information (ex: phone number, personal email address, mailing address), change at any time during their active relationship with the College, they must notify the Student Services Department. Official name changes should also be submitted to the same with the appropriate legal documentation showing such a change. The College is not responsible for the loss of communication, physical or virtual, with any student due to outdated information.

## **Section IV - ACADEMIC AFFAIRS**

### Academic Advisement

During the student's college experience, each student is assigned an academic advisor who helps a student progress through his or her program, offers academic guidance on policies, courses, programs of study, graduation requirements, and referrals for tutoring, career and financial counseling. The academic advisor assists students in setting educational and career goals and helps students develop decision-making skills to be successful. At midterm, academic advisors review the academic progress of all students and provide the recommendations selected for each student by the Academic Department. Deans are also available by appointment to discuss academic progress, program pursuit, and referrals on other matters. At registration, the deans and academic advisors are available to assist students in selecting courses for the next semester.

## Academic Calendar

Plaza College operates on a semester system. There are three semesters per year: Fall, Winter, and Spring. Classes are offered in both day and evening sessions for all three semesters. A semester calendar is posted on the eCampus for all students. A standard instructional class is 90 minutes in length. A term (semester) is approximately 15 weeks.

## Academic Honors

In order to qualify for semester awards, students must have no instances of violation of the Student Code of Conduct.

- **Trustee's List:** A student is placed on the Trustee's list during a semester in which the student earns a grade-point average between 3.80 and 4.0, while carrying at least 12 college credits and maintaining no less than a B grade in any subject.
- **President's List:** A student is placed on the President's list during a semester in which the student earns a grade-point average between 3.65 and 3.79, while carrying at least 12 college credits and maintaining no less than a B grade in any subject.
- **Dean's List:** A student is placed on the Dean's list during a semester in which the student earns a grade-point average between 3.30 to less than 3.64, while carrying at least 12 college credits and maintaining no less than a B grade in any subject.

## Faculty Advisement Center

This office is located in the Academic Administration Office on the 2<sup>nd</sup> and 3<sup>rd</sup> floor. Faculty members have their workstations here, as well as their mailboxes, and are able to meet with students during published office hours to discuss coursework, assignments, and other academic issues. Faculty may also be available by appointment. Students are encouraged to meet with their instructors if they are experiencing academic challenges.

## Honor Societies

Plaza College has three chapters of national honor societies into which students can earn membership: Alpha Sigma Lambda, Sigma Kappa Delta, and Sigma Tau Delta. Plaza pays students' lifetime membership fees for honor societies. In order to qualify for honor societies, students must have no instances of violation of the Student Code of Conduct. In addition, the requirements for membership in each society are as follows.



**Alpha Sigma Lambda**, with chapters at over 250 colleges and universities throughout the United States, was established in 1946 to honor superior scholarship and leadership in adult students. The criteria for acceptance to the society require the candidate to have: (1) a minimum 3.3 grade point average; (2) successful completion of 24 semester credits; (3) successful completion of 12 liberal arts credits; (3) no instances of violation of the Student Code of Conduct.

**Sigma Kappa Delta** is a nationally recognized Honor Society for achievement in English at the Associate level with chapters on campuses all across the country. The aim of Sigma Kappa Delta is to recognize those students who have achieved a certain level in college English and to promote literacy in both the school and the community. In order to qualify for membership into Sigma Kappa Delta, a student must hold a minimum G.P.A. of 3.3, have completed 24 college credits, and have earned a B+ or higher in LL254 (Composition and Research) with no instances of violation of the Student Code of Conduct.

**Sigma Tau Delta** is an internationally recognized English Honor Society. In order for a Plaza student to qualify for admission to the society, the student must be enrolled in one of Plaza's bachelor programs, hold a minimum cumulative GPA of 3.3, have earned a "B+" or higher in the course LL290 Literary Analysis, and have no instances of violation of the Student Code of Conduct.

**Sigma Phi Alpha** is composed of elected dental hygiene educators and of graduates from accredited dental hygiene programs with high scholastic achievement. The purpose of Sigma Phi Alpha is to promote, recognize, and honor scholarship, leadership, and service among dental hygiene students and graduates of dental hygiene programs. Thereby the Honor Society encourages electees to contribute to the advancement of the dental hygiene profession. The criteria for acceptance to this society are as follows: (1) the student must be in the top 25% of their class, as determined by grade point average; (2) have no less than a 3.5 cumulative grade point average; (3) have no less than a grade of B in all core dental hygiene courses; and (4) no instances of violation of the "Student Code of Conduct."

### Change of Major

All students interested in changing their majors must see their Academic Advisor. Students wishing to change their major should do so no later than their second semester so that the change takes effect in their third semester. Please refer to the College Catalog for a list of all programs of study and courses.

### Computer Labs

#### *Computer Security Issues*

- Students may not run or install personal software on the College's computers.

- Students may not make any attempt to modify the programs installed in the College's computers in any way.
- Students may not make any attempt to uncover security codes or other protective devices.
- Students must adhere to all copyright regulations and licensing agreements pertaining to software.
- The College's computer labs are to be utilized for Plaza work only. Personal use of the computer systems is not permitted.

Any student found to be utilizing Plaza computer systems for offensive or commercial purposes will be subject to disciplinary action.

### Course Registration

Students will receive a registration appointment each semester. Keep in mind that classes do fill up and close. Therefore, it is imperative that each student attends his or her scheduled appointment.

During registration, students will meet with a registration advisor to ensure proper sequencing of courses. All students should meet with their Academic Advisor for midterm meetings to receive a list of suggested courses for registration. The class schedule is available in Student Services one week before registration begins. Students are advised to refer to the official catalog and attend registration prepared with a desired schedule.

### Late Registration

Students are able to register until approximately one week into the start of the new semester.

### Add/Exchange Period

Once a student has officially registered, changes may only be made during the scheduled Add/Exchange period. This period is usually assigned during the first week of classes, and the scheduled hours will be posted in the Office of Student Services.

### Final Exams

Final exams for day and evening classes are held during the final meeting. Students are expected to take exams on the scheduled day. If a student is unable to do so due to extenuating circumstances, he or she must submit documentation supporting his or her inability to attend the scheduled exam. If the documentation is approved, the student

may be permitted to take a make-up exam. Students should contact the Office of Student Services to make arrangements for a make-up exam.

### Full-time Status

The normal course load for a full-time student is 12 credits. First and second semester students are scheduled for an average of 12 credits. As a student progresses through his or her program, loads can be increased to 15 credits. A course load of 18 credits must be approved by the Academic Dean.

### Grades

*For exact information about calculation of grade point average, refer to the catalog.*

### Grade Re-evaluation

Any student who wishes to have a final grade reviewed must submit a written request to the Dean of Institutional Research within two weeks after the date that grades are officially released. Details and instructions on the process are available in Student Services.

### Graduation Requirements

Candidates for graduation must meet the program requirements in effect at the time of their matriculation, have earned a cumulative grade point average of at least 2.0, and have settled all financial obligations with Plaza College. All students hold a personal responsibility for making sure their graduation requirements are being met. Students may accomplish this by reading and understanding the college catalog, and learning the requirements for their particular major. Of course, academic advisement is always available through your academic advisor, Student Services, or Academic Dean by appointment.

Only the Office of the Academic Dean has the authority to waive or provide substitute coursework for core curriculum requirements.

### Graduation Honors

Graduation Honors: Students are recognized at graduation for their outstanding academic achievement.

<b>Honors Category</b>	<b>Cumulative GPA</b>
Summa Cum Laude	3.8-4.0
Magna Cum Laude	3.7-3.79
Cum Laude	3.6-3.69

In addition, students with no violations of the Student Code of Conduct may earn awards based on individual achievements in various fields, such as the following:

#### *Anna S. Callahan Award*

The Anna S. Callahan Award goes to that student who demonstrates the social and emotional behaviors integral to the mission of the College. This individual demonstrates maturity, kindness, generosity, honesty, and dedication to the learning process and is voted by the faculty as most likely to represent the values of Plaza College by devoting himself/herself to the betterment of the community.

#### *The Dorothea Sibblis Memorial Scholarship*

Dr. Dorothea Sibblis was an educational pioneer and an inspiration to all those who had the good fortune of working with her during her career. Dr. Sibblis was a major contributor to the success of the thousands of students that she oversaw during her 15 years at Plaza College. Dr. Sibblis is credited with managing all aspects of the Business programs, personally authoring 20+ courses in the business program, and serving as the lead academic advisor to the students of the Bachelor of Business Administration program. Dr. Sibblis has a true calling to promote education to working adults and has been widely heralded as being a motivating leader among many communities, particularly women of color. In order to honor her generous spirit and love of her students, Plaza College has created a scholarship fund to support graduates from the associate degree programs who are continuing to pursue a bachelor's degree at Plaza College.

#### *Perseverance Award*

The Perseverance Award is presented to graduates who have successfully achieved their degrees while demonstrating strength, determination, and integrity despite all obstacles. This award is given to graduates who have maintained a positive work ethic and optimistic demeanor even in the face of significant personal obstacles.

#### *Professionalism Award*

The Professionalism Award is given to those students who exhibit the demeanor, the temperament, and the grace expected of a consummate professional. These students understand the importance of truth and ethics, responsibility, task completion, empathy, and sympathy.

#### *Leadership Award*

The Leadership Award is presented to students who demonstrated distinctive leadership through their outstanding performance in the classroom and who also assisted various committees and clubs throughout their course of study at Plaza.

### *Humanitarian Award*

This honor is awarded to graduates who have not only persevered against significant obstacles, but who has also found time to help fellow students as well as the surrounding community. These students have demonstrated the highest commitment to the values of selflessness, sacrifice, and altruism.

### *Outstanding Discipline Awards*

Each year an Outstanding Discipline Award is presented to a student who excels in the area of their chosen major.

## Library Collection and Materials

Plaza College's on-campus library consists of many useful volumes of reference materials, many of which are on Reserve for in-library use. Besides these print resources, Plaza College students have access to a collection of approximately 1,000,000 ebooks called ProQuest ebrary. These titles can easily be accessed through a search on the ProQuest periodical database.

During library orientations, students are informed of the need and process for obtaining library cards from the New York, Brooklyn, and Queens public libraries. This allows access to the public library online databases and book-lending programs as a supplement to those offered by the Plaza College Library. Plaza subscribes to the EBSCO and ProQuest databases and has access to NOVELny, a collection of databases provided by the New York State Library. Students receive training for database use in classes and through the Library.

### Borrowing Books

Plaza provides a myriad of reference, general interest, and reserve materials for student use, free of charge.

Reference materials are to be used in the library only, and are not to be taken out of the area. Faculty will periodically place items on reserve for use in specific assignments. You must see the librarian for access to these materials. Other library materials may be checked out of the library for a period of two weeks. Overdue books will result in a late fee for each day the item is late. In addition, these books must be returned or paid for prior to the release of transcripts, degrees, or other official documents.

### Computer Access

There are 4 desktop computers for student use in the library. The computers have access to the Internet, Microsoft Office, and library databases. There is no fee for the use of computers or printers. Assistance is readily available for

students engaged in research. No appointment is necessary for use of the computers or for assistance.

### Photocopies

A photocopy machine is available to students in the library at ten cents per copy. Students are encouraged to ask for instruction upon first time use.

Note: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using the equipment is liable for any infringement.

### Reference Materials

The primary purpose of the Plaza College Library is to provide reference and research materials to be used in conjunction with the current programs of study. No reference materials are to leave the library. When finished with books or magazines used in the Library, students are asked to leave them on the tables or bring them to the desk. Do not re-shelve them.

### Netiquette

Netiquette is short for network etiquette. The term “netiquette” is used when referring to acceptable online behavior with respect to online communication, such as e-mail, discussion boards, chat rooms, and forums or newsgroups. These methods of communication form an online community for users to read and post topics of common interest. Internet communication is not completely secure. If you are forwarding or re-posting a message on another person’s email, it is inappropriate to change the other person’s words or message.

- Your appearance and attention to the active class presentation and discussion should be the same as if you were physically on campus.
- If you are replying to a message, quote only the relevant parts.
- Never send chain letters, they are forbidden on the Internet. Notify your instructor if you receive one.
- Do not send abusive or heated messages; these are called flames. If you receive a flame, notify your instructor.
- Take care with addressing mail. It may go where you don’t want it to go!
- Allow time for mail to be received, and replied to, keeping in mind your classmates’ and instructor’s hectic schedules.

- If you want your mail to be read, don't make it too long unless the receiver is expecting a verbose message. Over 100 lines are considered long.
- Remember the Internet is a global community, and other classmate's values and outlook on life may be different from your own. Be tolerant and careful with slang or phrases that may not be understood by a person of another culture.
- Use mixed-case, UPPER CASE LOOKS AS IF YOU'RE SHOUTING!
- Mail should have a subject header that reflects the content of the message.
- Unsolicited e-mail advertising is unwelcome.

### Provost's Office

The Provost may be seen by appointment or be contacted by email only at cec4@plazacollege.edu. Please contact his assistant on the second floor for an appointment.

### Repetitions Due to Course Failure

When a student repeats a course, the most recent grade will be computed in the cumulative grade point average (GPA). No class may be taken more than three times unless the student receives special permission.

### Technology - Learning and Information Systems

eCampus is a Moodle-based learning management website available to students. It is an instructional tool that is integrated with MyPortal and Google Apps. Faculty can post course resources and activities, and students and faculty can communicate via email. Each student will be assigned a User ID and will be asked to create a password.

Tutorials are available on the Help tab on the eCampus homepage.

MyPortal is the system used by faculty and students to access Plaza College's student information system (SIS). Students can see their schedules and grades on the system.

### Blended Learning through Hybrid Courses

Blended learning is offered through hybrid courses which combine traditional face-to-face instruction with elements of online learning provided through the College's Moodle platform. Hybrid course instruction offers flexibility in class schedules, yet does not reduce or change the rigor necessary to satisfy course requirements, course objectives, evaluation, and other measures of student learning typically required of students engaged in the traditional course format.

## Skill Development

### *Communication Skills*

Development of good writing, proofreading, and editing skills are a focus at Plaza College. All prospective students are required, as part of the admissions test, to complete an essay. The essay places the student in the appropriate level of English. Students who are enrolled in certificate and degree-granting programs will be required to complete the necessary Composition, Research of Literacy course that is part of their program. Depending on their performance, students may be advised to take additional courses to strengthen those skills.

### *Critical Competency Skills*

Plaza College integrates the development of eight critical competencies throughout its degree programs by requiring students complete specially designed portfolio assignments. The eight critical competencies are written communication, oral communication, critical thinking, information literacy, quantitative reasoning, technical expertise, positive work ethic, and specialized knowledge appropriate to the field of study.

### *Keyboarding Skills*

Students are required to reach proficient levels of keyboarding speed and accuracy in various core courses within their program of study. Several courses will be required to reach speed levels in each program. At registration, students should inquire about keyboarding course sequences and speed requirements.

### *Portfolio Skills*

Certain core courses require students to complete portfolios as part of their coursework. The portfolio system at Plaza teaches students the importance of completing their best work, and that is work produced over a period of time through a process of drafting, revising, and editing. By completing portfolios, students apply their subject-area knowledge and technical skills while developing their written and oral communication, critical thinking, research, and quantitative reasoning skills.

## Satisfactory Academic Progress

Plaza considers that a student is making satisfactory progress if the student remains in "good standing" as described in the Catalog. The responsibility to remain in "good standing" is first and foremost the students.

Defining and monitoring standards of progress is the faculty's responsibility. The faculty of the College requires that students comply with all instructional requests for



completion of assignments and participate in ongoing classroom activities. Officially, a student remains in "good standing" if the following occur:

- Students permitted to remain in matriculated status with continued study toward a degree or certificate, even while assigned to waiver status, are considered to be in good academic standing. The academic standing of matriculated students is determined by the relationship between the total credits attempted and the total number of grade points as prescribed in the Academic Standing Table in the Catalog. The status described will be assigned to the student's transcript and the information regarding this status will be transmitted to the student. Students who lose matriculated status through dismissal or withdrawal are considered not to be in good standing and to be making less than satisfactory academic progress.
- Each semester, full-time students must demonstrate their commitment to complete their course of study by earning passing or failing grades in degree-applicable courses.

### Study Strategies

Student preparedness for lectures, exams, and assignments requires more than just attending classes. Academic success also requires that students spend at least two to three additional hours for each subject outside of class engaged in study activities.

The following list represents a few strategies a student might try as he or she adjusts to the demands of college-level work:

- Meet a friend and exchange phone numbers. This will ensure that if a student is absent, he or she can find out about assignments.
- Record an instructor's voice mailbox number and email address to get in touch with each instructor.
- Obtain notebooks for each subject area, and staple the course outline to each. Revisit the course outline each week and understand the evaluation process.
- Obtain a pocket folder to keep returned assignments, quizzes, and tests for later referral and study.
- Find a good study area that is quiet and free from distractions. Also, determine whether mornings or evenings are best for studying.
- Get organized! Ask your academic advisor to help you to complete a time log to create an effective study plan.
- Form a study group. Explaining material to someone else helps one to understand the material even better.
- Be on time for every class. Cultivate good attendance habits.

- Always ask about progress in each subject. It is the student's responsibility!
- Meet with instructors during office hours, by appointment, to obtain assistance in all classes.

### Withdrawal from a Class

Students who wish to make changes to their semester schedules may do so during the designated add/exchange period. A change of program fee will be charged. See schedule of fees in the Financial Services Department.

### Withdrawal from the College

A student requesting to withdraw from the college must meet, in person, with the appropriate official from Student Services, Financial Services, and the Loan Department to complete a Change of Status Form.

## **Section V - Plaza College Policies & Procedures**

An important aspect of the Plaza College mission is to instruct students in the social, ethical, and cultural values necessary to become respected members of the community. In support of these goals, the College enforces standards of student conduct to protect the rights, health, and safety of the Plaza College community so that all individuals may have the freedom to pursue their educational goals without interference.

As members of the Plaza community, all students are expected to refrain from behaviors that are disruptive to the teaching or learning of others. All students are expected to be informed of the College's expectations of students under the Code of Conduct.

### Student Code of Conduct Policy

#### Violations of Code of Conduct

The following behaviors are considered specific violations of the Student Code of Conduct. Violations of the Student Code of Conduct can occur both on-campus or off-campus and may also include other unacceptable conduct not specifically listed below.

- Academic Misconduct: Any violation of the Academic Honesty Policy.
- Alcohol: Use, possession, or distribution of alcoholic beverages on campus.
- Computer Resources: Computer lab and equipment use that is unethical, inappropriate, or not consistent with the mission of the College. See list of rules for conduct in computer labs.

- **Conduct:** Conduct displayed by a student that disrupts, impairs or threatens the academic programs, teaching and learning in the College, and is in direct contradiction of the mission.
- **Criminal Activity:** Any violation of a state, federal, or municipal law on or off campus.
- **Drugs:** Use, possession, distribution, sale, or manufacture of narcotics or dangerous drugs or of any illegal or controlled substances on campus.
- **Emergency Regulations:** Any violation of procedures set forth during emergency evacuations and the intentional false reporting of an emergency such as a bomb, fire, attack, or other emergency.
- **Gambling:** The playing of games (such as cards) or placing bets for monetary gain.
- **Harassment:** Any behavior (verbal, written, electronic, or physical) that abuses, intimidates, embarrasses, or has the effect of creating an uncomfortable environment to any person (student, College personnel, or guest), which includes acts such as assault, or sexual assault, threatening or abusive e-mail or voice mail messages, battery, or stalking.
- **Health and Safety:** Refusal to abide by or non-compliance with federal, State, local and/or institutional requirements relevant to the COVID -19 pandemic or any act which is deemed by the College to pose a potential risk of harm to the health or safety of the College community or to the public at large.
- **Misrepresentation/Fraud:** Forgery, alteration, or misuse of College documents or records, presenting false information to a College official, or other acts of dishonesty.
- **Non-cooperation of non-compliance:** Failure to follow the lawful directions of any College official, staff member, or student employee who is acting in performance of duties on behalf of the College. Violation of any College policy as stated in the Student Handbook. Failure to respond to a disciplinary notification, failure to sign on written notifications of warnings and probations, or failure to agree to a disciplinary sanction, hearing, or process. Intentionally disrupting or impairing an investigation or hearing.
- **Obstruction:** Any interference or disruption of regular College activities, including teaching, campus activities, discipline, emergency evacuations, or maintenance and operation of the facility.
- **Sexual Misconduct:** Includes, but is not limited to, sexual harassment, non-consensual contact, non-consensual intercourse, and/or sexual exploitation

(See the Plaza College Policy on Sex/Gender Harassment, Discrimination and Misconduct for further information.

- Smoking: Use, burning, or carrying a lighted cigarette, cigar, pipe, e-cigarette, or any other matter or substance containing tobacco and/or nicotine while on campus
- Solicitation: On-campus solicitation without written permission from the Office of the President.
- Theft or Property Damage: Theft, abuse, or unauthorized use of any College property or property of any person on campus.
- Unauthorized Use of the College Name: Use of the Plaza College name for any activity outside of College-sponsored events without written authorization from the Office of the President.
- Weapons: Possession of a registered or unregistered weapon on campus.
- Other Violations: Other violations of the College policies or sanctions and/or other violations of federal or State law that reflect poorly on a student's judgement and character.

#### Reporting Violations of Code of Conduct

Faculty, staff, or students may refer to an instance of a student allegedly violating the Student Code of Conduct. The referral should be submitted in writing, signed by the referring party, and given to the Academic Standards Committee Dean as soon as possible and no later than ten (10) school days after the alleged violation. Names, dates, locations, and descriptions of alleged acts of misconduct should be included in the referral. These referral forms, or incident reports, can be acquired in Student Services.

Students reporting instances of sexual misconduct – whether they are a victim, a friend, or a witness/bystander can make confidential or anonymous reports. Students also have the right to report to Campus Security, local law enforcement, the State Police, or any combination. Please see the Plaza College Policy on Sex/Gender Harassment, Discrimination and Misconduct for further information on making reports that involve sexual misconduct.

#### Procedures for Violations of Code of Conduct

Reports of potential or actual violations of the Code of Conduct, as listed and described above will be processed as follows.

All accused students are entitled to a presumption of “not responsible”, and all processes will be conducted in a fair, impartial and timely manner. The standard of evidence to be used is a preponderance of evidence. “Preponderance of evidence” is sometimes described as “more likely than not” or 51% probability which is a lesser standard often used in civil court proceedings.

All submitted reports will be reviewed by the Academic Standards Committee.

If appropriate, the Academic Standards Committee (or a member of the Title IX team, if applicable) will conduct an investigation into the report which can involve interviews with the referring individual or witnesses.

The Academic Standards Committee will determine whether there is a sufficient basis to believe that a violation has occurred and the Academic Standards Committee will file a formal violation of the Student Code of Conduct.

At the disciplinary meeting with the Academic Standards Committee will provide the student with the facts the Student Code of Conduct violation is based, possible sanctions, and the right to appeal which includes the appeal procedures.

The student will have the opportunity to provide an explanation, ask questions, and/or provide evidence.

Upon the conclusion of the disciplinary meeting, the Academic Standards Committee will make a determination whether there has been a violation of the Student Code of Conduct. The student will be notified in writing of the rationale and sanctions, if applicable. The student will be required to acknowledge and agree to the findings and sanctions, if applicable, in writing. Failure to do so will result in a violation of non-compliance, which may result in immediate suspension or dismissal.

### Appeal Procedures

If the student desires to appeal the determination of a violation of the Code of Conduct and sanctions, if applicable, a written appeal must be sent via certified mail to the Academic Dean within five (5) school days of the date of the Statement of Sanctions.

The Academic Dean will review the appeal and make a determination whether grounds for an appeal, outlined below, have been satisfied. If grounds have been satisfied, the Academic Dean will schedule a hearing before the Judicial Board appointed by the Provost within ten (10) school days of the date of the appeal being received. If grounds for an appeal have not been satisfied, the Academic Dean will notify the student and the rationale for denying an appeal. It will be understood by all parties concerned that when a student begins the appeals process, any action based on the original sanction will be suspended until the appeals process is completed or the Academic Dean has determined grounds for an appeal have not been met.

Written petitions of appeals must be based on the circumstances described below. The Judicial Board will hear the appeal and render written decisions that are final and binding on all parties. Except for appeals that show a need to consider new evidence, an appeal will be limited to a review of the record of the case and supporting documents for one or more of the following purposes:

- Incorrect conclusion as to the degree or extent of wrongdoing.
- Failure of the appropriate College administrator to follow College procedural policy.
- Unfair punitive disciplinary action

The appeals hearing will be conducted in a fair and impartial manner. The hearing will be presided over by the individuals selected by the Provost to sit on the Judicial Board. The panel will hear all arguments presented into whether the original Student Code of Conduct determination and sanctions, if applicable, were appropriate. After all arguments have been presented, the Judicial Board will issue a decision. Within five (5) days of the hearing, a written decision will be provided to the student. The Judicial Board's determination is final and not subject to further appeal.

### Possible Sanctions

Students who exhibit behavior that violates the College's Code of Conduct may be subject to any one or all of the following sanctions. The following outcomes may be considered, along with other options not listed. In addition, at any point a student's presence on campus creates a threat to the health, safety, or well-being of other students of the College community, the College reserves the right to immediately suspend the student from campus until the Code of Conduct meeting or Judicial Board hearing occur and are finalized.

- No Sanctions: Where the Academic Dean determines a student is not responsible that student conduct charges are dismissed.
- Verbal Warning: A discussion with the student about the incident, with no written notification issued.
- Written Warning: Written notice to a student that he or she has violated the College's Code of Conduct. The student is given three days to respond. The student will receive only one warning. A second warning may lead to probation or dismissal based upon the seriousness of the infraction.
- Disciplinary Probation: Probation is a status that a student holds in which he or she is permitted to attend classes under specified conditions. Further infractions while under probation may lead to suspension and dismissal.
- Restitution: Financial reimbursement for damages to property.

### Serious Violations, Repeated Violations or Non-Compliance

- Statement of Sanctions: A written reprimand that states the specific policy the student has violated. A student is asked to sign a Statement of Sanctions, which indicates that a subsequent offense may lead to dismissal. Terms of probation are at the discretion of the Academic Dean.
- Suspension: Separation from the College for a definite amount of time, after which the student may be permitted to return under specified conditions based on findings in the case.
- Disciplinary Dismissal (Expulsion): Permanent termination of the status as a student of the College. A student will be asked to sign and acknowledge.

During warning, probation, or suspension, any of the following penalties may be applied for the policy violated and more severe sanctions may be carried forward if the student repeats the offense or violates another policy.

### Academic Honesty Policy

Academic integrity is at the heart of any academic endeavor and is an essential part of the learning process. At Plaza College, students are expected to uphold academic honesty. Students are expected to work individually on assignments; completed work should be the result of the student's own effort. Students should not receive any assistance or communicate in any way with another student while taking an exam. Students are not permitted to submit the same work for more than one course. It is a commitment by all members of the College community not to engage in acts of falsification, misrepresentation, plagiarism (intentional or unintentional), or deception. An infraction of academic honesty is not ethical and is a serious infraction against the College Code of Conduct. It is the responsibility of students to refrain from any conduct that may lead to any suspicion of infractions, or aiding others in infractions, of academic honesty.

Infractions of Academic Integrity are as follows:

#### Plagiarism

- Phrasing or reproducing another person's written or spoken words without complete and proper citation.
- Copying information from a World Wide Web site, CD-ROM, or other electronic source without complete and proper citation.
- Copying statistics, graphs, charts, and/or facts without acknowledging their source.
- Copying one's own or substantially similar work, produced in connection with one course to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments

in two or more courses only with written permission from the instructors of all the classes involved.

### Cheating

- Giving or receiving unauthorized assistance before, during, or after an academic exercise, assignment or examination (includes but not limited to: unauthorized use of notes, books, electronic devices or other aides).
- Unauthorized collaboration on assignments or examinations.
- Arranging for an examination to be taken by someone other than the intended student.
- Allowing someone else to view one's own exam responses.

### Disruptive Campus Behavior

- Failure to comply with instructions or directives given by a professor or College official.
- Interfering with lectures or other academic exercises to the detriment of other students.
- Disruptive behavior for the purpose of protecting or stifling another person's free speech or the free exercise of ideas.

### Misrepresentation

- Misrepresenting or falsifying information, data, citations, sources, or other information that is part of an assignment, presentation, or academic exercise.

### Theft, damage, or misuse of library resources and/or technology resources

- Taking materials from the library that have not been properly checked out.
- Defacing or damaging library materials.
- Abuse of privileges for using library materials on reserve.
- Displacing or hoarding library materials within the library.
- Unauthorized use of another person's computer, email account or technology privilege.
- Damaging computer equipment.
- Interfering with the College computer network.

Please note that infractions of academic honesty are cumulative during a student's stay at Plaza College.

## **Cell Phone Policy**

Plaza College realizes and recognizes the need for students to carry cell phones to class and on College premises in order to be accessible for emergency situations. However, to ensure the peace, civility, and privacy of all college constituents, the Committee on Academic Standards has established the following policy guidelines to ensure consistent and fair treatment of all concerned:



- Students should turn cell phones to silent mode while on campus.
- If a phone does vibrate in class, students may be permitted to look at their phones, but are not permitted to carry on conversations or utilize text messaging within the class. Students must leave the room to respond to any emergency message. Abuse of this privilege may be considered a violation of the Student Code of Conduct since constant movement by individuals disrupts the educational experience of others.
- Cell phones may not be accessed during testing situations. This stipulation exists in order to support Plaza's Student Code of Conduct and to ensure ethical testing practices.
- If a cell phone call is necessary, individuals should not congregate in areas where their presence may block the flow of traffic moving from one class to another, but should seek a quiet area where they will not disrupt others who are working or studying. Further, students should keep their voice levels low while talking on their phones.
- If a student is frequently cited for a pattern of disruptive behavior involving cell phone usage, it is considered a violation of the Student Code of Conduct and a report may be filed by any Plaza faculty or staff member.
- Students should be aware that they should always designate an emergency contact or contacts when they are away from their families to handle situations in the event that the student cannot be reached

#### Credit Card Marketing Policy

Plaza College prohibits the advertisement, marketing and merchandising of credit cards to students on its campus.

#### Dress Code Policy

Students are expected to maintain the same standards of dress and personal grooming as those in the professional setting or engaged in other serious pursuits. While the College no longer has a strictly enforced professional dress code, the following standards of dress are strongly suggested while on campus:

- Slacks, skirts, dresses
- Tailored tops, blouses, cardigans
- Collared button-down shirt and tie
- Blazers/jackets

When attending courses in the virtual campus online, students are encouraged to maintain a professional demeanor and wear clothing that are respectful of their faculty, as well as their classmates.

Clinical students are required to follow all dress code standards outlined in the respective handbooks for their programs.

Considerable discretion is given to the College administration to maintain these standards. Obvious violations are subject to disciplinary action.

### Drug and Alcohol Policy

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and to ensure a drug-free campus, the administration establishes the following standards of conduct for students and employees:

- Students and employees are prohibited from the unlawful manufacture, distribution, possession, sale, or use of a controlled substance on campus.
- Students and employees are prohibited from activity during hours away from campus such that it impairs ability in the classroom or on the job, or affects the reputation or integrity of the College. Students or employees who violate any aspect of this policy are subject to disciplinary action, up to and including termination of enrollment or employment according to the College's existing grievance procedures.

### Family Education Rights and Privacy Act (FERPA) Policy

#### GENERAL POLICY

Under the authority of the Family Educational Rights and Privacy Act of 1974, a student has the right to examine certain files, records, or documents maintained by the college which pertain to him or her. The College must permit a student to examine such records within forty-five (45) days after submission of a written request, and obtain copies of such records upon payment of the cost of reproduction.

A student may request that the College amend his or her educational records on the grounds that they are inaccurate, misleading, or in violation of his or her right of privacy. In the event that the College refuses to so amend the records, a student may, after complying with the Plaza College Grievance Procedure, request a hearing.

#### EDUCATIONAL RECORDS

Educational records are all files, records, or documents maintained by the College that contain information directly related to the student. Examples of educational records are the student file, placement file, and financial aid file. Such records are maintained by and are in the custody of Student Services. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

## EXEMPTIONS

The following items are exempt from the Act:

A. Parents' Confidential Statements, Financial Need Analysis Report, and the Pell Grant Student Aid Report

B. Confidential letter of recommendation received by the college prior to January 1, 1975. As to such letter received after 1974, the act permits a student to waive his right of access if the letters are related to admissions, employment, or honors

C. Records about students made by a teacher or administrator which are maintained by and accessible only to him or her

D. School security records

E. Employment records for school employees who are not also current students

F. Records compiled or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional

## REVIEW OF RECORDS

It is the policy of the College to monitor educational records to ensure they do not contain information which is inaccurate, misleading, or otherwise inappropriate. The College may destroy records which are no longer useful or pertinent to the student's circumstance.

## DIRECTORY INFORMATION

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested the information not be released. The College requires that such requests be made in writing to Student Services within fifteen (15) days after the student starts classes.

Directory information includes: student's name, address(es), telephone number(s), date and place of birth, course of study, extracurricular activities, degrees and awards received, last school attended, post-graduation employer(s), job title(s) in post-graduation job(s), Dean's list or equivalent, dates of attendance.

## ACCESS WITHOUT STUDENT CONSENT

The College may release student information without the student's written consent in the following circumstances and to the following individuals and organizations:

A. Other colleges and Plaza College officials who have legitimate interests

- B. Other colleges where students have applied for admission. In this case, students must be advised that the records are being sent, that they may receive a copy, and that they have an opportunity to review and challenge the records
- C. Federal, state, and local authorities where required
- D. Accrediting agencies
- E. Parents of a student who is their dependent for purposes of the Internal Revenue Code. The school, however, is not required to release such records
- F. In connection with student application for or receipt of financial aid
- G. To comply with a court order or subpoena, provided the student is notified prior to compliance
- H. In the event of a health or safety emergency, where such release without consent is necessary under the circumstances. In all other cases, the College shall obtain the written consent of the student prior to releasing such information to any person or organization.

#### Food / Drink Policy

Food is allowed only in common areas. No food is permitted in classrooms. Students may have covered drinks in classrooms, but only water is permitted in computer labs and clinical labs.

#### **Immunization Policy**

New York State law requires college students to be immunized against measles, mumps, and rubella in order to be enrolled and to attend classes. The law applies to all students born on or after January 1, 1957. Students are required to submit proof of the following to the Office of Student Services during the first few weeks of their first term:

**Measles:** two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease, or a blood test showing immunity.

**Mumps:** one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease, or a blood test showing immunity.

**Rubella:** one dose of live rubella vaccine administered after 12 months of age, physician documentation of rubella disease, or a blood test showing immunity.

**Meningococcal Meningitis:** In addition, New York State requires all students (irrespective of age) to provide a record of meningococcal meningitis

immunization within the past ten years or an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

Students who are not in compliance with this law may be restricted from attending classes until full compliance is achieved. Information on health clinics can be obtained in the Admissions or Student Services Departments.

In addition to the above requirements, students enrolled in Health Information Technology, Medical Assisting, and Patient Information Management must also complete a medical examination and provide a Certificate of Medical Examination signed by a physician and file the Hepatitis B Vaccine Status Form within 6 months of the start of a practicum course. All Hepatitis B vaccinations must be completed before students begin a practicum course.

### Information Technology & Security Policy

Information technology resources are a valuable Plaza College asset and as such must be managed correctly to ensure that they are trustworthy, secure, and available for use by faculty, staff, and students. In ensuring this, it is of great importance to establish an information security policy and standard for managing and securing the resources available to Plaza College.

It is not the Department of Information Technology's intention to set or enforce restrictions that are contrary to the Plaza College environment of trust and integrity, but rather to implement a set of standards to protect Plaza College's staff, faculty, and students from illegal or undesirable actions by individuals, both knowingly and unknowingly.

An effective security policy is a group effort that requires the involvement and support of all Plaza College employees. It is the responsibility of every user to know the standards outlined in the policy, and to act accordingly. The College's policy can be found at:

### Information Technology & Security

All information residing on Plaza College systems and networks should be viewed as confidential and private. Students should keep their passwords private and should never allow others to use their computer accounts. Users are responsible for the security of their passwords and accounts.

All computers that are connected to the Plaza College Network in any way, whether owned by the student, employee, or Plaza College, must be running approved anti-virus software with the latest virus updates. Extreme care must be taken when opening email attachments as they may contain a virus or Trojan horse.

## Prohibited Use

At no time is any Plaza College student or employee to take part in any activity that is illegal under local, state, federal, or international law while using Plaza College resources.

## Systems and Networks

The following are strictly prohibited. There are no exceptions.

- Violating the rights of any individual or company protected by copyrights, patents, or any other similar law or regulation. This includes, but is not limited to, the installation or distribution of software products that are not licensed for use by Plaza College.
- Making illegal copies of copyrighted material and the installation of copyrighted software for which Plaza College or the user does not have an active license.
- Installation of malicious programs into the Plaza College network or servers.
- Revealing your user password to others or allowing others to make use of your account.
- Using Plaza College computers or peripherals in a way that is in violation of sexual harassment or hostile workplace laws.
- Creating security breaches or disrupting network communication. Disruption includes, but is not limited to, network sniffing, packet spoofing, denial of service, and forging routing information for malicious and harmful purposes.
- The viewing, downloading, or transmitting of pornographic or any other offensive material is strictly prohibited. Such materials are considered to be offensive by many and will not be tolerated.
- Obtaining offensive material over the Web or network.
- Incurring unauthorized network costs.
- Running port scanning or network scanning software is prohibited unless approved by the Department of Information Technology.
- Using network monitoring software to intercept data not intended for the recipient.
- Bypassing user authentication and security of workstations, servers, or networks.
- Denying service or access to the networks to any user workstation or network through the use of denial-of-service tools either locally or via an external or internal network.
- Providing user information, network configuration information or any data belonging to Plaza College to outside individuals or groups.

## E-mail and Communications

- Sending of unsolicited e-mail or fax messages or other materials or information to persons or groups that did not specifically request such materials. (e.g.: spam emails)
- Any form of harassment via email, telephone, faxing, texting, or paging.
- Perpetrating fraud or harassment by e-mail or similar means.

- Unauthorized use or forging of e-mail header information.
- Creation or forwarding of chain letters, pyramid schemes, or other similar schemes.
- Use of Plaza College systems to advertise other than for business related to Plaza College.

*Note: Your Plaza College email address can be used for a resume contact if you are seeking employment.*

## Social Networking

Social media has increased our ability to interact with each other in positive ways, however, students should take safeguards to ensure that the content they post reflects favorably upon themselves and does not damage the reputation or erode the values of the College or their future profession.

Students are responsible for ensuring that:

1. Appropriate security levels are set for their profile.
2. Any posted pictures or content does not violate HIPAA or FERPA laws.
3. Appropriate credit is given when posting the work of another.
4. Defamatory content about the College, its faculty, staff, students, or partners/constituents is not posted.
5. Academic material (exams, quizzes, presentations, etc.) is not disseminated through any channel other than those sponsored by the College.

Please be aware that students should conduct themselves with professionalism and respect at all times while engaging in Social Networking. If a student's presence on any social outlet is deemed to violate the student code of conduct, sanctions may be imposed.

## **Smoking Policy**

In compliance with building regulations, smoking is not permitted anywhere in the building including elevators, lavatories, public stairways, halls and lobbies. In addition, students should move away from the building's front entrance to smoke, as loitering impedes traffic flow.

## **Section VI – Safety and Security**

### Safety at Plaza College

Plaza College is proud of its record in maintaining the safety of our community, as shown in the enclosed federally-reported crime statistics. The Forest Hills campus has been designed with security in mind. Plaza College is a compact, private institution with a strong administrative presence and a single, dedicated entrance with controlled access to the campus. College policies regarding campus security are available at:

<http://www.plazacollege.edu/campus-life/campus-security/>

### Annual Security Report

Annual Security Report in accordance with the Cleary Act, the College provides vital information and statistics about incidents on and around the College campus in an annual security report. The report can be found on the Plaza College website (<http://www.plazacollege.edu/campus-life/crime-safety-report/>) and is also available on the U.S. Department of Education website.

### Emergency Closing

The College will cancel classes due to inclement weather when warranted. Students can call (718) 779-1430 for updated information. Check eCampus for updates. Students who opt to receive emergency alerts should check their cell phones for messages. Students can also check their eCampus email accounts.

### Evacuation Drills

Evacuation drills are conducted periodically by the College's faculty and administrative staff. Drills are required by law and will be held at unspecified times. Students are expected to recognize the necessity for the procedure and to cooperate fully in the activity. All exits are marked. Students are expected to leave the building in a prompt, orderly fashion and in complete silence. Students with disabilities should notify Student Services, and may not be required to participate at the discretion of the administration. All students must follow instructions from the faculty member or administrator in charge of their area.

### Visitors

For the safety and security of all students, faculty, and staff, no visitors are allowed on campus without the prior approval of the appropriate office staff. Anyone wishing to arrange a tour of the campus may make arrangements through the Office of Admissions.