



Plaza College Student Handbook

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Committee on Institutional and Faculty Advancement*

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WELCOME

Welcome to Plaza College!

The faculty, staff, and administration Plaza 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 a private, specialized institution that offers educational programs to students who desire challenging careers and a continuation of their formal education. The curriculum, tailored to meet the needs of a diverse population, offers students a distinct mix of business, liberal arts, and allied health courses. As a teaching and learning College, Plaza is committed to striving for excellence and professionalism in the development of its faculty, students, and staff. Plaza, rooted in a tradition of excellence, teaches its students the social, ethical, and cultural values needed to become respected members of the community. Teaching the processes of critical thinking, collaboration, and lifelong learning,

Plaza prepares its students to participate and compete in today's global economy. To support the mission, Plaza College is committed to the following goals: -

- to create a learning community that encourages lifelong learning, is sensitive to individual needs, and nurtures a student's intellectual, emotional, and social growth.
- to offer specialized courses in business, technology, and allied health that are career-oriented and competency-based.
- to offer general education courses that develop critical thinking and creativity by drawing students to new areas of study to prepare them to make enlightened judgments outside as well as within their academic specialty.
- to promote innovative and technologically rich curricula that facilitate student learning and the development of expertise required of current and emerging business and professional environments.
- to ensure information literacy goals are integrated throughout the curricula.

- to maintain the currency of academic programs and services through a continual process of outcomes assessment so that critical program competencies are responsive and appropriate to the needs and expectations of both students and employers.
- to realize institutional development and change via comprehensive planning and assessment activities of academic programs, services, policies, and procedures that are actively sponsored by the College's committee structure involving administrators, faculty, students, employers, alumni, the College's Board of Trustees, and other external constituencies.
- to serve a broad constituency of students by fostering relationships with a variety of community groups and organizations with interest in business, medical, academic, and government activities.
- to encourage students of all cultural and economic backgrounds to achieve their potential in a supportive college community that provides a broad spectrum of services from recruitment to placement, including academic, personal, and financial counseling.
- to ensure that institutional processes, leadership, and governance promote integrity throughout the college community.
- to maintain a safe and secure physical plant with facilities that enhance student learning Accreditation.

Accreditation

Plaza College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary 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.), and Bachelor of Business Administration (B.B.A.) degrees. The Associate of Applied Science Degree in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Associate in Applied Science degree in Health Information Technology is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The programs are registered by the State Education Department.

STUDENT PROGRAMS AND SERVICES

Admissions

Your first introduction to Plaza 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. All admission requirements and conditions for acceptance by the College can be found in the catalog. The Admissions department can be reached at (718)-779-1430.

Campus Store

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 acquiring 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 by-back program. Please see Campus for details.

Career Planning Services

The College maintains an active Career Services Department for graduates. A full-time director is dedicated to assisting students in finding meaningful employment opportunities. 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 sign the "Career Services Code of Conduct" (available in the Career Services offices), maintain regular contact with the Career Services Director, 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. The Director of Career Services may be reached by phone at (718)-779-1430, Ext. 3358, or via email at careerservices@plazacollege.edu.

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.

Externship Program for the Medical Assisting Program

The Medical Assisting Program requires an externship course, AH1008b Medical Assisting Practicum (4 credits), in the student's graduating semester. Before taking this course, students must have fulfilled all immunization requirements (see Immunization Requirements under the Student Life section of this Handbook). All students in the Medical Assisting Program must complete a minimum of 180 hours at a medical facility that permits students to experience both the clinical and administrative tasks required of a medical assistant. Students must be flexible in providing time to schedule the hours required when medical facilities are in operation. Students enrolled in this course must remain at the facility for the entire semester, even if the 180 hours is met sooner than the last day of the semester. Also, the externship offers students an opportunity to develop effective oral communication skills within a multicultural population. Students will be required to complete online discussions, assignments, and tests, and also attend face-to-face meetings at the College.

Externship Program for the Patient Information Management Program

For a student transferring from the Health Information Technology or Medical Assisting Programs, the Patient Information Management Program (PIM) requires one of two externship courses in the student's graduating semester: AH1019 Phlebotomy Extended Externship (4 credits) or HT112b Health Information Professional Practice (4 credits). The selection is based on the student's interests and strength. Both externship courses require a minimum of 135 hours at a

medical facility that permits students to gain practical experience under the guidance of certified staff. Students who select AH1019 will complete these hours at a medical facility that permits students to experience the clinical and administrative tasks of a phlebotomist, while students who select HT112b will be placed at a facility that offers the student a medical records technology experience. Students must be flexible in providing time to schedule the hours required when medical facilities are in operation. Students will be required to attend weekly class meetings, which will include career planning, resume writing, job search, and interviewing skills.

Students transferring into Patient Information Management from a business program will have variation in the practicum requirements.

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 wear their ID cards while on campus. 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 \$25 charge. See the IT Department located in the Commons if you have any questions.

Independent Study Hours

Computer labs are available during published hours for students to work on assignments and other projects. The schedule of Independent Study Hours 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.

Internship Courses for the Business Programs

Students entering their second academic year at Plaza may be eligible to register for Plaza's internship courses, MG101 Internship (2 credits) or MG102 Extended Internship (3 credits). The internship requires the student to work in a professional office environment plus attend a one-hour, weekly lecture on campus. The student will gain valuable experience in an appropriate office setting at a company that places Plaza's graduates. 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.

Library and Academic Resources Center

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.

ARC hours:

Monday: 9:00 a.m. to 6:30 p.m.

Tuesday, Wednesday, and Thursday: 9:00 a.m. to 6:00 p.m.

Friday: 9:00 a.m. to 7:00 p.m.

New York State High School Equivalency Program

Under this program, students without high school diplomas are accepted as matriculated students, and are permitted to enroll in coursework leading to a degree. Once the student enrolled in the program has successfully completed courses in the subject areas indicated below the student completes the appropriate forms; and the State Education Department awards the student the HS Equivalency without examination. In order to qualify for this program, interested students *must be New York State residents*.

Subject Areas Number of Courses

English	2 courses in sequence
Mathematics	1 course
Natural Science	1 course
Social Science	1 course
Humanities	1 course
College Degree Program Requirements	2 courses

Plaza Commons

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

Food / Drink Policy

Students may have covered drinks in classrooms, but only water is permitted in computer labs.

No food is permitted in any classrooms.

Rules for Computer Labs

These are the rules for conduct in the 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.

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. 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.

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 Academic Resources Center to complete an application. If you wish to inquire about obtaining a tutor for yourself, please contact the Academic Resources Center by dialing (718) 779-1430, Extension 3354.

OFFICE OF STUDENT SERVICES

Attendance

Plaza College is dedicated to the success of each student. Regular attendance and punctuality are the key ingredients to academic success along with good study habits and preparedness. Students with excessive absences and lateness are a concern for all members of the College. Absences are not excused, and assignments due during an absence may or may not be accepted upon return.

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 e-mail. 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

Plaza College realizes that childcare is an issue faced by many of our students. The College does not approve nor advocate for particular centers; it is up to the student to research the center and the services provided.

Emergencies

If a student is injured or becomes ill on campus, the Office of Student Services or a College administrator should be notified immediately. If the situation warrants, the administrator will notify a family member or call 911. Students are asked at orientation for their preferred course of action in the event of an emergency.

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.

Freshmen Advisement

All incoming freshmen are assigned an advisor who is responsible for guiding the student through the transition into college life. The advisor is listed on each student's schedule, which is available on MyPortal. Any questions regarding academic issues or personal difficulties affecting school work should be addressed to the advisor.

HRA Benefits

BEGIN (Begin Employment Gain Independence Now) is a program which provides training-related benefits such as carfare, lunch, baby-sitting fees, and a one-time clothing allowance to those receiving HRA funding. Students needing verification letters for any type of HRA benefits must submit an application each term. Please be advised that these funding programs are ATTENDANCE based. A poor attendance record WILL result in loss of benefits.

Lateness

Chronic lateness may result in 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 **before** the term in question begins. Students requesting a Leave of Absence must supply appropriate documentation supporting their need for a Leave of Absence. A Leave of Absence, if granted, will be for a maximum of one term except for students and/or their spouses who are on leave due to military service. During a term where a student has planned a medical procedure, the student is advised to apply for a Leave of Absence.

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. Please see the cell phone policy below for information on phones in classes.

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. Each senior college has its own admissions procedures and transfer credit criteria; therefore, the amount of credit granted can vary. Students interested in enrolling in one of Plaza College's bachelor programs should speak with the Dean of Admissions. Students wishing to pursue medical programs should speak to the Medical Program Director. For all other questions regarding transfer, please speak to the Associate Dean for Institutional Research, who can be contacted via the Office of Student Services.

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.

Withdrawal from a Class

Students requesting a withdrawal from a class must do so in writing to the Dean of Academic Affairs after consulting their academic advisors. The student's transcript will be evaluated to ensure adherence to the Standards of Academic Progress. An official withdrawal date is set each semester; failure to withdraw from courses by this date can result in a punitive grade. Students should always consult with their advisors before they stop attending classes, should difficulties arise.

Withdrawal from the College

A student requesting to withdraw from the College must meet with Student Services Financial Services and load default counselors to complete a Change of Status Form. In most cases, withdrawal from the College mid-term may result in the student losing financial aid eligibility for one calendar year

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

A standard instructional class is 90 minutes in length. A term (semester) is approximately 15 weeks. An academic year consists of three semesters, and grades are issued at the conclusion of each semester. The College operates from 8:00 a.m. to 10:30 p.m., Monday and Wednesday, 8:00 a.m. to 9:00 p.m. Tuesday and Thursday, Friday, from 8:30 a.m. to 5 p.m., and on Saturday from 8:30 a.m. to 4 p.m. The semester schedule of class days and holidays is distributed prior to the beginning of each semester, and may be found any time on line.

Academic Honors

- **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 Achievement Award:** A student is acknowledged by his or her instructors for academic achievement during a semester and earns a minimum grade-point average of 3.4, carrying at least 12 credits, any of which can be equated credits, and maintaining no less than a B grade in any subject.

Honor Societies:

Plaza College pays each student's lifetime membership fee for all honor societies. The requirements for membership of 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 of 3.2 grade point average;(2)successful completion of 36 semester credits; (3) successful

completion of 24 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. There are chapters of this society 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 community. In order to qualify for membership into Sigma Kappa Delta, a student must hold a minimum G.P.A. of 3.3, 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." The organization sponsors activities such as the annual poetry slam, tutoring in the Academic Resources Center, a community book drive.
- 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."

*Bachelor of Business Administration Business Administration—Management
(Upper Division Program)*

Students who plan to pursue Plaza's BBA Business Administration-Management program should discuss this with their academic advisors. The best associate degree programs to be enrolled in to achieve this goal are the AAS programs in Business Administration and Information Sciences. If you are enrolled in the College's Accounting and Information Systems, Health Information Technology, Medical Assisting, or Office Technologies programs, you can pursue the BBA Management program but will be required to take candidacy courses as electives to have the proper foundation to do well in the upper division program. You can see how to transfer from a specific associate degree program to a bachelor program in the catalog section "Sample Course Sequence."

*Bachelor of Business Administration – Patient Information Management (Upper
Division Program)*

Students who plan to pursue Plaza's BBA Patient Information Management program should discuss this with their Academic Advisors. The best associate degree programs to be enrolled in to achieve this goal are the AAS programs in Medical Assisting and Health Information Technology. If you are enrolled in other programs, you can pursue the BBA Patient Information Management program but will be required to take additional required courses.

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.

Communication Skills

Development of good writing, proofreading, and editing skills are a focus at Plaza College. For degree programs, students are required to complete and pass at least LL254 Composition and Research; and for certificate programs, LL254 Composition and Research or LL61 Writing and Fundamentals of Research. However, students may need to progress to this level over a series of courses. All prospective students are required, as part of the admissions test, to complete an essay. This essay places the student in the appropriate level of English. Students may be required to enroll in other language arts courses prior to LL254 Composition and Research and LL290 Literary Analysis. Baccalaureate business students are required to take two pre-tests; the first focuses on business-related topics covered in the program to help track progress as bachelor students, while the second tests English grammar and writing skills. 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.

Course Load

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.

Dean's Office

The Academic Dean may be seen by appointment or be contacted by email only at mdolla@plazacollege.edu. Please contact her assistant in the Academic Administration Center for an appointment.

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.

Faculty Advisement Center

This office is located in the Academic Administration Office on the 2nd floor. Faculty members have their workstations here, as well as their mailboxes, and are able to meet with students during scheduled office hours. Students are encouraged to meet with their instructors if they are experiencing academic challenges.

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.

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 Academic Dean within two weeks after the date that grades are officially released.

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.

Noncredit Developmental Courses

Noncredit courses are “equated credits” for financial aid purposes only. In the overall GPA calculations, only college credits are included in the mathematical computation.

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.

Formal graduation ceremonies are held every June. Degree candidates who have fulfilled all graduation requirements and satisfied all holds during previous semesters will be invited to participate in the June ceremony. Students who are scheduled to graduate in the Spring term (August) will be invited to the June ceremony of the same calendar year. Students who are graduating in the Fall term after the June ceremony may petition online to walk in the June ceremony, provided that they have no more than six credits to complete in the Fall semester and a GPA of 2.75 or above. Students who are approved by petition will not be eligible for graduation honors.

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 Study Courses

Blended learning is offered through hybrid study 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. Blended learning is most appropriate for those students who are computer literate and have convenient Internet access; successful blended learners are highly motivated, self-disciplined, self-directed, and effective at time management. Candidates for blended learning are selected on an individual basis at the recommendation of the Academic Dean. Fifty percent of instruction is face-to-face. For example, for a three-credit course, face-to-face may be offered 3 hours every other week or 1.5 hrs. each week. Traditional methods of lecture and assessments (exams) are given during the face-to-face sessions. In the online component, students are required to fulfill learning objectives through online lecture notes and supporting resources, through assigned readings from the required textbook, assigned homework and research, discuss forums and progress quizzes.

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.

Office Hours

Faculty members are available during published office hours to meet with students to discuss coursework, assignments, and other academic issues. The schedule of faculty office hours is posted in the Faculty Advisement Center. Faculty may also be available by appointment.

Portfolios

In certain core courses at Plaza, students are required to complete portfolios.

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.

Semester System

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.

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.

Responsibility to Support Assessment

Plaza College assesses student learning outcomes to provide the information we need to make improvements to your education. We collect this information at all levels: course, program, and institution. You may be asked to submit examples of your work; you may be invited to participate in focus groups; you may be asked to fill out questionnaires. While participation in any assessment is voluntary, as a member of our community, you have the responsibility to respond honestly if you choose to participate.

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 student's.

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 mail box number and e-mail 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.

Additional Research

Students require access to research materials throughout their academic career in all degree programs. To address this need, Plaza's collection consists of many useful volumes, 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 printer. 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 e-mail, it is inappropriate to change the other person’s words or message.

- 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.

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- 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.

Financial Services

Please refer to the College Catalog for information regarding financial aid and the services provided in this area.

Student Life

Academic Integrity

Student Code of Conduct

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.

Sanctions have been developed to promote the guidelines established by the institution and to provide students an educational opportunity to develop personal responsibility. Sanctioning is not viewed as punishment, but rather as a predetermined set of measures that foster student perspective and understanding of any infractions against the code. Freedom without respect and responsibility violates the core values espoused by the College. Through the enforcement of the code, the institution intends to enhance the College experience and develop a sense of integrity and excellence that will transcend the confines of the institution and ultimately benefit society.

Upon verbal or written notification of charges, a student may be placed on an emergency suspension pending the hearing and determination of those charges, when the continued presence of such student could constitute a danger to the safety of person or property on the premises of the school. In the event of such suspension, the student, upon written request, shall have the right to a hearing before the appropriate judicial board within five business days after the said request.

Code of Conduct Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by Plaza;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from Plaza College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Plaza College, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Plaza College;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Plaza College

Infractions

The following is a list of actions that violate the Plaza College Student Code of Conduct, which may result in sanctions imposed in accordance with disciplinary policy. This list is not all-inclusive and represents examples of misconduct that may lead to disciplinary sanctions.

1. Academic Honesty: Any violation of the Academic Honesty Policy.
2. Alcohol: Use, possession, or distribution of alcoholic beverages on campus.
3. 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 or posted on College bulletin boards, which includes such things as dress code, food/beverage policies, and ID cards. 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.
4. 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.
5. Conduct: Conduct displayed by a student that threatens the academic programs, teaching and learning in the College, and is in direct contradiction of the mission.
6. Criminal Activity: Any violation of a state, federal, or municipal law on or off campus.
7. Drugs: Use, possession, distribution, sale, or manufacture of narcotics or dangerous drugs or of any illegal or controlled substances on campus.
8. 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.
9. 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, threatening or abusive e-mail or voice mail messages, battery, stalking, or sexual assault.
10. Misrepresentation/Fraud: Forgery, alteration, or misuse of College documents or records, or presenting false information to a College official.
11. Obstruction: Any interference or disruption of regular College activities, including teaching, campus activities, discipline, emergency evacuations, or maintenance and operation of the facility.
12. Solicitation: On-campus solicitation without written permission from the Office of the President.

13. Theft or Property Damage: Theft, abuse, or unauthorized use of any College property or property of any person on campus.

14. 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.

15. Weapons: Possession of a registered or unregistered weapon on campus.

16. Gambling: The playing of games (such as cards) or placing bets for monetary gain.

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 seriousness of an infraction may warrant automatic suspension pending an investigation that may lead to dismissal from the College.

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.

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. Term of suspension is at the discretion of the Academic Dean. During the suspension, the student is not permitted on campus. A student is asked to sign a Self-Dismissal Statement, which indicates that a subsequent offense may lead to dismissal.

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:

- public apology
- attendance at a remediation workshop or viewing of a video followed by a mandatory sanctions essay

- failing grade and removal from a course
- withdrawal from a course
- denial of privilege to College services
- denial of awards such as honor awards
- denial of letters of recommendation

Disciplinary Procedures: Referral of Student Violation

Faculty, staff, or students may refer 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 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.

Processing a Referral

The Academic Dean will review the referral to determine whether it states a sufficient basis to believe that a violation of the Student Code of Conduct has occurred. Additional fact-finding might be needed. An interview with the referring party or witnesses may be necessary prior to making an initial determination that a Student Code of Conduct violation may have occurred.

Notification

If there is sufficient basis for the Academic Dean to believe that a violation has occurred, the student will be notified in writing of the specific Student Code of Conduct section that was violated. Written notification by the Academic Dean or her designees on the Academic Standards Committee that there has been a violation will be within ten (10) school days of the date of the referral. The student has five (5) school days to contact the Dean of Academic Affairs to schedule a meeting. Failure to do so will result in a violation of the infraction "compliance," which may result in immediate suspension or dismissal.

Mandatory Meeting with Dean of Academic Affairs or Dean's Designees on the Academic Standards Committee

An alleged student offender is required to meet with the Dean or Dean's designee from the Academic Standards Committee to review the allegations.

During the meeting, the student will be provided with the pertinent information and explanations of the following:

Facts upon which the Student Code of Conduct violation is based
Procedures leading to resolution of the matter administratively
Possible sanctions
Review of appeal procedures

Statement of Sanctions

When the matter is resolved and a sanction is determined as necessary, the Academic Dean or designee will document the sanction in writing to the student. Conditions attached to the sanction must be acknowledged and agreed to by the student in writing. Failure to comply with conditions of the sanction may result in dismissal. The student failing to comply with sanctions is in violation of the infraction “compliance.”

Appeal Procedures

If the student offender desires to appeal these sanctions, 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 schedule a hearing before the Judicial Board appointed by the Provost within ten (10) school days of the date of the 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. A decision of the Judicial Board can be set aside by the Provost

Basis of Valid Appeals

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

Academic Honesty

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, graph, 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.

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

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. At this time, a graduate is selected as the recipient of the Anna S. Callahan Award. Other mailings and events are planned throughout the year. For more information, contact Dean of Student Life by phone at (718)779-1430, Extension 3398, or via email at studentlife@plazacollege.edu.

Campus Crime and Safety Report

Please refer to the link below for the entire report.

<http://www.plazacollege.edu/campus-life/crime-safety-report/>

Information Security Policy for Plaza College

Overview

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 this policy, and to act accordingly.

Purpose

The purpose of this policy is to inform the user about what is acceptable use of computer equipment and networks at Plaza College. This policy has been put in place to protect the staff, faculty, and students and to prevent inappropriate use of computer equipment that may expose Plaza College to multiple risks including viruses, network attacks, and various administrative and legal issues.

Scope

This security policy applies to all workstations, local area networks (wired and wireless), systems, servers, and software applications used on campus. It also applies to all staff, faculty, and students at Plaza College. Note: All computer hardware and software, all data, policies, and procedures are the property of Plaza College. All persons using the above are responsible for maintaining the security and confidentiality of this information.

General Use and Ownership

It is the intention of the Department of Information Technology at Plaza College to provide a high level of privacy; all users should be aware that the data created on College systems are the property of Plaza College. The Department of Information

Technology cannot guarantee the confidentiality of any information stored on any device belonging to Plaza College.

All faculty, staff, and students are responsible for exercising good judgment regarding the frequency of personal use on Plaza College systems. Each department is responsible for creating guidelines regarding personal use of Plaza College systems. If there is any uncertainty regarding personal use, the employee or student should contact the Department of Information Technology via e-mail at nalvarado@plazacollege.edu.

For security and network maintenance purposes, The Department of Information Technology may monitor individual equipment, systems, and network traffic at any time. Plaza College reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

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 e-mail 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 e-mails)
- Any form of harassment via e-mail, 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.*

Policy Enforcement

Any violations of the rules put forth in this policy may result in the following disciplinary actions being taken by the College:

- Limiting of personal access to some or all of the College resources.
- Initiation of disciplinary actions by Plaza College up to and including, but not limited to, dismissal.
- Criminal prosecution under state and federal laws.

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.

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.

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.

How to File a Complaint

- The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution.
- If a person is unable to resolve the complaint with the institution or believes the institution has not properly addressed the concerns, he or she may call or send a letter to the Postsecondary Complaint Registry to request a complaint form. The phone number is (212) 951-6493. You may also write to:
 - New York State Education Department
 - Postsecondary Complaint Registry
 - One Park Avenue, 6th Floor
 - New York, NY 10016
- The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
- After receiving the completed form, the Department of Education will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name

of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.

- The Department of Education will make every effort to address and resolve complaints within ninety days from the receipt of the complaint form.

Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response. Upon conclusion of the Department's complaint review or upon disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

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.

Dress Code

In keeping with the mission of the College, all students, faculty, and staff are required to dress according to accepted business office standards. Complete copies of the dress code are available in Student Services. Some recommendations are:

Women: Coordinating jackets and skirts, tailored dresses, skirts or dress slacks and blouses are recommended. Blue jeans (denim) and other non-conservative attire (T-shirts, spandex pants, mini-skirts, shorts, tube tops, etc.) are not acceptable, as they are leisurewear.

Men: Suits or sports jackets and slacks are recommended. Dress shirts worn with a tie are acceptable. Shirts, open at the collar, are not acceptable. Blue denim and other non-conservative attire are not acceptable.

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.

Emergency School Closing

The College will cancel classes due to inclement weather when warranted. Announcements are made over the voicemail system. Please dial (718) 779-1430. School closings will also be posted on the website, and will be sent via text, for which you can sign up on the website.

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.

Evacuation

The following are the 1st Floor Primary & Secondary Emergency Exits to Be Used during a Fire Evacuation:

Admissions

- Primary Exit- Proceed out of the building through the Queens Blvd Vestibule
- Secondary Exit – Use Stairway A to exit the building through the Lobby on 78 Crescent

Front Desk

- Primary Exit- Proceed out of the building through the Queens Blvd Vestibule

- Secondary Exit- Use Stairway A to exit the building through the Lobby on 78 Crescent

Academic Resources Center (ARC):

- Primary Exit- Proceed out of the building through the Queens Blvd Vestibule
- Secondary Exit- Use Stairway A to exit the building through the Lobby on 78 Crescent

Assessment Center:

- Primary Exit- Proceed out of the building through the Queens Blvd Vestibule
- Secondary Exit- Use Stairway A to exit the building through the Lobby on 78 Crescent

Library:

- Primary Exit- Proceed out of the building through the Queens Blvd Vestibule
- Secondary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent

Medical Administration:

- Primary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent
- Secondary Exit- Terrace or stairway B by vending machines

Phlebotomy Lab:

- Primary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent Avenue
- Secondary Exit- Terrace or stairway B by vending machines

Medical Director:

- Primary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent
- Secondary Exit- Terrace or stairway B by vending machines

Patient Simulation Lab:

- Primary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent
- Secondary Exit- Terrace or stairway B by vending machines

Medical Lab 1:

- Primary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent
- Secondary Exit- Terrace or stairway B by vending machines

Medical Lab 2:

- Primary Exit – Use Stairway A and Exit the building through the lobby on 78 Crescent Secondary Exit- Terrace or stairway B by vending machines

HIT Lab:

- Primary Exit- Use Stairway A and Exit the building through the lobby on 78 Crescent
- Secondary Exit- Terrace or stairway B by vending machines

IT Support:

- Primary Exit- Stairway B
- Secondary Exit- Use Stairway D

BBA Center:

- Primary Exit- Stairway B
- Secondary Exit- Use Stairway D

Career Services:

- Primary Exit- Stairway B
- Secondary Exit- Stairway D

Campus Store:

- Primary Exit- Stairway B
- Secondary Ext- Use Stairway D

Campus Cafe:

- Primary Exit- Stairway B
- Secondary Exit- Use Stairway A

Students on Terrace:

- Primary Exit- Proceed out of the building through Stairway D
Secondary Exit- Stairway B

1st Floor Bathrooms

The Women's Bathroom, located in Student Commons:

- Primary Exit- Stairway B
- Secondary Exit- Stairway D

The Men's Bathroom, located in Student Commons:

- Primary Exit- Stairway B
- Secondary Exit- Stairway D

The Women's Bathroom, located next to the School of Allied Health:

- Primary Exit- Stairway A
- Secondary Exit- Stairway B

The Women's Faculty Bathroom, located across from the School of Allied Health:

- Primary Exit- Stairway A
- Secondary Exit- Stairway B

The following are the 2nd Floor Primary & Secondary Emergency Exits to be used During a Fire Evacuation:

Administration

President's Office, Student Services, and Financial Aid:

- Primary Exit - Use Stairway B and Exit to the Rear Building Driveway
- Secondary Exit – Use Stairway A and exit to the building through Lobby on 78 crescent

Academic & Faculty Administration

- Primary Exit – Use Stairway A and exit to the building through Lobby on 78 crescent
- Secondary Exit - Use Stairway B and Exit to the Rear Building Driveway

Classrooms

C201, C202, C203, C204, C205, C211, C212

- Primary Exit - Use Stairway G (main staircase) and Exit the building through the Queens Blvd Vestibule
- Secondary Exit - Use Stairway B and Exit to the Rear Building Driveway

C206, C207 & C208

- Primary Exit - Use Stairway A and Exit the Building through the Lobby on 78 Crescent
- Secondary Exit - Use Stairway B and Exit to the Rear Building Drive

C209 & C210

- Primary Exit - Use Stairway B and Exit to the Rear Building Driveway
- Secondary Exit - Use Stairway G (main staircase) and exit the building through the Queens Blvd. vestibule

Faculty Lounge

- Primary Exit - Use Stairway G (Main Staircase) and Exit through the Queens Blvd Vestibule
- Secondary Exit - Use Stairway B and Exit to the Rear Building Drive

2nd Floor Bathrooms

The Women's bathroom, located across from C210:

- Primary Exit - Use Stairway B and Exit to the Rear Building Drive
- Secondary Exit – Use Stairway G (Main staircase) and exit through the Queens Blvd. vestibule

The Men's bathroom, located across from C211:

- Primary Exit- Use Stairway G (Main Staircase) and Exit through the Queens Blvd Vestibule
 - Secondary Exit- Use Stairway B and Exit to the Rear Building Drive
- The Men's Faculty Bathroom, located across from Academic Administration:
- Primary Exit- Use Stairway A and Exit the Building through Lobby on 78 Crescent
 - Secondary Exit- Use Stairway B and Exit to the Rear Building Drive
- The Women's Faculty Bathroom, next to C209:
- Primary Exit – Use Stairway B and Exit to the Rear Building Driveway
 - Secondary Exit- Use Stairway G (main staircase) and exit through the Queens Blvd vestibule

Grievance Procedure

All grievances must be submitted in writing to the Academic Dean within five business days of the occurrence. Within five business days, the Dean must notify all parties involved of the nature of the grievance and schedule an informal hearing. At the informal hearing with the Dean, the grievor presents his or her case. Within five business days of the informal hearing, the Dean will render a decision which may include appropriate disciplinary action. If the grievance is not resolved at the informal hearing, a formal hearing before an ad hoc committee composed of faculty and administrators will be held within ten business days. The committee shall make and retain a record of the formal hearing and notify all parties of the decision within five business days. This decision can be set aside by the Provost.

Immunization Requirements

New York State law requires college students to be immunized against measles, mumps, and rubella. 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.

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 regardless and expects all members of the Plaza community to respect each other.

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 Lin Loffert, Title IX, Section 504 Coordinator (718)779-1430 or lloffert@plazacollege.edu.

Honors Events

The College regularly holds events to celebrate and showcase our students' talents and achievements. Every Spring Term, a graduate recognition ceremony is held, during which awards are given to students who have demonstrated excellence in character and scholarship. Students are admitted to this event for free, but guests must buy tickets. The Honor Society Induction Ceremony is held annually in the Fall Term to induct new members into Alpha Sigma Lambda and Sigma Kappa Delta. Admission for members, old and new, is free, but they are not allowed to bring guests. Both events feature student and faculty speeches and performances.

On-Campus Events

To supplement the academic program, Plaza offers a number of on-campus events that are affordable to all students. The On-Campus Events Program continues to expand each year. Participation in these events is an excellent way for students to grow academically and socially. Students must take into consideration that these activities are extracurricular and will take place outside of classroom time. They are sponsored by the various student organizations on campus, including Alpha Sigma Lambda, Sigma Kappa Delta, DECA, and the Student Affairs Committee:

Charity Functions: Daffodil Days for the American Cancer Society, walks and fundraisers for various causes (including breast cancer, arthritis, and multiple sclerosis), blood drives, food and toy drives for the holidays, etc.

Health and Wellness: Yoga sessions, smoking cessation programs, weight loss programs, etc.

Sexual Harassment

Sexual harassment is a violation of federal (Section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and state (New York State Human Rights Act) law. It is the policy of Plaza College to prohibit harassment of any member of the college community by another on the basis of sex. Anyone who feels that he or she has been subjected to sexual harassment should immediately report the incident to the Associate Dean of Student Affairs without fear of reprisal. See crime report for more information.

Sexual Assault/Safety

In accordance with state and federal laws, the College provides information to incoming students about applicable laws, ordinances, and regulations about sex offenses, the penalties for commission of sex offenses, the procedures in effect at the College for dealing with sex offenses, the availability of counseling and other support services for the victims of sex offenses, the nature of and common circumstances relating to sex offenses on College campus, and the methods the College employs to advise and update students about security procedures.

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.

Student Affairs Committee

This committee is made up of students, faculty, and staff members. The goal of the Committee is to regularly host and sponsor events for the academic, social, and physical well-being of our students. Membership requires a minimum GPA of 2.75 and at least two consecutive semesters at Plaza. If you are interested in joining this committee, please see the Department of Student Life.

Student Employment

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

Student Lounges

There are two student lounge areas. The Commons is at the back of the first floor and is open for all students. The Commons is open during the operating hours of the school for students to study, work on assignments, or meet with other students.

Student Organizations

Below is a list of our current clubs and organizations, along with a brief description of each one. For more information, or to join, contact the Dean of Student Life at 718-505-3398 or email studentlife@plazacollege.edu

Clubs and Organizations

The Office of Student Life sponsors several clubs and organizations each semester. Students can join these groups and participate in their activities and events on a regular basis.

- **Ambassador's Club** (Volunteer opportunities across New York City)
- **Health and Wellness Society** (Health and fitness events and initiatives on campus)
- **Performing Arts Society** (Opportunities to sing, act, dance, write, play an instrument, or view performances)
- **Plaza Parents** (Activities planned by and designed for Plaza students with children)
- **Plaza PRIDE** (Promotes LGBTQ awareness and straight alliance)
- **VDAY** (Plaza's branch of the international movement to fight domestic violence and violence against women and young girls)

Academic Honors

Students are eligible to be recognized based on their academic performance each semester. Honors are awarded in four categories.

- **Trustees' List:** Students are placed on the Trustees' list for a semester in which they earn a GPA between 3.8 and 4.0, carry at least 12 credit hours, and earn no less than a B in any class.
- **President's List:** Students are placed on the President's list for a semester in which they earn a GPA between 3.65 and 3.79, carry at least 12 credit hours, and earn no less than a B in any class.
- **Dean's List:** Students are placed on the Dean's list for a semester in which they earn a GPA between 3.3 and 3.64, carry at least 12 credit hours, and earn no less than a B in any class.
- **Faculty Award:** Students who have not yet completed LL61 may receive the Faculty Award for a semester in which they earn a GPA between 3.4 and 4.0, carry at least 12 credit hours, earn no less than a B in any class.

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** was established in 1946 to honor superior scholarship and leadership among associates and bachelor's students. In order to qualify for membership into Alpha Sigma Lambda, a student must have a minimum GPA of 3.2, have completed 36 credits, and have completed 24 liberal arts credits.
- **Sigma Kappa Delta** is a nationally recognized honor society for achievement in English by students earning associates or bachelor's degrees. In order to qualify for membership into Sigma Kappa Delta, a student must hold a minimum GPA of 3.3, have completed 24 credits, and have earned a B+ or higher in LL254 (Composition and Research).
- **Sigma Tau Delta** is an internationally recognized English honor society for students earning bachelor's degrees. In order to qualify for membership into Sigma Tau Delta, a student must be enrolled in one of Plaza's bachelor's programs, hold a minimum GPA of 3.3, and have earned a B+ or higher in the course LL290 Literary Analysis.

Graduation Honors:

Students who have earned cumulative grade-point averages as indicated on the table below will receive honors at graduation:

Honors Category	Cumulative GPA
Summa Cum Laude	3.8-4.0
Magna Cum Laude	3.7-3.79
Cum Laude	3.6-3.69

In addition, students may earn awards based on individual achievements in various fields. Students with no violations of the Student Code of Conduct may earn awards 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.

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.

Consummate Professional Award

The Consummate Professional 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.

The Edward Purificati Award for Mathematics & Accounting

The Edward Purificati Award for Mathematics and Accounting is named in memory of Plaza's beloved professor. He devoted over 20 years of his life to the students of Plaza College, both inside and outside of the classroom. This award goes to the graduate who is the highest achiever in Mathematics and Accounting courses.

The Pastor Frank Rafter Scholarship

Pastor Frank Rafter was a dedicated member of the Plaza community from 1975 until his passing in 2007. In his time at Plaza, he counseled, guided, taught, and acted as a friend and mentor to students, faculty, and staff. His dedication to the ideas of Plaza, in addition to his work with the United States Marines, the New York City Fire and Police Departments, and Scouting, makes Pastor Rafter's life an inspiration to all who knew him. In order to honor his generous spirit and support the students he loved, 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.

Citizenship Award

The Citizenship Award is given to those students who have contributed to the Plaza College Community, and the community-at-large, by donating much of their free time through the Student Affairs Committee and the Ambassador Club to serve as participants in numerous co-curricular events.

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.

The Collegiate Spirit Award

This honor is awarded to the student who has embodied the highest elements of the collegiate spirit, including outstanding academic achievement and persistent intellectual curiosity, as well as a continued pursuit of higher education.

Trustees Award for Excellence in Writing

This honor is awarded to the student who has shown the most outstanding talent in the area of writing across the curriculum. This student writes with sophisticated style and has a high-level command of English grammar.

Writing Award

Students awarded with this honor demonstrate talent and skill in writing across the curriculum. These individuals are above-average in the application of English grammar rules and individual style.

Outstanding Discipline Awards

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

Medical Assisting Practicum Award

The Medical Assisting Practicum Award is presented to the student who exhibited exceptional talent and skill during the Practicum experience. This student worked very well with the medical staff and patients at a medical facility for fifteen weeks and excelled at class discussions and coursework.

Excellence in Medical Assisting Clinical Skills Award

This honor is awarded to the student who demonstrated exceptional talent while taking Clinical Procedures and Applications I and II, as well as Laboratory Procedures.

Excellence in Medical Assisting Administrative Skills Award

This honor is awarded to a student who demonstrated exceptional talent while taking administrative courses for the medical assisting program.

Excellence in Diagnostic & Procedural Coding Skills Award

This honor is awarded to a student who demonstrated exceptional talent while taking courses in ICD-9-CM coding and/or CPT coding.

Excellence in Liberal Arts Award

This honor is awarded to a student who demonstrated exceptional talent while taking liberal arts courses while attaining an associate's degree.

Bachelor's Award for Excellence in Humanities

This award is given to a bachelor's graduate who has taken and mastered multiple courses in Humanities, including theater, film, and art. By taking these courses, at times purely for the love of them, the recipient has demonstrated a

great passion for the arts and an understanding of their unique value to the world.

Bachelor's Excellence in Team Leadership Award

Working well as part of a team is an essential skill in today's business world. The recipient of this award not only demonstrates this skill but also demonstrated a strong ability to lead others in group tasks when completing course work for a bachelor's degree.

BBA Award for Excellence in Presentation Skills

This award is given to a student in the bachelor's program who has consistently demonstrated excellence in designing and delivering PowerPoint presentations that reflect the highest level of creativity, technical ability, and professionalism.

Outstanding Expertise in a Computer Software Application

This award is given to the students who demonstrated mastery of the following applications through superior outcomes on the Microsoft Certification exam.

The Academic Resources Center Award

The Academic Resources Center Award is presented to the student who has utilized the services offered by ARC, resulting in significant academic progress and achievement. This student also has demonstrated the utmost professionalism and courtesy, in addition to a genuine love of the learning process.

Peer Tutor Award

Peer tutors are an invaluable source of assistance in the Academic Resources Center. They offer help to their fellow students from the perspective of someone who has taken a course. The individual who is presented with this award demonstrates an exceptional ability to teach others and is dedicated to the betterment of his or her fellow students.