

**ELYON COLLEGE**

**STUDENT  
INFORMATION  
HANDBOOK**

**1400 West 6 Street  
Brooklyn, N.Y. 11204  
Tel. (718) 259-5600**

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## Message From The President

*Welcome to Elyon College. Thank you for choosing Elyon College in building your educational and professional future.*

*Elyon programs are designed for the mature student, and will provide the educational key for success in the challenging and competitive world of the 21<sup>st</sup> century. Students should read and use this handbook primarily for reference for their day-to-day activities. Students should also refer to the Elyon College Catalog for more information.*

*Once again, it is a pleasure to welcome you to the growing family of Elyon College. The faculty and staff assure you the best possible educational experience and will help you plan for and achieve your educational and professional goals. We at Elyon are dedicated to providing you quality education.*

*We look forward to working with you.*

*Sincerely,*

*Rabbi Chaim Waldman  
President*

## Mission And Philosophy

Elyon firmly believes that every individual was created by G-d to contribute to this world in a meaningful fashion through the maximum utilization of his/her particular abilities and talents. Therefore, our College has been designed to foster within each student a sense of self-esteem and a desire to make a positive change in society at large. We challenge our students to achieve their utmost and inculcate them with the knowledge and skills that fully actualize their potential, developing their respect for productivity and love for lifelong learning.

At our College, we believe that, in order to achieve utmost self-actualization and self-sufficiency, an individual must have the training that will lead to meaningful and constructive employment. We teach students the skills necessary to utilize their talents and become gainfully employed and successful in their ongoing educational endeavors, higher education or academic pursuits. Students are encouraged to develop a sense of social responsibility and become active participants in our global community, thereby making a positive difference in society.

The mission of Elyon College is two fold: to prepare individuals for service as Jewish community workers and leaders, as well as to prepare individuals for careers in the field of business. This is accomplished in an atmosphere that promotes self-development and a commitment to contributing selflessly to others. Consistent with its stated mission, Elyon College supports the following goals and objectives:

- To provide educational opportunities through a concentrated and structured program of study that prepares students for community leadership
- To provide educational opportunities that enable students to acquire the required skills and knowledge that will allow them to gain entry-level employment in the fields of Accounting and Technology
- To encourage caring, commitment, service, professionalism and ethical practices.
- To develop and offer curricula that provide an integral sequence of courses leading to the acquisition of coherent, reliable, and current knowledge
- To incorporate learning experiences that foster the ability to think critically, to work cooperatively, and utilize effective communication skills
- To maintain on-going contact with the community through organizations and agencies
- To monitor programs on a continuous basis to assess their outcomes
- To provide the foundations that will enable Elyon College graduates to pursue education at four-year institutions and instill a strong commitment to life- long learning
- To offer students close personal attention and advisement to ensure individual success
- To provide graduates with assistance with job placement, and opportunities for continued education
- To provide appropriate student services, including financial aid, academic advising, career placement, and other relevant support
- To foster the development of a highly qualified faculty that has a strong educational background and significant practical experience
- To support the academic achievement of all students and to allow students who choose and qualify to accelerate through the applied Baccalaureate Degree, Associate Degree and Certificate programs
- To facilitate the academic programs with appropriate facilities, up-to-date equipment and timely access to learning resources.

The programs are directly related to the mission of the College, since they will prepare students for gainful employment, further their education, and enable them to become contributing citizens of their community.

In a supportive and caring learning environment, Elyon students will learn to be proud of their capabilities, responsible citizens, and ready, willing and able to become meaningful contributors to their communities.

## College Location

Elyon College is located at:

**1400 WEST 6 ST., BROOKLYN, N.Y. 11204**

The telephone number is:

**(718) 259-5600**

Elyon College is located in the heart of a well-preserved residential neighborhood, in close proximity to a shopping district and numerous conveniences. We are situated within short walking distance of the B4, B5 and B6 bus lines, as well as the N train, which connects directly to the D train. We are also easily reached by the Belt Parkway (Bay Parkway exit) and the Prospect Expressway.

Facilities of the College occupy the space in the building at 1400 West 6<sup>th</sup> Street. There are six comfortable class/study rooms, six administrative and faculty offices, and one computer lab housing 22 up-to-date desktop computers and 80 laptops. There is a library with four computers, one faculty lounge and one large student cafeteria/recreation multi-purpose room accommodating up to 320 persons and an assembly/lecture hall accommodating approximately 200 persons. The overall environment has been conceived with the express purpose of stimulating intellectual and personal growth.

## Building Access

Elyon College is open to students and staff during the hours of 8:30 a.m. to 5:00 p.m., Sunday to Friday, except during the winter months when the building will close at 2:30 p.m. on Fridays. Monday to Thursday the building is open from 6:00 pm to 10:00 pm when there are evening sessions. Please note that the hours that Elyon College is open on Fridays, Sundays, and evenings may depend upon if classes are scheduled during those times. Please check with the College's office for the precise hours of operation. Visitors to the College must check-in with the receptionist.

## Administrative Guidelines

### Student Responsibilities

Elyon College expects students to exhibit the highest levels of academic and personal integrity. In particular, students are expected to:

- Consult College policies, procedures and programs contained in the catalog and other pertinent College materials.
- Pursue their learning goals and academic work with honesty and integrity.
- Treat each other, faculty and staff, with respect and understanding.
- Meet financial obligations to the College in a timely manner
- Keep the College informed of changes in address, name, and telephone number.
- Behave in a manner consistent with the standards of the occupation or profession they plan to enter.

Students not practicing appropriate academic citizenship may be subject to suspension or dismissal.

## **Deportment and Demeanor**

**Personal Appearance** - Personal appearance is extremely important in facilitating acceptance by other educational professionals. A professional appearance aids in establishing confidence and trust. The appearance of one individual is often generalized to the entire college.

**Professional Conduct** - Students are expected to conduct themselves in a manner consistent with the function of an institution of higher education and are required to abide by the standards of academic honesty, ethics, and professional conduct. Students are professional trainees and representatives of Elyon College.

Elyon College takes pride in preparing students for positions in the professional community. Therefore, it is expected that students will conduct themselves in a manner consistent with the highest educational and business standards.

Any student may be subject to suspension or expulsion for any conduct that violates the College's policy or that may be, at the College's discretion, detrimental to the College's reputation. The administration does not need to give further reason.

Inappropriate behavior of any kind, including the use of alcohol, illegal drugs, or evidence of cheating can lead to dismissal. Dismissal can be effected after only one such incident. The decision to dismiss a student will be that of the College.

The College shall not be under any liability for the expulsion; tuition of the student shall be refunded in accordance with the terms of the stated refund clause.

## **Dress Code**

At Elyon, we are very proud of our College and our students. We prepare the students academically and professionally from the first day of classes. Elyon College is committed to preparing students with highest standards of ethical and moral responsibility. We ask the students to dress in business appropriate attire. Students are expected to dress appropriately and to present a general appearance of good taste proper to the situation and in accordance with dress standards established. Business attire is expected in preparation for the corporate look.

## **Classroom Rules**

No smoking, food, or beverages are allowed in any classroom at any time. Designated areas must be used. Students should remain in the classroom area or authorized lounge area during breaks and between classes. Students may NOT under any circumstances, enter unoccupied offices or classrooms and remove chairs, or use equipment not provided by Elyon College.

- **Please do not litter!**
- **Use the litter facilities provided!**

# Institutional Charges and Refund Policy

## Tuition Payment and Costs

Tuition and Fees Payments for Programs of Study - Current tuition charges are

BS Degree in Judaic Studies with either a concentration in education or in accounting and business: \$7,260 for the Fall semester (Full-Time), \$7,260 for the Spring semester (Full-Time) and \$3,680 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$18,200. If a student chooses to complete the degree program over the duration of 4 years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

AAS Degree in Accounting and Business Technology: \$7,260 for the Fall semester (Full-Time), \$7,260 for the Spring semester (Full-Time) and \$3,680 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$18,200. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

AAS Degree in Accounting and Business Technology, Evenings and Weekends Program: \$4,950 per semester – full-time. If a student attends for 2 semesters per year the total cost will be \$9,900. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time rate. Students may be offered a total of up to \$2,000 graduation incentive rebate.

AS Degree in Judaic Studies (for Education and Leadership): \$7,260 for the Fall semester (Full-Time), \$7,260 for the Spring semester (Full-Time) and \$3,680 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$18,200. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

Certificate in Accounting and Business Technology: \$6,810 for the Fall semester (Full-Time), \$6,810 for the Spring semester (Full-Time) and \$3,505 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$17,125. If a student chooses to complete the certificate program in one and one-half years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

Certificate in Accounting and Business Technology, Evenings and Weekends Program: \$4,950 for per semester – full-time. If a student attends for 2 semesters per year the total cost will be \$9,900. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full-time rate. Students may be offered a total of up to \$2,000 graduation incentive rebate.

Certificate in Judaic Studies (for Education and Leadership): \$6,810 for the Fall semester (Full-Time), \$6,810 for the Spring semester (Full-Time) and \$3,505 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$17,125. If a student chooses to complete the certificate program in one and one-half years they will be charged for each semester at the full-time or part time rate depending on the number of credits taken during a semester.

Students who wish to audit Elyon College sessions will be charged \$2,650 for the Fall semester, \$2,650 for the Spring semester and \$1,450 for the summer semester, with no scholarship or financial aid available. The total cost for the Fall, Spring and Summer semesters will be \$6,750.

Maintenance of Active Student Status: If a student has completed her/her class time but still has some exams, papers or transfer credits to complete, the student may pay a fee of \$300 per semester to maintain active



student status and complete his/her work. Please note: This may affect student's financial aid as such intermission may require special reporting relevant to financial aid eligibility.

The first semester tuition payment is due on the day of registration and by the start of any subsequent semesters. However, a plan, such as monthly installments, may be arranged, but semester tuition must be fully paid by the 10th week of each semester. Elyon College only enrolls full-time students to its daytime degree programs, with the exception of Elyon's summer semester which may enroll part-time students in its daytime degree programs. Elyon College may also allow for some exceptions under special circumstances such as illness or financial difficulties. A full-time student is a student who takes a minimum of 12 credits per semester and may take up to a maximum of 18 credits in a semester at no additional cost. Part-time students take less than 12 credits per semester. The cost of books is approximately \$450.00 per semester.

Payment may be made by check, money order, cash or credit card. Any student may discuss alternate payment plans with the Director of Administration prior to the start of classes. Failure to meet financial obligations may result in the delay of instruction and/or dismissal of the student. If a student completes the required academic curriculum but does not meet financial obligations then withholding of academic records, transcripts, and/or diplomas or certificates, etc. at the discretion of the College may occur, until all financial obligations have been met.

Elyon College school administration may decide to pursue collection of delinquent accounts through a collection agency. A student must be in good financial standing in order to continue his/her studies and to receive academic records, transcripts, and/or diplomas or certificates, etc. (cklst 43)

There is \$150 non-refundable application fee due at the time of application. Also a \$50 non-refundable registration fee is charged by the College upon enrollment. There is a \$100 non-refundable registration/application fee for the evenings and weekends program. Tuition and fees are due on the day of registration unless alternative arrangements with the Director of Administration office have been made. Failure to meet financial obligations will result in delay of instruction and/or dismissal of the student at the discretion of the College.

The College does not offer housing and food services. The estimated cost for room and board for an independent student is \$4,952 per semester and for a dependent student it is \$3,316 per semester. Other living expenses are approximately \$2,952 per semester.

## **Refund Policy For Curricula Offered**

The following tuition refund policy is approved by The New York State Education Department:

### **Cancellation And Refund Clause**

- A. Student who cancels within 7 days of signing the enrollment agreement or is rejected by the college, or has a program cancelled or is a "no show" receives a full refund, with the exception of the non-refundable application fee and the non-refundable registration fee.
- B. Thereafter, the student will be liable for:
  - 1. The non-refundable application fee and the non-refundable registration fee, plus
  - 2. The cost of any textbooks or supplies accepted, plus
  - 3. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

#### **(a) First Semester**

**If termination occurs ..... College may keep**

Prior to or during first week .....	0%
During the second week .....	20%
During the third week .....	35%
During the fourth week .....	50%
During the fifth week .....	70%
After the fifth week .....	100%

**(b) Subsequent Semesters**

**If termination occurs ..... College may keep**

During the first week .....	20%
During the second week .....	35%
During the third week .....	50%
During the fourth week .....	70%
After the fourth week .....	100%

Refunds will be paid within forty-five (45) calendar days from the documented date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student. The student refund may be more than stated above if the accrediting agency or Federal refunds policy result in a greater refund. Refunds, when due, will be paid without requiring a request from the student.

**The following tuition refund policy is approved by The Accrediting Council for Continuing Education & Training (ACCET):**

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

**Cancellations:**

1. **Rejection of Applicant:** If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of \$200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. **Program Cancellation:** If an institution cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the student.
3. **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of \$500 for any non-

refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

4. Cancellation After the Start of Class (Optional Student Trial Period): An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no-show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments. Cancellations processed in accordance with the above section are not treated as a start by ACCET and, therefore, do not negatively impact the institution's completion rate.

5. Withdrawal or Termination after the Start of Class and after the Cancellation Period:

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is complete, the institution may retain the full tuition for that period.
- e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

A comparison of the two policies will be made to determine which policy is more beneficial to the student and the student's account will be adjusted according to the refund that is most advantageous.

## **Treatment Of Title IV Funds When A Student Withdraws**

The 1998 Reauthorization of the Higher Education Act requires colleges to calculate how much Title IV Funds a student earns based on a percentage of their attendance prior to their withdrawal. The amount of Title IV funds earned is calculated by dividing the number of hours the student attended by the number of hours in the payment period. This is the percentage of federal dollars earned by the student. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If this percentage is greater than 60%, the student earns 100% of their Title IV funds for that payment period. The unearned portion of federal aid funds received must be returned to the appropriate aid program in accordance with the order of return of funds as mandated by law. This calculation may result in the student owing the College money based on the College refund policy as previously stated.

A student is expected to meet all financial obligations to Elyon College as scheduled. A student having difficulty meeting his/her financial responsibilities should contact the Financial Aid Office to discuss the problem and explore possible solutions. The Institute may refuse admittance to class and withhold transcripts and/or degrees if all financial obligations are not met.

## **Financial Aid**

Elyon College will assist students and their families to meet the cost of education by making sure that comprehensive financial aid information is made available. Students will be apprised of all available federal, state and other aid sources. They will be required to submit the relevant financial aid forms on or before enrollment. The Administration will track the Financial Aid packaging of every eligible student and, where necessary, assist students to address aid problems that may be encountered.

College procedures will assure that the College maintains all necessary Financial Aid records required by federal and state statutes and regulation that govern grant and loan programs. The Financial Aid Office will be responsible for all relevant student Financial Aid records.

Please note that the amount of all grants change. Students should inquire with the financial aid personnel to ascertain the exact amounts.

## **THE TUITION ASSISTANCE PROGRAM (TAP)**

Tuition Assistance Program (TAP) awards are available to New York State students who are enrolled full-time at the College. Award amounts are based on NYS taxable income and are received by filing an application for each award year (July 1 through June 30) of attendance at the College. The maximum amount a student may receive is \$4,000 per year. Amounts received are applied against tuition charges only and need not be repaid. To receive TAP in subsequent semesters, a student must maintain satisfactory academic progress and meet all HESC eligibility requirements.

## **THE FEDERAL PELL GRANT PROGRAM**

The Pell Grant awards are Federal Aid awards available to students who are enrolled at least half time at the College. The Pell Grant provides up to \$5,920 for each undergraduate year. Amounts received are grants for educational expenses and need not be repaid. Pell Grants are not available to students who have received a bachelor's degree. Application for the Pell Grant must be made each award year (July 1 through June 30) that the student is in attendance. Award amounts are based on factors including federal income tax return information, non-taxable income, and parent and student financial resources.

## **STUDENT ELIGIBILITY REQUIREMENTS**

Financial Aid is distributed to students based on their computed financial need as determined by the Financial Aid applications filed.

Your "financial need" is the difference between the cost of education (tuition, fees, room and board, transportation and personal expenses) and the total contribution expected from your family. Your family contribution is based on an analysis of the Financial Aid application. Among the items considered are family income, the number of family members, number of family members in college, assets, and your own resources such as savings and Veterans Benefits for which you may qualify.

The eligibility requirements for the State Assistance program in New York include the following:

- New York State resident for one year;
- U.S. citizen or permanent resident alien;
- Enrollment in a TAP eligible program at Elyon College;
- Not in default on a Federal student loan;
- Maintain satisfactory academic progress;
- U.S. High School graduate, or pass Ability to Benefit (ATB) exam;

The eligibility requirements for **Federal** Assistance programs include the following:

- High School graduate/Pass Ability to Benefit (ATB) exam

- Enrolled/Accepted for enrollment;
- Citizen, national, or permanent resident;
- At least a half-time student;
- Maintain satisfactory academic progress;
- Not in default on any federal loan;
- Do not owe a repayment on Federal or State grants at any college;
- Sign a Statement of Educational Purpose;
- If required, register with the selective service;
- File a federal Financial Aid Application;
- Be free of Drug Abuse;
- Complete/Receive a Financial Aid Transcript for any college(s) attended.

\*\*\*Please note: enrollment in other than approved or registered courses may jeopardize a student's eligibility for certain student aid awards. The above may not be a complete list. More information may be obtained from the financial aid office.

## **DISTRIBUTION OF FINANCIAL AID**

All student aid grants (TAP/Pell) are credited to your account as received every semester that you are enrolled as a student in an eligible program.

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

Students should consult the Financial Aid officer for the availability of additional Financial Aid. Some not-for-profit organizations may offer limited financial assistance to help defray the cost of tuition to needy students who are pursuing higher education.

## **LOSS AND REINSTATEMENT OF STUDENT ELIGIBILITY**

### **Academic Eligibility for Financial Aid Purposes:**

A student must maintain a cumulative grade point average of "C" (2.0) or better for continued eligibility in State Financial Aid programs.

At the end of every semester, the student's grade point average will be evaluated for compliance. If the student fails to achieve the "C" (2.0) cumulative G.P.A., she/he will be placed on academic probation for one term. During the probationary term, the student will be allowed to receive financial aid benefits.

At the end of the probationary period, the student's cumulative G.P.A. is again reviewed. If the student has not raised her/his grade point average to a 2.0 or better, she/he will be dismissed at the discretion of the College unless she/he can prove that mitigating circumstances were responsible for her/his failure to achieve the required G.P.A. of 2.0 (C). It is the College's decision which determines whether the student's circumstances shall warrant continuation.

### **One-Time Waiver:**

If the student ends her/his probationary term, and still has not achieved the satisfactory grade point average, the College may allow the student to continue in the College and use Financial Aid privilege through the use of a one-time waiver.

The one-time waiver allows the student to receive TAP in this "second" probationary term.

This waiver is a once-in-a-lifetime privilege and cannot ever be used again at this institution or any other. Only the gravest of circumstances allows the student to use the one-time waiver. The decision to grant the waiver is that of the College's Academic Dean.

Details concerning use of the one-time waiver would be available in the College's Financial Aid Office.

A student may appeal administrative determinations in the aforementioned progress requirements. This appeal should be in writing and forwarded to the Academic Dean.

## **REINSTATEMENT OF FINANCIAL AID AFTER DISMISSAL OF STUDENT BY COLLEGE**

If a student is dismissed by College officials due to academic deficiencies (see segment on Academic Progress under Academic Policies) and later wishes to re-enter, she/he can regain the use of financial aid benefits by being readmitted to the institution after an absence of one year. Additionally, the student must meet the institution's academic entrance requirements.

## **COMPLAINT PROCEDURE**

It is hoped that anyone with a complaint about the College, faculty or staff would seek to resolve this complaint with the administration. However, if the grievance is not settled at the college level, the complaint may be filed with the New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234 or the Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street, NW, Washington, DC 20036, Phone: (202) 955-1113, Fax: (202) 955-1118 or (202) 955-5306 or submit the complaint to ACCET in writing via the online form on the ACCET website <https://accet.org/about-us/contact-us>.

## **Return of Title IV Funds, HEA Policy**

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the Elyon College's refund policy. (Refer to College's refund policy)

### **PROCEDURES:**

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The Elyon College's HEA Federal fund programs according to the policies listed below.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period that the student was scheduled to complete, the student is considered to have withdrawn. If a student ceases attendance (drops or withdraws) from all his or her title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for title IV purposes.

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”. The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA). The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to offer a post withdrawal disbursement that is not credited to the student’s account within 30 days of the date of determination. A post-withdrawal disbursement must be made to the student’s account within 180 days of the date of determination.

Payment Period: For a student in an eligible program in semesters, and measures progress in credit hours, the payment period is the semester.

**Rounding:**

Enter dollars and cents using standard rounding rules to round to the nearest penny. Final payment amounts that the school and student are each responsible for returning may be rounded to the nearest dollar. Percentages are calculated to four decimal places and rounded to three decimal places.

Reentry within 180 days: A student who reenters a credit hour program within 180 days of his/her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

If a student reenters after the 180 days, the student is considered a transfer student and enters a new payment period.

**Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education’s prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

**Scheduled Breaks:**

Institutionally scheduled breaks of five or more consecutive days are excluded from the Return calculation as periods of nonattendance and therefore, do not affect the calculation of the amount of federal aid earned. This provides for more equitable treatment of students who officially withdraw near the end of a scheduled break. In those instances at an institution not required to take attendance, a student who withdrew after the break would not be given credit for earning an additional week of funds during the scheduled break but would instead earn funds only for the day or two of training the student completed after the break. If a break occurs prior to a student’s withdrawal, all days between the last

scheduled day of classes before a scheduled break and the first day classes resume are excluded from both the numerator and denominator in calculating the percentage of the term completed.

### **Determining a Student's Withdrawal Date at a school required to take attendance:**

#### **The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) **Determine the percentage of the period completed:**

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

**COMPLETED DAYS**

**TOTAL DAYS IN THE PAYMENT PERIOD= % EARNED**

(Rounded to one significant digit to the right of the decimal point, ex.4493 = 44.9 %.)

If this percentage is greater than 60%, the student earns 100%.

b) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL  
OR
2. Sign a repayment agreement with the U.S. Department of Education.

#### **Order of Return**



The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. You must have the student's permission to disburse a loan as a post-withdrawal disbursement.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Institution Responsibilities**

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when a student withdraws are separate from any refund policy that Elyon College may have to return to the student due to a cash credit balance. Therefore, Students may still owe funds to the school to cover unpaid institutional charges. The College may also charge students for any Title IV, HEA program funds that they were required to return on the student's behalf.

If a student does not already know what the College refund policy is, he/she may ask Elyon's Finance Office for a copy. Elyon College upon participating in state and federal financial aid programs will require all students applying for financial assistance to complete the Free Application for Federal Student Aid (FAFSA). The document establishes eligibility for aid from federal and state governments. To be eligible for financial aid, students must be citizens of the United States or eligible non-citizens, enrolled in a New York State registered programs leading to a degree or certificate, not be in default or owe a refund on financial aid previously received and meet satisfactory academic progress standards. A student must reapply each academic year to determine continued eligibility. Students are urged to acquire additional relevant financial aid information bulletins and material from the Financial Aid office.

## **FINANCIAL AID PROGRAMS**

Elyon College will assist students and their families to meet the cost of education by making sure that comprehensive financial aid information is made available. Students will be apprised of all available federal, state and other aid sources. They will be required to submit the relevant financial aid forms on or before enrollment. The Administration will track the Financial Aid packaging of every eligible student and, where necessary, assist students to address aid problems that may be encountered.

College procedures will assure that the College maintains all necessary Financial Aid records required by federal and state statutes and regulation that govern grant and loan programs. The Financial Aid Office will be responsible for all relevant student Financial Aid records.

## **THE TUITION ASSISTANCE PROGRAM (TAP)**

Tuition Assistance Program (TAP) awards are available to New York State students who are enrolled full-time at the College. Award amounts are based on NYS taxable income and are received by filing an application for each award year (July 1 through June 30) of attendance at the College. The maximum amount a student may receive is \$5,000 per year. Amounts received are applied against tuition charges only and need not be repaid. To receive TAP in subsequent semesters, a student must maintain satisfactory academic progress and meet all HESC eligibility requirements.

## **THE FEDERAL PELL GRANT PROGRAM**

The Pell Grant awards are Federal Aid awards available to students who are enrolled at least half time at the College. The Pell Grant provides up to \$4,310 for each undergraduate year. Amounts received are grants for educational expenses and need not be repaid. Pell Grants are not available to students who have received a bachelor's degree. Application for the Pell Grant must be made each award year (July 1 through June 30) that the student is in attendance. Award amounts are based on federal income tax return information, non-taxable income, and parent and student financial resources.

Sources of financial aid that may be available to Elyon College students is available in the College catalog.

## **FINANCIAL AID VERIFICATION POLICY AND PROCEDURES**

Verification is the process of confirming, by the College, the accuracy of certain data provided by the student in the FAFSA. The United States Department of Education generally selects students for verification, but the College may also choose to verify certain application data.

It is the policy of Elyon College to provide each student, either in person or by mail, with a clear understanding of the forms and other documentation needed to verify her/his application. The documentation may include but is not limited to Federal income tax forms and Verification Worksheet. If a student is not clear of what is needed he/she should seek further explanation from the Financial Aid Office.

Because financial aid may not be available to a student who does not complete the verification process in a timely manner, each student is encouraged to submit the requested documents as soon as possible. A student who fails to complete the verification process by the appropriate deadline may be ineligible for financial aid.

The institution is required by federal regulations to make referrals to the United States Department of Education if it suspects that aid is requested under false pretenses. Moreover, if during verification an overpayment situation does occur, Elyon College will make every effort to collect the overpayment from the student. If, however, it is not collected, the College may refer the case to the United States Department of Education.

## **APPLYING FOR FINANCIAL AID**

The process for applying for financial aid is extensive. The College may assist the student and her/his family as needed. The student must complete the FAFSA. That form is available from the College's Admissions and Financial Aid Offices, high college counselors and most public libraries. The FAFSA is used to determine eligibility for financial aid. At the student or parents' discretion, a separate loan application may be necessary in order to borrow funds.

## **DETERMINATION OF AWARDS**

Aid dollars are awarded on the basis of formulas established by the Congress and in the case of New York's Tuition Assistance Program (TAP) by the state Legislature. The formulas take into consideration such factors as family income, family assets, family size, number of household members, and student earnings. Elyon College is not in any way involved in establishing the student aid formulas.

## **Attendance Policy**

Elyon College believes that student attendance in class is critical for the successful completion of its programs. Students who are absent for unspecified reasons will be contacted to ascertain the reason for their absence. Students who exhibit irregular attendance may cause their grades to decline and their continued enrollment at the College may be in jeopardy. It is the student's responsibility to make up any missed course work. Student attendance is taken into consideration in assigning grades, and students are so informed. Students must maintain an 80% cumulative attendance rate in order to graduate. Absences for more than ten percent of scheduled classes may result in failure, grade reduction, other academic sanctions or disciplinary measures. The student is responsible for supplying verification for the following

excusable absences: personal illness or disabling injury, birth/death in the family, personal/family crisis or late start registration. Excused absences still count as an absence when calculating the 80% percent attendance required for graduation.

Students who are absent for 1 or more weeks will be advised and notified that she/he has reached a dangerous level of absences. These students are required to discuss with his/her instructor how the missing classes and work can be made up. All missing work must be made up in order to bring the attendance to the satisfactory level. Students who are absent for 2 or more consecutive weeks or 10 percent of scheduled classes without notifying the school of the causes of the absence will be automatically withdrawn from Elyon College.

**Make-up Classes and/or Course Work Policy** - Students who need to make up classes or course work will be given a special form by their instructor for the classes or class work to be made up. The make-up work will be comparable in content, time and delivery to the classes missed. The make-up work will be supervised and verified on the special form by an Elyon College approved designee. The course professor/instructor has to review and confirm that the student successfully made up any course work and absences and record the made-up attendance in the student's file. The made-up course work and the improved attendance status will then be used to reassess student's academic grade and satisfactory academic progress (SAP). Make up work has to be completed before final grade, for that semester, is issued

**Tardiness or Early Leave** – Coming habitually late to class or leaving early can be disruptive to all. Students are considered late if they come 10 or more minutes after class has begun, and they are considered as leaving early if they leave 10 or more minutes before class is over. Our goal is to prepare students for the business world, a community where punctuality is a key to success. Three tardies or early leaves is equal to one absence.

**Leave of Absence** – Elyon College does not grant leaves of absence to students.

## **Student Services**

### **Orientation**

All new students attend an orientation session before formal classes begin. Traditionally, this is held a few days before College opens. It is designed to acquaint students with the policies of the College, as well as encourage a pleasant atmosphere where students, faculty, and staff meet for the first time.

### **Advisement**

Since at this time we are a relatively small college, most of the advisement is carried out by the Associate Dean for Academic and Student Affairs and the Admissions and Judaic Studies Program Coordinator. Academic help is provided through peer tutoring, outside tutors will be recommended when necessary, and remediation help is available by instructors.

A referral list of available student support provided by various community social and health service agencies is available at the schools administrative office. Students are provided with the information as to where they can access these services, as needed.

The Associate Dean for Academic and Student Affairs guides Elyon students to fulfill their requirements and accelerate their progress toward graduation by ensuring they take the appropriate courses from colleges such as Excelsior College or other certified online courses or proficiency exams whose credits can be transferred into Elyon College. The Associate Dean may also guide the students in their selection of courses required for the attaining of a Bachelareate Degree. The administration is committed to helping those students who wish to accelerate through the Elyon College degree program and to the students' timely achievement of their academic and vocational goals.

Students who encounter academic difficulties and/or have a pattern of unexcused absences are required to meet with the Associate Dean for Academic and Student Affairs. They will discuss ways to improve the situation and agree on a specific academic plan of action, which the student will follow in order to attain or return to good academic standing.

## **Library and Computer Lab with Internet Connectivity**

Elyon College Library and Computer Lab offer a wide array of services, reflecting its academic setting and current curricula, to Elyon College students, faculty and staff.

Our library print collection consists of more than one thousand books. A majority of these books are in the circulation area and are available for borrowing. Reference books provide helpful information on general and specific topics. The reference and circulation collections support the Elyon College programs and courses.

The Elyon College community has access to electronic resources; both scholarly articles and full-text books. Reference service is also available for students in their research projects.

A complete copy of the Copyright policy is available in the catalog Appendix I, or at [www.elyonlibrary.org](http://www.elyonlibrary.org) and is posted in the library, the main office, and the computer lab.

## **Placement Assistance Service**

Elyon College was founded on the principle of assisting students in seeking meaningful employment upon program completion. To that end, Elyon College employs an assistant for placement and outreach dedicated to offering students, graduates, and alumni career development services. While placement cannot be guaranteed, every effort will be made to assist our graduates in finding employment.

Through a career development seminar offered at the College, students learn to develop job strategies, set career goals, write resumes, acquire interviewing skills and secure job referrals. They also learn to prepare and present themselves for business.

The ultimate responsibility for placement, however, falls upon the student themselves. Their own efforts are necessary for the College's assistance to be effective. This includes preparation of draft resumes, availability for orientations and job-referrals, and students own job-seeking efforts.

## **Community Service/Work Practicum**

The Judaic Studies AS Degree (for Education and Leadership) provides a non-paid, non-graded, noncredit-bearing community service/work practicum of 30 hours total. The students are required to divide their time between community service in an appropriate organization or association and a work practicum and observation in an educational setting.

The purpose of the community service portion of the practicum is to instill a communal responsibility in the students; the purpose of the work practicum is to promote a sense of the workplace.

The specific performance objectives for the Judaic Studies AS Degree (for Education and Leadership) work practicum portion are as follows:

- Participate in education workshops
- Observe and critique classroom lessons
- Deliver a well-organized, well-thought out lesson to his/her peers.

These objectives give students a chance to hone their communication and organizational skills and to have practical first-hand experience in a real world setting.

The Accounting and Business Technology AAS Degree students are required to complete a 30-hour community service practicum.

The purpose of the community service is to instill a communal responsibility in the students.

Students are permitted to fulfill their community service practicum throughout the duration of the time that they are enrolled at Elyon College and can do so concurrently with their program coursework. However, the work practicum is generally completed toward the end of the academic program.

These practicums are non-paid, non-graded, and non-credit bearing.

## Rentals of Textbooks and Calculators

Elyon College provides students with the opportunity to rent textbooks and graphing calculators. The fee to rent a textbook is \$40; the fee to rent a graphing calculator is \$50. If a student returns the textbook and/or calculator in a good usable condition, half the rental fee is returned to the student. The determination of the good usable condition of the returned items is at the College's sole discretion.

## Graduation Ceremony

One graduation ceremony may be held each year for graduates from all programs. We encourage students to invite family and friends. A collation is served following the ceremony.

## Extra Curricular Activities

Extra curricular activities consist of holiday celebrations such as Chanuka and Purim parties, weekend retreats, and school trips. Also, in the past two years, our students participated in a very successful Europe and Israel trip.

## Academic Policies

Elyon College requests registration for three degree-granting programs and two Certificate programs. The degrees to be awarded are for the following:

- **Judaic Studies Bachelor of Science (BS) Degree with a concentration in Education (for Education and Leadership) 120 Credits or with a concentration in Accounting and Business (for Leadership and Business) 120 Semester Credits**
- **Judaic Studies AS Degree (for Education and Leadership) 60 Credits**
- **Judaic Studies Certificate (for Education and Leadership) 36 Credits**
  
- **Accounting and Business Technology                      AAS Degree                      60 Credits**
- **Accounting and Business Technology                      Certificate                      36 Credits**

## The Liberal Arts Core

The Liberal Arts Core is required in each of our programs. This traditional liberal arts core will provide the foundation in the communication, quantitative and critical thinking skills necessary for today's well educated citizen. The two course sequence in world civilization provides an historical and geographical examination of the contributions of all cultures to the expansion and exchange of ideas, science, technology, and commerce. Such knowledge and appreciation are necessary for today's global citizen

Serious academic coursework is required in the core programs. The curriculum is especially designed with special emphasis on business, career development and Jewish thought and civilization.

This handbook is an important document with which students should become familiar to ensure a clear understanding of academic policies and procedures which must be met to complete degree requirements. Academic and administrative information is also available.

Students are expected to familiarize themselves with the Elyon College policy regarding academic progress, computing Grade Point Average (GPA), probation and dismissal as well as the withdrawal protocol.

## Academic Progress

Students are expected to complete the Associate Degree programs in not more than two and a half years, barring unforeseen circumstances. To remain in good standing, full-time Elyon College students must have completed no less than 24 credits at the end of their first year, with a GPA of at least 1.75. By the end of the second year, students must have completed no less than 48 credits with a GPA of at least 2.00, and have completed their program at the end of the fifth semester with a GPA of 2.00. The maximum time in which to complete the program is 150 percent of the total number of hours in the program.

## Computing Grade Point Average

Elyon College uses a grading system in which the numerical equivalents of grades are:

<b>Letter Grade</b>	<b>Percentage Equivalency</b>	<b>Grade Point Equivalency</b>
A+	96-100	4.0
A	92.5-95.9	4.0
A-	90-92.4	3.7
B+	85-89.9	3.4
B	82.5-84.9	3.0
B-	80-82.4	2.9
C+	76-79.9	2.5
C	70-75.9	2.0
D	65.0-69.9	1.0
F	64.9 or below	0.0
W	Withdraw	NA
WF	Withdraw/Fail	0.0
I	Incomplete	NA

The letter grades of all work that qualifies for credit toward Elyon College are converted to this system for purposes of computing grade point averages. “F” grades are not included in the computation. Moreover, plus and minus signs are not used in computing grade point averages so that both an A+ and an A- are both recorded as A.

## Computing your GPA:

<b>Grade Received</b>	<b>Numerical Equivalent of Grade</b>	<b>Semester Hours of Credit</b>	<b>Quality Points</b>
A	4	3	12
B	3	3	9
C	2	3	6
D	1	3	3

$$30/12=2.5 \text{ (GPA)}$$

## **Probation And Dismissal**

A student who has failed to achieve and maintain the minimum required grade point average will be placed on academic probation. Any student who had been placed on academic probation will have one semester to raise his/her average to the acceptable level. If after a semester the student does not meet the academic standard she/her will be dismissed.

## **Official Withdrawal**

A student is considered officially withdrawn from Elyon College

1. When the student gives written or verbal notice of withdrawal to Elyon College
2. When the student is terminated by Elyon College by applying Elyon College's attendance, conduct, or satisfactory academic progress policy

## **Withdrawal From a Course**

A student may withdraw from a course up until two weeks following the start of a semester. The student will receive a "W" on her/his transcript. This grade bears no grade point equivalent, and is not added into the end-of-semester average for a student. However, if the student withdraws two weeks beyond the start of the semester, she/he receives a "WF" for the course. A "WF" carries the grade point equivalent of "0" and is calculated in the final grade point average of the student. A student who withdraws at any point but does not file an Add-Drop form will receive a failing grade of "WF."

## **Incompletes for Individual Courses**

A grade of incomplete is given when a student, who has been making satisfactory progress in a course, experiences an unexpected hardship or illness making it impossible for her/him to complete the course.

If a student received an "I" in a given course at the end of the term, she/he is required to remove this condition to the satisfaction of her/his instructor by the end of the first month of the following term. Failure to do so will result in a failing grade for the course.

## **Transcripts**

Official transcripts are available from the Director of Administration and should be requested in writing.

Students will receive two free transcript, after which a processing fee of \$10 is charges.

## **Academic Appeals**

Any appeals regarding academic matters must be made to the Dean/Associate Dean for Academic and Student Affairs. The Dean/Associate Dean may then refer the appeal to a faculty committee and/or the President.

## **Student Grievance and Complaint Procedures**

Students should review the Student Handbook, School Catalog, and Enrollment Agreement to ensure that indeed a justified complaint exists. The aggrieved student should first bring the matter to the attention of his/her instructor if it involves a classroom issue, or if not resolved, student should contact the Associate Dean for Academic and Student Affairs.

If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the teacher and/or Associate Dean, the matter should then be brought to the attention of the President. The President may be contacted in person or in writing.



It is hoped that anyone with a complaint about the school, faculty or staff would seek to resolve this complaint with the administration. If complaint cannot be resolved with administration, student may appeal to Elyon College Board of Trustees, 1400 West 6th Street, Brooklyn, NY 11204

However, if complaint still goes unresolved, it may be filed with the New York State Education Department, Office of Higher Education, Room 977, Education Building Annex, Albany, New York 12234.

In addition, complaints can be registered with ACCET, Complaint Review Committee, 1722 N Street, NW Washington, DC 20036; Telephone: (202) 955-1113; Fax: (202) 955-1118 or (202) 955-5306; Email: [complaints@accet.org](mailto:complaints@accet.org); Website: [www.accet.org](http://www.accet.org). Please see complete ACCET procedure in Addendum II on page 57 of the Elyon College Catalog.

## **Plagiarism**

At Elyon College, plagiarism is considered unacceptable conduct. As an Elyon student, you are required to accept standards of honesty and integrity during your college years.

### Meaning of Plagiarism

- Copying someone else's work and representing it as the student's work
- Paraphrasing someone else's words or work without revealing its source
- Aiding another student in plagiarizing
- Asking someone to rewrite your essay, making the corrections
- Copying a report or term paper from the Internet without making changes

## **Disclosure Of Student Records**

Elyon College's policy on the rights of students to access and review records are as follows:

### **NOTIFICATION RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford students 18 years of age or older certain rights with respect to their educational records.

1. Students enrolled at Elyon College shall have the right to inspect and review the contents of their education records, within a reasonable amount of time but not more than 45 days after the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Registrar. The institution will arrange for access and notify the student of the time and place where the records may be inspected.
2. Parental access to a student's record will be allowed by Elyon College without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative,

supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Director of Administration, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. Elyon College has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Director of Administration within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that Elyon College has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Reasonable Accommodation For Students With Disabilities**

Elyon College is committed to the principle that every qualified individual should have an equal opportunity to enroll at the College and complete a degree. In compliance with the Americans with Disabilities Act, the College will make reasonable accommodations for students with disabilities.

Students with disabilities not readily discernable and who are requesting reasonable accommodation must submit a statement describing any limitations from a physician who is a specialist in the area of disability. Students with learning disabilities who are requesting reasonable accommodations must submit either a diagnostic report from a physician or clinical psychologist who is a specialist in learning disabilities.

Students are encouraged to request reasonable accommodations at the time they enroll in Elyon College.

## **Campus Security Policy**

Due to its limited size, Elyon College does not employ campus security personnel. Faculty and staff are to take whatever measures legally permissible to protect themselves and students in the event of a safety or security emergency.

Many parents are concerned about the safety of their sons and daughters when they are attending College. Elyon College understands the concerns of all persons attending our College. We accept the responsibility to

employ and continually update security measures to ensure that our students enjoy their time at Elyon College and are as free as possible from any threats to their safety and well being.

We are fortunate to be able to report that we have never had an incident of a serious crime on the proposed Elyon College premises. We attribute this to our competent staff, our dedicated safety force and to our students themselves.

The cooperation and involvement of students, staff and faculty is essential for any college to be safe. All persons must assume responsibility for their personal belongings by taking simple, common sense precautions. The college is not assuming responsibility for any student's personal belongings.

Elyon College vigorously enforces college rules and ordinances regulating underage drinking, the use of controlled substances and weapons. (See sections regarding alcohol and substance abuse.)

Firearms and dangerous weapons of any kind are not permitted anywhere in the College. Use, possession, or sale of firearms or other dangerous weapons is strictly forbidden. Usage, sale or possession of such instruments are violations which will be treated in the same manner and handling of those found in possession of, or selling a controlled substance.

Elyon College has a CCTV system that monitors those who enter the College. Visitors must be buzzed in by receptionist and must check in at the administrative office, which is adjacent to the entrance. All doors are alarmed. Motion detectors are strategically located in the third-floor hallway, the computer lab and our administrative office. The College is also equipped with an intercom system.

Elyon College is always maintained with safety as our primary concern. It is impossible for anyone to wander along the halls of the College without being observed. This enhances the security of our staff and students.

As required by the U.S. Department of Education, Elyon publishes all known occurrences of crimes committed on campus. These statistics are available in the Director's office and are also part of the orientation materials.

## **Criminal Reporting Policy**

It is the policy of Elyon College to allow students to decide by themselves whether or not to disclose a crime or violation to the authorities. If any incident reported to the College Administration constitutes a crime under local, State or Federal statute, the President of Elyon College may report it to the police at his discretion. Any activity which would constitute a felony crime and reported to the President will be reported in turn to the appropriate authorities. Elyon College will advise potential reporting individuals about the pros and cons of their options, but at the same time will ensure that reporting individuals have control in their own decision-making.

## **Health Care**

There are various hospitals, health care and counseling facilities located within a reasonable distance of the College. A listing of these facilities is available in the Admissions Office.

## **College Delays And Cancellation**

In the event of inclement weather or other circumstances that make it impossible to maintain the normal schedule of classes, Elyon College will either follow a delayed start of classes or cancel classes. Announcements regarding late starts or cancellations will be posted on the WOR Radio Website, [www.wor710.com](http://www.wor710.com), or students may call the WOR College Closing Hotline at (877) 871-9208 and follow the prompts. In general, if the New York City public colleges located in Brooklyn will be closed, Elyon College will also be closed.

## **No Smoking Policy**

There is no smoking at any college facility. This includes all classrooms, libraries, laboratories, hallways, restrooms, conference and meeting rooms, entryways, and areas used in common by students and employees.

## **Drug Abuse Prevention Policy**

The abuse of drugs and alcohol has a detrimental effect on health, impairs decision-making ability and may result in unintended behavior and consequences. Hence, the unlawful possessions, use or distribution of illegal drugs and/or alcohol by students or Elyon College employees on College property or as part of any college related activities is strictly prohibited.

Disciplinary sanctions consistent with local, state and federal law will be imposed on students and staff who violate this policy. Students found guilty of violating the Drug Abuse Prevention Policy are subject to legal penalties and the following action:

- Student will be dismissed from College
- Student's file will be appropriately annotated and will be retained
- The right to request a refund of any monies will be forfeited

## **Unlawful Harassment Or Discrimination**

Elyon College is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, jokes, words or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated. Sexual harassment is a form of conduct that is demeaning to another person and is strictly prohibited. Specifically, the College prohibits:

- Unwelcome sexual advances
- Requests for sexual favors
- All other verbal and physical conduct of a sexual or otherwise offensive nature.

Anyone engaging in sexual or other unlawful harassment or any bias related crime will be subject to disciplinary action up to and including dismissal for students and termination of employment for faculty and staff. These statistics are available in the Director's office and are also part of the orientation materials.

## **Policy On Substance Abuse and Alcohol**

The United States Department of Education has issued regulations implementing the provisions of the Drug-Free Colleges and Communities Act Amendments of 1989. These regulations require that Elyon College distribute to you annually, in writing, the following information concerning the possession, use, or distribution of alcohol and illicit drugs in the College.

## **Standards Of Conduct**

### **Statement Of Policy On Substance Abuse**

While we at Elyon College feel that an individual's actions are his or her personal responsibility, the possession, use, or distribution of illegal drugs anywhere on campus cannot and will not be condoned. It is a known fact that involvement with drugs may harm an individual personally and professionally.

Since an individual who possesses or uses drugs is violating the law, Elyon cannot protect anyone who may break these laws from apprehension and prosecution by civil authorities.

Elyon College must recognize the interest and rights of the students as well as those in the academic community as a whole. We realize that drug abuse may be a symptom of deeper personal or emotional problems and accept the responsibility for assisting the individual to seek the help that is needed.

Since Elyon College is also very much a part of the community, we recognize our obligation to show our concern by maintaining the safety and well being to that community. It is necessary, therefore, to adhere to the following guidelines regarding the unlawful possession, use and distribution of drugs:

- Elyon College will not tolerate the unlawful use, possession or distribution of drugs anywhere on College property or at any college related activity.
- Upon finding the evidence of the above by any student, Elyon will take appropriate disciplinary action including, but not limited to, probation, suspension or expulsion.

In addition to the sanctions of Elyon College, students may also be subject to criminal prosecution under federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. If necessary and appropriate the College will fully cooperate with law enforcement agencies.

## **Statement Of Policy On Alcoholic Beverages**

### **Elyon College Regulations**

The possession or use of alcoholic beverages anywhere in the College is discouraged and restricted. Any serving of alcoholic beverages is governed by the New York State Alcoholic Beverage Control Law and other laws of the State of New York. The following are the policies of Elyon College:

- Alcohol is banned at all student-sponsored functions
- At all staff functions and/or academic department events which students may attend, the organization sponsoring the activity must see that there is strict adherence to the New York State Alcohol Beverage Control Laws.

### **Alcohol health risks**

Alcohol is chemically known as ethyl alcohol, a colorless liquid, and medically is a depressant that slows the activity of the brain and spinal cord. It has the potential to be abused because it affects the mind. Alcohol is usually ingested orally. One drink is the equivalent of 12 oz. of beer, 5 oz. of wine or 1 ½ oz. of hard liquor. The legal age for sale and consumption of alcohol is 21 in New York State. People that abuse alcohol may harm themselves or others. Alcohol abuse often results in automobile crashes, arrests, accidents and broken families. Very high doses cause respiratory depression and death. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. Research indicates that children of alcoholic parents are of greater risk of becoming alcoholics. One in eleven drinkers become alcoholics when they lose control over their drinking. This may result in the loss of employment, family and health problems. Continued heavy drinking can cause malnutrition, severe anxiety, hallucination, convulsions, heart disease, brain damage, ulcers and liver damage.

### **College sanctions**

If it is deemed that you have violated the College's Statement of Policy on Substance Abuse, a member of the faculty, administration, staff or any other student may file a complaint against you. You may be suspended or placed on probation and/or be subject to possible prosecution by federal and state drug enforcement agencies.

## **Sanctions**

### **Institutional**

Elyon is committed to both the safety and health of all employees and students. In order to maintain a drug-free environment, the College maintains the following sanctions for all members of the community: warning, suspension, referral to a substance abuse program and termination or expulsion. The College reserves the right to immediately terminate or expel any employee or student who presents a risk to others.

### **State**

See attached handout of the New York Penal Code involving controlled substances.

### **Federal**

First conviction: Up to one year imprisonment and fine of \$1,000 but no more than \$100,000 or both.

After one prior drug conviction: At least 15 days in prison, not to exceed two years, and fine of at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds five grams;
2. Second crack conviction and the amount of crack possessed exceeds 3 grams;
3. Third and subsequent crack convictions and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

Civil fines of up to \$10,000.

Denial of federal benefits such as student loans, grants, contracts, and professional and commercial license, up to one year for the first offense, up to five years for second and subsequent offenses.

Ineligible to receive or purchase a firearm.

Revocation of certain federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of the individual federal agencies.

## **Risks of Drug Use**

### **HEALTH RISKS**

#### **Hallucinogens**

Types: Phencyclidine, Lysergic Acid Diethylamide, Mescaline, Peyote, and Psilocybin

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement.

Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six (6) month to a year following prolonged daily use. Mood disorders-depression, anxiety, and violent behavior - also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors.

## **Stimulants**

Types: Amphetamines, Methamphetamines, Ritalin, Cylert, Preludin, Didrex, Pre-State Voranil, Tenuate, Tepanil, Pondimin, Sandrex, Plegine, Ionamin, Nicotine, Cocaine, and Crack.

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, Delusions and paranoia. These symptoms usually disappear when drug use ceases. The use of nicotine in cigarette form can increase the amount of carbon monoxide in the bloodstream. Continued use of nicotine can lead to death through increased incidence of heart disease; emphysema; and cancers of the lung, throat, mouth and esophagus. Crack or freebase rock is extremely addictive, and it's effects are felt within ten (10) seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

## **Narcotics**

Types: Heroin, Methadone, Codeine, Morphine, Meperidine, Opium, Percocet, Percodan, Tussionex, Fentanyl, Darvon, Talwin, and Lomotil. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, Nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditic, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience withdrawal symptoms.

## **Depressants**

Types: Barbiturates, Methaqualone, Valium, Equanil, Miltown, Serax, and Tranxene. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relax muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs

and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems may also result.

### **Inhalants**

Types: Nitrous Oxide, Amyl, Nitrite, Butyl Nitrite, Chlorohydrocarbons (aerosol sprays), Hydrocarbons (solvents). The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrites cause rapid pulse, headache, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-Term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

### **Cannabis**

Types: Marijuana, Tetrahydro-cannabinol, Hashish, and Hashish Oil. All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

### **Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. The combination of depressants and alcohol will produce the described effects, but with much lower doses. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage of vital organs such as the brain and the liver.

## **New York State Penal Law**

### **ARTICLE 220 – CONTROLLED SUBSTANCES**

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#### **220.00 Controlled Substances; definitions:**

- 1) “**Sell**” means to sell, exchange, give or dispose of to another, or to offer or agree to do the same.
- 2) “**Unlawfully**” means in violation of article thirty-three of the public health law.



- 3) **“Ounce”** means an avoirdupois ounce as applied to solids or semisolids, and a fluid ounce as applied to liquids.
- 4) **“Pound”** means an avoirdupois pound.
- 5) **“Controlled substance”** means any substance listed in schedule I, II, III, IV or V of
- 6) **“Marihuana”** means **“marihuana”** or **“concentrated cannabis”** as those terms are defined in section thirty three hundred two of the public health law.
- 7) **“Narcotic drug”** means any controlled substance listed in schedule I (b), I (c) or II (c) other than methadone
- 8) **“Narcotic preparation”** means any controlled substance listed in schedule III (d) or III (e)
- 9) **“Hallucinogen”** means any controlled substance listed in schedule I (d) (5), (18), (19), (20), (2) and (22).
- 10) **“Hallucinogenic substance”** means any controlled substance listed in schedule I (d) other than concentrated cannabis, lysergic acid diethylamide, or a hallucinogen
- 11) **“Stimulant”** means any controlled substance listed in schedule I (f), II (d).
- 12) **“Dangerous depressant”** means any controlled substance listed in schedule I (e) (2), (3), II (e), III(c) (3) or IV (c) (2), (31), (32), (40).
- 13) **“Depressant”** means any controlled substance listed in schedule IV (c) except (c) (2), (31), (32), (40).
- 14) **“College grounds”** means
  - (a) in or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of a public or private elementary, parochial, intermediate, junior high, vocational, or high college, or
  - (b) Any area accessible to the public located within one thousand feet of the real property boundary line comprising any such college or any parked automobile or boundary line comprising any such college. For the purposes of this section an “area accessible to the public” shall mean sidewalks, streets, parking lots, parks, playgrounds, stores and restaurants.
- 15) **“Prescriptions for a controlled substance”** means a direction or authorization, by means of an official New York state prescription form, a written prescription form or an oral prescription, which will permit a person to lawfully obtain a controlled substance from any person authorized to dispense controlled substances.

**220.03 Criminal possession of a controlled substance in the seventh degree:**

A person is guilty of criminal possession of a controlled substance in the seventh degree when he knowingly and unlawfully possesses a controlled substance.

**CRIMINAL POSSESSION OF A CONTROLLED SUBSTANCE IN THE SEVENTH DEGREE IS A CLASS A MISDEMEANOR.**

**220.06 Criminal possession of a controlled substance in the fifth degree:**

A person is guilty of criminal possession of a controlled substance in the fifth degree when he knowingly and unlawfully possesses:

1. A controlled substance with intent to sell it; or
2. one or more preparations, compounds, mixtures or substances containing a narcotic preparation and said preparations, compounds, mixtures or substances are of an aggregate weight of one-half ounce or more; or
3. Phencyclidine and said phencyclidine weighs fifty milligrams or more; or
4. one or more preparations, compounds, mixtures or substances containing concentrated cannabis as defined in paragraph (a) of subdivision five of section thirty-three hundred two of the public health law and said preparations, compounds, mixtures or substances are of an aggregate weight of one-fourth ounce or more; or
5. Cocaine and said cocaine weighs five hundred milligrams or more. Criminal possession of a controlled substance in the fifth degree is a class D felony.

**220.09 Criminal possession of a controlled substance in the fourth degree:**

A person is guilty of criminal possession of a controlled substance in the fourth degree when he knowingly and unlawfully possesses:

1. one or more preparations, compounds, mixtures or substances containing a narcotic drug and said preparations, compounds, mixtures or substances are of an aggregate weight of one-eighth ounce or more; or

2. one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers and said preparations, compounds, mixtures or substances are of an aggregate weight of one-half ounce or more; or
3. one or more preparations, compounds, mixtures or substances containing a narcotic preparation and said preparations, compounds, mixtures or substances are of an aggregate weight of two ounces or more; or
4. A stimulant and said stimulant weighs one gram or more; or
5. Lysergic acid diethylamide and said lysergic acid diethylamide weighs one milligram or more; or
6. A hallucinogen and said hallucinogen weighs twenty-five milligrams or more; or
7. A hallucinogenic substance and said hallucinogenic substance weighs one gram or more; or
8. A dangerous depressant and such dangerous depressant weighs ten ounces or more; or
9. A depressant and such depressant weighs two pounds or more; or
10. one or more preparations, compounds, mixtures or substances containing concentrated cannabis as defined in paragraph (a) of subdivision five of section thirty-three hundred two of the public health law and said preparations, compounds, mixtures or substances are of an aggregate weight of one ounce or more; or
11. Phencyclidine and said phencyclidine weighs two hundred fifty milligrams or more; or
12. Methadone and said methadone weighs three hundred sixty milligrams or more; or
13. Phencyclidine and said phencyclidine weighs fifty milligrams or more with intent to sell to it and has previously been convicted of an offense defined in this article or the attempt or conspiracy to commit any such offense.

**CRIMINAL POSSESSION OF A CONTROLLED SUBSTANCE IN THE FOURTH DEGREE IS A CLASS C FELONY.**

**220.16 Criminal possession of a controlled substance in the third degree:**

A person is guilty of criminal possession of a controlled substance in the third degree when he knowingly and unlawfully possesses:

1. a narcotic drug with intent to sell it; or
2. a stimulant, hallucinogen, hallucinogenic substance, or lysergic acid diethylamide, with intent to sell it and has previously been convicted of an offense defined in article two hundred twenty or the attempt or conspiracy to commit any such offense; or
3. a stimulant with intent to sell it and said stimulant weighs one gram or more; or
4. lysergic acid diethylamide with intent to sell it and said lysergic acid diethylamide weighs one milligram or more; or
5. a hallucinogen with intent to sell it and said hallucinogen weighs twenty-five milligrams or more; or
6. a hallucinogenic substance with intent to sell it and said hallucinogenic substance weighs one gram or more; or
7. one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts or isomers with intent to sell it and said preparations, compounds, mixtures or substances are of an aggregate weight of one-eighth ounce or more; or
8. a stimulant and said stimulant weighs five grams or more; or
9. lysergic acid diethylamide and said lysergic acid diethylamide weighs five milligrams or more; or
10. a hallucinogen and said hallucinogen weighs one hundred twenty-five milligrams or more; or
11. a hallucinogenic substance and said hallucinogenic substance weighs five grams or more; or
12. one or more preparations, compounds, mixtures or substances containing a narcotic drug and said preparations, compounds, mixtures or substance are of an aggregate weight of one-half ounce or more; or
13. Phencyclidine and said phencyclidine weighs one thousand two hundred fifty milligrams or more.

**CRIMINAL POSSESSION OF A CONTROLLED SUBSTANCE IN THE THIRD DEGREE IS A CLASS B FELONY.**

**220.18 Criminal possession of a controlled substance in the second degree:**

A person is guilty of criminal possession of a controlled substance in the second degree when he knowingly and unlawfully possesses:

1. one or more preparations, compounds, mixtures or substances containing a narcotic drug and said preparations, compounds, mixtures or substances are of an aggregate weight of two ounces or more; or

2. one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers and said preparations, compounds, mixtures or substance are of an aggregate weight of two ounces or more; or
3. A stimulant and said weighs ten grams or more; or
4. lysergic acid diethylamide and said lysergic acid diethylamide weighs twenty-five milligrams or more; or
5. a hallucinogen and said hallucinogen weighs six hundred twenty-five milligrams or more; or
6. a hallucinogenic substance and said hallucinogenic substance weighs twenty-five grams or more; or
7. Methadone and said methadone weighs two thousand eight hundred eighty milligrams or more.

**CRIMINAL POSSESSION OF A CONTROLLED SUBSTANCE IN THE SECOND DEGREE IS A CLASS A-II FELONY.**

**220.21 Criminal possession of a controlled substance in the first degree:**

A person is guilty of criminal possession of a controlled substance in the first degree when he knowingly and unlawfully possesses:

1. one or more preparations, compounds, mixtures or substances containing a narcotic drug and said preparations, compounds, mixtures or substances are of an aggregate weight of four ounces or more; or
2. Methadone and said methadone weighs five thousand seven hundred sixty milligrams or more.

**CRIMINAL POSSESSION OF A CONTROLLED SUBSTANCE IN THE FIRST DEGREE IS A CLASS A-I FELONY.**

**220.25 Criminal possession of a controlled substance; presumption:**

1. The presence of a controlled substance in an automobile, other than a public omnibus, is presumptive evidence of knowing possession thereof by each and every person in the automobile at the time such controlled substance was found; except that such presumption does not apply
  - (a) to a duly licensed operator of an automobile who is at the time operating it for hire in the lawful and proper pursuit of his trade, or
  - (b) to any person in the automobile if one of them, having obtained the controlled substance and not being under duress, is authorized to possess it and such controlled substance is in the same container as when he received possession thereof, or
  - (c) When the controlled substance is concealed upon the person of one of the occupants.
2. The presence of a narcotic drug, narcotic preparation, marihuana or phencyclidine in open view in a room, other than a public place, under circumstances evincing an intent to unlawfully mix, compound, package or otherwise prepare for sale such controlled substance is presumptive evidence of knowing possession thereof by each and every person in close proximity to such controlled substance at the time such persons if
  - (a) one of them, having obtained such controlled substance and not being under duress, is authorized to possess it and such controlled substance is in the same container as when he received possession thereof, or
  - (b) One of them has such controlled substance upon his person.

**220.31 Criminal sale of a controlled substance in the fifth degree:**

A person is guilty of criminal sale of a controlled substance in the fifth degree when he knowingly and unlawfully sells a controlled substance.

**CRIMINAL SALE OF A CONTROLLED SUBSTANCE IN THE FIFTH DEGREE IS A CLASS D FELONY.**

**220.34 Criminal sale of a controlled substance in the fourth degree:**

A person is guilty of criminal sale of a controlled substance in the fourth degree when he knowingly and unlawfully sells:

1. a narcotic preparation; or
2. a dangerous depressant or a depressant and the dangerous depressant weighs ten ounces or more, or the depressant weighs two pounds or more; or
3. concentrated cannabis as defined in paragraph (a) of subdivision five of section thirty-three hundred two of the public health law; or
4. phencyclidine and the phencyclidine weighs fifty milligrams or more; or methadone; or

5. any amount of phencyclidine and has previously been convicted of an offense defined in this article or the attempt or conspiracy to commit any such offense; or
6. A controlled substance in violation of section 220.31 of this chapter, when such sale takes place upon college grounds.

**CRIMINAL SALE OF A CONTROLLED SUBSTANCE IN THE FOURTH DEGREE IS A CLASS C FELONY.**

**220.39 Criminal sale of a controlled substance in the third degree:**

A person is guilty of a criminal sale of a controlled substance in the third degree when he knowingly and unlawfully sells:

1. a narcotic drug; or
2. a stimulant, hallucinogen, hallucinogenic substance, or lysergic acid diethylamide and has previously been convicted of an offense defined in article two hundred twenty or the attempt or conspiracy to commit any such offense; or
3. a stimulant and the stimulant weighs one gram or more; or
4. lysergic acid diethylamide and the lysergic acid diethylamide weighs one milligram or more; or
5. a hallucinogen and the hallucinogen weighs twenty-five milligrams or more; or
6. a hallucinogenic substance and the hallucinogenic substance weighs one gram or more; or
7. one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers and the preparations, compounds, mixtures or substances are of an aggregate weight of one-eighth ounce or more; or
8. phencyclidine and the phencyclidine weighs two hundred fifty milligrams or more; or
9. A narcotic preparation to a person less than twenty-one years old.

**CRIMINAL SALE OF A CONTROLLED SUBSTANCE IN THE THIRD DEGREE IS A CLASS B FELONY.**

**220.41 Criminal sale of a controlled substance in the second degree:**

A person is guilty of criminal sale of a controlled substance in the second degree when he knowingly and unlawfully sells:

1. one or more preparations, compounds, mixtures or substances containing a narcotic drug and the preparations, compounds, mixtures or substances are of an aggregate weight of one-half ounce or more; or
2. one or more preparations, compounds, mixtures or substances containing methamphetamine, its salts, isomers or salts of isomers and the preparations, compounds, mixtures or substances are of an aggregate weight of one-half ounce or more; or
3. a stimulant and the stimulant weighs five grams or more; or
4. lysergic acid diethylamide and the lysergic acid diethylamide weighs five milligrams or more; or
5. a hallucinogen and the hallucinogen weighs one hundred twenty-five milligrams or more; or
6. a hallucinogenic substance and the hallucinogenic substance weighs five grams or more; or
7. Methadone and the methadone weigh three hundred sixty milligrams or more.

**CRIMINAL SALE OF A CONTROLLED SUBSTANCE IN THE SECOND DEGREE IS A CLASS A-II FELONY.**

**220.43 Criminal sale of a controlled substance in the first degree:**

A person is guilty of criminal sale of a controlled substance in the first degree when he knowingly and unlawfully sells:

1. one or more preparations, compounds, mixtures or substances containing a narcotic drug and the preparations, compounds, mixtures or substances are of an aggregate weight of two ounces or more; or
2. Methadone and the methadone weighs two thousand eight hundred eighty milligrams or more.

**CRIMINAL SALE OF A CONTROLLED SUBSTANCE IN THE FIRST DEGREE IS A CLASS A-I FELONY.**

**220.44 Criminal sale of a controlled substance in or near college grounds:**

A person is guilty of criminal sale of a controlled substance in or near college grounds when he knowingly and unlawfully sells:

1. a controlled substance in violation of any one of subdivisions one through six of section 22o.34 of this chapter, when such sale takes place upon college grounds; or
2. A controlled substance in violation of any one of subdivisions one through eight of section 220.39 of this chapter, when such sale takes place upon college grounds.

**CRIMINAL SALE OF A CONTROLLED SUBSTANCE IN OR NEAR COLLEGE GROUNDS IS A CLASS B FELONY.**

**220.45 Criminally possessing a hypodermic instrument:**

A person is guilty of criminally possessing a hypodermic instrument when he knowingly and unlawfully possesses or sells a hypodermic syringe or hypodermic needle.

**CRIMINALLY POSSESSING A HYPODERMIC INSTRUMENT IS A CLASS A MISDEMEANOR.**

**220.46 Criminal injection of a narcotic drug:**

A person is guilty of criminal injection of a narcotic drug when he knowingly and unlawfully possesses a narcotic drug and he intentionally injects means of a hypodermic syringe or hypodermic needle all or any portion of that drug into the body of another person with the latter's consent.

**CRIMINAL INJECTION OF A NARCOTIC DRUG IS A CLASS E FELONY.**

**220.50 Criminally using drug paraphernalia in the second degree:**

A person is guilty of criminally using drug paraphernalia in the second degree when he knowingly possesses or sells:

1. Diluents, dilutants or adulterants, including but not limited to, any of the following: quinine hydrochloride, manifold, manatee, lactose or dextrose, adapted for the dilution of narcotic drugs or stimulants under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for purposes of unlawfully mixing, compounding or otherwise preparing any narcotic drug or stimulant; or
2. Gelatin capsules, glassine envelopes, vials, capsules or any other material suitable for the evincing or intent to use, or under circumstances evincing knowledge that some person manufacturing, packaging or dispensing of any narcotic drug or stimulant; or scales and balances used or designed for the purpose of weighing or measuring controlled substances, under circumstances evincing an intent to use, or under circumstances evincing knowledge that some person intends to use, the same for purpose of unlawfully manufacturing, packaging or dispensing of any narcotic drug or stimulant.

**CRIMINALLY USING DRUG PARAPHERNALIA IN THE SECOND DEGREE IS A CLASS A MISDEMEANOR.**

**220.55 Criminally using drug paraphernalia in the first degree:**

A person is guilty of criminally using drug paraphernalia in the first degree when he commits the crime of criminally using drug paraphernalia in the second degree and he has previously been convicted of criminally using drug paraphernalia in the second degree.

**CRIMINALLY USING DRUG PARAPHERNALIA IN THE FIRST DEGREE IS A CLASS D FELONY.**

**220.60 Criminal possession of precursors of controlled substances:**

A person is guilty of criminal possession of precursors of controlled substances when, with intent to manufacture a controlled substance unlawfully, he possesses at the same time:

1. car amide (urea) and propanedioc and malonic acid or its derivatives, or
2. ergot or an ergot derivative and diethylamine or dimethylformamide or diethylamide, or
3. Phenylacetone (1-phenyl-2 propanone) and hydroxylamine or ammonia or formamide or benzaldehyde or nitrothane or methylamine.
4. pentazocine and methylodide; or

5. phenylacetonitrile and dichlorodiethyl methylamine or dichlorodiethyl benzylamine; or
6. diphenylacetonitrile and dimethylaminoisopropyl chloride; or
7. (g) piperidine and cyclohexanone and bromobenzene and lithium or magnesium; or
8. (h) 2, 5-dimethoxy benzaldehyde and nitroethane and a reducing agent.

**CRIMINAL POSSESSION OF PRECURSORS OF CONTROLLED SUBSTANCES IS A CLASS E FELONY.**

**220.65 Criminal sale of a prescription for a controlled substance:**

A person is guilty of criminal sale of a prescription for a controlled substance when, being a practitioner, as that term is defined in section thirty-three hundred two of the public health law; he knowingly and unlawfully sells a prescription for a controlled substance. For the purposes of this section, a person sells a prescription for a controlled substance unlawfully when he does so other than in good faith in the course of his professional practice.

**CRIMINAL SALE OF A PRESCRIPTION IS A CLASS C FELONY.**

**ARTICLE 221- MARIHUANA**

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**221.00 Marihuana; definitions:**

Unless the context in which they are used clearly otherwise requires, the terms occurring in this article shall have the same meaning ascribed to them in article two hundred twenty of this chapter.

**221.05 Unlawful possession of marihuana:**

A person is guilty of unlawful possession of marihuana when he knowingly and unlawfully possesses marihuana. Unlawful possession of marihuana is a violation punishable only by a fine of not more than one hundred dollars. However, where the defendant has previously been convicted of an offense defined in this article or article 220 of this chapter, committed within the three years immediately preceding such violation, it shall be punishable:

1. only by a fine of not more than two hundred dollars, if the defendant was previously convicted of one such offense committed during such period, and
2. By a fine of not more than two hundred fifty dollars or a term of imprisonment not in excess of fifteen days or both, if the defendant was previously convicted of two such offenses committed during such period.

**221.10 Criminal possession of marihuana in the fifth degree:**

A person is guilty of criminal possession of marihuana in the fifth degree when he knowingly and unlawfully possesses:

1. marihuana in a public place, as defined in section 240.00 of this chapter, and such marihuana is burning or open to public view, or
2. One or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than twenty-five grams.

**CRIMINAL POSSESSION OF MARIHUANA IN THE FIFTH DEGREE IS A CLASS B MISDEMEANOR.**

**221.15 Criminal possession of marihuana in the fourth degree:**

A person is guilty of criminal possession of marihuana in the fourth degree when he knowingly and unlawfully possesses one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than to ounces.

**CRIMINAL POSSESSION OF MARIHUANA IN THE FOURTH DEGREE IS A CLASS A MISDEMEANOR.**

**221.20 Criminal possession of marihuana in the third degree:**

A person is guilty of criminal possession of marihuana in the third degree when he knowingly and unlawfully possesses one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than eight ounces.

**CRIMINAL POSSESSION OF MARIHUANA IN THE SECOND DEGREE IS A CLASS D FELONY.**

**221.25 Criminal possession of marihuana in the second degree:**

A person is guilty of criminal possession of marihuana in the second degree when he knowingly and unlawfully possesses one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than sixteen ounces.

**CRIMINAL POSSESSION OF MARIHUANA IN THE SECOND DEGREE IS A CLASS D FELONY.**

**221.30 Criminal possession of marihuana in the first degree:**

A person is guilty of criminal possession of marihuana in the first degree when he knowingly and unlawfully possesses one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than ten pounds.

**CRIMINAL POSSESSION OF MARIHUANA IN THE FIRST DEGREE IS A CLASS C FELONY.**

**221.35 Criminal sale of marihuana in the fifth degree:**

A person is guilty of criminal sale of marihuana in the fifth degree when he knowingly and unlawfully sells, without consideration, one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compound, mixtures or substances are of an aggregate weight of two grams, or less; or one cigarette containing marihuana.

**CRIMINAL SALE OF MARIHUANA IN THE FIFTH DEGREE IS A CLASS B MISDEMEANOR.**

**221.40 Criminal sale of marihuana in the fourth degree:**

A person is guilty of criminal sale of marihuana in the fourth degree when he knowingly and unlawfully sells marihuana except as provided in section 221.35 of this article

**CRIMINAL SALE OF MARIHUANA IN THE FOURTH DEGREE IS A CLASS A MISDEMEANOR.**

**221.45 Criminal sale of marihuana in the third degree:**

A person is guilty of criminal sale of marihuana in the third degree when he knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than twenty-five grams.

**CRIMINAL SALE OF MARIHUANA IN THE THIRD DEGREE IS A CLASS E FELONY.**

**221.50 Criminal sale of marihuana in the second degree:**

A person is guilty of criminal sale of marihuana in the second degree when he knowingly and unlawfully sells one or more preparations, compound, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than four ounces, or knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing marihuana to a person less than eighteen years of age.

**CRIMINAL SALE OF MARIHUANA IN THE SECOND DEGREE IS A CLASS D FELONY.**

**221.55 Criminal sale of marihuana in the first degree:**

A person is guilty of criminal sale of marihuana in the first degree when he knowingly and unlawfully sells one or more preparations, compounds, mixtures or substances containing marihuana and the preparations, compounds, mixtures or substances are of an aggregate weight of more than sixteen ounces.

**CRIMINAL SALE OF MARIHUANA IN THE FIRST DEGREE IS A CLASS C FELONY.**

## Campus Safety Information

Many parents are concerned about the safety of their sons and daughters when they are attending College. Elyon College understands the concerns of all persons attending our College. We accept the responsibility to employ and continually update security measures to ensure that our students enjoy their time at Elyon College and are as free as possible from any threats to their safety and well being.

We are fortunate to be able to report that we have never had an incident of a serious crime on the proposed Elyon College premises. We attribute this to our competent staff, our dedicated safety force and to our students themselves.

The cooperation and involvement of students, staff and faculty is essential for any college to be safe. All persons must assume responsibility for their personal belongings by taking simple, common sense precautions.

Elyon College vigorously enforces college rules and ordinances regulating underage drinking, the use of controlled substances and weapons. (See previous sections regarding alcohol and substance abuse.)

Firearms and dangerous weapons of any kind are not permitted anywhere in the College. International use, possession or sale of firearms or other dangerous weapons is strictly forbidden. Usage, sale or possession of such instruments are violations which will be treated in a manner unlike the treatment and handling of those found in possession of, or selling a controlled substance.

Elyon College is always maintained with safety as our primary concern. It is impossible for anyone to wander along the halls of the College without being observed. This enhances the security of our staff and students.

## Elyon College Domestic and Dating Violence Prevention Policy

### Statement of Purpose

Elyon College is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including the offenses of domestic and dating violence.

### Definition of Domestic Violence

An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child.

Physical abuse is just one of the many ways that a domestic partner or a former partner might try to gain power and control in a relationship. You may be a domestic violence victim if your current or former intimate partner does a variety of things to control you, restrict your personal freedom or make you afraid, including getting access to finances, daily routines, children, online activity and passwords.

Ways a domestic partner may try to gain power and control include:

**Isolation** – preventing or making it hard to see family and friends;

**Economic abuse** – having complete control over the money; not letting a partner have a job or go to school.



**Verbal, emotional, psychological abuse** – calling names; putting down or embarrassing a partner in front of other people;

**Intimidation** – making a partner afraid with a look, action, a reminder of former actions, or gesture;

**Coercion and threats** – showing a weapon and threatening to use it on a partner; threatening to “out” his/her sexual orientation to family, friends, or employers; threatening to harm a family, friends; threatening to commit suicide to put the guilt on a partner;

**Physical abuse** – pushing, grabbing, hitting, slapping, punching, kicking, strangling, stabbing, burning, or shooting a partner;

**Sexual abuse** – forcing a partner to have sex or engage in uncomfortable sexual acts or in prostitution.

**Using children** – undermining a partner’s authority with children; threatening to take the children away; “pumping” children for information about a partner; trying to turn children against a partner; threatening to harm the children if a partner try to leave or seek help.

**Minimizing, denying, blaming** – making a partner think the abuse is his/her fault; saying the abuse was caused by stress, alcohol, or problems at work; denying that the abuse happened at all.

A person that considers himself/herself a victim of domestic violence may want to contact the Office for the Prevention of Domestic Violence. <http://www.opdv.ny.gov>

For the hotline number of your local domestic violence program, call the NYS Domestic and Sexual Violence Hotline.

NYS Domestic and Sexual Violence Hotline

1-800-942-6906

English & Español, Multi-language Accessibility

National Relay Service for Deaf or Hard of Hearing: 711

In NYC: 1-800-621-HOPE (4673) or dial 311 TTY: 1-866-604-5350

For a listing of domestic violence hotlines by county, go to: <https://www.nyscadv.org/find-help/program-directory.html>

The Advisory Committee on Campus Security will review current campus security policies and make recommendations for their improvement. Specifically, the committee will look at policies and procedures for:

Educating the following on sexual assault, domestic violence and stalking:

- the campus community
- security personnel
- staff who advise or supervise students
- Educating the campus community about personal safety and crime prevention
- Reporting incidents of sexual assault, domestic violence and stalking and assisting victims during investigations

- Referring complaints to appropriate authorities
- Counseling victims
- Responding to inquiries from concerned persons

The committee shall report in writing to the college president or chief administrative officer at least once each year and make this report available upon request.

Regarding the relevant procedures and penalties see also the Elyon College publication *Campus Security and Crime Prevention Policy*

## **Elyon College Stalking Prevention Policy**

### **Statement of Purpose**

The Elyon College is determined to provide a campus environment free of violence for all members of the campus community, and does not tolerate stalking. It is committed to supporting victims of stalking through the provision of safety and support services. Stalking incidents are occurring at an alarming rate on the nation's college campuses. It is a crime that happens to persons of all races/ethnicities, religions, etc., and can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence.

The National Intimate Partner and Sexual Violence Survey results, published in 2011 by the Centers for Disease Control and Prevention, reported that an estimated 6.6 million people were stalked in a one year period in the United States. Persons ages 18 to 24 experienced the highest rates of stalking victimization. The National College Women Sexual Victimization Study found that over 13 percent of college women had been stalked in the academic year prior to the study. Three in ten college women reported being injured emotionally or psychologically from being stalked. Stalking often occurs in the context of both dating violence and sexual assault. In one study, researchers found that 43 percent of victims were stalked by a current/former boyfriend.

### **Definition of Stalking**

The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Stalking is a crime in New York State and is subject to criminal prosecution. Students perpetrating such acts of violence will be subject to disciplinary action through the office of the Dean of Student Affairs. Stalking behaviors and activities may include, but are not limited to, the following:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including: - Posting of pictures or information in chat rooms or on Web sites - Sending unwanted/unsolicited email or talk requests - Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards - Installing spyware on a victim's computer or cell phone - Using Global Positioning Systems (GPS) to monitor a victim
- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation, including staring or “peeping”
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers
- Threats to harm self or others
- Defamation – lying to others about the victim

## **Reporting Stalking**

Elyon College encourages reporting of all incidents of stalking to law enforcement authorities and/ or campus public safety officers, and respects that whether or not to report to the police is a decision that the victim needs to make. The Dean of Student Affairs and academic advisers are available to inform victims of the reporting procedures and offer appropriate referrals. Victims of stalking choosing to pursue the reporting process have the right to assistance or consultation of the New York State Office of Victim Services (<https://ovs.ny.gov>). Brooklyn office of OVS is located at: 55 Hanson Place, 10<sup>th</sup> Floor, Brooklyn, New York, 11217. Telephone: 1-800-247-8035; 718-923-4325.

The Elyon College offers services and information for victims in a safe, supportive, and confidential setting even if they choose not to report the incidents. In some circumstances, a victim may wish to seek an order of protection from a court of appropriate jurisdiction against the alleged perpetrator. Victims may be assured that an access to Elyon College is restricted to non-students or non-employees .

Every occurrence of stalking should be reported to:

1. Elyon College President
2. Associate Dean for Academic and Student Affairs
3. Director of Administration
4. Assistant Dean of Administrative Operations.

In certain instances, Elyon College may need to report an incident to law enforcement authorities. Such circumstances include any incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community.

## **Responding to Stalking on Campus**

In all circumstances, crisis intervention and victim safety concerns will take precedence at Elyon College.

### **Safety for Victims of Stalking**

Elyon College is committed to supporting victims of stalking by providing the necessary safety and support services. Student victims of stalking are entitled to reasonable accommodations. Due to the complex nature of this problem, the student victim may need additional assistance in obtaining one or more of the following:

- No-contact order
- Services of a student victim advocate
- Witness impact statement
- Change in an academic schedule
- The imposition of an interim suspension on the accused
- The provision of resources for medical and/or psychological support

For assistance obtaining these safety accommodations, please contact Director of Administration Mrs. Malky Gut. If safety is an immediate concern, the victim should contact NYC Police Department 62nd Precinct 1925 Bath Ave, Brooklyn, NY 11214; (718) 236-2611 for assistance.

# **Sex Crimes Prevention Appendix**

## **SEXUAL HARRASSMENT**

Sexual Harassment is a violation of a federal (Section 703 of the Civil Rights Act) Law. It is the policy of Elyon College to prohibit the 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 President's Office without fear of reprisal.

All members of the College community are responsible for helping to make the College a safe, non-threatening environment. All complaints of sexual harassment or sexual assault will be promptly handled with the identity of the complainant and the accused kept confidential. The College will maintain confidential documentation of all allegations and investigations, and will take appropriate action to remedy any violation of policy.

## **SEXUAL ASSAULT AND RAPE INFORMATION**

Sexual assault involves intercourse, unwelcome physical contact, or any other sexual activity with a person who does not give free and full consent. Anyone can be raped, regardless of age, sex, appearance or way of dressing. No matter what the circumstances, if you have raped, a vicious crime has been committed against you. You are not to blame!!

## **WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED OR RAPED**

Immediately report the assault to the College administration and/or the police. Do not change your clothes, wash, and shower or urinate. Doing so may eliminate important evidence, which could lead to the arrest of your attacker. Make sure to seek counseling. Rape is a traumatic experience and a trained person can help you deal with your feelings.

# New York State Penal Law

## ARTICLE 130 - SEX OFFENSES

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### 130.00 Sex offenses; definitions of terms:

#### The following definitions are applicable to this article:

1. Sexual intercourse has its ordinary meaning and occurs upon any penetration, however slight.
2. **“Deviate sexual intercourse”** means sexual contact between persons not married to each other consisting of contact between the penis and the anus, the mouth and the penis, or the mouth and the vulva.
3. **“Sexual contact”** means any touching of the sexual or other intimate parts of a person not married to the actor for the purposes of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing.
4. **“Female”** means any female person who is not married to the actor. For the purposes of this article “not married” means:
  - a. the lack of an existing relationship of husband and wife between the female and the actor which is recognized by law, or
  - b. the existence of the relationship of husband and wife between the actor and the female which is recognized by, at the time the actor commits an offense proscribed by this article by means of forcible compulsion against the female, and the female and the actor are living apart at such time pursuant to a valid and effective:
    - i. order issued by a court of competent jurisdiction which by its terms or in its effect requires such living apart, or
    - ii. decree or judgment of separation, or
    - iii. written agreement of separation subscribed by them, and acknowledged in the form required to entitle a deed to be recorded which contains provisions specifically indicating that the actor may be guilty of the commission of a crime for engaging in conduct which constitutes an offense proscribed by this article against and without the consent of the female
5. **“Mentally defective”** means that a person suffers from a mental disease or defect which renders him incapable of appraising the nature of his conduct
6. **“Mentally incapacitated”** means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent or to any other act committed upon him without his consent.
7. **“Physically helpless”** means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
8. **“Forcible compulsion”** means compel by either:
  - a. **Use physical force;** or
  - b. **A threat,** express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she, or another person will immediately be kidnapped.
9. **“Foreign object”** means any instrument or article, which, when inserted in the vagina, urethra, penis, or rectum, is capable of causing physical injury.

### 130.05 Sex offenses; lack of consent:

1. Whether or not specifically stated, it is an element of every offense defined in this article, except the offense of consensual sodomy, that the sexual act was committed without the consent of the victim.
2. Lack of consent results from:
  - (a) forcible compulsion
  - (b) incapacity to consent
  - (c) Where the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct.
3. A person is deemed incapable of consent when he is:
  - (a) less than 17 years old; or
  - (b) mentally defective; or
  - (c) mentally incapacitated; or
  - (d) physically helpless

**130.10 Sex offenses; defense:**

In any prosecution under this article in which the victim's lack of consent is based solely upon his incapacity to consent because he was mentally defective, mentally incapacitated, or physically helpless, it is an affirmative defense that the defendant, at the time he engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.

**130.16 Sex offenses; corroboration:**

A person shall not be convicted of consensual sodomy, or an attempt to commit the same, or of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the victim's mental defect or mental incapacity, or an attempt to commit the same, solely on the testimony of the victim, unsupported by other evidence tending to:

- (a) establish that an attempt was made to engage the victim in sexual intercourse, deviate sexual intercourse, or sexual contact, as the case may be, at the time of the occurrence; and
- (b) Connect the defendant with the commission of the offense or attempted offense.

**130.26 Sexual misconduct:**

A person is guilty of sexual misconduct when:

1. Being a male, he engages in sexual intercourse with a female without her consent; or
2. He engages in deviate sexual intercourse with another person without the latter's consent; or
3. He engages in sexual conduct with an animal or a dead human body.

**SEXUAL MISCONDUCT IS A CLASS A MISDEMEANOR (MEANING A DEFINITE SENTENCE, WHICH SHALL NOT EXCEED ONE YEAR).**

**130.28 Rape in the third degree:**

A person is guilty of rape in the third degree when:

- 1 he or she engages in sexual intercourse with another person to whom the actor is not married who is incapable of consent by reason of some factor other than being less than 17 years old; or
- 2 being 21 year old or more, he or she engages in sexual intercourse with another person to whom the actor is not married less than 17 years old.

**RAPE IN THE THIRD DEGREE IS A CLASS E FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED FOUR YEARS)**

**130.30 Rape in the second degree:**

A person is guilty of rape in the second degree when, being eighteen years old or more, he or she engages in sexual intercourse with another person to whom the actor is not married less than 14 years old. Rape in the second degree is a class D felony (meaning a sentence fixed by court, which shall not exceed seven years)

**130.35 Rape in the first degree:**

A male is guilty of rape in the first degree when he engages in sexual intercourse with a female:

- 1 by forcible compulsion; or
- 2 who is incapable of consent by reason of being physically helpless; or
- 3 who is less than 11 years old.

**RAPE IN THE FIRST DEGREE IS A CLASS B FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED 25 YEARS).**

**130.38 Consensual sodomy:**

A person is guilty of consensual sodomy when he engages in deviate sexual intercourse with another person.

**CONSENSUAL SODOMY IS A CLASS B MISDEMEANOR (MEANING A DEFINITE SENTENCE, WHICH SHALL NOT EXCEED THREE MONTHS).**

**130.40 Sodomy in the third degree:**

A person is guilty of sodomy in the third degree when:

1. he engages in deviate sexual intercourse with a person who is incapable of consent by reason of some factor other than being less than 17 years old; or
2. Being 21 years old or more, he engages in deviate sexual intercourse with a person less than 17 years old.

**SODOMY IN THE THIRD DEGREE IS A CLASS E FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED FOUR YEARS)**

**130.45 Sodomy in the second degree.**

A person is guilty of sodomy in the second degree when, being eighteen years old or more, he engages in deviate sexual intercourse with another person to whom the actor is not married less than 14 years old.

**SODOMY IN THE SECOND DEGREE IS A CLASS D FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED SEVEN YEARS).**

**130.50 Sodomy in the first degree:**

A person is guilty of sodomy in the first degree when he engages in deviate sexual intercourse with another person:

1. by forcible compulsion; or
2. who is incapable of consent by reason of being physically helpless; or
3. Who is less than 11 years old?

**SODOMY IN THE FIRST DEGREE IS A CLASS B FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED 25 YEARS).**

**130.55 Sexual abuse in the third degree:**

A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that

- (a) Such other person's lack of consent was due solely to incapacity to consent by reason of being less than 17 years old, and
- (b) Such other person was more than 14 years old, and
- (c) The defendant was less than five years older than such other person.

**SEXUAL ABUSE IN THE THIRD DEGREE IS A CLASS B MISDEMEANOR (MEANING A DEFINITE SENTENCE WHICH SHALL NOT EXCEED THREE MONTHS).**

**130.60 Sexual abuse in the second degree:**

A person is guilty of sexual abuse in the second degree when he subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than 17 years old; or
2. Less than 14 years old.

**SEXUAL ABUSE IN THE SECOND DEGREE IS A CLASS A MISDEMEANOR (MEANING A DEFINITE SENTENCE, WHICH SHALL NOT EXCEED ONE YEAR).**

**130.65 Sexual abuse in the first degree:**

A person is guilty of sexual abuse in the first degree when he subjects another person to sexual contact:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or



3. Who is less than 11 years old?

**SEXUAL ABUSE IN THE FIRST DEGREE IS A CLASS D FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED SEVEN YEARS).**

**130.70 Aggravated sexual abuse:**

1. A person is guilty of aggravated sexual abuse when he inserts a foreign object in the vagina, urethra, penis, or rectum of another person causing physical injury to such person:
  - (a) By forcible compulsion; or
  - (b) When the other person is incapable of consent by reason of being physically helpless; or
  - (c) When the other person is less than 11 years old.
2. Conduct performed for a valid medical purpose does not violate the provisions off this section.

**AGGRAVATED SEXUAL ABUSE IS A CLASS B FELONY (MEANING A SENTENCE FIXED BY COURT, WHICH SHALL NOT EXCEED 25 YEARS).**

**ELYON COLLEGE**  
**STUDENT ADVISORY FORM**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

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**REASON FOR CONFERENCE:**

Erratic attendance \_\_\_\_\_  
Excessive tardiness \_\_\_\_\_  
Department \_\_\_\_\_  
Financial aid \_\_\_\_\_

Academic progress \_\_\_\_\_  
Demeanor \_\_\_\_\_  
Other (explain below) \_\_\_\_\_

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**ADMINISTRATIVE COMMENTS:**

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**ADMINISTRATIVE ACTION TAKEN OR SUGGESTION MADE TO STUDENT:**

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**STUDENT RESPONSE:**

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\_\_\_\_\_ acknowledges having read this form.  
Student

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Student

**ELYON COLLEGE**  
**STUDENT SERVICES TUTORIAL ASSISTANCE**

TODAY'S DATE: \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PROGRAM \_\_\_\_\_

Instructor's recommendation: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Course (s) in which the student needs to be tutored:

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Assignments:

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Tutor assigned: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

## ELYON COLLEGE

### STUDENT COURSE EVALUATION

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Please assist us with future course development by checking the appropriate columns.

**5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree**

<b>Instructor</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. My instructor spoke clearly and was easily understood.					
2. My instructor showed me ways to learn and motivated me.					
3. My instructor explained the subject matter until I understand it.					
4. My instructor is an expert in the subject.					
5. My instructor was well prepared and arrived on time for each class.					
6. My instructor stimulated my interest in the subject.					
7. My instructor was present and available for assistance.					
8. My instructor was interested in my success in this course.					
<b>Course</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
9. I was actively involved in learning.					
10. The textbook and learning materials for this course were helpful and on an appropriate level.					
11. The course description accurately described the curriculum.					
12. The length of the course was appropriate for the material covered.					
13. The pace of the course was appropriate.					
14. The ratio of the instructors to students was adequate.					
15. Textbooks and handouts were useful and easy to understand.					
16. Safety lectures and proper usage of equipment were addressed.					
17. Assignments were relevant to the topics.					
18. There was a good balance between lectures and hands-on activities.					
19. Adequate time was provided for questions and discussion.					
20. I was challenged throughout the duration of the course.					
21. My expectations were met.					
22. I will use what I have learned in the future.					

23. I have been equipped to perform this activity outside the classroom.					
24. I would recommend this course to others.					
<b>Classroom</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
25. Classroom was in good location.					
26. Classroom was clean, hazard free, and well lit.					
27. Classroom was well ventilated and room temperature was satisfactory.					
28. Seating was comfortable.					
<b>Equipment</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
29. Equipment was functional and overall in good condition.					
30. Equipment was available and prepared for use.					
31. I received hands-on training with equipment.					
<b>Media Services</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
32. Media Services computers and Internet access were available for assignments and career research.					
33. Periodicals and audio/visual aids were appropriate to programs.					

## List of Services and Sources of information

Advisement and Counseling Services of Elyon College provides many important services to students. These services can be broken down into several components:

- Educational Counseling, including choosing a major and study skills, time management, and note-taking
- Understanding requirements for academic success, help in vocational decision making, exploring options and requirements
- Assistance with adjusting to college life, expectations and college regulations
- Academic counseling, including information about college academic requirements and changes in those requirements, choice of course assistance at registration.
- Special support offered to students in poor academic standing.
- Financial Aid offices

## Where To Get Help Outside The College

Any student seeking help may consult with any of the following: (If necessary, someone at the College will help the student contact them.)

### SELF HELP

Alcoholics Anonymous  
(212) 870-3400

Al-Anon  
(212) 647-1680

Narcotics Anonymous  
(212) 929-6262

Cocaine Hotline  
(212) 262-2463

Alcoholic Council of Greater New York  
(212) 252-7022

### WEB SITE RESOURCES

Department of Justice Violence against Women Office:

[www.usdoj.gov/vawo](http://www.usdoj.gov/vawo)

Department of Education Web site on campus safety:

[www.suny.edu/sunypp/documents.cfm?doc\\_id=444](http://www.suny.edu/sunypp/documents.cfm?doc_id=444)

Higher Education Center for Alcohol and Other Prevention Web site:

[www.eric.ed.gov/ERICWebPortal/recordDetail?accno=ED400733](http://www.eric.ed.gov/ERICWebPortal/recordDetail?accno=ED400733)

## **NYS Domestic and Sexual Violence Hotline**

**1-800-942-6906**

English & Español, Multi-language Accessibility

National Relay Service for Deaf or Hard of Hearing: 711

In NYC: 1-800-621-HOPE (4673) or dial 311 TTY: 1-866-604-5350

## CAMBA Violence Prevention and Intervention Services

1720 Church Avenue

Brooklyn, NY 11226 [718-287-2600](tel:718-287-2600)

[info@camba.org](mailto:info@camba.org)

## The Center for Anti-Violence Education (CAE)

(Comprehensive programs for individuals and organizations) <http://www.caeny.org>

Brooklyn: 327 Seventh Street, #2

[\(718\) 788-1775](tel:718-788-1775)

## Safe Slope

(Services and Resources to empower and protect the communities in the aftermath of multiple assaults and attempted assaults) <http://safeslope.org/> [\(347\)709-8852](tel:347-709-8852) [safeslope@gmail.com](mailto:safeslope@gmail.com)

## Shalom Task Force

[Hotline: Local: \(718\)337-3700](tel:718-337-3700)

[Toll free: \(888\)883-2323](tel:888-883-2323)

[Office: \(212\)7742-1478](tel:212-7742-1478)

## Ohel Mental Health Adult Services [\(800\)603-ohel](tel:800-603-ohel)

## South Brooklyn Legal Services

(Domestic Violence, Civil Rights, Divorce and Family)

[\(718\) 237-5500](tel:718-237-5500)

105 Court Street

Brooklyn, NY 11201

## Brooklyn Legal Service Corporation "A", East Brooklyn Office

(Domestic Violence, Civil Rights, Elder and Family)

[\(718\) 487-2300](tel:718-487-2300)

256 Broadway

Brooklyn, NY 11211

## Dwa Fanm

(Domestic Violence)

[\(718\) 230-4027](tel:718-230-4027)

PO Box 23505

Brooklyn, NY 11202

## Hospitals in New York with Sexual Assault Forensic Examiner (SAFE) Programs

### Woodhull Medical and Mental Health Center

760 Broadway  
Brooklyn, NY 11206 [718-963-8000](tel:718-963-8000)

### Coney Island Hospital

2601 Ocean Parkway  
Brooklyn, NY 11235  
[718-616-3000](tel:718-616-3000)

### Kings County Hospital Center

451 Clarkson Avenue  
Brooklyn, NY 11203  
[718-245-3131](tel:718-245-3131)

## **Students' Bill of Rights**

According to New York Education Law Article 129-B, a *Students' Bill of Rights* have been adopted by Elyon College. All students have the right to:

1. make a report to local law enforcement and/or state police;
2. have disclosure 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 consent to participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
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 the institution 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 institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. be protected from retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the College;
9. have 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 judicial or conduct process including during all meetings and hearings related to such process;
11. exercise civil rights and practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the institution.



# Addendum I

## Student Course Supplement for Interactive Distance Learning (IDL) Program

The course syllabi, objectives and texts are the same for both traditional and the IDL courses

### IDL PROGRAMS: GENERAL PRINCIPLES

Distance learning programs follow the same academic requirements and standards as the traditional programs.

1. Distance learning programs are constructed in such a way that allows timely completion of requirements.
2. The same academic qualifications are applied for the faculty in traditional (brick and mortar) and online courses assuming the IDL instructors are proficient in this mode of teaching.
3. Faculty members are responsible for initial development and constant fine-tuning of the online courses.
4. Distance learning programs syllabi provide clear statements of instructors' expectations and students' responsibilities, including their participation in online classes in all forms.
5. Distance learning programs provide for fruitful interaction between faculty and students, and between the students of the same academic program.
6. The technologies selected for the specific online courses are appropriate for the learning outcomes and considerate of the cost for the students.
7. Distance learning programs include adequate verification of the learners' identity and their work completion.
8. Program administrators determine the appropriate enrollment for the online courses, take into consideration the nature of learners, and the necessary technical support both to the students and the faculty.

### GLOSSARY

**Asynchronous learning mode** – the mode that allows students to work at their own pace. However, students must complete all the learning activities before the end of each module.

**Blended learning mode** – a combination of synchronous and asynchronous learning modes; the proportions of both modes may vary.

**Interactive Distance Learning (IDL)** – a term to describe educational process that is conducted electronically, such as online instruction or video conferencing for students who are separated by physical distance. **IDL** supports regular and substantive interaction between the students and the instructor.

**Synchronous learning mode** – the mode that requires students to participate in learning activities at the same time, as it is usually done at Zoom meetings.

### DESIGN OF THE IDL PROGRAM

The IDL program is a blend of synchronous and asynchronous learning modes. At least approximately 25% of each three-credit (or 11 hours) course consists of synchronous, and at most approximately 75% (or 34 hours) of asynchronous learning.

Instructors will specify which sections of the course will be in synchronous/asynchronous learning modes. Students will find this information in the syllabus portion of the curriculum.

Instruction will be conducted on IDL platforms that include real-time Zoom and/or Canvas. Your instructors may post video clips, initiate discussion/chat boards, breakout group conversations, assessment exercises/projects, encourage constructive peer feedback as well as provide their own.

Skill-based learning such as model teaching lessons, use of computer applications and other activities better suited to a live classroom environment will be delivered in the synchronous mode. Course assignments, exercises, projects, discussions and assessments will be conducted in the asynchronous mode.

### LEARNING ACTIVITIES & ACADEMIC PROGRESS

At the end of each module students should be informed of whether they have reached the module objectives that are outlined in the syllabus. Students should be made aware of the instructor's expectations at the start of each module.

Students are expected to actively participate in the online learning activities. Merely logging on is not sufficient. You are expected to contribute to the discussions on the topic covered, provide answers to questions placed by your instructor and/or peers, conduct dialogue with the instructor and/or peers and post pertinent information, etc., regularly.

Students' posts should be substantial. Students must respond, with a minimum of one paragraph, to a minimum of 5 initial posts by the instructor. In addition, students must respond to at least two peer-to-peer posts per discussion with at least 3 sentences per post. Students are thus required to post at least 15 responses throughout the duration of the course. The posts should enrich the value of conversation on the topic or open a new avenue(s) in the discussion. The posts should contribute meaningfully to the subject topics being discussed.

The IDL platforms provide attendance and participation reports to assist instructors in determining attendance and time-on-task and the successful interactive academic work completion.

IDL platforms provide reports that account for student time-on-task and interactive learning activity. Student time-on-task is the estimated time that it will take for an average student to complete a given assignment.

The course instructor will regularly monitor all student participation and the IDL submitted work to ensure that all assigned tasks are completed on schedule. Instructors will follow up with the students who do not complete their assignment on time.

Advising and tutoring are available for the online learners. When necessary, please use on-line chat features and email. Students should participate in an online tutorial or webinar if such is scheduled by the instructor.

Students should also use email communication and follow up on the IDL instruction through chat/boards to ensure seamless connection with instructor and peers. For technical difficulties please reach out to the Elyon College Network Specialist Avigdor Nussbaum at 347-841-6304, or [avigdor@elyon.edu](mailto:avigdor@elyon.edu) or to the Online Support Specialist or Jennifer Adams at 516-380-9561 or [jadams@elyon.edu](mailto:jadams@elyon.edu).

### ADMINISTERING OF EXAMS

Unit, midterm and final exams will be conducted during synchronous sessions and will be supervised by the instructor. In addition, Elyon College may use an online test proctoring service or live camera view. These modes of administration ensure the exams' integrity and the effective assessment of student learning outcomes.

### GRADING

Course grading and attendance policies for IDL programs are the same as for the traditional courses. Your substantive and active academic interaction online counts in calculating attendance/class participation and toward evaluation of assignments.

Students will have to demonstrate the ability to focus clearly on an assignment, show original and critical thought; produce clear substantive and thoughtful answers.

Students' academic engagement will be assessed by their online activities that demonstrate regular and substantial interaction between the instructor and peers within the class or a group working on the same project.

All course assignments should be submitted on time, as per the direction of the instructor. The instructor will inform students of his/her policy on late assignment submission.

A student should be frequently involved in the online class; absence from the IDL class for 10 consecutive school days may lead to a withdrawal from the class.

Students should also participate in the class/instructor's assessment.

### STUDENTS' PRIVACY

Please be aware that the privacy of students will be protected at all times; no personal information may be shared in any non-private posting, chat or email communication. Students must always observe ethical conduct, communicate in a respectful manner, use appropriate language, follow the standards of academic integrity and honesty when using IDL.

**Rubric for Evaluating Student Engagement/Discussion Posts in the IDL Learning Process - To be combined with Course Syllabus Rubric for use with grading.**

<b>Letter Grade</b>	<b>Relevance of Student Posts</b>	<b>Clarity of Student Posts</b>	<b>Substantive and Constructive Character of Student Posts</b>	<b>Critical Thinking Demonstrated in Student Posts</b>	<b>Number of Student Posts and Peer-to-Peer Interactions</b>
<b>A+</b> <b>A</b> <b>A-</b>	Exemplary, Well organized and logically presented, Relevant content, Thoughts well connected to topic	Focuses clearly on topic Clear connections to teacher/peer posts High level of engagement in discussions	Excellent, clear, detailed, substantive thoughtful responses with depth and specificity	High level Original and critical thoughts Excellent connections to posts	A minimum of 5 student-teacher posts of at least one paragraph and no less than 10 peer-to-peer posts with a minimum of 3 sentences per post, High level of engagement
<b>B+</b> <b>B</b> <b>B-</b>	Clear Mostly organized and logically presented, Relevant content, Thoughts fairly well connected to topic	Shows some focus, most sections well organized with reasonably clear connections to previous posts, Reasonable engagement in discussions	Most responses have clear, substantive, detailed responses with frequent depth and specificity	Some unclear connections Sometimes veers off topic Frequent original thought	A minimum of 4 student-teacher posts of at least one paragraph and no less than 8 peer-to-peer posts with a minimum of 3 sentences per post, Good level of engagement
<b>C+</b> <b>C</b>	Average, Not always well organized or logically presented, Content somewhat connected to topic	Focus is average, not always well organized or logically presented with some limited engagement in the discussions	Occasional connection to topic being discussed with some detail with some depth and specificity	Some focus Unclear Often veers off topic Occasional original thought	A minimum of 3 student-teacher posts of at least one paragraph and no less than 6 peer-to-peer posts with a minimum of 3 sentences per post, Fair level of engagement
<b>D</b>	Minimal	Often very	Didn't follow guidelines	Very little original thought or	A minimum of 2 student-teacher

	Often not organized nor logically presented Occasional relevance to topic	minimal connection to topic, minimally engaged in the discussions	Vague responses Lacking depth and specificity	contribution to discussions	posts of at least one paragraph and no less than 4 peer-to-peer posts with a minimum of 3 sentences per post, Poor level of engagement
<b>F</b>	Almost no relevance to topic Badly organized and not logically presented	Poor organization Little understanding of the topic	No details, No connections to the topic	No original thought Adds nothing to the discussions	Does not participate in discussions No peer-to-peer posts

This rubric is specifically for the purpose of evaluating student IDL engagement/discussion posts. In addition, students are also evaluated for their required weekly IDL assignments and their general course academic assessments using a different rubric that is part of every course syllabus. The general course evaluation rubric applies equally to all IDL and brick-and-mortar students. The discussion board grade will be factored into the “Attendance/Classroom Participation/Homework” component of the overall course evaluation as indicated on every Elyon College syllabus.