

# 2024 STUDENT HANDBOOK

BUSINESS, HEALTHCARE & TECHNOLOGY



[WWW.HUNTERBUSINESSSCHOOL.EDU](http://WWW.HUNTERBUSINESSSCHOOL.EDU)

# A Creed To Live By

~Don't undermine your worth by comparing yourself with others.

It is because we are different that each of us is special.

~Don't set your goals by what other people deem important.

Only do what is best for you.

~Don't take for granted the things closest to your heart.

Cling to them as you would your life, for without them life is meaningless.

~Don't let life slip through your fingers by living in the past or in the future.

By living one day at a time you live all the days of your life.

~Don't give up when you still have something to give. Nothing is really over until the moment you stop trying.

~Don't be afraid to admit that you are less than perfect.

It is the fragile thread that binds us to each other.

~Don't be afraid to encounter risks.

It is by taking chances that we learn how to be brave.

~Don't shut love out of your life by saying it is impossible.

The fastest way to lose love is to hold to it tightly, and the best way to keep love is to give it wings.

~Don't dismiss your dreams. To be without dreams is to be without hope, to be without hope is to be without purpose.

~Don't run through life so fast that you forget not only where you have been, but also where you are going.

Life is not a race, but a journey to be savored each step of the way.

***By: Nancye Sims***

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**\*Disclaimer:** Hunter Business School reserves the right to change or modify, when warranted, any policy or provision in this handbook at any time, unilaterally and without notice; including but not limited to: school schedules, calendars, programs, and courses or fees as might be required. Addendum may be issued to this document as deemed necessary by the School. The online Student Handbook should be considered the most current version and can be found at [www.hunterbusinessschool.edu](http://www.hunterbusinessschool.edu). In preparing this Student Handbook, efforts are made to provide pertinent and accurate information; however, Hunter Business School assumes no responsibility for Handbook errors or omissions. It is the responsibility of each student to obtain current information that pertains to the individual's program, particularly with regard to satisfaction of graduation requirements, by consultation with the student's Instructor, Program Chair, or Director of Education and other appropriate officers such as Financial Aid & Career Services. **The Student Handbook is not a contract.**



## WELCOME

### A Message from the President

Welcome to Hunter Business School,

Since its inception in 1972, Hunter Business School (HBS) has been leading the way by providing quality career training through intensive and innovative programs. Your decision to attend Hunter Business School is an important one, one which can initiate major changes in your life and have significant impact upon your professional development. During the next several months, you will have a wonderful opportunity to gain knowledge, develop marketable skills, prove your reliability and meet the expectations of your future employers. Therefore, you should be dedicated to the successful completion of your program with the highest possible quality of accomplishment.

Quality technical, healthcare and business professionals are in demand by business and industry, yet competition for jobs is high. Consequently, Hunter Business School programs are designed to provide you with a work-like environment and work-like experience. Beginning with your first day at HBS you should view yourself as an emerging professional, so that employers will view you that way upon your successful completion of this training.

You must understand that there are no substitutes for self-discipline, perseverance and hard work. Employers expect this, and Hunter Business School programs demand it.

All of us at HBS are dedicated to helping you achieve your highest potential in the workforce. The Hunter Business School team is here to enable you to succeed. Please make the best use of our experience and resources in helping yourself gain the **Competitive Edge!!!**

Best wishes for the successful completion of your program and the realization of your personal and professional goals.

Sincerely,

*Jay Fund*

Jay Fund, MSW

President & Owner Hunter Business School

## Greetings from Your School Directors

Dear Hunter Student,

Hunter Business School (HBS) has been training and educating students here on Long Island for more than 50 years. At HBS, it is our staff and faculty's mission to prepare our students to meet the challenging, demanding and diverse requirements in their career choice. In today's economy, employers are seeking professionally trained employees with up-to-date skills. At HBS, we are dedicated to making this happen.

Your decision to attend HBS is the right choice. HBS has a strong reputation and a loyal and honest name in the fields of Business, Technology and Healthcare that comes from demonstrating our commitment to education in the community for many years. Employers know that if you are a HBS graduate you have been very well trained. We are very proud of our faculty, staff and students for living up to these standards and are committed to help guide you through your training and skill building process. Positive attitude, solid attendance, appropriate attire and working well with others will enable you to succeed and achieve your goals.

As directors of HBS, we look forward to being part of your success! Please feel free to see us, our hearts and doors are always open.

Congratulations and best wishes! We look forward to handing you your diploma at graduation.

Sincerely,

*Chuck Copt*

Campus Director, Medford Campus

*Erica Bider*

Campus Director, Levittown Campus



## INTRODUCTION

The Student Handbook is a student-friendly guide to HBS. Think of it as an answer book for questions you may have about the School's programs and policies, student services, regulations and procedures. You should refer to the Hunter Business School Catalog, which can also be downloaded at our website: [www.hunterbusinessschool.edu](http://www.hunterbusinessschool.edu), for additional information that does not appear in this publication.

## HISTORY, PHILOSOPHY, OBJECTIVES, CORE VALUES

### History & Philosophy

Hunter Business School (HBS) was founded in 1972 for the purpose of providing quality career training through intensive and innovative programs. The original mission was expanded in 1999 to include a change of ownership and new programs in Medical Assisting and Computer Technology. In keeping with this mission, we have added Diagnostic Medical Sonography (Ultrasound), Practical Nursing, Web Application Design and Development, and most recently, Radiologic Technology programs to complement Hunter's existing offerings. HBS's mission is viewed as a living, organic expression of potential growth, but still at root remains essentially the same.

### Mission

To provide students with the opportunity to receive a high-quality education for the career best suited to their ability, interest, and ambition in an educational environment characterized by high expectations and staffed by professionals who are knowledgeable, compassionate, supportive, creative and effective. As a result, we can provide the best training that enables our students to enter or enhance their career in the shortest amount of time without sacrificing the quality and depth of the training experience.

### Institutional Objectives

- To prepare students to meet the diverse requirements that their career choices demand.
- To prepare students to become self-sufficient and economically independent.
- To help students develop proper work habits, a professional attitude, and increased confidence.
- To offer sound business, health, and technical training.
- To assist graduates in securing entry-level employment in their chosen field of study.
- To provide business, industry, government, and other professions with well-trained personnel.

### Core Values

The following Core Values are held and supported by Hunter Business School and are reflected in the work of Hunter employees:

- **Worth:** Every individual has inherent worth.
- **Success:** Lifelong learning is essential for success in a changing society.
- **Ethics:** Ethical conduct is fundamental to sustaining our institution.
- **Responsibility:** Individuals are responsible for their choices and actions.
- **Student Learning:** Students learn at different rates and in different ways.
- **Excellence:** Excellence is achievable and always worth the investment.
- **Effective Communication:** Effective communication is accomplished through clear and concise methods to engage our stakeholders and accelerate our work.
- **Self Esteem:** Self Esteem is directly related to individual success.
- **Diversity:** Embracing cultural diversity strengthens the school community.
- **Sharing:** Education is the shared responsibility of the institution's leadership, students, government and community.
- **Culture:** The culture of an organization is a major factor in shaping individual attitudes and behaviors.
- **Flexibility:** Willingness to change is necessary for continuous improvement.
- **Shared Values:** Values and common goals are integral to a healthy organization.

## EQUAL OPPORTUNITY & NON-DISCRIMINATION

Hunter Business School is committed to a policy of equal opportunity and is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. HBS is committed to providing equal opportunity in its recruitment, admissions, financial aid, placement, educational programs, and employment without discrimination on the basis of race, creed, color, national origin, ancestry, gender, sexual orientation, age, religion, marital status or disability.

## SEXUAL HARASSMENT

Any form of sexual harassment is considered to be a violation of HBS policy and a violation of federal law. Sexual harassment is described as unsolicited, non-reciprocated behavior, including, but not limited to: unsolicited verbal comments and harassment; sexist remarks about a person's body or sexual activities; touching, pinching, or unnecessary touching; subtle pressure or demands for sexual favors accompanied by implied or overt threats concerning employment or student status; and physical assault. Individuals who consider they are victims of sexual harassment should follow the School's Grievance Procedure detailed below. HBS will investigate reported incidents confidentially and take any necessary action. Disciplinary actions include suspension or dismissal from HBS, depending on the nature and substance of the grievance.

## PROBLEM SOLVING STRATEGY

Hunter Business School is dedicated to helping you successfully complete your course of study. By providing you with the necessary technical and professional skills to meet today's employer expectations, you should have an easy transition entering your chosen field. A major emphasis of our training is to enable you to become self-reliant and professionally disciplined in acquiring knowledge you need and in problem solving.

However, during the course of training, especially at first, you may need to seek out help with regard to problems seemingly beyond your control or ability to resolve. Therefore, the following list of departments is provided with a brief description of their function and how they can help to lessen the anxiety and/or frustration you may encounter while in school.

## STUDENT SERVICES

### Admissions

Your Admissions Representative is here to support you throughout your time at Hunter Business School.

### Financial Aid

The Director of Financial Aid and other Staff advise students on matters relevant to tuition, payment, books, and Financial Aid.

### Education

Instructors offer individual help for students with academic, attendance and personal problems. Instructors are also available for tutorial help if needed. When necessary, meeting with the Department Chair or the Director of Education is the next step if these issues cannot be resolved by the student's instructors.

### Career Services

The Director of Career Services and Career Services Advisors assist students in career planning and job hunting. Specific student concerns are handled on an individual basis by appointment. The Career Services Department provides professional development and seminars while you are in school to help prepare for your job search.

### Administration

The Campus Director personally deals with student concerns throughout the course of study from pre-enrollment to placement assistance, as well as any time after graduation.

If you are in need of assistance, or have a concern, first contact your instructor. If necessary, requests for further action may be taken to the Department Chair, Director of Education or Campus Director and resolved through the following Grievance Procedure.

## STUDENT GRIEVANCE PROCEDURE

The school and work environment is at its best when communications are clear and attitudes are positive. The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they have with any Hunter employee, fellow student, or third party associated with the School in a fair and equitable manner.

A student may use this procedure if he/she believes that an employee of Hunter, fellow student, or third party associated with the Institution has violated a School policy or has acted in a manner that is inappropriate or unfair to the student.

Prior to undertaking an informal or formal grievance, students are advised to bring the issue to the attention of one of their instructors, or faculty mentor. These individuals can assist the student in making a decision about how best to address the issue of concern and whether to pursue an informal or formal grievance.

It is recommended to first follow the informal procedures before a grievance is brought according to Hunter's formal procedure.

### Informal Procedure

Prior to undertaking formal grievance mechanisms, students are requested to follow the steps outlined below and to speak with the designated individuals.

1. Bring the problem to the attention of the instructor. If he or she is not the correct person with whom to talk, and/or if the instructor does not have sufficient authority to address the problem, then the matter should be discussed with the Program Chair of the respective field of study.
2. If the Program Chair or the faculty mentor is unable to resolve the issue, the Director of Education should then be contacted.
3. If after following these steps the grievance is not amicably resolved and the student is still dissatisfied with the outcome, then the aggrieved party can make an appointment to see Hunter Business School's Campus Director, and under special circumstances, the President to discuss the problem.

### Formal Procedure

A student who feels that an issue or problem has not been appropriately addressed, or resolved, by the faculty, or administrative department, may submit a written grievance report to their Campus Director for consideration by Hunter's Executive Management Team. Upon submission, the grievance will be addressed at their next scheduled meeting and a determination will be provided in writing within five business days. If after receipt of the offers' determination, a student feels that his or her concern or complaint has still not been adequately addressed, the student can contact Hunter's accrediting agency by mail or phone:

## **Middle States Association of Colleges and Schools, Commission on Secondary Schools (MSA-CESS)**

33 Chestnut Street, Suite 310, Philadelphia, PA 19104-3171

• Phone: (267) 284-5000

Alternatively, or in tandem, a student can contact Hunter's State regulatory body by mail or phone:

## **New York State Education Department**

Bureau of Proprietary School Supervision (BPSS) 89 Washington Avenue

Room 962, Education Building Addition Albany, New York 12234

• Phone: (518) 474-3969

## **FINANCIAL INFORMATION**

### **Tuition**

You have made a major financial commitment in attending Hunter Business School. Hunter Business School offers you an opportunity to establish or further enhance your ability to gain good credit. It is up to you to treat your financial obligations responsibly by promptly paying tuition while in school and repaying your debts after school is over. Now that you are embarking upon a comprehensive course of study at Hunter, it is important that nothing stands in your way. You will need to spend many hours outside of class studying. Therefore, it is imperative that all of your financial obligations, including Financial Aid (if you qualify) be current, so that you can focus your full attention on learning.

### **Financial Aid**

Hunter Business School's professional financial aid staff will be happy to help you through the financial aid process. Financial aid is available for those who qualify. Students who would like to apply for federal aid must complete a FAFSA (Free Application for Federal Student Aid). This can be completed by visiting [studentaid.gov](http://studentaid.gov).

Hunter Business School participates in the Federal Pell Grant as well as the Direct Loan program. Students must meet the eligibility requirements in compliance with Federal and State laws, as well as Hunter Business School's policies.

Financial aid should be applied for as soon as possible. Students are responsible for providing the financial aid office at Hunter Business School with all required documentation in order to receive and maintain federal aid.

Financial aid must be approved and all documentation completed before aid can be awarded. Financial aid is awarded on an *Award Year* basis. Therefore, it may be necessary for you to reapply for aid during your enrollment at Hunter Business School.

## Federal Pell Grant Program

This is a Federal program for students who are enrolled at least half-time and meet the financial aid need guidelines of the program. You may apply online at [studentaid.gov](http://studentaid.gov). Our Federal School Code is 015599. If you have any questions regarding the application process, please contact Hunter Business School's financial aid department.

## Federal Supplemental Educational Opportunity Grant (SEOG)

This is a limited federal grant which is awarded to eligible students who qualify. Remember, there is a limited amount of federal funds available for this program. Applicants who demonstrate the greatest financial need are the only ones considered for SEOG. If you have any questions, please contact the financial aid staff at Hunter Business School.

## Direct Loan Program

All eligible students enrolled at a Hunter Business School course of study can apply for a loan through the Direct Loan program. Financial need must be demonstrated through a needs analysis in order to be eligible for a *subsidized* student loan (The government pays the interest on this loan while the student is in school.) Your need is based on your *cost of attendance*. The *cost of attendance* is an important factor in determining student financial aid. The expected family contribution (EFC) is subtracted from the *cost of attendance* to determine the calculated financial need. All eligible students can apply for a subsidized and unsubsidized loan. If a student is not eligible for a full subsidized loan, he or she may borrow a combined total of \$9,500 in an unsubsidized loan. Loan amounts are based on enrollment for a full academic year of 900 clock hours. Shorter programs will have lower maximum loan limits. Interest on an unsubsidized student loan accrues while the student is in school and during their grace period.

Repayment of student loans begins six months after a student's last day of attendance. The student may apply for a student loan at [studentaid.gov](http://studentaid.gov).

## Parent Loan to Undergraduate Students (PLUS)

Parents of dependent students may also apply for a loan of up to the student's *cost of attendance* minus other financial aid they will receive at Hunter Business School. If a parent is denied a PLUS loan, the student may be entitled to additional unsubsidized funds. Parents may apply at [studentaid.gov](http://studentaid.gov).

## Veterans' Benefits

Hunter Business School participates in the United States Department of Veterans' Affairs *Post 911 GI Bill*® as well as other chapters of veterans' benefits. This applies to students attending on-campus programs only (hybrid & online programs not included). Veterans who receive VA benefits should submit all VA documentation to the financial aid office for certification. The Office of Veterans' Affairs will be notified of termination, withdrawal or successful completion of your program.

The GI Bill is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by the VA is available at the official U.S. government website at: <http://www.benefits.va.gov/gibill>

Getting financial aid is not always simple and easy. In fact, it requires an effort on your part. The School makes quite an effort to help students who really need it to get appropriate financial aid. Remember that the first steps are up to you. Enrolled students should check with the Financial Aid Office for additional information.

## Payment of Tuition & Fees

Payment of tuition and fees must be made by cash, check, credit card and/or financial aid awards for students who qualify for financial aid. All payments are to be made according to a prearranged schedule.

In consideration of acceptance into Hunter Business School, Inc., each student agrees to the following:

1. Guarantees all tuition payments for the chosen program in which he or she has enrolled.
2. Should a student be in default of payment under this agreement that student shall be responsible for any and all reasonable costs of collection, including but not limited to attorney's fees, collection agency fees, etc.

**Any delinquency in tuition payment may be reported to the credit bureaus.**

## Late Payment Fees

A Late Payment Fee will be charged to a student not meeting his or her agreed upon payment schedule.

- No Late Fee - one day late, up to one week.
- 5% - after one week
- Thirty days late on tuition payment, in addition to the above, a student must meet with a student services officer to either work out an acceptable payment schedule or be prevented from attending class until payments are made current.
- First payment is due **on or before class start date**. An exception may be made to those students who have enrolled within one week prior to class start and then the first payment is to be made no later than one week after starting class.
- A student must be either paid in full according to his or her plan, or be current thirty days prior to graduation, or he or she may be put on "financial suspension."
- If a student has a personal payment plan with the school, no books will be given out until the **FIRST** payment is made.
- Two consecutive missed payments towards a student's personal payment plan may result in being dropped from the program or sent to collections.

## STANDARDS FOR SATISFACTORY PROGRESS

All students (full-time and part-time) must meet the following minimum standards of academic achievement and successful course completion to remain in attendance at Hunter Business School and continue to receive federal student aid. Hunter Business School will consider both a student's GPA (**qualitative progress**) and rate of progression (**pace**) through his or her program (**quantitative progress**). A student's progress will be evaluated at the end of each payment period to determine satisfactory academic progress. At the end of each payment period an evaluation of the student's pace will be completed to determine if the student can successfully complete the program within the maximum time frame of 150% of the standard program length.

### Pace

A student must progress through his/her program at a pace of 67% or higher. Pace is calculated by dividing the cumulative number of successfully completed hours by the cumulative number of attempted hours.

### GPA

A student must maintain a cumulative Grade Point Average (GPA) of at least a 2.0.

### Rate of Program Completion (Maximum Time Frame)

Students are expected to complete all program requirements by their scheduled end (graduation) date. However, an extension may be granted, not to exceed 150 percent of the standard program hours. For example, the maximum time frame in which to complete a 600-hour program is 900 hours.

An evaluation will be conducted when a student successfully completes the clock hours in the payment period. If it becomes apparent that the student cannot complete the program within the maximum time frame, the student will not be allowed to continue, regardless of whether or not they are receiving financial aid. At the point the student successfully completes the scheduled clock hours in that payment period, financial aid will be disbursed if the student is making satisfactory progress.

Program Length in Hours	150% Maximum Hours to Complete Program	Mid-Point of Program	Increment Size in Scheduled Hours	Pace Increment 1 Minimum Successfully Completed Hours out of Scheduled Hours	Pace Increment 2 Minimum Successfully Completed Hours out of Scheduled Hours	Pace Increment 3 Minimum Successfully Completed Hours out of Scheduled Hours
180	270	90	90	60/90	120/180	180/270
600	900	300	300	200/300	400/600	600/900
900	1350	450	450	300/450	600/900	900/1350

**For programs over 900 hours please see Director of Education for Program Rates of Completion.**



*Financial Aid Warning:* A student will be placed on financial aid warning if he/she:

1. Fails to maintain a cumulative GPA of at least 2.0 and/or
2. Fails to meet the 67% pace requirement.

## Grading System

Grades "W" (Withdraw) will not be utilized in computing a student's cumulative GPA, although the hours attempted will count towards computation of the student's **maximum time frame**. Course repetition and transfer hours will also count towards completion of the student's maximum time frame. A course will not be considered a successful course completion until a final grade is issued. This could affect a student's satisfactory progress computation.

Grade	Grade Point	# Equivalent	<b>E = Exempt</b> Not computed in GPA  <b>W = Withdraw</b> Not computed in GPA
A	4.0	90 - 100	
B	3.0	80 - 89	
C	2.0	70 - 79	
D	1.0	65 - 69	
F	Failing	Below 65	
P	Pass	Not computed in GPA	

*Practical Nursing (PN), Diagnostic Medical Sonography (DMS) & Radiologic Technology (RT) students should see additional program policy sections in this and other program specific student program and clinical handbooks.*

- If you receive a grade of "C" or better, you are considered to have successfully completed the course module.
- If you receive a grade of "D," you are placed on probation and must attain grades of "C" or better in the next course module to be eligible to continue.
- If you receive a failing grade or a grade of "D" while on probation, you may be terminated at the discretion of the department chairperson.
- If you have maintained an attendance percentage of 95% or higher, you will receive an attendance award demonstrating that you have earned that distinction.

## Financial Aid Warning (FAW)

Students receiving federal student aid who fail to meet the GPA and/or pace requirement at the end of a payment period will be placed on financial aid warning for one payment period. During the period of financial aid warning, students are still eligible to receive federal student aid. If, after the FAW period, a student still has not achieved the GPA and/or pace requirement, he or she may appeal.

If the appeal is granted, the student would be placed on financial aid probation for one payment period. The student would be eligible for federal financial aid while on probation. If the student has not achieved the GPA and/or pace requirement after the probationary period, the student will be dismissed.

### Financial Aid Probation (FAP)

Students receiving federal student aid who have not maintained satisfactory progress after being given a Financial Aid Warning can appeal the SAP decision and be placed on Financial Aid Probation for one payment period. The student will meet with the Director of Education and create an academic plan stating the student's specific terms and conditions for trying to achieve satisfactory progress while on probation. By the end of the probation period a student must achieve the GPA/pace requirements.

A student will be removed from probation once they achieve satisfactory academic progress. A student who fails to achieve satisfactory progress after completion of probation will be dismissed & will not be eligible for federal student aid.

### Academic Warning/Probation/School Dismissal

A student is required to maintain a minimum attendance of 80% (90% for PN & RT) and an overall GPA of 2.0. Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at each evaluation point, which is the midpoint and endpoint of each term/quarter as defined by the program's enrollment agreement, shall be provided a written notice and placed on academic warning. Students on academic warning will have until the next evaluation point to meet the minimum cumulative grade point average of 2.0 and minimum attendance rate of 80% (90% for PN & RT). Students on academic warning who fail to meet the minimum cumulative grade point average or the minimum attendance rate at the end of their academic warning period will, at the discretion of Hunter Business School, either be dismissed from the program or placed on academic probation. Students on academic warning who are placed on academic probation will have until the next evaluation period to meet the minimum cumulative grade point average of 2.0 and minimum attendance rate of 80% (90% for PN & RT). Students on academic probation who fail to meet the minimum satisfactory requirement at the end of their probation period will be dismissed from school. Refer to each course syllabi for additional attendance requirements. (Example: Externships require 100% attendance.)

### Make-Up Exams & Retesting

Students who are absent on the day of an exam must take the exam on the first day of their return. If, however, a student has been absent multiple days prior to the test date, he or she must make arrangements with the instructor to take the exam within one week of the original test date. Students who fail a test may be allowed to take a retest. In those instances, the instructor will compute the new test grade by averaging the two scores together.

## Withdrawal/Dismissal

Upon a student's withdrawal or dismissal, the terms of the Cancellation and Refund Clause on the Enrollment Agreement become effective immediately.

## Repeating a Course

A student who receives a grade of "F" or "W" (Withdrawal) will be required to repeat the course. The student's program will be extended at no extra charge, provided the extension can be completed within 150% of the standard program length **maximum time frame**.

A student must understand the following:

- When a class must be repeated, both grades will appear on transcripts.
- For the purpose of determining satisfactory academic progress, maximum time frame and minimum academic achievement, the clock hours from all attempts will be counted.
- It is the student's responsibility to consult with a Financial Aid Advisor to determine financial aid eligibility.
- No additional tuition is charged for retaking courses. Course hours attempted, in courses from which the student has been granted a "withdrawal" are counted when calculating the percentage of successfully completed cumulative course hours attempted in the program for the determination of Satisfactory Academic Progress (SAP). All hours attended are used for calculation of the refund policy.
- Additionally, students are responsible for purchasing textbooks and workbooks that have been updated.
- Prerequisites within a program may affect the student's ability to progress further until successful completion of the failed course.

## The Effect on SAP When a Graduate Seeks To Enroll in an Additional Program

If a graduate seeks to enroll in an additional program, the hours & grades attempted in the original program that may apply to the new program are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

## Application of Standards

Satisfactory progress standards apply to all students, part-time or full-time.

## Attendance Standards

Excellent attendance is an expectation of all students at Hunter Business School. Daily attendance is especially important for you to keep up with your classwork and skills. All students must attend 80% (90% for PN & RT) of their total program class hours, including 100% of all clinical or externship hours. If you must be absent, it is your responsibility to email your instructor to let them know. This is what would be expected at a job and this conduct begins at school. Refer to each

course syllabus for additional attendance requirements that apply to specific program courses. (Example: Externships require 100% attendance.)

**Attendance Policy for all Programs:** All students must attend 80% (90% for PN & RT) of their total program class hours. (Refer to course syllabi for additional attendance requirements that apply to specific courses, Clinicals & Externships require 100% attendance.)

- Each student is required to maintain a minimum attendance of 80% (90% for PN & RT) per course.
- If at the end of each evaluation point of a term or quarter your attendance is less than 80% (90% for PN & RT) or less than 100% in clinic/externship, you will receive a “W” (Withdrawal) & be required to retake the course.
- Training will be terminated following 14 consecutive calendar days of absence. Re-admission is at the discretion of the DOE. If a student is terminated, he or she is still financially responsible for all charges.

**Lateness:** Lateness in excess of 10 minutes will be recorded as one hour of absence from class. Students must contact their instructor if they will be late. Students are responsible for all work missed due to absence and should stay informed (by classmates or instructor) as to the material covered when absent. Refer to each course syllabus for additional attendance requirements that apply to specific courses. (Example: Externships require 100% attendance.)

Training will be automatically terminated following 14 consecutive absences (calendar days). Readmission is at the discretion of the Director of Education. If a student is terminated, he or she is still financially responsible for charges according to the School's Refund Policy.

### Failure to Meet Course Requirements

Course requirements are comprised of hours of attendance, exams, competencies, and homework assignments. If a student has not completed and/or met **ALL** course requirements, he or she will receive a “W” (Withdrawal) from the course. Students **MUST** make up hours, exams, competencies, and/or assignments before the last day of class.

### Appeals

A student who feels he or she has received a grade that does not reflect a true evaluation of his or her work or who has been dismissed, may appeal in writing to the Director of Education for a review and/or hearing. Mitigating circumstances will be considered in the review and/or hearing. A determination of the student's written appeal will be provided to the student in writing within 30 days.

### Reinstatement

A student seeking reinstatement may be asked by the Director of Education to request it in writing. Unless the student's withdrawal was due to a documented illness, death in the family or other unforeseen circumstance a minimum of one

term or quarter following the student's withdrawal must have passed and the student must demonstrate to the Director of Education that the student has corrected the deficiencies that caused the termination before the student can request a reinstatement. If the student has not demonstrated that he/she has corrected their deficiencies, they may be permanently dismissed.

## Pass/Fail

As a general rule, Hunter Business School does not offer courses on a pass/fail basis. Please check your program syllabi for specific course grading policies.

## Change of Program

A student may make a program change, if circumstances permit, with the approval of the Director of Education. A student requesting a change should see the Director of Education. If a student changes their program, the school may either: 1) transfer all relevant courses, which would then effect the new maximum time frame in the new program, count any transfer courses in completion, and calculate the transfer courses in the Cumulative Grade Point Average (CGPA), or 2) if there are no relevant courses to transfer to the new academic program, have the student begin again in the new curriculum and with a new maximum time frame, CGPA and completion percentage. Students can only change programs after they sign a new enrollment agreement. The transfer grades will be reflected on the student's official transcript.

## RULES/REGULATIONS/POLICIES

### Student Code of In-Classroom Conduct & Professional Behavior

Two key elements in the arsenal of character traits maintained by a professional are: respect for peers and commitment to goals. Make the decision each day that all your actions that day will be respectful and demonstrate the highest level of commitment possible.

Since unprofessional behavior is sufficient reason in industry for employee termination, it is sufficient reason at Hunter Business School for termination from school.

## Rules

- You are under the supervision of your instructor & shall cooperate with them.
- You will be punctual in reporting to class and must report to the instructor if absent or late.
- Plagiarism, cheating or other acts of academic dishonesty are grounds for dismissal. (See Academic Integrity policy below.)
- Students will respect the confidentiality of all patient information they become privy to, as per HIPAA guidelines.
- During class hours, no visiting other classrooms or loitering on school property.
- You must conform to the dress code at all times.

- All tools and equipment must be returned to their proper place after use.
- No “horse play” or abusive language will be permitted.
- Damaging any school property is grounds for dismissal.
- All forms of gambling are prohibited during school hours.
- Intentional abuse of school property is grounds for immediate dismissal.
- No eating or drinking in computer or medical labs.
- All empty food or drink containers must be disposed of in proper receptacles.
- Stealing is grounds for immediate expulsion.
- Excessive noise in class will not be permitted.
- Smoking or carrying of a lighted material is not permitted inside the building.
- Failure to observe any rule or regulation of the school shall be grounds for disciplinary action.
- A repeated violation of any of the above is grounds for expulsion.

## Alcohol and Drugs

- Drinking of alcoholic beverages or the use of drugs is prohibited on Hunter Business School property, which includes externships and fieldtrips.

## Notice & Availability of Hunter Business School’s Institutional Drug Policy

- Hunter Business School’s Institutional Drug Policy is available to all current and prospective students as well as faculty and staff.
- Hunter Business School’s Drug Policy is reviewed each year and is available on our website at:  
<https://hunterbusinessschool.edu/substance-abuse-program/>
- A paper copy of Hunter Business School’s Institutional Drug Policy can be provided upon request by the Financial Aid Director.
- Hunter Business School’s Drug Policy includes our Statement of Policy, Disciplinary Action Policy, health risks associated with the use of illicit drugs, as well as available resources for students and staff.
- For complete details, please go to the following link at our institution’s website:  
<https://hunterbusinessschool.edu/substance-abuse-program/>

## Student Code of Online Classroom Conduct & Professional Behavior

### Attendance

1. Attendance policies required for regular in-school classes apply to online classes. Please refer to specific course syllabi for details, as well as the school catalog which can be downloaded from our website.
2. Instructors are able to track your activities online, will be taking daily attendance several times per class and will maintain a detailed record of your attendance which will affect your grade and perhaps continued participation in school.

### Dress Code & Professional Behavior While Online

Students are expected to be respectful of the online classroom environment with suggested dress similar to regular academic classes & the following online professional behaviors:

#### 1. Dress Code

- Clothing that is appropriate for the virtual classroom: polo shirts, button down shirts, blouses, t- shirts, sweatshirts, or dresses.
- Clothing that is inappropriate for the online classroom: hats, shirts with offensive logos or messages, ripped or torn clothing, pajamas, etc.

#### 2. Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.

#### 3. Keep your image "live" during class sessions. It is important to make eye contact with your camera to demonstrate your commitment to learning to your classmates and teacher.

#### 4. Microphone Awareness

- Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, and tapping your pen or pencil, etc. so please keep distractions to a minimum or mute your microphone. It is preferable that you find a quiet place in your home to isolate and be free from distraction.

#### 5. Camera Awareness

- During periods of synchronous online classes, it is required that you be live on camera the entire time that the class is in session. Instructors will be cognizant of your presence and are required to maintain an ongoing record of your adherence to this policy. This is really the only way instructors can verify your attendance and credit you for the full time of the class. There will be consequences for violating this policy which can lead to dismissal from the course and school.

#### 6. General Online Etiquette

- Avoid side conversations and multitasking.
- Save your meals and snacks for the breaks between class. Eating during class is generally frowned upon and being in an online classroom is no different.
- When in doubt, pretend you are in your regular academic classroom and put your best 'virtual' foot forward!

### Interactions with Faculty and Staff

#### 1. Students should address all faculty and staff members as adults with the courtesy expected for education professionals. Use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.

#### 2. Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.

3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff. These actions are prohibited.
5. Students must use their Hunter Business School email address when communicating with faculty, staff and students. If a profile picture is used it should be a headshot of the student and should not be offensive or inappropriate in any manner.

### Interactions with Other Online Classmates

1. All communications with other online students in any forum, course related email, discussion post, etc., must be polite, courteous, respectful and be of a course-related nature.
2. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of our institutional code of ethics.
3. Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
4. The student is the ONLY person allowed to log in to their account to complete classwork.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

### Appropriate Use of the Internet

Students are subject to all local, state, and federal laws governing the Internet and will be subject to disciplinary action that may result in removal from course(s) and school if violated.

1. Protect your privacy and that of others by:
  - Not giving out personal information including full names or contact information.
  - Only uploading or using images where you have permission from the people in those images.
  - Not giving out your password(s).
2. Protect and respect the hard work of others by:
  - Only uploading images, music, videos or other digital content that is created by you or is not subject to a copyright and follow copyright procedures when using any digital content.
  - Ask permission and cite sources.
3. Talk to your Instructor or another Hunter Business School Staff member if you:



- Need help online.
- Feel the welfare of others is being threatened by online activities.
- Come across websites that are not appropriate for your school or project.
- Feel uncomfortable by something someone writes or makes.

## Social Networking Policy & Guidelines

### Student Social Media Policy

Hunter Business School (HBS) recognizes that social networking has altered the way people communicate and that students want to be a part of this ever-changing platform. Social networking sites expand one's reach greatly and they can have many beneficial uses.

However, because social networking is so accessible and often blurs the lines between what should be personal and private and what is acceptable for public consumption, there are many concerns with social networking sites of which you should be aware. Importantly, you should fully understand that information you post without using appropriate privacy settings may be available to anyone including HBS students & faculty, current or prospective employers, HBS graduates, and many others.

### Online Conduct

While the school encourages this online collaboration, we would like to provide you with a school policy and set of guidelines for appropriate online conduct to help you avoid the unintentional misuse of this communication medium.

- **Online Can Mean Forever:** Remember that what you post is accessible long after you remove it. Also, comments can be forwarded or copied. Years from now current or prospective employers could find posts that you create today. Potential employers or future school admissions departments may use this information to ascertain your maturity and professional growth. If it is not something you would say or present to an employer in person you should think twice about posting it online. Don't let poor judgment now prevent you from securing your future job in the or enrollment in other educational institutions!
- **Use Privacy Settings:** Understand and use the privacy settings on social networking sites. If you do not, your personal information is available to the entire world. Do not provide personal identifying information such as, but not limited to: date of birth, phone numbers, home addresses, or class schedules.
- **Respect Others:** Don't infringe on the privacy of your friends, peers, or school faculty. The most important thing you can do when using social media is to avoid speaking negatively about a person or workplace. Neverpost personal information of others that could be embarrassing to them or Hunter Business School. If posting photos, ask the permission of those involved. If someone objects to photography, avoid using it as a matter of common courtesy.
- **Follow The Rules:** Make sure you understand the policies and terms of use of any social media outlet you use. Read the terms of service before using. Displaying behavior that violates Federal and/or State law could have serious consequences that could affect your future.

**For Students Enrolled in HBS Health Care Programs (PN, MA, DMS, RT, MOA & MB):** The HIPAA Privacy Rule prohibits the disclosure of Electronic Protected Health Information (ePHI) on social media networks without the express consent of patients. This includes any information about specific patients as well as images or videos that could result in a patient being identified.

**Follow Hunter Business School Policy:** All HBS student policies apply to social networking as well. Adhere to the student handbook (especially regarding academic honesty and student code of conduct) and any/all applicable student policies and standards of conduct.

**Unprofessional posts on social media in violation of any of the above policies may be grounds for dismissal.**

## Disciplinary Actions Related to Violations of Student Code of Conduct for both In-School and Online Students

Rules and regulations are necessary to provide for the safety, fairness, and quality of education of all students and must be enforced to be effective. The following procedures and steps will be followed in the event disciplinary actions are necessary in a given incident:

### **Step 1: Verbal Warning:**

In instances of student misconduct, as defined in the Hunter Business School General Student Handbook and specific program handbooks, students are given a verbal warning with the intention of mitigating and correcting the specific behavior of concern. Incidents of Verbal Warning will be recorded.

### **Step 2: Counseling:**

In the instance of a second offense for the same student, whether or not the incident is the same or different from the original behavior of concern, a counseling session will be mandated as the next remedy utilized by the Program Director, Clinical Coordinator, faculty and if necessary, Director of Education and/or Campus Director. The goal is to correct a student's conduct, performance, attendance, attitude, etc. It is confidential and conducted in a positive and constructive fashion. During the counseling session, the student will be given a set of goals to strive toward to alleviate the problem or problems. Counseling sessions will be documented.

### **Step 3: Probation:**

Probation may be an outcome of the counseling session, a decision made at the discretion of the staff member and with the agreement of the Director of Education. Probation is a period of time, defined by the staff member and Director of Education, during which the student's conduct, attitude and educational achievements will be closely observed by the faculty and other supervisory personnel. If a student fails to respond to correcting their deficiencies during their probationary period, he or she will be subject to dismissal.

#### Step 4:

**Immediate Dismissal:** Immediate dismissal is defined as an immediate termination of a student for severe acts of misconduct or poor performance. Final determination will be left up to the discretion of the Director of Education and/or other school officials.

The following are causes for immediate dismissal but are not limited to: • Failure to meet the conditions imposed through probation.

- Abusive treatment of fellow online students and/or faculty such as threatening, intimidating, or coercing classmates, faculty, or other Hunter personnel.
- Discrimination against anyone associated with your class due to race, color, sexual orientation or national origin.
- Conduct likely to jeopardize the normal and efficient operation at the online school environment.
- Being under the influence of drugs, narcotics, or intoxicants while online.
- Insubordination or refusal to perform duties assigned.
- Malicious gossip or remarks concerning anyone involved with your online training.
- Unauthorized disclosure of confidential information.
- Other forms of immoral, unethical, or grossly improper conduct.

### Academic Integrity

The principles of academic integrity encompass standards of honesty and truth. Each member of the HBS community has a responsibility to uphold its' standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the appropriate department head. Students are responsible for knowing what the standards are and for adhering to them. Students should also bring any violations of which they are aware to the attention of their instructors.

One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. For such modes of assessment to operate fairly, it is essential that the instructor be assured that the work used to evaluate the student's performance is genuinely the student's own. While this Student Handbook does not define academic dishonesty in exhaustive terms, the following types of behavior that defeat the intent of an examination or other class work are unacceptable to Hunter Business School:

- Communicating (written, oral, or otherwise) with fellow students during an examination or quiz.
- Using notes, books, other written materials, calculators, or other aids (except when approved by the instructor).
- Providing or receiving information about the content of an examination.
- Attempting in any manner to benefit from the work of another student (such as, copying from other students during examinations or copying other student's projects or assignments).
- Having someone else take an examination for the student.

- Using other persons or services to prepare written work that's submitted as student's own.
- Using previously or concurrently submitted papers, projects or assignments written by other students.
- Submitting the same or very similar projects, papers, or assignments in different sections of multiple section courses by collaborating students.
- Submitting plagiarized work as one's own.

Academic dishonesty will result in the: failure of the test, examination, term paper, project, or other assignment on which cheating, or plagiarism occurred. Breaches of academic integrity can lead to the commencement of a disciplinary proceeding to determine whether the offending party should be reprimanded, censured, placed on disciplinary probation, suspended, or expelled. Instructors have the authority to impose all of the above rules and regulations. Any issues/complaints/concerns will be handled by instructors. If they are unable to resolve the problem, the issue will be taken to the Director of Education and/or the Campus Director.

## Hazing

Hazing is prohibited. Hazing, defined as an act that endangers the mental or physical health or safety of a student or that damages or removes public or private property, for the purpose of intimidation, initiation, admission into, affiliation with or as a condition for continued membership in, a group or organization, is prohibited. HBS unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

## Parking

Parking in handicapped stalls and areas designated as NO PARKING for Hunter Business School Students is prohibited unless you have the proper credentials. **Violators will be towed away at the expense of the vehicle's owner.**

## Concerns Regarding a Course or Instructor

If you have concerns regarding your course or instructor, first speak with your instructor. Most problems are settled by this type of discussion. If a satisfactory understanding cannot be reached, please make an appointment to see the Program Department Chair. If the matter is still unresolved, see the Director of Education. Rarely, and if necessary, an appeal may be made to the Campus Director.

## Course Instructor Evaluation

At the end of a given section, you will be asked to evaluate aspects of the educational process. This includes completion of a questionnaire by you for the purpose of evaluating the classroom performance of the instructor. You must be honest in your response since this evaluation will assist in faculty growth and improvement.

## Breaks

Class is allotted break time during the day. A schedule of breaks is posted by the instructor. A schedule is a guideline & may be adjusted at the discretion of your instructor.

## Messages

Due to the large number of students and the requirement for uninterrupted classes, you will **not** be notified of messages unless it is a **real emergency**.

## Telephone Calls

To avoid disruption of the educational and educational support process, only in the case of emergencies will you be pulled from class. **Office phones are for faculty and staff use only.**

## Cell Phone Use

Use of cellular phones or any other electronic communication devices for any purpose during class or clinical hours is prohibited by Hunter Business School. Cell phone use, ringing and texting, use of social media such as Facebook, Twitter, etc., are unacceptable during class hours.

If there is an emergency, students can receive phone calls via the Hunter Business School phone or quietly remove themselves from class in order to take the emergency phone call. Disciplinary actions will be taken against those who are unwilling to adhere to our in-school phone policy.

## Counseling

We encourage our students to seek counseling when they feel it is necessary. Students should always be prepared to commit themselves to a course of action that will lead to success. While the school recognizes that students may experience different personal, psychological and physical issues, it does not provide counseling, treatment, or rehabilitation programs for students. However, many resources are available to employees and students seeking assistance with such problems in the community. Please see the Director of Education for further guidance.

## Course Audit

Hunter Business School offers its graduated students the opportunity to audit classes for any of the lecture courses within the program that they have already completed. Contingent upon seat availability, a graduate may choose to audit any part of the program (except clinical externship rotations) which they successfully completed as a student. Any additional resources requested, including books & supplies, will be at the sole expense of the auditing student. Financial aid is not available for students auditing. Students must first speak with the Director of Education.

## GRADING & GRADUATION

### Grading

Hunter Business School's training is directed at achieving practical skills and a level of accomplishment necessary for employment. You are evaluated in two basic areas: comprehension of theory and fundamentals, and skills competency and practical accomplishment.

In evaluating the first, you are given written exams, a final examination and various quizzes in each section of the course. In evaluating skills and accomplishments, you are graded in performance of numerous laboratory and classroom activities, including specific use of equipment.

Student transcripts are issued at the end of each cycle of training and reflect the progress that you have made in class, theory, and lab work.

### Graduation Requirements

To be eligible for graduation, you must:

- Have completed all requirements of your program with a cumulative average of 2.0 (C) or better.
- Have attended 80% or more of total program class hours, (PN & RT program requires 90% attendance, and PN, MA, DMS, RT & WADD programs require 100% attendance for all clinical/externship hours.)
- Have fulfilled all financial obligations to the school.
- Have attended all placement seminars and completed all requirements for successful placement opportunities.
- Have successfully completed your program in the required time period.
- PN Students only: Have successfully completed clinical obligations & attend the NCLEX Live Review.
- A student loan borrower must complete Exit Counseling.

### Graduation

*(NO student will be permitted to graduate if they fail to fulfill any of the above requirements.)*

Diplomas or Certificates will be presented to you at graduation.

Upon graduation, graduates who have not yet obtained employment should be prepared to spend one to three months, full time, searching for an appropriate career opportunity.

## CAREER SERVICES

Hunter Business School's Career Services Department provides the following services to students in all programs of instruction:

- Career development workshops while attending Hunter Business School.
- Resume counseling and preparation.
- Practice and training on proper interviewing and networking techniques.

- Proper job application procedures and other job search skills.
- Assist students and HBS alumni in the total career development process.
- Provide guidance in the job search.
- Addresses various needs, such as clarifying interests, obtaining part-time jobs and internship experiences, planning and conducting professional job search, and obtaining full-time employment.

HBS offers many services to assist in this process, and strives to educate, develop feelings of community, as well as promote partnerships with students, alumni, faculty, and members of the HBS community.

Pregnancy, drug history, prior criminal conviction or prior serious illness may impede abilities to obtain employment. Prior criminal convictions may also affect eligibility to apply for the national certification exams given by the American Registry for Diagnostic Medical Sonography (ARDMS), the NYS PN licensing exam: NCLEX-Practical Nursing Exam of the National Council of State Boards of Nursing (NCSBN) and the American Registry of Radiologic Technologists (ARRT), as well as the various certification exam organizations that provide testing for graduates of our Medical Assistant (MA), Computer Technician Networking Specialist (CTNS), Medical Office Administration with Billing & Coding, and Medical Billing programs.

### **Career Services Continuous Placement Assistance**

All Hunter graduates are entitled to assistance. However, the school cannot promise or guarantee employment or any specific salary to any student or graduate. Job placement in the Healthcare Field is very specialized and background checks are common.

## **DRESS CODE POLICY**

An important part of the training at HBS includes the development of professional attitudes & behaviors. Prospective employers seek those who will be positive additions to their company. To this end, we have created a work-like environment in which you can grow & develop according to these professional expectations.

Students are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance during working hours. Apparel, personal grooming, and hygiene practices should not distract others. Students should avoid extremes in dress and grooming. Whether your classes are in-person or online, you represent the school with your appearance as well as your actions. The properly attired individual helps to create a image for the school, to the public and fellow students. The school maintains a business casual environment. All students should use discretion in wearing attire that is appropriate for the classroom. Shorts & denim are never permitted, men must always wear button down shirts. If a student shows up in a class dressed or groomed inappropriately, they may be asked to return home & return to school well-groomed & wearing proper attire.

## Enforcement of Dress Code

Those students who are out of dress code will be sent home by their instructor, and their hours absent will be counted.

## Externship & Clinical Site Dress Codes

Dress code requirements are to be followed while also attending your clinical & externship sites. It is your responsibility to also adhere to the dress code policies set by your individual clinical sites as well. If you are not in compliance with stated dress code, disciplinary actions will be taken.

## INSTRUCTIONAL SERVICES

To ensure consistency of education, instructors teach according to a defined curriculum which allows for a variety of teaching styles. In response to rapidly changing industry requirements, the curriculum is updated regularly. Therefore, curriculum updates may occur during your program of study.

Instructors of each course session may be changed to provide you with a multifaceted perspective of the area in which you intend to enter and to provide exposure to a variety of learning styles. The instructor for each session will be announced before the start of the session.

All Hunter Business School's instructors are dedicated to assisting you in achieving your career objectives. Therefore, all instructors are available, by appointment, for counseling or academic assistance.

## Instructor Absences

If for any reason your instructor is not present in class on a given day, your class is assigned a temporary instructor for the day. We require that you maintain a high level of productivity either in workshop/lab or reading/studying, whichever is applicable.

## Meetings

In order to continually improve the quality of education to benefit the student body, staff and faculty meetings are scheduled during the school year. On rare occasions there may be unscheduled meetings which may limit instructor availability before/after class.

## Room Assignments

Classroom assignments may be altered periodically. Any change in classroom assignments will be announced.

## School Hours

The school building is open to you during the following hours:

Monday - Thursday 8:30am to 10:00pm and Friday - 8:30am to 3:30pm



## Extra Assistance

If at any point during your program you are having difficulty understanding new ideas, concepts or techniques, you are encouraged to seek supportive assistance from your instructor. Hunter Business School is also aware that it may be difficult to have all instructors available after class hours. Please see Director of Education for additional information.

## Withdrawal

To avoid excessive tuition charges, to facilitate finalization of grade record, and to ensure the option of reinstatement into the school in the future (if desired), any student who may have to withdraw due to extraordinary circumstances must meet with the Director of Education prior to withdrawal. In addition, all Financial Aid recipients must meet with the financial aid staff prior to withdrawal. It is essential that the student withdraw in person and that all rights and responsibilities be fully understood.

## Library Resources

If you have a valid Library card from your local public library, you can access the Virtual Library.

## CAMPUS ACCESS AND SECURITY

### NOTICE & AVAILABILITY OF HUNTER BUSINESS SCHOOL'S ANNUAL SECURITY REPORT

Hunter Business School's Annual Security report is available to all current and prospective students.

Hunter Business School's Annual Security Report is updated October 1<sup>st</sup> of every year and is available on our website at:

<https://hunterbusinessschool.edu/campus-security-manual-security-report-2023-2024-9-26-2023-1/>

A paper copy of Hunter Business School's Annual Security Report can be provided upon request by the Campus Director.

Hunter Business School's Campus Security Manual & Annual Security Report includes numerous policies covering the various aspects of campus safety and security, descriptions of the school's policies, procedures, and programs and the campus security statistics reported to the Department each year.

For complete details of Hunter Business School's Campus Security Manual & Annual Security Report, please go to the following link at our institution's website:

<https://hunterbusinessschool.edu/campus-security-manual-security-report-2023-2024-9-26-2023-1/>

**See Hunter Business School's Annual Security Report for complete directory of health services and other resources.**

## STUDENT CALENDAR OF SCHOOL CLOSINGS

School will be closed on the following days:

Holidays	2024
New Year's Day	January 1
Martin Luther King Day	January 15
President's Day	February 19
Good Friday	March 29
Memorial Day	May 27
Juneteenth	June 19
Independence Day	July 4
Labor Day	September 2
Rosh Hashanah	October 3
Yom Kippur	XXXX
Columbus Day	October 14
Veteran's Day	November 11
Thanksgiving	November 28
Thanksgiving Day After	November 29
Christmas Recess	December 24 - January 1, 2025

**Evening Students:** 2024 Independence Day Recess – July 1, 2024 – July 5, 2024

**School Hours of Operation:** Monday through Thursday 8:30 a.m.-10:00 p.m., Friday 8:30 a.m. - 3:30 p.m. Closed Saturday & Sunday

**Weather Closings:** The closing of Hunter Business School in inclement weather will be announced on our website at: ***HUNTERBUSINESSSCHOOL.EDU***, and our FACEBOOK Page. In addition, a message will be posted on the school's answering machine with the most up-to-date information.

## NOTICE OF NONDISCRIMINATION

Hunter Business School, Inc. is committed to a policy of equal opportunity and providing a safe learning and working environment free from unlawful discrimination, harassment and violence. Hunter Business School, Inc. does not discriminate or permit discrimination by any member of its school community, including its employees, students, visitors and third parties, in its educational programs or activities, policies, recruitment, admissions, employment, financial aid, loan and scholarship programs and placement on the basis of race, color, creed, national origin, religion, sex, gender, disability, age, pregnancy, ancestry, military or veteran status, marital or partnership status, sexual orientation, gender identity, gender expression or any other legally protected status.

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Lisa Lye

Title IX Coordinator

3601 Hempstead Turnpike Levittown, New York 11756 (516) 796-1000

[llye@hunterbusinessschool.edu](mailto:llye@hunterbusinessschool.edu)

and/or

U. S. Department of Education

Office for Civil Rights (New York Office) 32 Old Slip, 26th Floor New York,  
New York 10005 (646) 428-3800 [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

Notice of the School's nondiscrimination policy will be included in each announcement, bulletin or application form made available by the School, including the School's Student Catalog, Student Handbook, Employee Handbook, Student Enrollment Application and Employment Application. The notice will also be posted on the School's website and on faculty and student bulletin boards.

# INSTITUTION EMERGENCY PREPAREDNESS PROCEDURES: WHAT TO DO

## **Fire**

- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors of all unoccupied rooms as you exit.
- Activate the nearest fire alarm pull station.
- Evacuate the building at the nearest exit and call the emergency number listed below.
- Do not enter the building until authorized to do so by school personnel.

## **Building Evacuation Procedures**

- When the fire alarm is activated, evacuation is mandatory.
- Take personal belongings and dress appropriately for the weather.
- Upon exiting, proceed to the assembly area to begin the accountability process.
- Persons with disabilities are to proceed to area of assisted rescue location.

## **Shelter-In-Place**

**Purpose:** To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building.

- When notified, go inside the nearest building.
- Close all windows and doors.

## **Suspicious Package**

- Do not touch or disturb the object or package.
- Evacuate the immediate area.
- Call the emergency phone number 911.

## **Suspicious Behavior**

- Do not physically confront the person exhibiting the behavior.
- Do not let anyone into a locked room/building.
- Do not block a person's access to an exit.
- Call the emergency phone number 911 immediately.

## **Bomb Threat**

- Remain calm.
- Call the emergency phone number 911. Do not use cell phone.
- Follow the instructions from school personnel.

## **Active Shooter**

- If possible exit the building immediately and call 911.
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, stay away from windows. Remain calm and quietly call 911.
- Evacuate room only when authorities have arrived & instructed you to do so.

- **DO NOT**: Leave or unlock the door to see what is happening.
- **DO NOT**: Attempt to confront or apprehend the shooter, unless as a last resort.
- **DO NOT**: Assume someone else has called police or emergency personnel.

## PERSONAL PREPAREDNESS PLAN

The only way to prepare for an emergency is to become aware. In emergency situations, a trained mind becomes alert but an untrained mind panics. Follow the tips below to prepare:

### **BEFORE: SMART THINGS TO DO NOW**

- Check your building evacuation route.
- Review and remember **KNOW WHAT TO DO** below.
- Share the Hunter Business School website address with family and friends.

### **DURING: KNOW WHAT TO DO**

Knowing how to react during an emergency can save your life. Try to rescue others **ONLY** if you can do it safely. Below are emergency scenarios that include helpful “What You Should Do” information.

#### **Fire**

Fires are extremely dangerous and can spread very fast. If you encounter a fire in your building, get out and away from the danger. Follow directions of Hunter Administrators.

#### **What You Should Do:**

- Activate the nearest fire alarm pull station.
- Notify occupants and help those needing assistance in the immediate area.
- Confine the fire by closing doors of all unoccupied rooms as you exit.
- Evacuate the building at the nearest exit and call emergency telephone # 911.
- Go to the designated assembly area.
- **DO NOT**, under any circumstances, re-enter the building until authorized to do so by school personnel.

#### **Active Shooter**

An active shooter is an event in which one or more persons commit harm through the use of firearms. View RUN, HIDE, FIGHT, a five-minute training enactment video on surviving an active shooter event to learn what you can do to protect yourself in a life- threatening emergency. Viewer discretion is advised. [www.youtube.com/watch?=5VcSwejU2D0](http://www.youtube.com/watch?=5VcSwejU2D0)

#### **What You Should Do:**

- If possible, exit the building immediately and call 911.
- If you cannot exit:

- Clear the hallway immediately.
- Remain behind closed doors in a locked or barricaded room.
- Stay away from all windows.
- Do not huddle in groups.
- Remain calm and quietly call 911.
- **DO NOT** Leave or unlock the door to see what is happening.
- **DO NOT** attempt to confront or apprehend the shooter, except as a last resort.
- **DO NOT** assume someone else has called the police. YOU make the call.
- **DO NOT** leave until emergency personnel have arrived and given an "all clear"

## Evacuation

An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area within a building. This requires occupants to move out and away from a building to a designated assembly area of refuge, or out and away from a specific area within a building. An evacuation is most commonly used when there is a suspected **fire or hazardous** material spill in a building.

### What You Should Do:

- Notify occupants and help those needing assistance in the immediate area.
- Activate the nearest fire alarm pull station.
- Confine the fire by closing doors as you exit.
- Evacuate the building at the nearest exit and call the emergency # 911.
- Please review the emergency evacuation routes and map.
- **DO NOT**, under any circumstances, re-enter the building until authorized to do so by school personnel.

## Shelter-In-Place

Shelter-In-Place is a procedure where an entire building population is moved to a single or multiple location(s) within a building. It is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

### What You Should Do:

- Stay inside the building or if outdoors immediately go into the nearest building.
- Close all windows.
- Immediately go to the designated shelter-in-place area within the building.
- Await further instructions from school personnel.
- **DO NOT** evacuate the building until an "all clear" is given by emergency personnel.

## Lock Down

Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a lock down, students, faculty and staff would be instructed to secure themselves in the room they are in and not to leave until the situation has been resolved. This allows emergency responders to secure the students, faculty, and staff in place, address the immediate threat, render first aid if needed, and remove any innocent bystanders from immediate danger to an area of safe refuge.

### **What You Should Do:**

- Stay in your room or office; lock and barricade the door and remain quiet.
- Do not attempt to leave the building or room.
- Wait until school personnel give you an "all clear" announcement.

## Bomb Threat

Bomb threats are taken very seriously. If you receive a call from anyone making such a threat, please act immediately.

### **What You Should Do:**

- Remain calm.
- If the threat is received by phone, try to remember as much information about the phone call as possible.
- Immediately call 911 – use a campus or other hardwired phone.
- **DO NOT** use a cell phone, especially if you believe the location of the device is nearby.
- Follow the instructions of the communications dispatcher emergency personnel.



# **HUNTER BUSINESS SCHOOL POLICY AGAINST DISCRIMINATION AND HARASSMENT (INCLUDING SEXUAL HARASSMENT, SEXUAL ASSAULT AND SEXUAL VIOLENCE)**

## **POLICY STATEMENT**

Hunter Business School is committed to providing a safe and healthy educational and employment environment that encourages and fosters appropriate conduct in which all individuals are treated with dignity and respect and are free from unlawful sex discrimination as well as all other unlawful discrimination. This policy applies to all forms of unlawful sex discrimination including sexual harassment, sexual assault and sexual violence. Hunter expects that all interpersonal relationships and interactions, especially those of an intimate nature, will be based upon mutual respect, open communication and clear consent and that all members of our School community will assist in creating an environment free from unlawful discrimination and harassment. These standards apply equally to everyone regardless of the sex, gender, sexual orientation, gender identity or gender expression of any of the individual's involved.

This policy applies to all members of our school community including students, employees (including faculty, administrators and staff), and third parties (including guests, visitors, vendors and contractors) and to all conduct committed in connection with any Hunter Business School program. This policy also applies to any incident that may adversely impact an employee's work and/or a student's or other person's participation in the School's educational or other programs and activities.

Hunter Business School is committed to promptly and equitably addressing and resolving all reports of unlawful discrimination and harassment. We will promptly respond to complaints of discrimination or harassment so as to end the conduct, prevent its reoccurrence, remedy any effects of the conduct on any individual or the School community, and eliminate any hostile environment. Anyone who violates this policy will be subject to sanctions as set forth below.

The School will not retaliate against any individual, including the Title IX Coordinator, for the purpose of interfering with any right or privilege secured by Title IX or applicable law. Retaliation against an individual because the individual filed a complaint alleging violation of Title IX or applicable law, participated in a Title IX investigation, hearing or proceeding in any way, or advocated for others' rights pursuant to Title IX or other applicable law is also prohibited.

## **WEBSITE ADDRESS FOR THIS POLICY**

<https://hunterbusinessschool.edu/sexual-misconduct-stalking-dating-domestic-violence/>

## DEFINITIONS

*Complainant* is the person alleged to have been subjected to conduct that violates this policy.

*Respondent* is the person accused of engaging in conduct in violation of this policy.

*Sex Discrimination* is conduct based on an individual's sex that excludes an individual from participation, denies the individual benefits of, treats the individual differently or otherwise adversely affects a term or condition of the individual's employment, education, living environment or participation in a program or activity. Sex discrimination includes all forms of sexual harassment and sexual misconduct.

*Sexual Harassment* is unwelcome conduct of a sexual nature that denies or limits one's ability to participate in or benefit from the educational or work environment at the School. It includes unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, including but not limited to sexual activity. Examples of sexual harassment include but are not limited to:

- Submission to the conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other School activities.
- Submission to or rejection the conduct is used as a basis for evaluation in making academic or personnel decisions affecting the individual. For example, an instructor insists that a student have sex with him/her in exchange for a good grade.
- Conduct that has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment. Examples:
  - A student repeatedly sends sexually oriented jokes around on an email list, even when asked to stop, causing one recipient to avoid the sender on campus.
  - Explicit sexual pictures are displayed in the instructor's office or a computer monitor in a public space.

*Other unlawful discrimination* is defined as treating an individual(s) less favorably or differently because of their actual or perceived protected characteristics including race, color, creed, national origin, religion, disability, age, pregnancy, ancestry, military or veteran status, marital or partnership status, sexual orientation, gender identity, gender expression or any other legally protected status. Discrimination for purposes of this policy also includes unlawful harassment based upon any of those protected status/characteristics.

*Sexual Assault* is nonconsensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person's genitals, anus, inner thighs, buttocks or breasts, including touching directly or through clothing. Sexual assault occurs when the act is committed by physical force, violence, threat or intimidation, ignoring the objections of another person or by causing another person's intoxication or impairment through the use of drugs or alcohol and/or taking advantage of another person's incapacitation, helplessness or other inability to consent. This includes conduct covered by the New York Penal Law. Examples of sexual assault include rape, penetration, fondling.

*Sexual Violence* refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (for example, due to the victim's age, use of drugs or alcohol, or because of an intellectual or other disability prevents the student from having the capacity to give consent). It includes, among other things, rape, sexual assault, sexual battery, domestic violence, dating violence and stalking. Many types of sexual violence include nonconsensual sexual contact but this is not a necessary component. Sexual violence can be carried out by school employees, other students, or third parties. All acts of sexual violence are forms of sex discrimination prohibited by Title IX.

*Sexual Misconduct* includes a range of conduct including but not limited to all types of sexual harassment, sexual assault, rape and sexual violence.

*Domestic Violence* is violence committed by a current or former spouse of the victim, by someone who is or has cohabited with the student as a spouse, by someone with whom the victim shares a child in common, by others to whom the student is related by consanguinity (blood) or affinity (marriage), or by unrelated persons who are (or have been in the past) continually living in the same household.

*Dating Violence* is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship is determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the involved persons.

*Stalking* is a course of unwelcome conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety or that of others, or to suffer substantial emotional distress.

Stalking includes, but is not limited to, cyberstalking (using the Internet or other electronic means to harass someone), repeatedly following a person or appearing at the person's home, workplace or classroom without a legitimate purpose, leaving or sending unwanted messages.

*Consent* represents the foundation of respectful intimate relationships. Hunter Business School strongly encourages its population to communicate – openly and

honestly – about their actions, wishes and intentions when it comes to sexual behavior, and to do so BEFORE engaging in intimate conduct. It is always the responsibility of the individual initiating sexual contact to ensure that consent is present before acting and is present during sexual activity.

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sex act with another, at the time of the act. Consent can only be given by someone who acts freely, voluntarily and with knowledge of the fact and nature of the sexual act involved. Consent is a mutually understood freely given “yes”, not the absence of “no.” Consent can be withdrawn at any time.

*Consent is NOT present when an individual is incapacitated, voluntarily or involuntarily, due to age, physical condition (lack of sleep, lack of consciousness, alcohol, drugs), or disability that impairs the individual’s ability to provide consent.*

Consent cannot be inferred from consent to another form or contact or sexual activity; a prior or current sexual, romantic or marital relationship; silence or lack of resistance; or prior sexual activity with another individual(s). The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

*Retaliation* is adverse action against another person for reporting a violation or for participating in any way in the investigation or hearing process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences or bullying.

## **QUESTIONS, CONTACTS AND COMPLAINTS**

If you have any questions or concerns regarding this policy, or if you wish to file a complaint pursuant to this policy, you may contact:

Lisa Lye

Title IX Coordinator Hunter Business School 3601 Hempstead Turnpike  
Levittown, New York 11756 (516) 796-1000

[llye@hunterbusinessschool.edu](mailto:llye@hunterbusinessschool.edu)

You may also file a complaint with:

U. S. Department of Education

Office for Civil Rights (New York Office) 32 Old Slip, 26<sup>th</sup> Floor  
New York, New York 10005 (646) 428-3800

[OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

## COMPLAINT PROCEDURE

### How to Report a Complaint

Hunter Business School takes complaints of sexual and other unlawful discrimination, including sexual harassment, sexual assault and sexual violence very seriously. The School encourages students, employees and third parties who have experienced or know of an incident of sexual or other unlawful discrimination, including sexual harassment, sexual assault and sexual violence to speak with the Title IX Coordinator about what happened so that the School can respond appropriately.

If any employee of this School experiences, observes or learns of an incident of unlawful discrimination, the employee must immediately report the incident to the Title IX Coordinator.

There is no time limit for reporting discrimination. However, allegations should be reported as promptly as possible as a delay in making the report may make it more difficult for the School to investigate allegations. The School strongly encourages all individuals to seek assistance from a medical provider and or local law enforcement immediately after an incident of sexual violence.

### Reports can be made by telephone, email or in person as listed below:

- Reports by students to the Title IX Coordinator, his/her instructor, the Program Chair of the student's field of study, the student's faculty mentor or the Director of Education.
- Reports by employees to: Title IX Coordinator, his/her supervisor, or the Campus Director.
- Reports by third parties to: Title IX Coordinator or the Campus Director.

HBS' Levittown employees may be contacted at 3601 Hempstead Turnpike, Levittown, New York 11756, (516) 796-1000, and the email addresses listed below:

- Campus Director, Erica Bider,  
[ebider@hunterbusinessschool.edu](mailto:ebider@hunterbusinessschool.edu)
- Director of Education, Ryan Howell,  
[rhowell@HunterBusinessSchool.edu](mailto:rhowell@HunterBusinessSchool.edu)

### Program Chairs:

- Medical Assistant Program Director, Tracey Maletta,  
[tmaletta@hunterbusinessschool.edu](mailto:tmaletta@hunterbusinessschool.edu)
- Computer Repair Program Chair, James Fetter,  
[jfetter@hunterbusinessschool.edu](mailto:jfetter@hunterbusinessschool.edu)
- Practical Nursing Program Director, Renee Ennis,  
[rennis@hunterbusinessschool.edu](mailto:rennis@hunterbusinessschool.edu)
- Radiologic Technology Program Chair, Abe Najjar,  
[anajjar@hunterbusinessschool.edu](mailto:anajjar@hunterbusinessschool.edu)

- MOA & Medical Billing Specialist, Program Chair, Ryan Howell,  
[rhowell@hunterbusinessschool.edu](mailto:rhowell@hunterbusinessschool.edu)

HBS' Medford employees may be contacted at 3247 Route 112, Medford, New York, 11763, (631) 736-7360, and the email addresses listed below:

- School/Campus Director, Chuck Copt,  
[ccopt@hunterbusinessschool.edu](mailto:ccopt@hunterbusinessschool.edu)
- Director of Education, Ryan Collins,  
[rcollins@@hunterbusinessschool.edu](mailto:rcollins@@hunterbusinessschool.edu)

### **Program Chairs:**

- Medical Asst. Program Director, Tracey Maletta,  
[tmaletta@hunterbusinessschool.edu](mailto:tmaletta@hunterbusinessschool.edu)
- Computer Repair Chair, Betty Lynn DeMott,  
[bdemott@hunterbusinessschool.edu](mailto:bdemott@hunterbusinessschool.edu)
- Sonography Program Chair, Kim Dalton,  
[kdalton@hunterbusinessschool.edu](mailto:kdalton@hunterbusinessschool.edu)
- MOA & Medical Billing Specialist, Program Chair, Ryan Collins,  
[rcollins@hunterbusinessschool.edu](mailto:rcollins@hunterbusinessschool.edu)

The individual making the report is encouraged to provide as much detailed information as possible so as to allow the School to investigate the report and respond as appropriate. The School may be limited in its ability to investigate if insufficient information is provided. Students making a report may ask to remain anonymous or that a Complaint not be pursued, and the School will weigh that request against its obligation to provide a safe, non-discriminatory environment for the community. Upon receipt of a report, the School will immediately consider and implement appropriate interim measures to ensure the victim can continue his or her education or work free of ongoing sex discrimination or other unlawful discrimination.

### **Amnesty for Sexual Misconduct Complainants and Witnesses**

Hunter Business School encourages the reporting of sexual misconduct. We recognize that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. An individual who in good faith reports sexual misconduct either as a complainant or a witness will not be subject to disciplinary action for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not be extended for any violations of Hunter's policies other than alcohol/drug use. Amnesty does not preclude or prevent action by police or other legal authorities.

## **Reporting to Local Law Enforcement**

The School encourages Complainants who believe they have been subjected to criminal sexual misconduct to pursue their complaints both through the School's complaint resolution process and through local law enforcement.

The School will provide Complainants with information concerning their options and rights and, upon request by the Complainants, will assist them in making reports to local law enforcement. The decision to file a complaint with local law enforcement is entirely the Complainant's choice; reporting to law enforcement is not necessary for a Complainant to receive counseling or other supportive services, or for the School to proceed with an investigation. It may, however, be necessary for the School to briefly suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The School will promptly resume its investigation as soon as it is notified by law enforcement that it has completed the evidence gathering process, or within 10 days, whichever is sooner.

The School will proactively implement appropriate interim steps during law enforcement's investigation period to provide for the safety of the Complainant and the School community and the avoidance of retaliation.

## **Interim Measures During the School's or Local Law Enforcement's Investigation**

The School will take steps to ensure equal access to its programs and activities and to protect the complainant as necessary prior to the final determination of the complaint. The School will take these steps promptly once it has notice of the allegation and will provide the complainant with periodic updates on the status of its investigation. The complainant will be notified of his/her options to avoid contact with the respondent and to change academic and other activities or situations as appropriate. The School will make a sexual violence complainant aware of any available resources and the right to report a crime to local law enforcement. Interim measures may also include measures such as providing support services to the complainant, a change of schedule or classes, rescheduling of exams or assignments, issuance of a no-contact directive that the parties have no contact with one another, providing an escort, or assistance finding a counselor or community resources. The specific interim measures implemented and the process for doing so will be specific to each case after considering factors such as the need expressed by the complainant, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and respondent share the same job location, classroom, etc., and whether other measures have been implemented to protect the complainant (e.g., order of protection). Implemented interim measures will not disproportionately impact the complainant.

## **Confidentiality**

Every effort will be made to protect the privacy of all individuals involved in an investigation of a discrimination or harassment complaint. Information about complaints or inquiries and investigations will be maintained by the School in confidence to the extent possible. However, HBS cannot guarantee complete confidentiality and will notify the Complainant where confidentiality cannot be ensured. HBS shares information about allegations with those who need to know.

If a Complainant does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Complainant may make a request to the Title IX Coordinator, who will evaluate the request in light of the duty to ensure the safety of the School community and comply with applicable law. In cases where the Complainant requests confidentiality and the circumstances allow the School to honor that request, the School will offer interim supports and remedies to the Complainant and the School community but will not otherwise pursue formal action.

## **Confidential Community Advice and Counseling Resources**

The following community resources are available to discuss incidents and issues regarding sexual misconduct on a confidential basis. The sources can advise individuals about resources, services and options available.

- 1. Nassau County Coalition Against Domestic Violence and Sexual Assault**  
15 Grumman Road, West Suite 1000, Bethpage, NY 11714 [www.cadvnc.org](http://www.cadvnc.org)  
516-465-4700, 24-hour hotline: 516-542-0404
- 2. NYS Domestic and Sexual Violence Hotline**  
1-800-942-6906
- 3. Victims Information Bureau of Suffolk, Inc.**  
185 Oval Drive Central Islip, NY 11722 631-360-3730  
631-360-3606
- 4. Nassau County Dating/Domestic Violence Hotline**  
516-542-0404
- 5. National Sexual Assault Hotline**  
1-800-656-4673
- 6. Nassau County Sexual Assault Hotline**  
516-222-2293
- 7. National Sexual Assault Telephone Hotline**  
1-800-656-4673
- 8. The Safe Center Long Island/ Restoring Hope for Victims of Abuse**  
516-542-0404, [www.TSCLL.org](http://www.TSCLL.org)



## **9. NYS Coalition Against Sexual Assault (NYSCASA)**

*1-800-942-6906*

## **10. L.I. Against Domestic Violence**

*320 Carleton Avenue Central Islip, NY 11722*

*24 Hour Hotline: 631-666-8833*

## **RESPONSE TO COMPLAINT**

### **Initial Assessment**

The Title IX Officer will conduct an Intake Meeting with the Complainant as soon as possible after receiving a report or complaint. The following topics will be addressed during that meeting, as appropriate:

- Immediate physical safety and emotional well-being needs
- Notice to the Complainant of the right to contact local law enforcement and seek medical treatment and the importance of preservation of evidence
- Notice to the Complainant of the right to be assisted by individuals at the College in contacting local law enforcement
- Providing the Complainant with information about available resources and the range of interim measures and remedies, regardless of whether the Complainant files a formal complaint with the School or local law enforcement
- An overview of the procedural options and process
- Rights during the investigation process
- The School's Policy Against Discrimination and Harassment including the prohibition against retaliation.

Information about these topics will be provided to the Complainant in writing during or following the meeting.

In addition, during the Intake Meeting the Complainant will be interviewed to understand the key facts upon which the report is based to appropriately assess how the School will proceed.

### **Informal Resolution Process**

If an informal resolution is pursued, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to all parties. Pursuant to the informal process, the School will only conduct a fact-finding investigation to the extent useful to resolve the conflict and as is necessary to protect the interests of the parties, the School and the School community.

The informal resolution mechanism will only be used if the parties voluntarily agree to do so. The parties will be notified that any party to the complaint has the right to discontinue the informal process and request a formal investigation at any time. The School also has the discretion to initiate a formal investigation at any time. At no time will the complainant be required to resolve the problem directly with the Respondent.

Any informal resolution must adequately address the concerns of the Complainant as well as the rights of the Respondent and the overall intent of the School to stop, remedy and prevent policy violations. The Title IX Coordinator will make a recommended resolution that may include responses such as counseling or education, a requirement for behavioral changes, a written warning or other disciplinary actions, including termination of employment or expulsion from School, as set forth in the Sanctions section below. If all parties to the complaint and the School agree in writing to the recommended resolution within 7 business days, then the case will be deemed resolved. If all parties do not agree in writing to the recommended resolution, then the complaint will be referred to the formal process.

### **Formal Complaint Process**

The School will complete a prompt, thorough, adequate, reliable and impartial investigation. The investigation will be conducted by the Title IX Coordinator or one or more investigators appointed by the Title IX Coordinator. If the Title IX Coordinator has a conflict of interest, (s)he will so notify the School President who will appoint another investigator to handle the matter. Likewise, if either the Complainant or the Respondent believes the investigator has a conflict of interest, (s)he must immediately notify the School President, who may appoint another investigator to handle the matter.

The investigator will interview the Complainant, the Respondent and/or other witnesses and may request additional information from any of these individuals or the School. The Complainant and Respondent will have an opportunity to advise the investigator of any witness(es) each believes should be interviewed and/or other evidence that they believe should be reviewed by the investigator and may submit evidence to the investigator during the investigation. The investigator may also interview witnesses and review evidence not suggested by a party. Any party may be represented by counsel during the investigation or any other step under this procedure; all parties will have an equal opportunity to have counsel present and any restrictions on counsel's ability to speak or otherwise participate will be applied equally to all parties.

The School will endeavor to complete the investigation process within 20 business days of the initiation of complaint or referral of the complaint from the informal process. If more time will be required, the investigator will so advise the parties.

Within 5 business days of completion of any investigation, HBS will notify both parties in writing about the finding of the investigation. The allegations will be determined using the preponderance of the evidence standard, *i.e.*, whether it is more likely than not that the allegation happened. The investigator's findings will also include (i) any sanctions to be imposed on the Respondent, (ii) any individual remedies offered or provided to the Complainant, and (iii) any other steps that the School has taken or should take to eliminate the hostile environment or discrimination (if found to exist) or to prevent recurrence. In a non-sexual violence case, the Complainant will only be notified of (i) above to the extent the

sanctions imposed directly relate to the Complainant and of (ii) and (iii). The Respondent will not be notified of (ii) above in any type of case.

The written notification of the investigator's findings will advise all parties of the right to appeal the investigator's findings. A written appeal may be filed by delivering the written appeal to the Campus Director for the Campus to which the complaint pertains, to the address set forth above, within 7 business days of receipt of the written notification of the investigator's findings. The written appeal must include the appealing party's contact information including mailing address, phone number and email address. The appeal will be determined by the Campus Director, who will notify the parties, in writing, of the determination of the appeal within 7 business days of its filing. All appeals will be determined by the Campus Director in an impartial and unbiased manner.

## **PRIVACY RIGHTS**

The Family Educational Rights and Privacy Act (FERPA) permits the School to disclose to the student complainant information about the sanction imposed upon a student who is found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student or that the harasser is prohibited from attending school for a period of time or transferred to another class or campus, or terminated from the School. Further, when the conduct involves a crime of violence or a non-forcible sex offense, FERPA permits the School to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the School concluded that a violation was committed. The School may also disclose to anyone the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and with respect to the allegation made, the student has committed a violation of the School's rules or policies.

## **SANCTIONS**

The following are examples of sanctions that may be imposed where a violation of this Policy is found.

### **Student Sanctions**

- Warning
- Required Counseling or attendance at educational programs
- Behavioral Contract
- Restriction of privileges
- Probation
- Suspension
- Expulsion
- No contact order
- Other actions Employee Sanctions
- Warning - Written or Verbal
- Performance Improvement Plan

- Required Counseling or assessment
- Required Training or Education
- Change in duties or assignment
- Demotion
- Loss of Pay
- Suspension with or without pay
- Termination

### Third Parties

- Conditions upon the individual's presence on campus or at School events
- No trespass or no contact orders
- Other steps deemed necessary to protect the School community

**REMEDIES AVAILABLE TO COMPLAINANTS AND OTHERS** The remedies available include but are not limited to:

- making a sexual violence complainant aware of any available resources and the right to report a crime to local law enforcement
- providing support services to the Complainant
- a change of schedule or classes
- rescheduling of exams or assignments
- issuance of a no-contact directive that the parties have no contact with one another
- providing an escort, or assistance finding a counselor or community resources
- ensuring that the complainant and respondent do not share classes or other activities
- reviewing any disciplinary actions taken against the complainant to determine whether there is a causal connection
- training or re-training school employees on the school's responsibilities
- developing materials on sexual violence for distribution to all students
- conducting sexual violence prevention programs or targeted training for a group of students
- issuing policy statements

The specific measures implemented and the process for doing so will be specific to each case.

### **RETALIATION IS PROHIBITED**

Hunter Business School will not retaliate against any individual, including the Title IX Coordinator, for the purpose of interfering with any right or privileged secured by Title IX or applicable law. Retaliation against an individual because the individual filed a complaint alleging violation of Title IX or applicable law, participated in a Title IX investigation, hearing or proceeding in any way, or advocated for others' Title IX or rights pursuant to other applicable law is also prohibited and a violation of this policy. Therefore, any retaliation, intimidation,

threats, coercion or discrimination against any such individual will be addressed in the most serious way by Hunter Business School. Individuals who engage in such actions are subject to disciplinary action that may include suspension or dismissal. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of discrimination, harassment or sexual misconduct should immediately report those concerns to the Title IX Coordinator, who will take appropriate actions to address the conduct in a prompt and appropriate manner. If an employee is aware of possible retaliation, the employee is required to report those concerns to the Title IX Coordinator.

### **FALSE COMPLAINTS**

Members of the School community who make false reports will be subject to disciplinary action, except in the case of reports, even if erroneous, that are made in good faith.

## **STUDENT COMPUTER AND INTERNET USE POLICY**

Hunter Business School's students are responsible for good behavior on school computers and networks just as they are in a classroom or school hallway. Computers are property of Hunter Business School and are to be treated with the same respect as all property on Hunter Business School's campus. All activities and communications using school equipment are to be considered public in nature and under scrutiny of Hunter Business School's IT department. General school rules for behavior and communication apply.

### **Students must follow the following rules when using school computers or networks:**

1. Students may not disconnect or remove any equipment from computers including keyboards, mice, monitors, printers, etc. If you believe any of the above to be faulty, please alert your instructor or the IT department. **DO NOT** attempt to repair or replace equipment yourself.
2. Students may not unplug or move any power cables from outlets or surge protectors unless given permission from their instructor or the IT department.
3. Students may not plug in personal equipment such as mobile devices, laptops, etc. into any outlet or surge protector that is supplying power to Hunter Business School's computers, printers, or networking equipment without permission from their instructor or the IT department.
4. Students may not install, uninstall, or change any software into Hunter Business School computers unless instructed to do so by their instructor or the IT department. If you require additional software than what is provided you may request it to be installed by the IT department.
5. Students may not change Windows system settings on Hunter Business School computers without first obtaining permission from their instructor or the IT department. These settings include but are not limited to: desktop backgrounds, colors, themes, screen resolution, font size, screen savers, printer settings, passwords, etc. If you require Windows to be changed from the default settings, you may request it be changed by your instructor or the IT department.
6. All students are responsible for keeping and maintaining backups of their work and/or personal files. Hunter Business School is not responsible for lost files that do not have a backup. Flash drives are available to all students upon request. Also, all student email addresses have a free Google Drive associated with them that may be used for this purpose.
7. Hunter Business School's policy for the use of the Internet prohibits harassment, and applies in its' entirety to the use of Hunter's communication and computer systems. No one may use any communication, network, or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability,

religious beliefs, or any other characteristic protected by federal, state, or local law.

**Copyright Law**

The copyright law of the United States (Title 17, United States code) governs the creation or distribution of photocopies or other reproductions of copyrighted material. Students who do not abide by this law are liable for any infringement.

# Reconfirming Your Credentials

## I. The Development of Technical Skills and Understanding:

### Employer Expectations

Technical Knowledge  
Technical Experience  
Productivity  
Enthusiasm and Commitment  
Broad Exposure/Perspective  
Attention to Detail  
Ability to Learn  
Continue to Learn

### Hunter's Opportunities

Lectures, Materials and Tests  
Workshops and Lab Projects  
Tests, Quizzes and Homework  
Study for Tests  
Variety of Subjects Covered  
Detailed Lab Work  
Completion of Course  
Enthusiasm for Future Growth

## II. The Development of a Track Record of Reliability:

### Employer Expectations

Punctuality and Attendance  
Reliability  
Needs Little Supervision  
Seeks Out Help When Needed  
Has Good Work Habits  
Works Safely  
Perseverance  
Ability to Meet Deadlines

### Hunter's Opportunities

Attendance in Class & Clinic  
Absence Policy  
Disciplined Homework  
Opportunity to Ask Questions  
Tests and Lab Grades  
Lab Safety Rules  
Deal with Deadlines/Pressures  
Daily Projects and Assignments

## III. The Development of Human Relations Skills/Professionalism:

### Employer Expectations

Ability to Fit In  
Self-Directed  
Highly Motivated  
Hard Worker  
Professional Behavior  
Positive Attitude  
Considerate of Others  
Respected by Others

### Hunter's Opportunities

Work as Team in Lab  
Independent Study  
Seek Opportunities for Extra Work  
Homework, Projects, Tests  
Dress Code/Code of Conduct  
Develop Enthusiasm for Work  
Help Fellow Classmates  
Earn Respect of Peers



# Follow Us & Like Us

**Become a Fan on Facebook:**

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**Watch us on YouTube:**

<http://youtube.com/user/hunterbusinessschool>

# TOP TEN REASONS

**To attend a school licensed/registered by the NYS Education Department and accredited by MSA-CESS.**

(Accredited by the Commission on Secondary Schools, Middle States Association of Colleges and Schools).

1. Federal/State licensed Directors and Instructors.
2. Federal/State approved curriculum and equipment, reviewed by experts in the field.
3. Facilities meet State and Local building, fire and health codes.
4. Facilities are inspected by Federal/State education officials.
5. Complaint process gives students access to regulatory agency.
6. Students' tuition is protected by a state-controlled Tuition Reimbursement Fund.
7. Admissions Representatives are certified.
8. Approved requirements for admission.
9. Catalogs and Enrollment Agreements must meet high standards.
10. Refund policies are determined by Federal/State regulations.

*Licensed schools meet or exceed the standards required by Article 101 of the New York State Education Law and Part 126 of the Regulations of the Commissioner of Education.*

For more information, call the NYS Department's Bureau of Proprietary School Supervision at (212) 643-4760 or (516) 474-3969.



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EDUCATION **WORK!**

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For more information about our graduation & placement rates and other important information go to:

<https://hunterbusinessschool.edu/consumer-information/>