

# Student Policy Handbook

revised September 2021



## LIMITATIONS

Information in this Student Policy Handbook is current as of September 2021, and is subject to change without advance notice.

## CHANGES IN COLLEGE POLICIES, PROCEDURES, AND REQUIREMENTS

The College reserves the right to modify or revise the admission requirements of any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

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Excelsior College maintains a drug-free workplace and is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988.

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request.

Campus Crime Statistics can be found at the following website: <http://ope.ed.gov/security>

# Student Policy Handbook

## Introduction

This *Student Policy Handbook* is a resource for understanding the academic and administrative policies that are important to academic success. It includes a wide range of information, from important federal policies, including the right to privacy, to grading policies and policies and procedures concerning refunds, withdrawals, and other administrative issues.

It is the student's responsibility to be familiar with these policies. The term "students" includes those currently matriculated at Excelsior College taking examinations and/or courses, non-matriculated students taking examinations and/or courses, non-matriculated students in the application process, individuals using the OneTranscript® service, formerly matriculated students currently in withdrawn status, and graduates.

Policies and procedures that apply only to a specific degree program are listed in the appropriate school catalog. School catalogs may be downloaded from our website at [www.excelsior.edu/publications](http://www.excelsior.edu/publications), and printed copies are available by request. Please file your handbook with your other important academic papers and your school catalog for easy reference.

On an annual basis, students enrolled at the College or taking an Excelsior College course or examination will receive information that includes a summary of current year fees and important policy changes.

**Important:** Remember to keep the College informed of your current contact information, so we can reach you. You can update your address, phone numbers, fax number, and email preference on our website by going to [www.excelsior.edu/MyProfile](http://www.excelsior.edu/MyProfile). See Change of Records on page 15 for more information.

[www.excelsior.edu](http://www.excelsior.edu)  
[www.excelsior.edu/MyExcelsior](http://www.excelsior.edu/MyExcelsior)



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# Administrative Policies and Procedures

Unless otherwise specified, the information in this *Handbook* applies to all students in all programs of Excelsior College.

## Admission, Matriculation and Enrollment

### Undergraduate Programs

**Admitted Student Status:** Applicants are admitted to Excelsior College undergraduate degree programs when they meet all admissions requirements for a specific program of study and accept admissions by submitting the Enrollment Agreement to the College. The academic policy date for admitted students is based on the date when the Enrollment Agreement is processed by the College. Admitted student status lapses after 6 months from a student's academic policy date, and individuals with lapsed applications must reapply to pursue enrollment.

Applicants to the Bachelor of Science in Nursing or the RN to Master of Science in Nursing Programs who hold a temporary RN Permit may be admitted provisionally in the program with the following conditions:

- Student must pass the NCLEX-RN and achieve RN licensure within 6 months of the student's academic policy date;
- Students must sign an acknowledgement form accepting conditions of provisional admission.

Failure to earn RN license within 6 months of provisional admission (i.e. academic policy date) will result in withdrawal from the program.

**Matriculated Student Status:** Admitted undergraduate students are **matriculated** in an undergraduate degree program at the time the official evaluation is completed. If the student agrees with the official evaluation and does not wish to make changes, no further action is required. Students need to contact their advising team to discuss any changes they want to make to the official evaluation within 30 days of the matriculation date.

**Enrolled Student Status:** Matriculated undergraduate students are enrolled in Excelsior College after they have accepted admission to the College and engaged in one of the following activities within 6 months of the academic policy date: (1) registered for an Excelsior College course or exam which applies to their program of study, or (2) transferred newly earned credit from an approved source which applies to their program of study and is not reflected on the official evaluation. To satisfy requirements for transfer credit noted in #2, the credit must have been earned after the academic policy date and within 6 months of the enrollment agreement. The dean of the school may override this requirement on a case-by-case basis,

- Matriculated students who do not transition to enrolled status within 6 months of the academic policy date are considered lapsed applicants and would need to reapply to pursue enrollment.
- Enrolled Students are expected to attempt a minimum of 6 credits on an annual basis. Excelsior College credit and/or newly earned credit transferred from approved sources which applies to students' programs of study will be applicable to the 6 credit minimum. Students who do not meet this expectation will be withdrawn from the program.
- Some undergraduate degree programs have special criteria for admission

- Students taking undergraduate Excelsior College courses and UExcel exams are not required to be admitted to Excelsior College nor enrolled in an Excelsior College degree program; however, there may be limitations on the number of courses and exams which may be taken based on curriculum requirements.
- Students may be admitted to another Excelsior College degree program once they are Specialist Approved (SA) and meet the admissions requirements for the new program of study.

Once provisionally admitted students in the Bachelor of Science in Nursing or the RN to Master of Science in Nursing Programs meet the criteria to become enrolled, they will become an enrolled student, however, they will still be considered provisional until they pass the NCLEX-RN and achieve RN licensure within 6 months of their academic policy date. Failure to earn the RN license within 6 months of provisional admission (i.e. academic policy date) will result in withdrawal from the program.

## Graduate Programs

### Admitted Student Status:

- **Applicants to non-nursing graduate programs** must have earned a baccalaureate degree from a regionally accredited college or university, or the foreign equivalent. Baccalaureate degrees from non-regionally accredited colleges or universities will be accepted if the institution was accredited at the time of the student's attendance by an accrediting body listed in the U.S. Department of Education's [Database of Accredited Postsecondary Institutions and Programs](#).
  - **Applicants to School of Nursing graduate programs** need to have earned a baccalaureate degree in nursing from a regionally accredited college or university (or the foreign equivalent), or from a college or university whose baccalaureate degree program in nursing was approved by ACEN, CCNE, or CNEA at the time of attendance.
- An applicant for a graduate degree program who has submitted an application and supporting materials is in a pending applicant status. The applicant's materials are reviewed by the respective office. A decision is made to accept or deny admission into the graduate program.
- If an applicant is accepted by Excelsior and the applicant submits an Enrollment Agreement, the applicant's status is changed to **admitted**. The academic policy date for admitted students is based on the date when the Enrollment Agreement is processed by the College.
  - If an applicant is denied admission to Excelsior, the applicant's status is changed to **admission denied**.

**Matriculated Student Status:** Admitted graduate students are **matriculated** in a degree program at the time the official evaluation is completed. If the student agrees with the official evaluation and does not wish to make changes, no further action is required. Students need to contact their advising team to discuss any changes they want to make to the official evaluation within 30 days of the matriculation date.

**Enrolled Student Status:** Matriculated graduate students are enrolled in Excelsior College after they have accepted admissions to the College **and** engaged in one of the following activities within 6 months of the academic policy date: (1) registered for an Excelsior College course or exam which applies to their program of study, or (2) transferred newly earned credit from an approved source which applies to their program of study and is not reflected on the official evaluation. To satisfy requirements for transfer credit noted in

#2, the credit must have been earned after the academic policy date and within 6 months of the enrollment agreement date. The dean of the school may override this requirement on a case-by-case basis.

- Matriculated students who do not transition to enrolled status within 6 months of the academic policy date are considered lapsed applicants and would need to reapply to pursue enrollment.
- Enrolled Students are expected to attempt a minimum of 6 credits on an annual basis. Excelsior College credit and/or newly earned credit transferred from approved sources which applies to students' programs of study will be applicable to the 6 credit minimum. Students who do not meet this expectation will be withdrawn from the program.
- Students taking Excelsior College graduate courses are not required to be admitted, matriculated nor enrolled; however, there may be limitations on the number of courses that may be taken based on curriculum requirements. See individual school policies and publications for specific information on these limitations.
- There is no provisional admissions status for graduate applicants with the exception of the MS in nursing program. A **provisional** student is one who does not meet the usual criteria for admission, and is admitted to a graduate program or graduate certificate program by the appropriate Admissions Committee on a temporary basis. By the end of the provisional period, the student must meet all appropriate admission requirements in order to continue and enroll in the program.

### Certificate Programs

Applicants are considered to be admitted to and matriculated in a certificate program when they have met admissions requirements for the

program of study and submit the Enrollment Agreement to the College. The academic policy date for admitted and matriculated certificate program students is based on the date when the Enrollment Agreement is processed by the College. Admitted and matriculated student status lapses after 12 months from a certificate student's academic policy date, and individuals with lapsed applications must reapply to gain admission to Excelsior.

**Certificate program students are enrolled** in Excelsior College after they have accepted admission to the College and engaged in one of the following activities within 6 months of the academic policy date: (1) registered for an Excelsior College course or exam which applies to their program of study, or (2) transferred newly earned credit from an approved source which applies to their program of study and is not reflected on the official evaluation. To satisfy requirements for transfer credit noted in #2, the credit must have been earned after the academic policy date and within 6 months of the enrollment agreement date. The dean of the school may override this requirement on a case-by-case basis,

- Students who do not transition to enrolled status within 6 months of the academic policy date are considered lapsed applicants and would need to reapply in order to pursue enrollment at Excelsior College.
- Enrolled students are expected to attempt a minimum of 6 credits on an annual basis. Excelsior College credit and/or newly earned credit transferred from approved sources which applies to students' programs of study will be applicable to the 6 credit minimum. Students who do not meet this expectation will be withdrawn from the program.
- After a student completes a certificate program, the student status is changed to complete. A student may be concurrently enrolled in certificate and degree programs.

## Enrollment in Multiple Academic Programs

Undergraduate students may not be enrolled in two undergraduate degree programs at the same time. Students may, however, be enrolled in an undergraduate degree and an undergraduate certificate program at the same time. However, Students may enroll in another Excelsior College degree once they are Specialist Approved and meet any admissions requirement.

All Excelsior College undergraduate students who has been specially approved (status of “SA”) may apply to a graduate program. Once admitted, they may officially enroll into the graduate program by submitting the Graduate Enrollment and Payment form along with the appropriate Graduate Student Fee. [Exception: MSN students who don’t meet the usual admission criteria may be provisionally admitted and must certain stipulations as noted in the procedures section of the Enrollment and Matriculation Policy.]

Graduate students may be enrolled in a graduate degree program and a graduate or undergraduate certificate program at the same time. However, they cannot be enrolled in two masters or two certificates.

## Enrollment Form Program Clarification

Students who submit enrollment forms with incomplete or conflicting program information will be contacted by the College for clarification before enrolling the student in the program. This includes clarification of the program/degree, specialization, or minor. The program clarification may be obtained from the student either in writing or by phone. An enrollment verification form listing the program information will be sent to each student

upon enrollment and will provide the student an opportunity to verify the information and notify the College if any changes are required.

## Procedure

1. The Office of the Registrar will review submitted enrollment forms and identify those with incomplete or conflicting program information. If the student appears to need help in understanding or selecting a program, the assistant director of records will notify the student. If the assistant director of records is unable to assist the student in making a degree selection, the student is referred to an academic advisor for assistance.
2. Students may be contacted either by phone, email, and/or letter. If the program clarification is obtained by phone, the phone conversation must be documented within comments in the Student Information System (SIS) and include complete program information and the date (month, day, and year) when the clarification was obtained. If clarification is obtained by an email, the email should be imaged into the student’s SIS record.
3. Students who do not respond within 30 calendar days of notification will be issued a refund of the multi-source fee paid minus a \$50 processing fee.

## Student Identity Verification

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Excelsior College has established and will

periodically evaluate its process to confirm that a person who has accepted admission to the College is the person who is completing the **Enrollment Agreement Form**, that a student taking an examination is the student who registered to take the examination and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Excelsior College will use one or more of the following methods for verification:

1. A secure login with username and password
2. Proctored examinations
3. New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity are overseen by the Office of the Registrar to protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA), any other applicable laws or regulations regarding the confidentiality of personally identifiable information and the College's Privacy Policy.

Personally identifiable information collected by the College may be used as the basis for identity verification. This information may include a combination of the following:

- Student ID number
- Last four digits of the student's Social Security number
- At least two other pieces of information such as the student's email address on file, date of birth, address, or user name

## Procedure

### Identity verification for new students

All students who enroll at the College are requested to create a user account in My Excelsior (with secure student username and password) and are authenticated through an identity management system. Note that Army (Active Duty, Guard, and Reserve) students are exempt of this process because they registered through CTAM and their identities are verified by the department of defense.

#### Undergraduate Enrollment Agreement Form:

1. Undergraduate student identity will be authenticated through a series of demographic questions unique to that student when they accept admission to the College and must have an 80 percent pass rate to successfully verify their identity
2. Students will have the ability to attempt to answer an additional question if they do not answer all questions correctly the first time (bonus question)
3. If the student passes the identity test, they will be allowed to continue with their Enrollment Agreement Form having satisfied the identity confirmation process
4. Upon failure, students will receive a message that indicates they have not yet verified their identity and that is it required for admission at Excelsior College
5. They will be allowed to continue with the online Enrollment Agreement Form
6. They will be prompted to answer a series of five more questions (second attempt/exam) to verify their identity.

7. If the student passes the identity test, they will have satisfied the identity confirmation process.
8. If the student does not verify their identity on the second attempt they will be prompted to print and complete the Student Identity Verification Form requiring notary and return it to the College's Office of the Registrar.
9. Students have a total of 40 days from the date they submit the incomplete Enrollment Agreement Form to verify their identity. If on the 40th day they have not verified their identity their deposit will be refunded and they will not be an admitted student at Excelsior College.

#### Graduate Online Application:

1. Graduate student identity will be authenticated through a series of demographic questions unique to that student during the online application process and must have an 80 percent pass rate to successfully verify their identity.
2. Students will have the ability to attempt to answer an additional question if they do not answer all questions correctly the first time (bonus question).
3. If the student passes the exam they will be allowed to continue with their online application having satisfied the identity confirmation process.
4. Upon failure, students will receive a message that indicates they have not yet verified their identity and that is it required for admittance in Excelsior College.
5. They will be allowed to continue with the online application.
6. They will be prompted to answer a series of five more questions (second attempt/exam) to verify their identity.

#### Certificate Online Application:

1. Certificate student identity will be authenticated through a series of demographic questions unique to that student during the online application process and must have an 80 percent pass rate to successfully verify their identity.
2. Students will have the ability to attempt to answer an additional question if they do not answer all questions correctly the first time (bonus question).
3. If the student passes the exam they will be allowed to continue with their online application having satisfied the identity confirmation process.
4. Upon failure, students will receive a message that indicates they have not yet verified their identity and that is it required for admittance in Excelsior College
5. They will be allowed to continue with the online application
6. They will be prompted to answer a series of five more questions (second attempt/exam) to verify their identity

7. If the student passes the identity test, they will be allowed to continue with their online application having satisfied the identity confirmation process.
8. If the student does not verify their identity on the second attempt they will be prompted to print and complete the Student Identity Verification Form requiring notary and return it to the College's Office of Registration and Registration.
9. Students have a total of 40 days from the date they submit the incomplete Enrollment Agreement Form to verify their identity. If on the 40th day they have not verified their identity their deposit will be refunded and their application canceled.

#### Paper Identity Verification Form:

Students having difficulty with the online identity authentication process and international students will be required to complete the College's paper process. If a student's identity is not verified, she or he will be unable to enroll in the College, register for classes or access online courses.

1. Students required to verify their identity via the paper Student Identity Verification Form will be supplied a link to or mailed a paper form that requires notarization.
2. They will be required to submit the original Student Verification Form (including notary) to Excelsior College Office of the Registrar.
3. Staff within the Office of the Registrar will input receipt of the Student Identity Verification Form and satisfy the student requirement for enrollment.
4. If the student does not verify their identity 40 days from the date they submitted the incomplete application form their deposit

will be refunded and their application canceled (full refund for certificate students).

#### Identity Verification for Course Takers

- Students seeking registration in online courses will provide appropriate identification to establish their identity.
- MyExcelsior secure student user name and password will be required for coursework submitted online (see [Student Username and Password Assignment](#)).

#### Identity Verification for Exam Takers

- Students taking our examination curriculum for credit will be authenticated at the time of the exam at the testing center. One valid form of identification, with photo, is required for admission into the examination center. If the first ID is questioned by the test administrator a second valid photo ID will be required.

### Full-Time and Half-Time Status

Financial Aid regulations require colleges to define the status of attendance (i.e. financial aid eligibility) for students at the undergraduate and graduate levels of study. This policy defines full-time,  $\frac{3}{4}$ -time, half-time, and less than half-time statuses for students at Excelsior College.

#### Procedure

##### Undergraduate-Level Programs

The U.S. Department of Education defines a standard academic year as 28–34 weeks of instruction. At Excelsior the standard academic year is two of the College's 16-week trimesters. Full-time status for each trimester at the undergraduate level must have a minimum of 12 credit hours. Three-quarter

time would then be defined at 9 credit hours, half-time status as 6 credit hours, and less than half-time status as less than 6 credit hours over the same period of instruction (one 16-week trimester).

The Excelsior College academic calendar is divided into trimesters. Each trimester is 16 weeks in length and consists of one 15-week term (module) and two consecutive 8-week terms (modules). Excelsior schedules three trimesters in an academic year: fall, spring, and summer.

In order for students to qualify for half-time status, they are required to register for at least 6 credits of Excelsior College credits in the same trimester. Students may take 6 credits in any combination of terms (modules) within a trimester to meet the half-time definition. The total number of credits taken by a student during a trimester will determine the attendance status (i.e., financial aid eligibility) for the student. The student's attendance status is reported monthly to the Clearinghouse for Federal Student Aid (Title IV) purposes.

The following chart will be used to define student status for the trimester that Excelsior College offers undergraduate students.

Undergraduate Status 16-Week Trimester		
	Minimum Credits	Maximum Credits
Full-time	12	18
¾-time	9	11
Half-time	6	8
Less than half-time	1	5

### Exception to this policy

#### The New York State Tuition Assistance Program (TAP)

Excelsior College is written into New York State regulations to administer the TAP awards twice a year for the accumulation of credits a student earns over a six-month

period from July 1 to December 31 and January 1 to June 30 each year. A student must earn a minimum of 12 credits to be considered full-time in one or both of these time periods to be eligible for a TAP grant.

### Graduate-Level Programs

The U. S. Department of Education defines a standard academic year as 28–34 weeks of instruction. However, because full-time status for an academic year in a graduate-level program is not defined by the Department of Education, it needs to be defined by the college. Excelsior College has defined full-time status for each trimester at the graduate level as a minimum of 6 credit hours. Three-quarter time would then be defined at 4 credit hours, half-time status as 3 credit hours, and less than half-time status as less than 3 credit hours over the same period of instruction.

The total number of credits taken by a graduate student during a trimester will determine the attendance status (i.e., financial aid eligibility) for the student. The student's attendance status is reported monthly to the Clearinghouse for Federal Student Aid (Title IV) purposes.

In order for students to qualify for half-time status, they are required to register for at least 3 credits of Excelsior College credits in the trimester. Any credit load less than 3 credits in any combination of terms (modules) within a trimester will be considered less than half-time and the student would not be eligible for federal student financial aid.

The following chart will be used to define student status for the trimester that Excelsior College offers graduate students.

Graduate Status 16-Week Trimester		
	Minimum Credits	Maximum Credits
Full-time	6	12
¾-time	4	5
Half-time	3	3
Less than half-time	1	2

**Note:** See [Maximum Credit Hour policy: Undergraduate and Graduate](#) for limitations on maximum credit load.

## Credit Hour

Excelsior College uses the credit hour as a standardized measure of student achievement in order to ensure a reasonable level of consistency (a) among the College's courses and other Excelsior sources of credit and (b) between Excelsior College sources of credit and credit accepted from outside of the College (transfer courses, PLA, external exams, etc.).

Excelsior assigns credit for its own courses and exams, and for prior learning it evaluates, based on two standards:

1. The student learning outcomes of the credit-bearing activity, accompanied by verified evidence of student achievement of those outcomes. The student learning outcomes should be comparable to those generally acknowledged in the field as appropriate for the subject and level. Each student's performance on the outcomes should be documented through suitable assessment of that student's work.
2. A reasonable approximation of the hours of time required by a student with a typical level of prior knowledge to meet these learning outcomes under conditions typical for traditional institutions of higher education. One credit hour should

approximate 45 hours of student work for a traditional student. Three credit hours should approximate 135 hours of student work. This is based on the federal standard of three hours per week over a 15-week term or an equivalent amount of work in another format. The actual number of hours an individual student will take to complete the work will vary based on a variety of factors, including academic preparedness and prior knowledge.

## Procedure

The following practices will ensure a reasonable level of consistency with accepted standards in assigning credit to student work and prior learning at Excelsior College.

Courses, exams, and other sources of credit will be developed/evaluated by qualified faculty and/or other subject matter experts. Content and outcome expectations will be informed by their knowledge of regulatory, academic, or industry standards in their fields; the content and outcomes of comparable courses at other educational institutions; the content of textbooks or other learning resources typically used for classes at this level and with this subject matter; and their own experience as teachers and/or practitioners in the field.

Learning design and assessment professionals will work with faculty in the course development process to ensure that courses use appropriate methods for assessing and documenting individual students' achievements of the outcomes.

Course developers, exam developers, and PLA evaluators will use the college's course-leveling guidelines as a reference point when gauging the level of student work.

Course developers, FPDs, and LEDs will also use the College's guidelines for approximating the number of hours of student work in a class as a reference during the course development or revision process. While there

will be considerable variation from student to student, these guidelines provide a rough standard for comparing the workload of different classes.

Degree programs will regularly undergo a curricular review as part of the program evaluation process. As part of this process, outside subject matter experts will comment on the currency and rigor of the curriculum. This helps us to align program curricula and outcomes with those at peer institutions and broader societal expectations.

College faculty and staff systematically assess student learning at the program and general education levels. They use this information when developing and revising courses and curriculum, ensuring that the course development process is focused on student achievement of appropriate learning outcomes.

The Transfer Analysis Center (TAC) maintains a comprehensive list of other College policies detailing the criteria and processes for accepting transfer credit, prior learning assessment, and credit for non-collegiate learning evaluated by third parties.

### Zero-Credit Students

Excelsior College is poised to serve students who have already begun college-level work and are seeking to continue on the path toward earning a degree. In order to ensure that students who may be new to higher education do not overextend themselves, any student admitted at Excelsior College without documented college-level credit shall be limited to registering for no more than a total of 11 credits in their first 16-week trimester with a maximum of 6 credits at any given time in the first trimester. Refer to [Full-time and Half-time Status for Students](#).

### Procedure

- Students submitting an undergraduate application that indicates no previous college credit will be designated as Zero Credit.
- The UA counseling team will run a preliminary review and the following statement will print on the review to notify students of the current policy:

*Excelsior College is poised to serve students who have already begun college-level work and are seeking to continue on the path toward earning a degree. In order to ensure that students who may be new to higher education do not overextend themselves any student admitted at Excelsior College without documented college-level credit shall be limited to registering for no more than a total of 11 credits in their first 16-week trimester with a maximum of 6 credits at any given time in the first trimester. Refer to [Full-time and Half-time Status for Students](#).*

- Matriculated students wishing to register for more than 6 course credits during their first course term or more than 11 credits in their first trimester must submit transcripts from prior college attendance, even if they do not wish all credits from prior attendance to be applied toward their Excelsior College degree.

### Academic Policy Date and Degree Enrollment

The academic policies in effect at the time a student accepts the enrollment agreement governs that student's academic relationship with the College.

If a policy change instituted while a student has enrollment agreement or has enrolled would be to the educational advantage of a student, the student may take advantage of that policy change.

**Exception:** Students enrolled in the School of Nursing who wish to transfer to a different degree within the School of Nursing will be required to complete degree requirements in effect at the time of transfer. The nursing student's academic policy date will change to the transfer date.

If a student withdraws and then re-enrolls, the academic policies in effect at the time of the re-enrollment take precedence.

If a student graduates from one degree program and enrolls in another degree program, the policies in effect at the time of the re-enrollment will apply.

All evaluations conducted for applicants and enrolled students are based on official transcripts.

### Program Transfer and Degree Change

Students who have signed the enrollment agreement or are currently enrolled at Excelsior College may transfer between degree programs if they meet admission requirements for the new program. Students are encouraged to speak with their academic advisor prior to requesting a degree transfer. Undergraduate students may transfer degree programs a maximum of five times and graduate students a maximum of three times. Subsequent transfers must be approved by the dean or designee.

#### Academic Policy Dates and Billing

1. The enrollment and matriculation date will remain the same if the student is enrolled at the time of transfer.
2. The Service Expiration date remains the same—no effect on SSAF billing.

3. The Academic Policy date will change to the date of transfer and students will be required to complete degree requirements in place at the time of transfer.
4. The academic evaluator will select the appropriate credits to apply to the new degree.

#### Exceptions

- Excelsior College sources of credit that do not apply to the new degree may be included in the “non-applicable” section of the official transcript. However, the credit will be calculated into EC GPA, SAP Calculation, and Academic Probation
- If the student has used the CLEP General Composition with Essay to satisfy the WER requirement, this exam will be accepted as satisfaction of the WER. See matrix that appears in the Written English Requirement.

### Change of Records

Students should report any change in name, address, telephone number, email address, or Social Security number to the Office of the Registrar as soon as they are aware that the change will take place. This notification can be in writing and should include the prior information, the new information, and the date the change will be effective. Students may also change their address, telephone number, and email address online at [www.excelsior.edu/MyProfile](http://www.excelsior.edu/MyProfile). Documentation and certification of name and Social Security number changes will be required as described below. Students must include their student identification number, which can be found at the top of their Excelsior MAP, or their Social Security number on all change requests.

The College is not responsible for problems or delays with degree progress or fee payments that result from a student's failure to update records.

### Name Change

To change their name on their records, students must submit one of the following documents to the Office of the Registrar: court order or decree for change of name; marriage certificate; naturalization documents; or an Excelsior College Change of Name form, available from the Office of the Registrar upon request. The documents submitted **must** be notarized by a Notary Public and contain the original signature, seal, and commission expiration date of the Notary Public.

### Student ID Number Change

#### Social Security Number/Student ID Number

Excelsior College uses U.S. Social Security numbers as an identification number. A special student ID number will be assigned for use throughout the time a student is enrolled. Students' Social Security numbers or student ID numbers are not disclosed to individuals or agencies outside Excelsior College, except in accordance with College policy and as otherwise required by law. For example, the reporting requirements of the Taxpayer Relief Act of 1997 require disclosure of students' Social Security numbers to the Internal Revenue Service.

Student identification numbers, which are used to link submitted transcripts to the student's academic record, are based on their Social Security number. It is therefore important to notify the College of changes in Social Security numbers. Students may change the Social Security number on their records by sending the Office of the Registrar a photocopy of the new Social Security card with their change request. The photocopy **must**

be notarized by a Notary Public and contain the original signature, seal, and commission expiration date of the Notary Public.

### Address and Telephone Number Changes

Students can update their address, phone number, fax number, and email address on our website by logging into [www.excelsior.edu/MyProfile](http://www.excelsior.edu/MyProfile). Change of address and/or phone and fax number will not be accepted by telephone unless the Excelsior staff member can confirm the identity of the student beyond a reasonable doubt.

To submit a change in writing, students must include their Excelsior College student ID number (or last four digits of their U.S. Social Security number), the change and effective date of that change, and student's original signature. Students should mail their change notice to the attention of the Office of the Registrar at Excelsior College.

Reports of changes by a third party will not be accepted unless the student has indicated in writing that the third party has permission to act on the student's behalf.

## Letters of Verification

Excelsior College will provide the following letters of verification.

### Letters of Enrollment

Students who are enrolled in an Excelsior College degree program and need documentation of their enrollment must submit a written request that includes their name, student identification number, and degree program.

Requests for letters of enrollment to be sent to a third party must also include the name and address of the recipient and the student's signature.

## Letters of Qualification

Students who have completed degree requirements and whose records have been approved and processed for graduation may request a Letter of Qualification. To have a letter of qualification mailed to them, the student must submit a request that includes their name, student identification number, and degree program.

Requests for letters of qualification to be sent to a third party must also include the name and address of the recipient and the student's signature.

## Letters of Completion

After a student's degree has been conferred, the student can have a letter sent to graduate schools or employers to verify graduation status. Although an official transcript is the more accepted means of providing this information to others, the College will provide a letter of completion upon request. To have a letter of completion mailed to them, the student must submit a request that includes their name, student identification number, and degree program. A written request with an original signature is required in order for a letter of completion to be sent to a third party; students must also include the name and address of the recipient. To receive a letter of completion, all fees owed to the College must be paid in full.

The **letters of enrollment, qualification, and completion** will be sent three to four business days following receipt of the request provided the student's records have been processed for enrollment. The request should be sent to:

Office of the Registrar  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159

## Statement of Good Academic Standing

Excelsior College will provide a statement of good standing to students upon written request. Requests for this statement should be made to an academic advisor in the student's degree program and include the name and address of the office or person to whom the statement is to be sent.

## Letters of Recommendation

At the student's request, the College will provide a Letter of Recommendation to a graduate school or employer, interpreting the student's Excelsior College academic record. However, since the College has limited personal contact with most of its students, a letter of recommendation does not provide an evaluation of personal characteristics. If there is some aspect(s) of the student's Excelsior College degree program or academic record the student would like elaborated upon in the letter of recommendation, the student should send a detailed written request to the appropriate academic advisor or advising team.

## Disability Services

### ADA/Accommodations for Students with Disabilities

#### Policy

Excelsior College is committed to the principle that every individual should have an equal opportunity to enroll in an Excelsior College degree program, to register for courses or examinations in order to demonstrate their knowledge and skills under appropriate conditions, and to complete a degree. The College seeks to assure access by providing accommodations to individuals with

a disability as defined under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Accommodation is the provision of aids, or modification to testing, services or a program of study, that allows access by individuals with disabilities.

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” as compared with the average person in the general population. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, concentrating, caring for one’s self, working, learning, and the operation of a major bodily function such as those of the immune system, respiratory system, etc.

The ADA requires an institution of higher education to provide accommodation to a qualified individual with a disability, provided that the accommodation does not create undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program. Both matriculated and non-matriculated students may request accommodations from Excelsior College.

Additionally, the College is required to abide by the provisions of Section 504 of the Rehabilitation Act of 1973 which protects otherwise qualified individuals from discrimination based on their disability. In order to be considered otherwise qualified, a student with a disability must be capable, either with or without accommodation, of fulfilling the essential requirements of the educational program.

Individuals requesting accommodation are required to self-disclose to the disability services coordinator and submit a request in writing or an accessible format appropriate for their limitation which generates a durable

record. The request should be accompanied by documentation of the disability including information from an appropriate, licensed professional, which should address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, accommodations are requested on a course-by-course (or exam-by-exam) basis.

## Procedure

### Overview

#### How to Apply for Accommodation

1. Review the Online Accommodations request process which is available at [www.excelsior.edu/disability-services](http://www.excelsior.edu/disability-services), in the *Student Policy Handbook*, or by request from the disability services coordinator.
2. Complete the **Online Disability Registration and Request for Accommodation Form** which is available at [www.excelsior.edu/disability-services](http://www.excelsior.edu/disability-services).

Students unable to complete an online request can request a paper copy by contacting the disability services coordinator by calling the College toll free at 888-647-2388. An accessible format which generates a durable record may be substituted for a written version of this form where appropriate.

3. Documentation of a disability will include a telephone intake interview with the disability services coordinator so that we can better understand each student’s disability, the barriers to education that have been addressed and effective/ineffective accommodations previously received. Third-party documentation from an appropriate, licensed professional adds to the complete understanding of the barriers to education

faced by the student. Third-party documentation can be submitted prior to the intake interview or the coordinator can help determine additional documentation needs after the initial interview.

Third-party documentation should be on official letterhead and signed by a qualified professional in the area of the student's disability. The documentation should address at a minimum:

- a. Identification of the specific disability and functional limitation(s)
- b. Prognosis (permanent or temporary and, if temporary, the anticipated duration)

#### Recommendations for specific accommodations

4. In the case of students requesting accommodation for the Clinical Performance in Nursing Examination (CPNE®), the documentation must address the student's ability to safely care for adult and pediatric patients in the acute care setting.
5. **Documentation may be scanned as a PDF and sent as an attachment through the MyExcelsior Message Center to Disability/ADA Services or may be sent separately by mail to the Disability Services Coordinator, Excelsior College, 7 Columbia Circle, Albany, New York 12203-5159. Documentation may also be submitted as a scanned PDF via email to [ACS@excelsior.edu](mailto:ACS@excelsior.edu).**
6. **Hard copy submissions** and requests in alternate format, should be submitted directly to the Disability Services Coordinator, Excelsior College, 7 Columbia Circle, Albany, New York 12203-5159. Documentation and accommodation request forms may not be submitted by fax.
7. Accommodation requests will not be reviewed until the online request form and documentation are available to the disability services coordinator and the intake interview is conducted. Requests for accommodation are processed as they become complete. Intake interviews and third-party documentation are only required for first-time accommodation requests.
8. The disability services coordinator will review the request and work with faculty and staff as appropriate. The student will be notified in writing through the MyExcelsior Message Center, by correspondence, or by accessible format which generates a durable record where appropriate, regarding the outcome of the request. When third-party documentation is submitted, Excelsior College reserves the right to verify the qualifications of the qualified professionals and the authenticity of the documentation.
9. Each student who is offered an accommodation is required to affirmatively indicate his/her acceptance of the accommodation offered by responding to Disability/ADA Services through the MyExcelsior Message Center or emailing [ACS@excelsior.edu](mailto:ACS@excelsior.edu). Directions for this required response are contained in each official accommodation letter.
10. Students who receive accommodations for Excelsior College courses will be sent a letter in PDF format which is to be shared with the instructor of each course. The letter explains all approved accommodations to the instructor. It is the responsibility of each student to forward the letter to the individual instructor within 48 hours of receipt.
11. When requests are not granted by the college, specific reasons for such decisions shall be clearly articulated in writing and shall specifically inform the student regarding any additional information

the college needs to further support the student's request.

12. In the event a student's accommodation request is denied or the student finds the accommodation offered unacceptable, such student may submit a written appeal to the provost and chief academic officer for consideration and determination. Such written appeal should be made within 45 days of notice of denial of accommodation request and the student may request a conference with the provost, or the provost's designee, to discuss the appeal. The student may be assisted during such conference by an attorney; other appropriate professional with knowledge of the student's disability, functional limitation(s) and/or the availability of appropriate accommodations; and/or a family member or caregiver of the student. The provost and chief academic officer shall provide the student with a written copy of her/his determination within 45 calendar days of the date of receipt of the written appeal.

## Documentation Guidelines

### ■ Primary Documentation

This information is gathered through a telephone interview between the student and the disability services coordinator. This is the student's narrative of his/her experience of disability, barriers faced, and effective/ineffective accommodations. It presumes honesty, self awareness, and accuracy on the part of the student.

The College may also consider observation and interactions with the student when helpful to identify what he/she has experienced in terms of barriers to education (secondary documentation).

### ■ Tertiary Documentation: Information from External or Third Parties

This includes documentation from external sources such as medical records, assessments created by educational psychologists, health care providers, etc. This guidance will vary in its relevance and value depending upon the original context, credentials of the evaluator, level of detail provided, and the comprehensiveness of the narrative.

After the intake interview, if it is determined that third-party documentation is necessary and the student does not already have such documentation, the disability services coordinator will assist the student in identifying the information that should be collected.

## When to Apply for Accommodations

Students are encouraged to request accommodations at the time that they enroll in Excelsior College but are not required to do so. Accommodations are requested on a course-by-course (or exam-by-exam) basis. The time frame for requesting accommodation is determined according to the method used by the student to earn credit through Excelsior College.

### ■ For Excelsior College Courses

Students who are seeking accommodation (such as extended time for examinations, etc.), should submit their request to the disability services coordinator using the Online Accommodation Request Process form, or by an alternate accessible format which generates a durable record at least 30 calendar days prior to the start date of the course. While the disability services coordinator will review and attempt to fulfill late requests, the delay may result in accommodations not being available at the start of the term. Accommodations are never retroactive.

### ■ For UExcel® Exams and/or Excelsior College® Examinations and Practice Examinations

Students who are seeking accommodation for Excelsior College examinations should apply for accommodation at the time they are ready to register for an exam, allowing at least 30 calendar days between exam registration and the scheduling of the examination.

### ■ For the Clinical Performance in Nursing Examination (CPNE®) or CPNE Skills Workshop

Students seeking accommodation for the CPNE® may request it at the time they register for the examination but no later than 30 calendar days prior to the scheduled date of the CPNE®. Students should not apply for CPNE® accommodations before they have submitted their CPNE application to the School of Nursing. Students should apply for accommodations for the CPNE® Skills Workshop at the time that they register for the workshop. While the disability services coordinator will review and attempt to fulfill late requests, the nature of the request may result in accommodations not being available for the scheduled date. **All requests for accommodation and documentation must be received by the disability services coordinator at least seven days prior to the scheduled date of the CPNE in order to be processed.**

### Examples of Accommodations

Accommodations are provided to individuals on a case-by-case basis. Each individual is unique and each course or examination may impose different barriers to equal access. Although not all inclusive, the following list contains examples of some of the most frequently requested accommodations.

### Accommodations for Educational Program

- For all students with hearing or speech disabilities, Excelsior provides TTY to facilitate telephone communication with the College. Students may also use a telephone relay service or may communicate through email, the MyExcelsior Message Center, or correspondence.
- The appropriate faculty will consider requests for substitution or waiver of specific degree requirements, provided that substitution or waiver does not alter the academic integrity of the degree. The College is not required to substitute courses or examinations considered fundamental to the academic program, but it will consider possible course or examination substitutions (if disability proves to be a barrier to fulfillment of the course or examination in question). The feasibility for available alternatives will be considered and faculty will determine whether a course or examination substitution is possible without lowering academic standards or requiring substantial program alteration.
- To the extent possible, the College will maintain a barrier-free website.

### Accommodations for Excelsior College® Examinations and UExcel® Exams

The College will modify the testing conditions for Excelsior College® Examinations and UExcel® exams provided that the modification does not compromise the validity of the examination. Examples of modifications to testing include:

1. **Additional testing time**
  - Time-and-a-half
  - Double time
  - Scheduled breaks

**2. Assistance**

Reader  
Recorder  
Special mechanical devices (limited)  
Accessible work stations

**3. Format**

Braille examination booklet  
Large print examination booklet  
Large print answer sheet  
Sign language interpreter  
(spoken instructions only)  
Large font size on computer monitor  
Separate room

**Accommodations for Excelsior College Courses**

Students with disabilities who are taking Excelsior College courses may request accommodations providing that they do not fundamentally alter the validity, interactivity or content of the course. Excelsior College seeks to develop courses which are ADA compliant and accessible to all students. Examples of modifications for courses include:

- Extended time for testing and assessments (time-and-one-half or double time)
- Provision of alternate print or presentation formats (e.g., books in electronic file, enlarged print, Braille). Additional information and application by the student is required to obtain publisher's files in electronic format. Publishers require that the student be registered for the course, provide proof that the textbook has been purchased and certification that any electronic file provided will be used by that student for the course indicated. When an electronic format of the text is available for public purchase or rental, it is expected that the student will purchase this alternate format.
- If a student submits a request for an extension of the due date for a project or other assignment and the documentation specifically addresses the functional limitations which create barriers to access, the Disability Services Coordinator will review the essen-

tial elements and requirements of the course with the appropriate program director to determine if an extension is reasonable or whether it would fundamentally alter the validity of the course.

- To the extent possible, Excelsior College will maintain a barrier-free Web environment.

**Accommodations for the Clinical Performance in Nursing Examination (CPNE®)**

All students must be able to safely care for hospitalized adult and pediatric patients, addressing their physical needs (including mobility) and psychological needs. Students are expected to satisfy the technical standards for the School of Nursing associate degree programs. Where appropriate, accommodations for the CPNE® may include but are not limited to:

- Use of an amplified stethoscope
- Use of electronic devices for assessing vital signs
- Sign language interpreter
- Additional testing time which can be extended by 30 minutes for each Patient Care Situation in the CPNE® and five minutes for each Skills Laboratory
- Reduced areas of care in the Patient Care Situation
- Additional break time between examination components
- Assistance with lifting and positioning of patient
- Provision of latex-free gloves (according to individual hospital policies for latex-sensitive nurses)

**Special Note Regarding Accommodations for the CPNE:**

The test site hospitals may determine that some accommodations requested are not appropriate for the hospital facility. In this case the facility may decline to approve the student's request to test at their facility and the School of Nurs-

ing will assist the student to find an alternate test site.

### **Management of Student Information**

The disability services coordinator receives and retains in a secure manner all inquiries and requests for accommodation and the required documentation.

Requests for accommodation and the related documentation will be scanned into the ADA database by the assistant director of records and the original documents will be retained by the College for a minimum of six months.

Access to information regarding student requests for accommodation is on a “need to know” basis consistent with the requirements of Family Educational Rights and Privacy Act (FERPA). To preserve student confidentiality, all information regarding requests for or delivery of accommodation is housed in a secure ADA database and access is restricted to staff supporting Excelsior’s disability services processes.

## **Academic Policies and Procedures**

### **Student Conduct Policies**

#### **Student Rights and Responsibilities**

##### **Statement of Policy**

All Excelsior College students have the responsibility to understand and to conduct themselves in accordance with the Excelsior College policies and specifically the rights and responsibilities set forth in this document. The term “students” includes: applicants, admitted learners, enrolled learners currently matriculated at Excelsior College taking examinations and/or courses, formerly enrolled learners currently in withdrawn status, graduates, non-matriculated students taking examinations and/or courses and individuals using One Transcript.

##### **Preamble**

Excelsior College promotes an environment that protects the freedom of its students to learn to their greatest potential. The College is committed to the principle that students have a duty to respect each other and to promote a professional environment in which the educational mission of the College can be freely pursued to the greatest degree possible. Academic integrity is essential in any educational endeavor. The student should continually strive to improve his or her knowledge, skills, understandings and perspectives through lifelong learning. Honesty, integrity and respect in all interactions with colleagues, staff, and instructors are essential academic attributes necessary to promote success at Excelsior

College. Therefore, a student commits to the College's ideals, ethics, and standards of conduct.

### Student Rights

- Students are entitled to equity and fairness in the application of all College policies.
- All students have equal right of access to the services of the College, in accordance with College policies.
- Students have a right to have access to information regarding the general qualifications and requirements for establishing and maintaining academic standing within a particular program and at all levels within Excelsior College.
- Students have a right to have access to the course and examination learning outcomes, requirements, and grading policies set by Excelsior College.
- Students have a right to have access to the graduation and/or completion requirements for their program.
- Students have a right to be assured of the privacy and confidentiality of their education records and other personal information.
- Students have a right to distribute, as an individual or as members of student organizations, written electronic material within Excelsior College's online environment providing such distribution is approved and consistent with Excelsior College's policies.
- Students have a right to exercise full rights as citizens of their nations, but when participating in such activities, students accept that no claim is made that the student represents Excelsior College.

- Students have the right to appeal any disciplinary action in accordance with the established College policies.

### Student Responsibilities

- Students shall treat other students, faculty, staff, and other agents of the college with mutual respect and dignity.
- Students should not harass others, sexually, verbally, or psychologically. Students shall not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation.
- Students are expected to participate actively in the advisement process, demonstrating that they are progressing satisfactorily in their degree programs.
- Students are expected to abide by current Excelsior College policies and administrative processes as stated in the Excelsior College *Student Policy Handbook* and College catalogs.
- Students have a responsibility to uphold and obey federal, state, and local laws.
- Students have a responsibility to keep the College informed of any changes in name, address, email address, telephone number, and social security number.
- Students have a responsibility to meet their financial obligations to the College in a timely manner.
- Students are responsible for completing evaluations for all their courses and exams using the Excelsior College evaluation forms. Student course and exam evaluations must be completed as directed.
- Students are responsible to keep themselves informed of the content of all notices concerning changes by periodically perusing announcements posted on the Excelsior College Web site.

- Students have a responsibility to participate in assessments that may be required during the period of their enrollment. These tests may be in addition to regular coursework and are required to gather critical information on achievement of student learning. Students are expected to actively participate and make every effort to do their best on these assessments to produce scores that accurately reflect their abilities. The results from these assessments will not be part of the course or examination grade but are crucial for the purpose of program improvement and are frequently required by regulators and accreditation agencies. Participation in these assessments contributes toward increasing the value of the degree by providing evidence of student learning to external organizations, employers, and the general public.

### Procedure

Staff, faculty, or students who believe that a student has not adhered to the Student Rights and Responsibilities Policy will bring the matter to the attention of the appropriate dean or dean's designee. The dean or designee will investigate the alleged violation, and determine the action, if any, to be taken. When there is evidence that a student has violated the Student Rights and Responsibilities Policy, the student will be notified in writing of the nature of the alleged violation and the action that the College proposes to take; services to the student may be suspended during this period.

### Disciplinary Actions

In response to alleged violations of the Student Rights and Responsibilities Policy, Excelsior College reserves the right to take any or all of the following actions:

- Bar the student from enrolling in the College or registering for a course or examination.
- Assign a failing grade for an examination or course.
- Suspend or administratively withdraw the student. If the student is administratively withdrawn, the College reserves the right to revoke all credits. If the student has withdrawn or graduated, any credits and/or degree and certificate previously awarded may be revoked. The student will be asked to return the certificate or diploma. Please see [Administrative Withdrawal and Academic Dismissal](#) for further details.
- Suspend or terminate selected College services previously available to the student.
- Retain all tuition and fees paid by the student.
- Withhold course grade(s) and/or examination score(s) and official Excelsior College transcripts.
- Permanently annotate a student's record to reflect action(s) taken by the College in response to the student's violation of this policy.
- Notify educational institutions, licensing or certification boards, employers or others, who have previously received a transcript or similar certification, e.g., Letter of Completion (LOC), Letter of Qualification (LOQ) of any action taken by the College.
- Take other action, as appropriate

### Appeal

Refer to the [Student Appeals policy](#) for details on how to appeal disciplinary actions described above.

## Academic Integrity

### Statement of Policy

Students shall uphold the principles of academic integrity in all aspects of their academic work and relationship with Excelsior College. Students are expected to use complete, accurate, specific, and truthful representations of authorship, origin of ideas, mastery of material, and data. Students are likewise expected to access and use only those materials for which such access and use is authorized during enrollment and/or while taking Excelsior College sources of credit, professional training, and continuing education courses. Students also have an ethical obligation to report academic integrity infractions of which they are aware.

Excelsior College has the right to determine the originality and authenticity of a student's academic work (e.g., papers, projects, discussion posts). Reports by a designated service may be used as evidence in an Excelsior College investigation of academic integrity policy infractions and in support of Excelsior College disciplinary action(s). **The spirit and intent of this policy is to support student success and a culture of teaching and learning excellence.**

### Procedure

#### Definitions

The following definitions shall apply and are intended to clarify what the College considers unacceptable conduct by a student of the College. These descriptions and examples are not exhaustive and mainly serve as guidelines.

#### Plagiarism:

- Representing the work of another as one's own is considered plagiarism. The work might include words, images, thoughts,

or ideas. The source might be another student, author, website, media in all forms, or course content. Plagiarism can be avoided by using paraphrasing and citations to acknowledge the work of others.

**Note:** Excelsior College does not consider re-use of sections of a student's own original work (self-plagiarism) in subsequent assignments to be plagiarism if the copied work has been cited, the student has received prior approval of the faculty, and the new assignment expands upon the original work.

#### Fabrication:

- Falsifying or inventing any information, citation, or data.
- Misrepresenting oneself or one's status in the College.
- Use of a Virtual Private Network (VPN) to misrepresent or mask an IP address.

#### Cheating:

- Use of technology or other materials (for example, calculators, cellphones, smart watches, textbooks, websites, or notes) during examinations or quizzes, except where explicitly authorized or provided; attempting to communicate with others during an assessment when collaboration is not allowed.
- Communicating with unauthorized people about assessment content at any time.
- Obtaining any content from an assessment prior to its administration.
- Making any content from an assessment available to anyone not authorized to have access to it.
- Undertaking any activity to obtain, or that has the effect of obtaining, an unfair advantage over other students.

- Contract cheating (i.e., the exchange of something of value for another to do one's work, which one then represents as one's own and submits for credit).

#### **Collusion:**

- Allowing another person to do one's work, and/or impersonating a student to do his/her work.
- Hiring someone to complete coursework.
- Aiding another person in an act that violates the standards of academic integrity (i.e., providing one's own previously submitted course work to another person).
- Providing outside sources with Excelsior College's proprietary materials (i.e., providing intellectual property or answers to Excelsior College coursework) is a violation of the Electronic Use Policy. This includes websites that promote unauthorized sharing of college materials.

The College strives to build student awareness of expectations for academic integrity and remediate infractions as soon as they occur. When a student is suspected of an infraction of the Academic Integrity Policy, the incident is evaluated to gauge severity and persistence of the behavior as well as to foster student success.

Each level provides guidance on the necessary course of action, including the following criteria:

- Initial discussion between the instructor and the student to determine intention and provide opportunity for feedback and teachable moments.
- Degree to which the student is aware of academic integrity and provided an opportunity to offer a reasonable explanation.
- Whether the infraction is a first-time or repeat occurrence.

- Whether the student has been provided previous remediation or completed the CCS 101 Academic Integrity tutorial.

Students should be provided opportunities to acquire the writing skills and/or ethical understanding to avoid future plagiarism.

If a student fails to meet the academic integrity expectations explained in this policy, sanctions and/or penalties may be imposed up to and including separation from the College (Section IV Due Process & Documentation).

Each incident or infraction should be weighed against the descriptions given above and handled on a case-by-case basis, starting with a conversation/contact with the student. No disciplinary action should be imposed immediately. Rather, to provide appropriate due process, the student must be notified about the allegations and have an opportunity to respond with an explanation and provide any evidence they can offer. The intent of this policy is to encourage teachable moments with the instructor within the course under the guidance and/or direction of the faculty program director.

#### **Initial Infraction of Academic Integrity Within Courses**

Unintentional plagiarism may occur when the instructor determines that a student is an inexperienced writer or lacks college writing skills. This is an opportunity to guide students away from the possibility of future plagiarism and to recommend resources. Instructors are expected to promote student proficiency in the proper use of information, writing mechanics, and understanding the academic integrity process.

#### **Examples**

1. Self-plagiarism
2. Improper or lack of citation or referencing

3. Improper paraphrasing
4. Missing quotation marks (with proper citation)
5. Misuse of quoting such as quoting too often, quoting one source one too many times, or quoting is too lengthy

**Note:** Plagiarism is not checked in essays on Excelsior College exams.

### Academic Integrity Resources

- Instructor
- CCS 101–Academic Integrity tutorial
- Academic advisor
- Excelsior College Library
- Excelsior Online Writing Lab (OWL)

**Note:** For students who are unwilling to work with the instructor, the assignment will be graded as submitted or receives no credit.

### Examples

1. Unresponsive to instructor outreach
2. Resubmits same or similar work
3. Fails to resubmit as agreed with instructor

**The instructor is expected to work with the student within the course to provide resources, individualized feedback, and guidance.** It is the responsibility of the instructor under the guidance of the faculty program director to assess the needs of the student to best guide remediation (i.e., resubmission of work, Excelsior College-provided tutoring resources, the OWL, etc.). The instructor is expected to document all communication with the student.

- Individualized instruction and documented feedback with appropriate resources.

- Opportunity for resubmission with corrections.
- Clarification of instructions and/or rubric.

### Level One Infraction

**Level One** infractions are repeat instances of poor writing that require more intense guidance and instruction to avoid further offenses. This level is only enforced after a reasonable number of documented attempts by an instructor to engage the student in teachable moments in the proper use of information and understanding the academic integrity process.

### Examples

1. Attributing an inaccurate source (misleading citations and/or references)
2. Using all or part of another's work, even if paraphrased, without proper citation

### Procedures

**The student is required to complete formal training** to strengthen their understanding of academic writing and comply with this policy. The instructor is expected to work with the student in the classroom by providing resources and individualized feedback. It is the responsibility of the instructor, under the guidance of the faculty program director, to assess the needs of the student to best guide remediation (i.e., resubmission, Excelsior College provided tutoring resources, the OWL, etc.). The instructor is expected to document all communication with the student. The faculty program director (or designee) is expected to collect evidence, complete and track School-level documentation, including the Academic Integrity Incident Reporting Form.

- Student notified of allegation(s) and given an opportunity to be heard and offer evidence.
- Possible resubmission with corrections.
- Student is required to satisfactorily complete CCS 101: Academic Integrity and provide a copy of completion certificate to the instructor; outcome will be documented in SIS.
- Possible referral to academic advising services.
- Notation in the student information system.
- Official letter from dean or designee directing student on expectations and resources for student success.

### Level Two Infraction

**Level Two** infractions demonstrate blatant intentional plagiarism and/or disregard for previous guidance and interventions.

#### Examples

1. Repeat occurrence of plagiarism as defined in Level One after previously receiving remediation and instructor guidance
2. Intentional plagiarism and/or disregard for previous guidance
3. Previous completion of CCS 101 Academic Integrity tutorial as part of prior disciplinary action

### Procedures

An instructor, under the guidance and direction of the faculty program director, is expected to inform the student of the suspected infraction, to offer the student an opportunity to provide an explanation

and clearly communicate the risk of current and further incidents of plagiarism. Faculty program directors will provide administrative actions to support the instructor's intervention and communication with the student. An Academic Integrity Incident Reporting Form is completed, prior reports are reviewed, and the student's response is documented.

- Student is notified of allegation(s) and given an opportunity to be heard and offer evidence.
- The instructor works closely with the faculty program director to decide whether to offer the opportunity for resubmission with corrections or assign a lower grade.
- Official letter from the dean or designee warning of multiple offenses.
- Notation in the student information system.
- Referral to academic advising services.

### Level Three Infraction

There are two categories of **Level Three** infractions. At this level, the student has knowingly committed an act that violates the college policy.

- A. In the case of plagiarism, multiple documented infractions have been committed. The student has been officially warned and documented in a previous incident and is aware that these actions violate the College policy. Despite interventions provided for lower-level instances of plagiarism and completing the CCS 101 Academic Integrity tutorial, the student has not avoided repeat offenses.
- B. In the case of cheating, fabrication, and collusion, these incidents may be unique and should be handled on a case-by-case basis. **Note:** In some cases, a student may *unknowingly* use material from a con-

tract cheating provider. The instructor and faculty program director must assess the degree to which the student is aware of the infraction and may consider and document it as a one-time-only teachable moment.

## Procedures

Faculty program directors will provide administrative actions to guide the instructor and oversee communication with the student to ensure due process. Interventions for remediation are no longer provided to the student at this level. An Academic Integrity Incident Reporting Form is completed and prior reports reviewed.

- Student notified of allegation(s) and given an opportunity to be heard and offer evidence.
- Notation in the student information system.
- Official letter from the dean(s) or dean designee involved.
- Further investigation by the dean or dean designee incorporating due process and documentation (Section IV Due Process & Documentation below).

## Due Process & Documentation

Individuals who believe that a student has not adhered to the Academic Integrity Policy will report the incident, utilizing the Academic Integrity Incident Reporting Form, to the next level of authority. Where a student alleges misconduct against another student enrolled in the same course, a completed form shall be forwarded to the instructor. In all other instances in which a student alleges misconduct against another student, a completed form shall be forwarded to the dean or dean's designee of the School under which the academic work is assigned.

## The School shall determine if the evidence submitted tends to suggest a student has violated this policy.

- In making such determination, the dean or designee may solicit additional information or clarification from other individuals reasonably believed to have information that may assist in assessing the alleged infraction.
- All such inquiries shall be made and responded to in written form with supporting documentation.
- If the evidence is sufficient to support a Level Two infraction, the dean or designee will further investigate the claim. Such investigation shall, at a minimum, require the dean or designee to:
  - a. notify the student of the alleged infraction,
  - b. provide a copy of the completed incident reporting form to the student(s) and any related documentation, and,
  - c. provide the student(s) an opportunity to contest the allegations and respond within 14 business days (not including weekends or holidays).
- If a timely response is not received from the student, the dean or designee may render a judgment based on the submitted incident reporting form and any accompanying supporting documentation.
- No later than 21 business days after receipt of the student's response or the final date in which such response would have been timely, the dean or designee shall evaluate whether an infraction has occurred on a "more likely than not" standard.
- The dean or designee shall communicate their findings, recommend discipline where applicable, and the method of appeal in written form both to the party responsible for lodging the complaint on

which the investigation is predicated, and the student whose conduct was subject to investigation.

**In response to alleged infractions of the Academic Integrity Policy, the College administration (deans and the Office of the Provost) reserves the right to take any or all the following actions:**

- Bar the student from enrolling in the College or registering for a course or examination.
- Assign a failing grade for an examination or course.
- Administratively withdraw the student.
- If the student is administratively withdrawn, the College reserves the right to revoke all credits.
- If the student has withdrawn or graduated, any credits and/or degree and certificate previously awarded may be revoked.
- The student will be asked to return the certificate or diploma.
- See Policy 120 Administrative Withdrawal and Academic Dismissal for further details.
- Suspend or terminate selected College services previously available to the student.
- Retain all tuition and fees paid by the student.
- Withhold course grade(s) and/or examination score(s), diploma, and official Excelsior College transcripts.
- Permanently annotate a student's record to reflect action(s) taken by the College in response to the student's infraction of this policy.
- Notify educational institutions, licensing or certification boards, employers, or others who have previously received a transcript or similar certification, e.g., Letter of Completion (LOC), Letter of Qualification (LOQ), of any action taken by the College.
- Take other action, as appropriate.

### **Falsifying Records & Official Documents**

Forging signatures and/or falsifying documents submitted to the College, or misrepresenting documents from the College, is prohibited by this policy. Records and documents include, but are not limited to, the following: transcripts, diplomas, health status forms, letters of enrollment, qualification, or completion, enrollment and registration forms, applications, certifications, photo IDs, exam score reports, or any other official document.

#### **Examples**

1. Misrepresenting one's relationship with the College.
2. Submitting false, altered, or fabricated documents to or from the College.
3. Documents submitted as part of the CPNE application process.

Falsification of records and/or official documents submitted to the College may occur prior to or otherwise independent of a student's enrollment. This policy applies with equal force to such conduct.

## Procedures

Allegations under this Section V related to academic work shall be directed to the dean or dean's designee of the School under which the academic work is assigned. The dean of dean's designee shall follow the procedures outlined in Section IV.

Allegations under this Section V that do not relate to academic work shall be directed to the Registrar. The Registrar shall follow the procedures outlined in Section IV to the extent it is practicable to do so.

## Exams

**For all allegations involving an infraction of this policy with respect to exams taken outside the context of courses (e.g., UExcel exam, Excelsior College Examination, etc.), there are two procedures:**

- Enrolled students: The director of testing services provides a report to the dean in the School in which the student is enrolled, and the dean or designee then follows the above procedures outlined in Section IV.
- Examinees who are not enrolled students: The director of testing services provides notification to the examinee and takes appropriate action (typically invalidating the grade and barring the examinee from registering or taking future exams).

## Student Appeals

The College's Appeals Policy provides students with a fair process to address their grievances on academic and non-academic issues.

## Academic Appeals include:

- Appeals of Final Grades
- Petition for reenrollment after administrative withdrawal due to academic dismissal including credit accumulation and academic probation
- Administrative withdrawal from Excelsior College courses (lack of participation in courses)
- Academic Clean Slate
- Clinical Performance in Nursing Examination (CPNE®) issues
- Appeals regarding Excelsior College® Examinations and UExcel® exams including exceptions to the wait time to repeat an Excelsior College or UExcel exam
- Satisfactory academic progress
- INL 102 appeals (School of Liberal Arts)
- Academic integrity appeals

## Non-Academic Appeals include:

- Requests for fee and tuition refunds beyond the normal refund policy
- Waivers of late fees, reactivation fees, degree change fees, graduation fees, Student Services Annual Fee, Graduate Student Service Fee
- Fee extensions
- Medical/personal leaves of absence
- Student Service Annual Fee applied to Graduation Fee
- Military active duty deployment extensions
- Course extensions due to military deployment
- Military Withdrawals (MW) from courses due to military deployment
- Requests for refunds of Excelsior College® Examinations and UExcel® exams

**Accommodation Appeals:** Please see Student ADA policy.

## Procedure

The nature of the appeal determines which office reviews the appeal. Academic appeals are submitted to the appropriate academic dean, designee or unit. Non-academic appeals are submitted to the Ombudsperson office, except for requests for exam refunds, which are handled by the Director of One Stop.

- Students must submit an appeal in writing to the appropriate academic dean or designee, One Stop, the Center for Educational Measurement, or the Ombudsperson Office. Additional information or documentation relevant to the appeal may be required.
- Receipt of appeal letters will be acknowledged within three calendar days.
- Appeals shall be reviewed and decisions rendered within 30 days of receipt of a completed student appeal, unless otherwise notated by a specific policy.
- Appeal decisions shall be documented in SIS. All documentation pertaining to the appeal shall be scanned into the SIS.
- CPNE appeals are handled directly by the School of Nursing's associate degree in nursing program office; refer to the CPNE Study Guide for further details.)
- Appeals regarding Excelsior College® Examinations and UExcel® exams are handled by One Stop (for issues involving the testing conditions) or the Executive Director of the Center for Educational Measurement and Prior Learning Assessment or their designee (for issues involving test content or scoring).

## How to Appeal a Decision Made by the School

### Academic Decisions

Appeals of academic decisions made by the Deans (with the exception of appeals of final grades, which cannot be appealed) can be submitted to the Office of the Provost at [ECProvost@excelsior.edu](mailto:ECProvost@excelsior.edu) or by U.S. postal mail, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159. The Provost or designee will determine if the appeal should be reviewed by AIC (Academic Integrity Council) or decided by the Provost or designee.

- Students must submit a letter to the Office of the Provost. Additional information or documentation relevant to the appeal may be required.
- Receipt of appeal letter will be acknowledged within three calendar days.
- Appeals shall be reviewed and decisions rendered within thirty days of receipt of a completed a student letter.
- Appeal decisions shall be documented in SIS. All documentation pertaining to the appeal shall be scanned in SIS.

### The Academic Integrity Council (AIC)

The Academic Integrity Council reviews all appeals of decisions made by the schools or Center for Educational Measurement and Prior Learning Assessment related to the Academic Integrity and Student Rights and Responsibilities policies and is composed of members appointed by the Provost or the Provost's designee for up to a two-year term.

**If the appeal is sent to AIC:**

- AIC reviews all documentation related to the appeal:
  1. The student appeal letter and description of the reason for appeal and any supporting documentation.
  2. AIC is not bound to receive and consider further documentation.
  3. To assist in its review, however, AIC may, in its sole discretion, submit questions either to the individual who submitted the violation notice, the student defending against an allegation, the official whose recommendation forms the basis of the appeal, and/or any other individual with knowledge relevant to the case.
  4. All such inquiries shall be made and responded to in writing in as prompt a fashion as may be feasible and proper.
  5. All parties must be made aware of AIC-initiated questions.
  6. To facilitate this investigatory process, AIC offers the student the opportunity to teleconference with AIC to speak on their own behalf. In developing their presentation to AIC, an advocate is offered to students to assist them in developing their case before the Council. Students are not, however, required to work with the student advocate.
- Quorum and majority votes are necessary for all decisions made by the committee. The chair of AIC is an ex officio member and will only vote when a tie has been reached.
- AIC shall render and report its final decision to all parties. In the event AIC has determined a student is guilty of the viola-

tion of policy for which such student has been accused, AIC may certify or alter the disciplinary measures to be imposed.

**Non-Academic Decisions made by One Stop or the Ombudsperson Office**

Appeals of decisions made by One Stop or the Ombudsperson Office are submitted to the provost or designee.

- Students must submit a completed student appeal letter to the Office of the Provost. Additional information or documentation relevant to the appeal may be required.
- Receipt of appeal letters will be acknowledged within three calendar days.
- Appeals shall be reviewed and decisions rendered within 30 days of receipt of a completed student appeal letter.
- Appeal decisions shall be documented in SIS. All documentation pertaining to the appeal shall be scanned in SIS.

**Student Complaint Policy**

Excelsior College fosters an environment in which students are treated with fairness and respect. Any student who has a concern with a College employee, department, school or process is encouraged to resolve the concern first through direct communication with the individual or department involved. If the student is not satisfied with the response, they may file a written formal request for review to the Academic Dean or the Ombudsperson, who will determine whether the request is a complaint or an appeal.

In general, a request for review is an appeal if it concerns an exception to a policy, an action taken by the College or an action requested by the student. See the Student Appeals policy for a list of types of appeals. If the request for review is an appeal, the Student Appeals policy will be followed. If the request for review is not an appeal, it is classified as a complaint, and the procedure below will be followed. All concerns, complaints and appeals are addressed promptly, appropriately and equitably.

### Procedure

1. Students should attempt to resolve their concern with the individual or the department involved.
2. Students may file a formal written request for review to the Academic Dean or the Ombudsperson if they are not satisfied with the response.
3. If it is determined that the request for review submitted by the student is an appeal, the student will be notified and informed of the next steps, following the Student Appeals policy.
4. If it is determined that the request for review submitted by the student is a complaint, the student will receive a written response to their complaint within 30 calendar days
5. If the student is not satisfied with the formal complaint resolution they may submit their complaint in writing to the Provost, who will consider all aspects of the issue and respond to the student in writing within 30 calendar days.

### Notification to Accrediting Agency

If the student is not satisfied with the resolution provided by the College the student may file a written complaint with the College's accrediting agency, the Middle States Com-

mission on Higher Education. Complaints to the Commission must be in writing and signed by the complainant. They should be sent to

President  
Middle States Commission  
on Higher Education  
3624 Market Street  
Philadelphia, PA 19104-2680

### Notification to State Authorities

A student may also file a complaint with the appropriate state agency within the state in which the student resides. A list of contact information for the appropriate state agencies is available on the College's Web site at [www.excelsior.edu/consumer-complaint-process](http://www.excelsior.edu/consumer-complaint-process).

### Electronic Use Policy

Excelsior College supports and encourages the use of the Internet as a means of enriching and enhancing learning (see [Baseline Technology Skills and Resources](#)). Electronic activities assist students in achieving specific learning outcomes and provide an opportunity for collaboration and interaction among students and content specialists. Students participating in Excelsior College electronic activities must agree to act within the framework of this Electronic Use policy described as follows.

**Before participating in any Excelsior College electronic activity, including online courses, workshops, chat sessions, and/or discussions, students agree to abide by the following guidelines:**

1. Interact electronically with others in a positive, cooperative, supportive manner and display respect for the privacy and rights of others.
2. Participate in an Excelsior College electronic environment in a manner consistent with the stated purpose of these activities.

3. Treat fellow students, staff, and faculty with mutual respect and understanding.
4. Abide by the Excelsior College Academic Honesty policy.
5. Accept the use of plagiarism detection software\* by Excelsior College.

**Students agree to NOT do the following:**

1. Copy words, phrases, sentences, assignments, exams, graphics, or images from a message posted in an Excelsior College electronic course, chat, or discussion area and make this information available outside the electronic environment in which it appeared without the author's written permission.
  2. Post without academic justification any messages containing profanity, racism, pornography (text or graphics), or other files whose contents are inconsistent with the mission of Excelsior College.
  3. Make available to persons, organizations, or businesses outside of Excelsior College personal information such as names, Social Security numbers, email addresses, residential addresses, or other information that might be used to identify or contact Excelsior College students, faculty, or staff.
  4. Divulge proprietary, sensitive, or confidential information about Excelsior College-sponsored activities.
  5. Use an Excelsior College electronic environment to advertise or promote services or products of commercial or educational vendors for personal gain. This includes commercial messages in signature files
- (Signature files automatically inserted by email vendors are acceptable.) However, discussion and critical evaluation of commercial products or services are acceptable.
6. Without authorization, link an Excelsior College website to a personal website or any other website.
  7. Allow anyone else to use the student's user name or password to log in to an electronic environment.
    - a. Use someone else's user name or password to log in to an electronic environment.
    - b. Post messages or chat under an alias or maintain multiple user names for electronic sessions without authorization.
  8. Misrepresent messages created by others, including Excelsior College staff and faculty.
    - a. Present someone else's messages or academic work as their own.
    - b. Allow someone else to present the student's messages or academic work as their own.
  9. Attempt to access restricted areas of an electronic environment such as student accounts and grade books, or to alter information in these areas.
  10. Attempt to hack or break into, alter, damage or destroy the integrity of electronic information, software, or hardware associated with Excelsior College electronic systems.
  11. Without authorization, introduce into an Excelsior College electronic course, chat, or discussion area bandwidth-intensive audio, video, graphics, or other files exceeding 5MB that may interfere with the efficient operation of Excelsior College servers.

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\* Plagiarism detection is the practice of finding instances of plagiarism within a document. Plagiarism detection software allows vast collections of documents to be compared to each other, making successful detection much more likely.

12. Violate intellectual property laws by posting material containing quotes or references to someone else's ideas without accurately and appropriately citing the source of the material.
13. Students shall not reproduce, disseminate, study, or otherwise use materials known or reasonably known to be test materials obtained from or contained in examinations administered by the College.

Participation in Excelsior College electronic activities is a privilege and access to activities may be denied if it is determined that a student's online behavior violates the letter or spirit of this Electronic Use policy. In such a case, the student will be subject to disciplinary or legal action taken by Excelsior College and that such action may include restricting or denying access to an electronic environment and suspension or expulsion from Excelsior College.

Excelsior College reserves the right to delete any message or part of a message that violates the guidelines set forth in this document.

### Procedure

Staff, faculty, or students who believe that a student has not adhered to the Electronic Use policy will bring the matter to the attention of the appropriate dean or dean's designee. The dean or designee will investigate the alleged violation, and determine the action, if any, to be taken. If action is warranted, the student will be notified of the proposed disciplinary action as well as the date the disciplinary action will be imposed.

### Disciplinary Actions

In response to alleged violations of the Electronic Use policy, Excelsior College reserves the right to take any or all of the following actions:

- Bar the student from enrolling in the College or registering for a course or examination.
- Assign a failing grade for an examination or course.
- Suspend or administratively withdraw the student. If the student is administrative withdrawn, the College reserves the right to revoke all credits. If the student has withdrawn or graduated, any credits and/or degree and certificate previously awarded may be revoked. The student will be asked to return the certificate or diploma. (See [Administrative Withdrawal and Academic Dismissal](#) for further details.)
- Suspend or terminate selected College services previously available to the student.
- Retain all tuition and fees paid by the student.
- Withhold course grade(s) and/or examination score(s) and official Excelsior College transcripts.
- Permanently annotate a student's record to reflect action(s) taken by the College in response to the student's violation of this policy.
- Notify educational institutions, licensing or certification boards, employers, or others who have previously received a transcript or similar certification, e.g., Letter of Completion (LOC), Letter of Qualification (LOQ), of any action taken by the College.
- Take other action, as appropriate.

### Appeal

Refer to the [Student Appeals policy](#) for details on how to appeal disciplinary actions described above.

# Degree Requirements

## Time Limit for Academic Programs Completion

### Statement of Policy

Excelsior College degree programs are designed, within limits, to be completed at a student's own pace. However, students must make continuous progress toward their academic goals. Students will be academically dismissed if they do not complete their program within the published program time limits. (See [Admission, Matriculation, and Enrollment](#)). For the purposes of this policy, the time limit for program completion is calculated based on the academic policy date.

For the purposes of this policy, the time limit for program completion is calculated based on the academic policy date.

### Non-cumulative Time Limits

#### Time Limits for Programs in the School Of Undergraduate Studies and School of Graduate Studies

This time limit to program completion is NOT cumulative; if enrollment is not continuous for the following programs

Master of Sciences in Management .....	10 years
Master of Health Science .....	7 years
Master of Arts in Liberal Studies .....	6 years
Master of Science in Criminal Justice .....	6 years
Master of Public Administration .....	6 years

The time limit for program completion will reset anytime a student applies for admission for re-enrollment to the College.

### Request for Time Limit Extensions

Students in the School Undergraduate Studies and School of Graduate Studies may seek an extension of the time limit. To request an extension, students must submit a request in writing via email or the Message Center outlining why

the extension is warranted and the plans to complete their degree programs. For Technology degrees, requests must be submitted no less than one trimester before reaching the degree completion time limit. Extensions are granted at the discretion of the dean/designee.

### Cumulative Time Limits

The following time limits apply to programs in the School of Nursing, School of Undergraduate Studies and School of Graduate Studies. These time limits to program completion are cumulative if enrollment is not continuous for the following programs:

Associate in Applied Science (Nursing) .....	7 years
Associate in Science (Nursing) .....	7 years
LPN to Bachelor of Science (Nursing) .....	6 years
Bachelor of Science (Nursing) .....	7 years
RN-MS (Nursing) .....	12 years
Master of Science (Nursing) .....	7 years
Bachelor of Science in Cybersecurity .....	7 years
Bachelor of Science in Electrical Engineering Technology .....	10 years
Bachelor of Science in Information Technology .....	7 years
Bachelor of Science in Nuclear Engineering Technology .....	10 years
Master of Science in Cybersecurity .....	5 years
Master of Business Administration .....	5 years
Master of Science in Human Resource Management ....	5 years
Master of Science in Organizational Leadership .....	5 years
Certificate in Cannabis Control .....	2 years
Certificate in Data Analytics .....	2 years
Certificate in Distributed Workforce Management .....	2 years

**The time limit to program completion will not reset when the student applies for admission for re-enrollment to the College.** Students will have the balance of time remaining to program completion upon each enrollment in the same nursing degree program (i.e., if student withdraws after 3 years in the Associate in Science (Nursing) degree and re-applies after one year, they will have 4 years remaining to complete the program).

## Exceptions

The time limits for all nursing degree programs began with all enrollments on or after September 1, 2001. Students enrolled prior to September 1, 2001 (with no time limit on enrollment), were subject to the time limit on enrollment starting on September 1, 2001.

- Associate Degree nursing students enrolled prior to September 1, 2001, are required to complete all degree requirements within a 7-year period of enrollment.
- Bachelor of Science in nursing students enrolled prior to September 1, 2008 are required to complete all degree requirements within a **10-year period** of enrollment. January 1, 2005 the BS in nursing program implemented significant changes to the degree. Students were granted an additional **10-year period** of enrollment starting January 1, 2005.
- Bachelor of Science in nursing students enrolled on or after September 1, 2008 are required to complete the degree requirements within a 7-year period of enrollment.
- RN-MS in nursing students enrolled prior to September 1, are required to complete all degree requirements within a **12-year period** of enrollment.

**Note:** The BS in nursing program implemented significant changes to the degree. Students enrolled with the ten-year time limit were granted an additional ten-year period of enrollment starting on January 1, 2005.

**Note:** The RN-MS in nursing program implemented significant changes to the degree. Students enrolled with the twelve-year period of enrollment were granted an additional twelve-year period of enrollment starting January 1, 2005.

**Note:** The time limit will be reviewed for all nursing students seeking admissions for re-enrollment in a program. The time frame for completion will be determined based on progress toward program completion at the time of withdrawal and the curriculum

## Technology Degree—Request for an Extension

For Technology degrees, students may seek an extension of the time limit by completing an appeal form, which will outline a plan for completion. Students must submit this appeal to the School of Undergraduate Studies or the School of Graduate Studies no less than one trimester before reaching the degree completion time limit. Extensions are granted at the discretion of the dean/designee.

## General Education Curriculum Requirements

### Statement of Policy

#### Principles of General Education

General education at Excelsior College provides a framework for learning that empowers adult learners to be informed and active citizens in a pluralistic society. The principles below are the foundation of general education at Excelsior College:

- promotion of lifelong learning
- a liberal education that integrates knowledge across disciplines
- expansion of students' academic horizons

The college-wide undergraduate general education requirements were established by the General Education Review Committee (2009) and revised by the College Curriculum Council (2018), as convened by the Office of the Provost.

The model consists of three features:

1. a set of seven interconnected general education competency areas;
2. a standardized credit distribution model that ensures breadth across the liberal arts, as well as basic skills in writing and information literacy;
3. a critical thinking component that supports each of the seven areas.

The seven general education competency areas are:

1. Oral and Written Communication,
2. Mathematical and Scientific Problem Solving,
3. Information Literacy,
4. Cultural Diversity and Expression,
5. Global Understanding,
6. Ethical Reasoning
7. Professional Presence and Self-Awareness

Each of these areas has several measurable competencies as listed in the Excelsior College General Education Career Readiness Competencies document.

### Distribution Requirements

The credit distribution requirements for every Excelsior College undergraduate student:

Minimum Distribution Requirements Undergraduate Degrees		
Degree Requirement	Associate Degree	Bachelor's Degree
Humanities*	6	9
Social Sciences/History	6	9
Natural Sciences and Math**	6	9
Written English	3	6
Information Literacy	1	1
<b>TOTAL</b>	<b>22</b>	<b>34</b>

#### \* Humanities

A minimum of 3 credit hours (4 quarter hours) must be in a subject area other than writing.

To meet the humanities core requirement, students must take at least one examination or course (at least 3 credit hours or 4 quarter hours) within such disciplines as art, music, literature, foreign language, philosophy, religion, speech, or creative/advanced writing. Examinations or courses used to satisfy the Written English Requirement and lower-level applied, technical or professional writing courses may not be applied toward the humanities core requirement.

#### \*\* Natural Sciences and Math

A minimum of 2 credit hours in math and 2 credit hours in natural sciences are required.

To meet the math core requirement, students must take a minimum of 2 credit hours (3 quarter hours) in mathematics. Math courses may not be developmental or remedial, and must include computation or quantitative reasoning. The number of mathematics courses below the level of calculus is restricted to three.

To meet the natural science core requirement, students must take a minimum of 2 credit hours (3 quarter hours) in a science discipline, e.g., biology, chemistry, physics, etc. Courses in applied science will not apply toward the core requirement.

Any exceptions to the distribution requirements will be noted in the respective school's catalog.

This model ensures that all students develop basic competence (at least 100-level courses/examinations) in the distribution areas of arts and sciences (humanities, social sciences/history, natural sciences and mathematics), as well as specific abilities in written English and information literacy.

### C. Disciplinary Areas

Guidelines for descriptions of the key disciplinary areas in the general education curriculum are provided below.

### Information Literacy

In this age of information proliferation, students must acquire the necessary skills to understand and discern the wide range of content across all mediums. Students must be able to determine where to locate and effectively access information, critically evaluate the source and use the information within legal and ethical parameters. For these reasons, Excelsior College graduates will demonstrate competency in information literacy as part of the general education curriculum for an undergraduate degree.

**A minimum grade of P is required in INL 102 Information Literacy. Students admitted prior to Nov. 1, 2019 were also able to fulfill the information literacy requirement through transfer or by taking CCS112 or CCS120. For these students, a minimum grade of C, and verification that the student passed the information literacy assignments, was required in CCS 112 Success Strategies for Military and Veterans and CCS 120 EC Success Seminar. A minimum grade of C (or a P grade that equates to C) was required for all courses transferred from other sources.**

### Written English

Students are required to demonstrate competency in expository writing in English.

**A minimum grade of C is required.**

### Humanities

The humanities focus on the reflection and interpretation of the human experience. Through the development of knowledge and skills in critical reading, logical thought and aesthetic appreciation, courses examine the human environment with particular attention to diverse heritage, traditions and cultures.

Examples of subject areas in the humanities include, but are not limited to:

- communication
- ethics
- fine arts
- foreign languages
- literature
- music
- philosophy
- religion
- theater

**A minimum grade of D is required for any applicable Excelsior College course. A minimum grade of C is required for applicable UExcel® (Excelsior) examinations, and for courses transferred from other sources.**

### Social Sciences and History

Social sciences and history study individuals and society and the processes individuals use to order and understand their world. The social sciences focus on theories that explain verifiable phenomena of individual and group human behavior, using the scientific method. History is the systematic study of people and events in the past.

Examples of subject areas in the social sciences/history include, but are not limited to:

- anthropology
- criminal justice (theory based, not applied criminal justice)
- economics
- geography
- government
- history
- political science
- psychology
- sociology

**A minimum grade of D is required for any applicable Excelsior College course. A minimum grade of C is required for applicable UExcel® (Excelsior) examinations, and for courses transferred from other sources.**

### Natural Sciences and Mathematics

The natural sciences are those branches of science that examine the natural world through scientific methods and are measured by quantitative data. There are five major branches of the natural sciences: astronomy, biology, chemistry, earth science, and physics.

Examples of subject areas in the natural science include, but are not limited to:

- anatomy
- astrophysics
- atmospheric science
- biochemistry
- biophysics
- botany
- environmental science
- geochemistry
- geology
- geophysics
- meteorology
- oceanography
- physiology
- quantum mechanics
- zoology

Mathematics is the study of patterns, often relating to quantity, space, and change, within a foundation of logic. Core branches of mathematics include but are not limited to: algebra, geometry, analysis (which includes calculus) and applied mathematics (which includes probability and statistics).

**A minimum grade of D is required for any applicable Excelsior College course. A minimum grade of C is required for applicable UExcel (Excelsior) examinations, and for courses transferred from other sources.**

### Satisfactory Academic Progress for Financial Aid and Veterans' Benefits

Excelsior College has established institutional requirements for minimum Satisfactory Academic Progress (SAP) for undergraduate and graduate students. These requirements, developed in accordance with Excelsior College academic standards and federal financial aid statutes and regulations governing student eligibility, are designed to ensure that all students make timely progress toward their educational goals. Students who achieve these standards are considered to be making SAP at Excelsior College.

All students are required to maintain SAP toward their degree requirements during each term for which they are enrolled at Excelsior College. It is the College's intention that all students make satisfactory academic progress toward their degrees so that their educational goals can be achieved in a reasonable time frame.

#### Procedure

##### A. Satisfactory Academic Progress Standard

Academic progress for students receiving financial aid and Veterans' Benefits will be assessed for all students after every term a student attempts to earn Excelsior College credit. This will ensure standards are met according to the following three measures:

*Minimum Excelsior College grade point average (EC GPA)\*:* A matriculated undergraduate student must maintain a

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\* The Excelsior College GPA is based on grades awarded from Excelsior College sources of credit attempted by matriculated students. The overall GPA is based on grades awarded from ALL sources of credit that are entered on the student's transcript. The overall GPA is not used to monitor Satisfactory Academic Progress. This calculation excludes EC sources of credit which have been determined to have reached a predetermined age limit (varies by school and program).

minimum Excelsior College grade point average of 2.0 (C) to meet the minimum standards for SAP. A matriculated graduate student must maintain a minimum Excelsior College GPA of 3.0 (B) to meet the standards for SAP.

*Minimum completion rate:* A matriculated undergraduate or graduate student must maintain a minimum completion rate of two-thirds (67 percent) of the total Excelsior College credits attempted and transfer credits (accepted and applied to the degree). The completion ratio is often referred to as “pace” and is calculated by dividing the number of credits earned by a student by the number of credits attempted. This calculation excludes EC sources of credit which have been determined to have reached a predetermined age limit (varies by school and program) and are no longer applicable to a student’s degree program.

*Maximum time frame to completion to maintain financial aid eligibility:* In accordance with the federally mandated maximum time frame to complete the program or degree, a matriculated student must complete her or his educational program within a time frame not longer than 150 percent of the published length of the educational program, as measured by credits attempted and including transfer credits. For instance, a student must complete her or his program after attempting a maximum of 180 credit hours for a 120-credit program. Or, if a student has 60 credits remaining after her/his initial academic evaluation is completed, she/he must complete the degree from Excelsior College by the time she/he has attempted 90 credit hours. Maximum time frame is different than time limitations for programs of study. Please refer to the school catalogs, for time limits in specific programs.

*Maximum time frame for dual degree programs is calculated in two phases:* undergraduate and graduate. The dual degree student must complete the undergraduate portion of the program after attempting a maximum of 150 percent of the remaining credits required of the baccalaureate phase of the program. Upon achieving graduate status the dual degree student must complete the master’s degree within a time frame that is not longer than 150 percent of credits attempted.

For example, an RN-MSN student must complete the 116 credit undergraduate portion of the program after attempting a maximum of 174 credits for the baccalaureate phase of the program. If the student has 56 credits remaining after his/her initial evaluation, s/he must complete the undergraduate phase by the time 84 credit hours are attempted.

**B. Warning.** Matriculated students who fail to achieve the minimum standard for satisfactory academic progress as defined by the Satisfactory Academic Progress Standard (Procedure A) will receive a notice of warning from the Financial Aid Office. Matriculated students using VA Benefits will receive a notice of warning from an Excelsior College Certifying Official.

When students are in warning they are allowed one term to Reestablish Aid/Veteran Benefits Eligibility (Procedure D) to the minimum standard for satisfactory academic progress. The “warning period” will enable students to take corrective action by working with academic advisors, financial aid counselors/VA Certifying Officials, and faculty (instructors) to correct their academic status. Students retain their financial aid eligibility during this time.

**C. Loss of Eligibility.** If a financial aid or Veterans' Benefits student is not able to achieve SAP during the Warning period (Procedure B), the student is no longer be eligible for financial aid.

Students who lose eligibility will be notified in writing by the Financial Aid Office or VA Certifying Official.

**D. Reestablish Aid Eligibility.** A student can reestablish financial aid or Veterans' Benefits eligibility by achieving the Satisfactory Academic Progress Standard (Procedure A).

**E. Appealing Loss of Eligibility (item C).** If special circumstances prevent a student from meeting SAP, the loss of financial aid eligibility may be appealed to the provost or designee via the Financial Aid Office or via a VA Certifying Official. An appeal reviewed by the provost or designee does not guarantee reinstatement of financial aid.

1. Appropriate circumstances for appeal include:
  - Serious medical illness or injury to the student.
  - Death of an immediate family member.
  - Significant change in employment or military status that prevents the student from attending class.
  - Significant trauma in the student's life that impairs the student's emotional and/or physical health.
  - If after a term on Warning (Procedure B) a student demonstrates significant progress toward Reestablished Aid Eligibility (Procedure E), he/she may appeal if:

- The student has no withdrawals (exception military withdrawals MW) in that term.
- There are no incompletes in that term.
- All grades earned at Excelsior College are C or better for an undergraduate or B or better for graduate students.

2. Appeals must be submitted with supporting official documentation within or prior to the period of enrollment or term for which financial aid or Veterans' Benefits are requested.
3. All appeals must be submitted to the Financial Aid Office or VA Certifying Official with the supporting documentation. Appeals that qualify as "appropriate circumstances" will be forwarded to the provost or designee for review and action.
4. Students will be informed of the decision of their appeal within 30 calendar days of submission.
5. All students approved for an appeal will be placed on SAP Probation (Procedure F) and must work with their academic advisor to develop an academic plan to Reestablish Aid Eligibility (Procedure D). Academic plans may require the student to take fewer credit hours, take specific courses and/or achieve a certain grade point average.

**F. Probation.** A student that is successful in their Appeal (Procedure E) will be placed on probation for financial aid. The student is eligible for one trimester (*15-week term or two consecutive 8-week terms*) of financial aid. At the end of the trimester the student will be reevaluated to determine if they meet the satisfactory academic progress standard (Procedure A).

## Academic Probation Policy for Undergraduate Degree and Certificate Students

### Statement of Policy

Fundamental to the Excelsior College mission is the expansion of educational opportunity with efficiency, economy, and academic excellence while supporting students as they progress toward earning their degrees and certificates. Excelsior College is open to all, and is responsible for ensuring that students are provided with options that can lead to academic success while maintaining academic rigor. Therefore, a policy on academic probation exists in order to:

1. Identify matriculated students whose academic performance places them in jeopardy of not achieving the minimum standards for Satisfactory Academic Progress as outlined in Satisfactory Academic Progress for Financial Aid; and
2. Assist and support those students who need to regain academic good standing.

The College may dismiss the student after 12 consecutive months on academic probation if they are not making satisfactory progress toward academic good standing and degree completion.

### Procedure

A student who does not meet the SAP standards will be placed on academic probation. The student will be notified in writing by the Provost. Students on academic probation will have a maximum of 12 months from the date they are placed on probation to show satisfactory academic progress or have a plan in place toward this goal.

### Academic Probation

The following actions will be taken when an

undergraduate student is placed on academic probation:

- The student's SIS record will be annotated, a block on registration will be in effect, and the 12-month probation time limit will be set. During this period an academic progress GPA and completion ratio will be calculated upon an update to a student's record.
- A letter from the Provost will be sent to the student to inform him/her of the probationary status and its consequences.
- The student will be encouraged to take advantage of advising services.
- The student will be limited to registering to one course per term. The registration restriction is removed when a student regains academic good standing.
- An SIS work item will be generated to prompt a phone call from an academic advisor during the first two weeks after being placed on Academic Probation
- Advisors will limit course approvals to one course per term throughout the duration of Academic Probation.
- If the student has not shown academic progress in six months from the date of probation, an academic advisor will contact the student to discuss strategies for returning to good academic standing.
- If the student has not shown academic progress in nine months from the date of probation, an academic advisor will contact the student to discuss strategies for returning to good academic standing.
- A student can be on academic probation for a total of 12 consecutive months.
- If after 12 months on academic probation, there has been no progress (defined as making and following through with a plan to register for and successfully pass a course or exam with a C or better for undergraduate, B or better for graduate) a letter will be sent from the dean dismissing the student from the College.

- Consideration should be given for students with extraordinary circumstances that might prevent them from earning credit toward good academic standing that extends beyond the 12 month period (especially in cases where the level of poor performance is not egregious or there has been recent good progress). Advisor discretion should be used in these cases.
- Students can graduate on Academic Probation as long as they have achieved the minimum GPA required by the program. In cases where a student is on fiscal hold and degree complete while still on probation any work items that are generated for probation outreach should be closed.

### Removal of Academic Probation Status

Students will be removed from academic probation once they have achieved Satisfactory Academic Progress as defined in 007 Satisfactory Academic Progress.

### Bridge Programs

Students in the undergraduate portion of any bridge program (e.g. MRN) are governed by the standards set forth for undergraduate students in this policy. Students in the graduate portion of a bridge program are governed by the standards set forth for graduate students in this policy.

### Transferring to a Different Degree Program

A student may request a transfer to another degree program while on academic probation. Students should refer to Academic Clean Slate policy (for Sources of EC Credit).

Transfer options may be limited for students. Not all programs may be appropriate for students who have not been successful in other programs. Program transfer may not be feasible for all certificate students, as the College

offers fewer certificate programs than degree programs, and there may not be an appropriate certificate program for the student to pursue.

**Note:** Prior to July 1, 2013, when an associate degree nursing student transferred to another school within Excelsior College, the initial evaluation for the new degree included only associate degree nursing examinations posted on the student's evaluation. Associate degree nursing examination failures were not posted unless it was the final attempt. Final attempt was defined as the point after which the student is not eligible to repeat the examination. After July 1, 2013, all associate degree nursing exam attempts appear on the student's evaluation.

### Disciplinary Actions

The following actions will be taken when an undergraduate student is academically dismissed:

- After being on academic probation for 12 months, the student will be sent a dismissal letter from the dean.
- The student is dismissed from the program and administratively withdrawn from the College.
- The student's status will be designated as WAP (withdrawn academic probation).
- All College services will cease.

**Academic dismissal is a result of any of the following:**

1. Failure to regain an acceptable Academic Progress GPA.
2. Academic Dismissal is a result of failure to achieve satisfactory academic progress.

See [Administrative Withdrawal and Academic Dismissal](#) for further details.

### Appeals

Refer to [Student Appeals](#) for details on how to appeal disciplinary actions described above.

## Special Student Policy

### High School Equivalency

Individuals who have not earned a high school diploma, or its equivalent, are eligible for admission to Excelsior College. However, under New York law, the College cannot confer an earned degree on such a student unless and until the student has met articulated preliminary education requirements.

For students who are of compulsory school age (under New York law, in most instances, a child must attend school full-time from age 6 to the end of the school year when the child turns 17), the student must hold a high school diploma or have completed the substantial equivalent of a high school diploma, as certified by the superintendent of schools or a comparable chief school administrator. If a student of compulsory school age has not yet completed a four-year high school program and seeks to enroll in full-time college study rather than attending high school, the student must, prior to enrollment, submit a verified statement to the College from the school superintendent or chief school administrator for the school district in which the student resides indicating that the student will be meeting the compulsory education requirement through full-time college attendance.

For students who are beyond compulsory school age, the student must: hold a high school diploma, or its equivalent, as certified by the superintendent of schools or a comparable chief school administrator; or hold a high school equivalency diploma; or have completed 24 semester hours of credit distributed as follows toward their Excelsior College degree program: 6 semester hours English language arts including writing, speaking, and reading (literature), 3 semester hours mathematics, 3 semester hours natural science, 3 semester hours social science, 3 semester hours humanities, and 6 semester

hours in any other courses within the degree program; have previously earned and been granted a degree from an approved degree-granting institution of higher education or from a postsecondary institution authorized by the Board of Regents to confer degrees; from a degree-granting institution located in a jurisdiction outside the United States that is approved, authorized, or recognized by the jurisdiction's ministry of education or other governmental agency responsible for higher education; or have passed five designated Regents examinations (English, mathematics, United States history and government, science, and global history and geography).

### Procedure

Students must meet preliminary education requirements in order to qualify for a degree from Excelsior College.

Students who are 17 or younger must hold a high school diploma or equivalent within their state of residence. Students 17 or younger who do not hold a high school diploma or its equivalent must, prior to enrollment, submit a verified statement to the College from the school superintendent or chief school administrator for the school district in which the student resides indicating that the student will be meeting the compulsory education requirement through full-time college attendance. Such verified statement must also be accompanied by an Individualized Home Instruction Plan (IHIP) consistent with Section 100.10(d) of the Regulations of the NYS Commissioner of Education.

Students who are 18 or older must hold a high school diploma or its equivalent from their state of residence or have completed 24 semester hours of credit distributed as follows toward their Excelsior College degree program: 6 semester hours in English language arts including writing, speaking, and reading (literature), 3 semester hours in mathematics, 3 semester hours in natural science, 3 semester hours in social science, 3 semester

hours in humanities, and 6 semester hours in any other courses within the degree program; have previously earned and been granted a degree from an approved degree granting institution of higher education or from a post-secondary institution authorized by the Board of Regents to confer degrees; from a degree-granting institution located in a jurisdiction outside the United States that is approved, authorized, or recognized by the jurisdiction's ministry of education or other governmental agency responsible for higher education; or have passed five designated Regents examinations (English, mathematics, United States history and government, science, and global history and geography).

All states offer General Education Development Certificate (GED) programs for individuals beyond the age of compulsory school attendance who wish to earn a high school diploma or who have already earned college-level credit toward this certification. Interested individuals should contact their State Education Department for information.

New York State residents who have earned 24 credits with a minimum of 6 semester hours in English language arts, 3 semester hours in mathematics, 3 semester hours in natural science, 3 semester hours in social science, 3 semester hours in humanities, and 6 semester hours in any courses creditable toward their Excelsior College degree program will meet New York State requirements for a High School Equivalency (GED) certificate and should contact the State Education Department, Office of Elementary and Secondary Education, Division of Education Testing at 518-474-5099.

**International students** should request a Subject Analysis evaluation report from Educational Credentials Evaluators (ECE). ECE will indicate on their respective reports if an international student's educational background meets a U.S. high school diploma/equivalency. In cases where the student has no university credit and ECE does not have adequate documentation to indicate

completion of a U.S. high school diploma/equivalency, the student will be advised to contact ECE for additional instructions.

## Policies on Sources of Credit

### Recognition of Accredited Institutions

#### Regionally Accredited Colleges and Universities

Degree-level credit from any degree-granting college or university accredited by one of the regional accrediting agencies may be applied toward Excelsior College degrees. To verify the accreditation status of all postsecondary institutions, Excelsior College refers to the *Accredited Institutions of Postsecondary Education* manual published for the Council for Higher Education Accreditation (CHEA—[www.chea.org](http://www.chea.org)). Additional verification from a specific institution will be required if the student attended prior to its accreditation.

If an institution holds regional accreditation candidacy status, but was not yet regionally accredited when the student completed their credits (yet held national accreditation), credit will be considered under the Transferring Credit from Non-Regionally Accredited Schools policy.

Excelsior College reserves the right to accept or deny credit from any specific institution or program.

#### Regional Accrediting Organizations and Their Websites

- Middle States Association of Colleges and Schools (MSA) Middle States Commission on Higher Education [www.msche.org](http://www.msche.org)

- New England Association of Schools and Colleges (NEASC-CIHE) Commission on Institutions of Higher Education [www.neasc.org](http://www.neasc.org)
- North Central Association of Colleges and Schools (NCA-HLC) The Higher Learning Commission [www.ncahlc.org](http://www.ncahlc.org)
- Northwest Commission on Colleges and Universities (NWCCU) [www.nwccu.org](http://www.nwccu.org)
- Southern Association of Colleges and Schools (SACS) Commission on Colleges [www.sacscoc.org](http://www.sacscoc.org)
- Western Association of Schools and Colleges (WASC-ACSCU) Accrediting Commission for Senior Colleges and Universities [www.wascsenior.org](http://www.wascsenior.org)
- Western Association of Schools and Colleges (WASC-ACCJC) Accrediting Commission for Community and Junior Colleges [www.accjc.org](http://www.accjc.org)

### New York State Registered and Chartered Colleges

Transcripts will also be accepted from higher education institutions within New York State that are authorized by the New York State Board of Regents to award college degrees and whose programs are registered by the New York State Education Department. Courses required for associate in occupational studies and associate in applied science degree programs at proprietary schools in New York State are acceptable. The *College and University Campuses in New York State* website information is used to verify the degree-granting status of schools in New York State ([www.highered.nysed.gov](http://www.highered.nysed.gov)).

Excelsior College will award upper-level credit for courses taught at a two-year college if the college (e.g., SUNY Cobleskill) is approved to award bachelor's degrees.

### Distance Education and Training Council Accredited Institutions

College-level credit from any degree granting institution accredited by the Distance Education and Training Council (DETC) that also has been approved and recommended by the American Council on Education's College Credit Recommendation Service (ACE Credit) or the National College Credit Recommendation Service (National CCRS) will be applicable. (See [Transferring Credit from Non-Regionally Accredited Schools](#).)

### Transferring Credit from Non-Regionally Accredited Schools

#### Statement of Policy

Excelsior College remains loyal to its philosophy of "What you know is more important than where or how you learned it." The College offers flexibility in its credit transfer policies to individual students; however, partnerships or contractual relationships with educational institution or corporations are subject to special policies.

Excelsior College will consider degree level transfer credits from non-regionally accredited institutions, recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE), that award college-level degree programs. Institutions chartered by the NYS Board of Regents are exempt from this policy as they are covered in **Policy 023 Recognition of Accredited Institutions**. Noncredit programs must follow the process outlined in **Policy 071 Assessment of Training and Credentials for Credit** unless already assessed by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS) as per **Policy 024 Non-Collegiate Sources of Credit**.

Credits from non-regionally accredited institutions submitted by individual students will be evaluated and considered as long one of the following criteria are met:

1. **Non-regionally accredited institutions with USDE recognized accreditation**

All credits submitted by students will be considered if at the time of the student's attendance, the institution was accredited **and** the accrediting body was only recognized by the Council for Higher Education Accreditation (CHEA). The CHEA maintained [Directory of CHEA-Recognized Organizations](#) includes a listing of CHEA recognized accrediting organizations. Only 25% of the number of credits required for the Excelsior degree may be transferred into Excelsior. Courses completed at a non-regionally accredited institution after a student is admitted (enrolled) into Excelsior College will not be applied to degree requirements, thus course approval will not be considered.

2. **Non-regionally accredited institutions holding only CHEA recognized accreditation**

Credits submitted by students will be considered if at the time of the student's attendance, the institution was accredited and the accrediting body was only recognized by the Council for Higher Education Accreditation (CHEA). The CHEA maintained "[Directory of CHEA-Recognized Organizations.](#)" Only 25% of the number of credits required for the Excelsior degree may be transferred into Excelsior. Courses completed at a non-regionally accredited institution after a student is admitted (enrolled) into Excelsior College will not be applied to degree requirements, thus course approval will not be considered.

In both options listed above, credits completed during candidacy status will not be acceptable toward degree require-

ments. Excelsior College reserves the right to accept or deny credit from any institution or program.

Restrictions on acceptance of credit from institutions that are not regionally accredited are listed below:

- a. Associate in Applied Science in nursing (no core courses/professional or other requirements specified by Excelsior College faculty will transfer)
- b. Associate in Science in nursing (no core courses/professional or other requirements specified by Excelsior College faculty will transfer)
- c. Bachelor of Science in nursing (no core courses/professional or other requirements specified by Excelsior College faculty will transfer). Credit for lower level nursing courses will be awarded from such institutions if they hold full accreditation at the time of attendance from either the National League for Nursing Accrediting Commission (NLNAC), Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE) and the student holds a valid and current RN-license. Additional General Education credits will not be awarded.
- d. Master of Science in Nursing (No core courses/professional or other requirements specified by Excelsior College faculty will transfer)
- e. The undergraduate component of the RN to MS in nursing (no core courses/professional or other requirements specified by the faculty from Excelsior College will transfer. Credit for lower level nursing will be awarded from such institutions if they hold full accreditation at the time of attendance from either the Accrediting Commission for Education in Nursing

(ACEN), formerly known as National League for Nursing Accrediting Commission (NLNAC), or the Commission on Collegiate Nursing Education (CCNE) and the student holds a valid and current RN-license. Additional General Education credits will not be awarded.

- f. Syllabi must be provided for credits submitted for acceptance under Policy 134 for the following degree programs: Bachelor of Science in Nuclear Engineering Technology (including dual degree with MBA), Bachelor of Science in Electrical Engineering Technology, Bachelor of Science in Information Technology (including dual degrees with MBA and MS in Cybersecurity), Bachelor of Science in Cybersecurity.

Excelsior College may engage in partnerships with Non-Regionally Accredited institutions if they appear in the [USDE Database of Accredited Postsecondary Institutions and Programs](#) and are currently participating in the Title IV federal aid program.

### Procedure

Students seeking to transfer credit from non-regionally accredited institutions must have official transcripts submitted to receive credit (See the Official Transcripts policy). Students should request that an official transcript of the credits they have successfully completed be sent to:

Office of the Registrar  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159

### Credit for Prior Learning Assessment Presented As Transfer Credit on Official Transcripts

Excelsior College awards credit for learning that current and prospective students have obtained through non-traditional sources, including but not limited to non-accredited educational programs, workplace training, professional development activities, certifications, examinations, and portfolio assessment. This policy applies to such credit that appear on an official transcript from regionally accredited schools meeting the criteria of Policy 023 Recognition of Accredited Institutions and non-regionally accredited schools meeting the criteria of [Transfer-Credit from Non-Regionally Accredited Schools](#).

This policy is not in reference to noncredit programs, which must follow the process outlined in Policy 071 Assessment of Training and Credentials for Credit. Learning experiences evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS), which are covered by [Non-Collegiate Sources of Credit](#). Military credit posted to a transcript from a regionally accredited institution is accepted as outlined in Policy 046 Military Credit Awarded by Regionally Accredited Colleges. Also, not included are designated proficiency exams covered by Policy 033 Proficiency Examinations, Policy 047 Accepting Examination Programs for Credit, Policy 020 Credits for Teaching, Policy 049 Portfolio Assessment, Policy 056 Approved Assessment of Prior Learning Programs, and Policy 067 Review of Military Education and Training Courses and Programs Offered at the Medical Education and Training Campus (METC).

The principle underpinning Prior Learning Assessment at Excelsior College is, “*what you know is more important than where or how you learned it.*” This principle mirrors Excelsior College’s founding philosophy and governs

all processes for PLA at the College, which adhere to high federal, state, and accreditation standards. The evaluation of prior learning follows a systematize and consistent process while being student-centered and efficient. The PLA process at Excelsior College is coordinated by the Center for the Assessment of Post-Traditional Instruction, Training, and Learning (CAPITAL).

Students submitting official transcripts from eligible institutions listing credits for prior learning will be considered under this policy. The Director of PLA (CAPITAL), in coordination with a staff member from the Transcript Analysis Center, will conduct a thorough evaluation and approval of the institutions' prior learning assessment process. Exception to this policy are credits for military training. Students' requests for transfer of military training credits are coordinated by the Center for Military and Veterans Education as delineated in Policy 046—Military Credit by Regionally Accredited Colleges.

Excelsior College will not accept transfer credit based on prior learning assessment if it is determined that the originating college has not provided sufficient information to justify applying that credit to the student's degree program or to permit Excelsior College to classify the credit. Excelsior College may accept transfer credit based on prior learning assessment if supporting documentation provided by the originating school is deemed acceptable according to current federal, state and accreditation standards.

To be considered acceptable credit for prior learning must be transcribed as course analogs with specific course titles included. The credits on the issuing college's transcript are acceptable if listed as "P", "CR," or letter grades.

The College does not accept block credit, with an exception made for the acceptance of block credit for Law Enforcement prior learning. When law enforcement block credit is awarded for prior learning and the student

presents additional course work in criminal justice, then the academic evaluator must obtain all relevant syllabi and program materials to ensure that the course work is not duplicative. It is not necessary to implement this policy if the law enforcement academy is listed in the originating college's catalog as awarding degree applicable credit. Credit from law enforcement academies that are listed in block credit will not be applied toward Criminal Justice degree programs.

### International Transcripts

To be considered for credit by Excelsior College, academic work from countries other than the United States must generally be **degree-level study** completed at an **approved** university or university-parallel institution. An approved university is one that has been officially recognized as degree granting or diploma granting by the regulating agency for higher education in the country in which the institution is located. Often this agency is either the national ministry of education or national department of education. Courses taken at postsecondary institutions without this status will not be considered for credit, unless the courses have been: (1) accepted by an approved institution and favorably reviewed using the Credit for Prior Learning Assessment Presented as Transfer Credit on Official Transcripts policy; (2) favorably reviewed for credit under the Assessment of Training, Non-Accredited Educational Programs, and Industry Credentials for Credit policy; or (3) evaluated and carry recommendation for college credit under the Non-Collegiate Sources of Credit policy.

Students who wish to submit transcripts from post-secondary institutions outside the United States should check the publication "Institutions Outside the United States Whose Transcripts are Accepted Directly" on the College's Web site. Transcripts from institutions

on this list may be submitted directly following guidelines in the Official Transcript policy. For all other institutions, students must forward their official documents to an evaluation agency recommended by Excelsior College for evaluating and interpreting international credentials. International transcripts should not be submitted directly to Excelsior College in this case. All evaluation agencies charge a fee for their services.

- Students who are seeking enrollment in a graduate program and have completed a degree from international institutions should submit a Course-by-Course from World Education Services (WES) for consideration into Excelsior graduate programs.
- Students who are seeking enrollment in an undergraduate program and have completed a degree or some college credits from international institutions should submit a Subject Analysis Transcript from Educational Credential Evaluators (ECE).
- Nursing students with credentials from international nursing programs must submit their credentials to the Commission on Graduates of Foreign Nursing Schools (CGFNS) for evaluation to determine Registered Nurse or Licensed Practical Nurse equivalency.

The evaluating agency makes recommendations to Excelsior College about the accreditation status of the international post-secondary institution, the amount of credit to be granted, courses to which the study is equivalent in the United States, and the degree status of students. In general, international institutions which are recognized by the regulating agency for higher education in the respective countries are considered to be equivalent to regionally accredited institutions in the United States.

Students who have already received a post-secondary degree from an international institution which is recognized by the evaluating

agency as comparable to an accredited institution in the United States are subject to the college policies on second and third degrees.

## Procedure

- A. Students who plan to submit international transcripts for evaluation should visit the Excelsior College Web site prior to enrolling to obtain current information about the evaluation agencies' (ECE or CGFNS) services, fees and type of evaluation report required i.e., Subject Analysis from ECE.
- B. Nursing and technology students must have official catalog descriptions or the official syllabi of study submitted for all courses to be applied toward the professional component and any other core requirements in the arts and sciences. Students in the baccalaureate degrees in liberal arts must submit descriptions for any courses to be applied toward a major. Other course descriptions or syllabi may be requested when necessary.
- C. When credit from an institution outside the U.S. appears on the transcript of a college/university from which we accept credit directly:
  - The Academic Evaluator will verify through SIS or the PLA on Official Transcript database if Excelsior College has awarded credit for this study previously. If credit was awarded previously, then credit can be awarded
  - If Excelsior College has not previously granted the credit, then the Academic Evaluator can initiate a request for evaluation per the Credit for Prior Learning Assessment Presented as Transfer Credit on Official Transcript policy. Credit will be awarded if the PLA appeal is approved.
- D. Students will be required to submit evaluations from ECE or CGFNS (nursing students only) at the time the student submits an application to Excelsior College.

Once the preliminary review has been completed using an evaluation from ECE or CGFNS, a student will not be able to submit an evaluation from one of the other approved foreign credentials agencies for the same credits.

### Accepting Examination Programs for Credit

Excelsior College will accept for credit examinations which meet the psychometric and academic standards of the College. This includes examination programs recommended for credit by the American Council on Education (ACE) as published in their *Guide to Educational Credit by Examination*. The College reserves the right to establish local policies for minimum acceptable scores and amount of credit awarded examinations included in this ACE guide.

Examination programs which are not evaluated by the American Council on Education will be evaluated by Excelsior College using the criteria established by the American Council on Education. These criteria include:

1. the content validity of the examination
2. the currency of the knowledge, skills, or competencies assessed by the examination
3. the representativeness of the test's content with respect to the values, issues, and knowledge in the subject area
4. the clarity and precision with which the test's items are written
5. the adequacy of pre-testing before operational administrations
6. the availability of evidence on the reliability of the test scores for relevant examinee population(s)
7. the procedures for setting minimum scores for credit
8. the clarity of the instructions for administering and scoring the test, and adequacy of time limits (permitting most examinees to finish the test)
9. adequacy of testing security
10. evidence of continuity of the testing program
11. faithfulness to the documented procedures and policies of the program
12. evidence that the program monitors, updates, and revises the examinations to keep them responsive
13. procedures and criteria used by the developer to select content specialists who represent the subject area, disciplinary field, or program of study
14. evidence that the qualified content specialists have played a substantive, systematic role in the development of the examination

Review of examination programs which are developed by regionally accredited colleges or universities will also include the following criteria:

1. faculty involvement in the development and rating of the examination program
2. acceptability of the examination program toward the institution's own degree
3. endorsement of the college or university curriculum committee
4. examinations correspond to course analogues offered by the institution
5. degree to which access to higher education opportunity provided by the examination program is not available through other sources

Challenge examinations from regionally accredited colleges and universities which have been developed for the matriculated students of that institution and reported for credit on their transcripts will be accepted for credit without being reviewed following the procedures described below. It is not neces-

sary for the Excelsior College student to have been matriculated at the college/university in order to have the challenge examination considered for credit.

### Procedure

- A. When a member of the faculty, staff, or student body requests that the College accept credit for an examination program which has been endorsed by ACE, the appropriate faculty will classify the examination for the number and level of credits the College will award, and for the degree requirements to which these credits are applicable.
- B. When a member of the faculty, staff, or student body requests that the College accept for credit an examination program or an individual examination which has not been endorsed by ACE, the College will review the examination through a three-stage process:
  1. When transcripts from regionally accredited institutions list credit by examination, the dean of the appropriate academic program (or designee) will determine if the examination is a college or university challenge examination, or if it is an examination program offered to the public. If the dean determines that the examination is an institution-based challenge examination, she or he will have the examination entered on the examination database maintained in the Office of the Provost—chief academic officer and credit will be granted for the examination.
  2. For examinations or programs other than institutional challenge examinations, the dean of the appropriate academic program (or designee) will conduct a preliminary review of the examination program, gathering infor-

mation about how it meets the ACE/EC criteria. This information will be presented to the faculty for their consideration as an additional source of credit.

3. If a full review is approved by the faculty, the dean of the program and the Dean of Assessment will together assemble a team of specialists to review the examination and prepare a report. The report will be presented to the appropriate academic program faculty committee for approval of the credit recommendation. If an examination is proposed for General Education credit, the recommendations will then be forwarded to the Liberal Arts/General Education faculty for approval of this use.

If the faculty approves the examination program as a source of credit, they will determine the amount, area, and level of credit the College will award for successful performance on the examination. The dean will then notify enrollment management, the Office of the Registrar, the academic evaluation specialists, the military liaison, the academic advisors, and the Publications Office of the faculty's decision, that the College has certified the examination as acceptable for credit. The Office of the Registrar will secure a sample score report and make arrangements with the examination sponsor to receive and verify scores from students wishing to use this examination as a source of credit.

### Graduate Credit Used Toward Undergraduate Degrees

It is the policy of Excelsior College, in accordance with New York State Education Department policies, to limit and in some cases, prohibit the application of post-baccalaureate coursework toward an undergraduate or dual degree. It is at the

purview of Excelsior College to determine if post-baccalaureate credits can be used toward an Excelsior College degree.

### Procedure

Excelsior College recognizes that there are varying scenarios in which post-baccalaureate credit may be considered toward undergraduate or dual degree programs. Each scenario will be reviewed on a case-by-case basis.

In cases when Excelsior College determines that the post-baccalaureate credit would benefit the student's undergraduate or dual degree program, the student must provide written permission permitting Excelsior College to apply post-baccalaureate credit toward degree requirements.

Course approval will not be provided for undergraduate students seeking to take post-baccalaureate level courses except in the instance of the bridge and graduate components of registered dual degree programs.

Post-baccalaureate transfer credit listed on an Excelsior College transcript is not distinguished as graduate level credit.

### Non-Collegiate Sources of Credit

1. Non-collegiate learning experiences must be evaluated and recommended for college credit by the National College Credit Recommendation Service (National CCRS) or the American Council on Education (ACE College Credit Recommendation Service—CREDIT), Center for Lifelong Learning.
2. The non-collegiate learning experience must have been successfully completed during the time period for which credit was recommended by the National CCRS or ACE CREDIT. When organizations decide to terminate participation in either program, the company becomes "inactive." Course recommendations are given an ending date and the company is "dropped" from the next guide or directory publication. Excelsior College accepts the inactive recommendations provided they are listed on the National CCRS and ACE CREDIT websites. In most cases, these courses are offered only to employees or members of the sponsoring organization and are not usually available to the general public. In all cases, Excelsior College students should not enroll in these courses for the purpose of obtaining degree credit without first contacting their advisors to be sure the credit will apply to their degree programs. Employees should consult their training offices to find out if their organizations have, or plan to have, any of their course offerings evaluated for college credit.
3. The Excelsior College School of Nursing will limit acceptance of credit from these sources to 25 percent of the general education component toward the degree requirements, and no credit from these sources will be accepted for core requirements. Excelsior College nursing graduates who were awarded credit toward the degree from these sources will be able to apply those credits to another nursing degree providing they meet degree

Course descriptions and credit recommendations for eligible courses are located in the following publications available at the specific institution's website:

- National CCRS's Directory, *College Credit Recommendations (CCR) Online*, <http://www.nationalccrs.org/ccr>
- American Council on Education's Directory, *The National Guide to College Credit Workforce Training*, <http://www.acenet.edu/nationalguide>

requirements. Acceptance of credit earned from military training, CLEP, and DSST examinations will not be limited (for students who enroll after October 1, 2012).

### Procedure

Students seeking credit for National CCRS or ACE College Credit Recommendation Service (CREDIT) must have official transcripts/documents submitted to receive credit. To request a National CCRS transcript, contact the office within the organization responsible for administering the National CCRS-evaluated non-collegiate learning experiences. Students need to request that an official transcript/documentation of the experiences they have successfully completed be sent to:

Excelsior College/ Office of the Registrar  
7 Columbia Circle  
Albany, NY 12203-5159

The official transcript/documentation will enable Excelsior College to verify successful completion and the dates of attendance. To request an ACE CREDIT transcript (preferred documentation), contact:

ACE Transcript Service  
American Council on Education  
One Dupont Circle  
Washington, DC 20036-1193  
202-939-9434

Transcripts/documentation submitted in a sealed envelope mailed directly from the company on company letterhead or in an approved transcript format are also acceptable.

The transcript/documentation must have an original signature and a date not more than one year old. Photocopies of training records or transcripts are not acceptable.

### Accepting Credit-Bearing Documentation Provided by the Student

The primary method for submitting credit for review toward a program at Excelsior College is an official transcript or official letter of verification sent from an eligible credit source. In some situations, Excelsior College will accept a student copy of a credential (certificates and licenses), a badge or letter of verification for learning experiences evaluated by CEMPLA, CAPITAL, an Excelsior school, or NCCRS in lieu of an official transcript. CEMPLA or the Excelsior school will work in conjunction with the Transcript Analysis Center, the Office of the Registrar, and the evaluated learning experience host to determine the proper official documentation for the learning experience (i.e. transcript, letter of verification, copy of credential, etc). If the learning experience host cannot provide an official transcript or letter of verification, Excelsior will accept a copy of the student's credential or badge in cases where the host provides a verification web site. The Transcript Analysis Center will maintain a listing of these acceptable credentials and the verification web sites staff should use to confirm the credentials.

### Time Limitation on Transfer Credit

Generally, there is no time limit on the use of credit from proficiency examinations, college courses or other approved sources of credit to satisfy the requirements of the general education component of Excelsior College degree programs. The only exception is the Information Literacy requirement which must be taken within five years of the date when the student submits the enrollment agreement at Excelsior College. There are time restrictions on the acceptability of courses or examinations used to satisfy some of the professional component or core requirements of the College's degree programs. More information is available in the description of each degree

program in the school catalog or from an Excelsior College academic advisor or admissions counselor.

Refer to [Appendix A, page 117](#) for a detailed view of time limit restrictions for specific degree programs.

### Laboratory Credits

Laboratory credits, when required for Excelsior College degrees, may come from college courses, National CCRS-evaluated courses, and military courses. Any other form of credit for laboratory work must have the approval of the appropriate degree program faculty.

### Credits for Teaching

Students who have been the sole instructor of a degree-level college course at a regionally accredited college or university will be granted credit for the course toward an Excelsior College degree. The number of credits granted and level of the course will be the same as the credit earned by a student in the course.

Students who have been the sole instructor of a military service school course will be granted credit toward an Excelsior College degree if the course has been evaluated by ACE, carries a college-level credit recommendation, and is applicable to the degree requirements.

Students who have been the sole instructor of a business or industry course which has been evaluated by ACE College Credit Recommendation Service, National CCRS or Excelsior College Faculty\* will be granted credit toward an Excelsior College degree if ACE, National CCRS, or Excelsior College Faculty have made a college-level

\* (ie. CAPITAL and Non-Reg Appeal Evaluations)

credit recommendation for the course and if it is applicable to the student's degree requirements.

No credit will be awarded for team teaching or teaching only part of a course.

### Physical Education Courses

Excelsior College will accept toward the degree programs up to two (2) semester hours of credit from college-level physical education activity courses.

### CEU Credit

Many businesses, professional organizations, and colleges or universities award continuing education units (CEUs) for noncredit courses. Excelsior College does not accept CEU credit to meet degree requirements.

### Developmental or Remedial Courses

Excelsior College does not offer developmental or remedial courses. This policy governs transfer of developmental and remedial credits.

Excelsior College awards transfer credit only for academic study that carries regular college course-level credit that can be used to satisfy degree requirements at the institution where completed. Courses that are designated as developmental or remedial will not be listed on the student's status reports or transcripts. A written statement from the institution will be required in order for these courses to be considered for credit. This statement, on official college letterhead, must be sent directly to Excelsior College by the issuing institution. In instances where the coursework is clearly developmental or remedial, the College reserves the right to withhold credit.

Courses that are designated as developmental or remedial will not be eligible for financial aid funding.

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\* (ie. CAPITAL and Non-Reg Appeal Evaluations)

## Portfolio Assessment

### Statement of Policy

Excelsior College offers a prior learning assessment (PLA) opportunity through an established partnership with LearningCounts.org™, as a means of documenting learning for **admitted and** enrolled students for whom there are no available standardized options (see section IIB).

### Procedure

#### A. Eligibility to Pursue PLA Through Portfolio Assessment

1. **Admitted and** enrolled students must receive advisor approval to register for CCS 202 Prior Learning Assessment Theory and Practice.
2. Students must pass the 3-credit course, CCS 202 Prior Learning Assessment Theory and Practice.
3. **Admitted and** enrolled students must receive advisor approval for the credits being pursued through prior learning assessment.
4. Completion of the Information Literacy and Written English requirements is a prerequisite for CCS 202 Prior Learning Assessment Theory and Practice for **admitted and** enrolled students.

#### B. Degree Planning Considerations

Excelsior College recognizes that pre-portfolio advising is critical to a student's success. Students who elect to use the LearningCounts.org™ PLA portfolio method, must consult their Excelsior College academic advisor for approval of the credits being pursued through the PLA portfolio evaluation. The academic advisor approval does not guarantee that the student will receive credit from LearningCounts.org™ for the portfolio submitted. Advising staff use the following criteria to determine if a student's petition for portfolio credit is valid prior to providing approval:

1. Credits do not duplicate previously awarded credit (in other words, students cannot earn credit twice for the same learning).
2. Credits cannot be fulfilled by existing approved standardized examinations (e.g., ECE, UExcel, CLEP, DSST, ICCP or the foreign language exams offered by NYU and DLI). Students should pursue the standardized exam rather than the portfolio method of PLA.
3. Credits are targeted to meet unfulfilled requirements in a student's current degree plan.
4. Credits are based on college-level learning or learning that is equivalent to a college-level course from a regionally accredited educational institution.
5. Credit values being petitioned for credit must match the corresponding course value of the original institution's course.
6. Portfolio credit is not permitted to be used to fulfill the Capstone, Information Literacy or Written English requirements.

7. The LearningCounts.org™ portfolio allows students to pursue one course per portfolio; however, students are permitted to submit multiple portfolios.
8. Individual schools may place restrictions on the number and type of credits earned, or requirements to be completed, through portfolio assessment. Each student is encouraged to work directly with their academic advisor to discuss what restrictions, if any, would impact their prior learning assessment process.

#### C. **Deadlines**

LearningCounts.org™ identifies a deadline of six (6) months from beginning of CCS 202 Prior Learning Assessment Theory and Practice in which a student may submit a portfolio. Please see the LearningCounts.org™ Student Policy Handbook regarding student access time frames. Note: The six-month deadline was implemented by LearningCounts.org™ effective January 1, 2013. Students who took CCS 202 prior to this date had one year from the start of CCS 202 to submit their portfolio and that deadline has now passed.

Students who successfully passed CCS 201 Introduction to Prior Learning and Portfolio Development between March 2005 and March 2012 had one year from July 2012 to submit the LearningCounts.org portfolio process. If the student did not submit the LearningCounts.org portfolio within this year, and they want to pursue a portfolio at a later date, they must take CCS 202 Prior Learning Assessment Theory and Practice.

#### D. **Attendance**

Weekly attendance in CCS 202 Prior Learning Assessment Theory and Practice will be monitored by LearningCounts.org™. Attendance reports, indicating all inactive students, will be furnished to the Office of the Registrar, the Monday of each week if the student was not present the week before. The Office of the Registrar will send an email/message to each student notifying the student of his or her nonparticipation and encouraging the student to contact the instructor and/or begin participating in the course immediately. The student's attendance record will be documented in the SIS. (See [Policy 130 Student Participation Policy for Online Courses](#).)

#### E. **Fees**

CCS 202 Prior Learning Assessment Theory and Practice tuition will be priced according to the current fiscal year fee schedule (partnership rates may apply) and will be paid directly to Excelsior College. Students receive one portfolio within the cost of CCS 202. The fee paid for each additional PLA portfolio assessment is paid by the student directly to LearningCounts.org™ and the price is set by LearningCounts.org™.

#### F. **Prior Learning Assessment Credit Determination and Credit Award Notification**

1. Upon completion of each portfolio assessment, students will receive credit award notification directly from LearningCounts.org. Credit recommendations are the sole responsibility of LearningCounts.org™ and the student. Disputes with credit recommendations are to be addressed by and

with LearningCounts.org™ directly. (See LearningCounts.org™ Appeals Process.)

2. Students who earn a credit recommendation for a LearningCounts.org™ portfolio must have an official LearningCounts/NCCRS transcript mailed directly to Excelsior College's Office of the Registrar. (The transcript will be sent by Docufide by Parchment, LearningCounts.org transcript service.) For **admitted and** enrolled students, these credits will be added to the students' academic record if they are degree applicable. For students **not in an admitted or enrolled status at Excelsior**, these credits will be added to the students' files upon either **admission or** enrollment if degree applicable, or listed on the One Transcript® service. Denied credits will not be posted on the LearningCounts/NCCRS transcript.

Note: Students who started CCS 202 before January 30, 2013 and submitted their portfolio by May 15, 2013 will request an ACE CREDIT transcript for these approved PLA credits. For all portfolios submitted after May 15, 2013, students must order a LearningCounts/NCCRS transcript.

3. Credits for LearningCounts.org™ portfolio(s) are graded Pass/Fail and will be listed on the Excelsior College transcript as credits from **Council for Adult and Experiential Learning**.
4. Credits for CCS 202 Prior Learning Assessment Theory and Practice are graded Pass/Fail and will appear on the Excelsior College transcript as an Excelsior College course.

#### G. Overview of Steps in the Portfolio Assessment Process

1. Student (if **admitted or** enrolled) obtains course approval for CCS 202 Prior Learning Assessment Theory and Practice.
2. Student successfully completes CCS 202 Prior Learning Assessment Theory and Practice.
3. Student receives approval of their portfolio plan from their Excelsior College advisor.
4. Student works directly with LearningCounts.org™ to develop and submit their portfolio within six months of beginning CCS 202 Prior Learning Assessment Theory and Practice.
5. LearningCounts.org™ evaluates the student portfolio and indicates student results (credits awarded or credits denied).
6. Students completing LearningCounts.org™ portfolios request an official LearningCounts/NCCRS transcript to be mailed to Excelsior College's Office of the Registrar. Credit will be applied to the student file, upon enrollment or use of the OneTranscript™ Service or a Preliminary Review.
7. Excelsior College academic advisor awards credit if it applies to student's remaining degree requirements.

#### H. Appeals Process

LearningCounts.org™ will be responsible for any portfolio appeals.

## Evaluation of CLEP and DANTES Subject Standardized Tests

### Statement of Policy

Excelsior College accepts credit recommendations by ACE for CLEP General and Subject Exams and DANTES Subject Standardized Tests (DSSTs).

- ACE re-evaluates credit recommendations periodically for CLEP and DSST examination programs. Often the recommended credit allotments change what had previously been reviewed (e.g., title, level, credit amount, cut-off score).
- **For Examinations Administered August 31, 2016 or before, we will utilize the current scores/levels/credit amounts currently in SIS:** The Assessment Unit maintained a set of conversion charts (historical score rule chart) for translating scores on these examinations into letter grades based on the average scores earned by students in the norming samples who earned each letter grade. Data on older examinations (including those that have retired) and prior test forms are included where available. All of these scores have been frontloaded in SIS and will be end dated for August 31, 2016. (There will be no change other than end-dating these examinations).
- **For Examinations Administered September 1, 2016 or later:** Excelsior College will accept the credit recommendation designated by the American Council on Education (ACE) website only. These examinations will only be awarded Pass/Fail grades. The credit recommendation as stated on the ACE website will determine the level and credit amount awarded for each examination.

## ABET Degrees Student Work Policy

To support program compliance with ABET, Excelsior College requires that ABET accredited degree seeking students provide additional documentation prior to the acceptance of specific external credits taken after admission to the degree program. Students are required to submit examples of graded coursework including homework, examinations, term papers, reports, labs, etc. for the following programs:

**Bachelor of Science, Nuclear Engineering Technology (BNX):** Calculus I and II; Physics I/Lab; Physics 2/Lab; Chemistry/Lab; Atomic/Nuclear Physics, Thermodynamics, Nuclear Engineering Technology Component

**Bachelor of Science, Electronic Engineering Technology (BEL):** Calculus I and II; Differential Equations; Physics I/Lab; Physics 2/Lab, Chemistry, Electrical Engineering Technology Component

**Bachelor of Science, Information Technology (BIX):** Statistics; Discrete Mathematics; Information Technology Component

The external coursework will be posted to the student's academic record after the additional documentation and the official transcript listing the course(s) have been received.

### Procedure

#### Course Approval

Prior to taking and completing one of the specific external courses indicated in the policy, ABET degree seeking students must seek course approval from their Academic Advisor. The Academic Advisor will review the external course to determine if it meets the specified degree requirement.

### Applying Credit to Degree Programs

Upon completion of one of the specific external courses indicated in the policy, students should forward copies of graded course materials, including homework, examinations, term papers, reports, labs, etc. to the Transcript Analysis Center Academic Evaluator. The external coursework will be posted to the student's academic record only after the additional documentation and the official transcript listing the course(s) have been received.

**In some cases students will be restricted from accessing and providing copies of proprietary information. When this arises it will be noted on the student record.**

#### Academic Clean Slate (for sources of Excelsior College credit)

Excelsior College strives to maintain academic integrity in its degree programs while still allowing flexibility for the adult population it serves. The academic clean slate gives the student the flexibility to start fresh when first enrolling in a degree program at Excelsior College.

An academic "clean slate" means that a student who has never been enrolled in Excelsior College or who has graduated from a degree program at Excelsior college and is returning for a new degree may have his or her Excelsior College grades removed from the My Academic Plan (MAP) and placed in the non-applicable section of the Excelsior College transcript. The non-applicable section appears below the credits applied toward the student's degree. Credits that fall into a "Clean Slate" will be removed from all calculations of GPA and Satisfactory Academic Progress.

The academic Clean Slate Policy applies to both successful and unsuccessful grades. Once the clean slate is applied the credits cannot be placed back in the applicable section of the transcript.

Students and advisors will work together to select the best credits to apply toward the student's degree program before the student matriculates. Students have 30 calendar days from the date of the first sign-off on their My Academic Plan (MAP) to make any changes. Students for whom this is their first enrollment at Excelsior College may remove Excelsior College sources of credit.

Clean Slate may also be applied to any student who has taken Excelsior College sources of credit prior to Title IV Financial Aid eligibility (January 1, 2008). This Clean Slate is restricted to courses with a grade of F or W and exams with a grade of D or F. All other Excelsior College sources of credit must count toward a student's academic record at Excelsior College.

In addition, a student that has been withdrawn for more than five years may appeal to dean/designee for a one-time only Clean Slate by Appeal. If a student is granted a Clean Slate by Appeal, they cannot apply for another Clean Slate by Appeal at a later date. Credits removed during a Clean Slate by Appeal may be applied to Satisfactory Academic Progress measures as outlined in Satisfactory Academic Progress for Financial Aid.

## Procedure

Advisor will refer to the SIS status line to determine if the student is eligible for:

- **Clean Slate:** The student is enrolling in the College for the first time, or has graduated and is re-enrolling in a new degree program.
- **Clean Slate Appeal:** Five years have passed since the student withdrew or graduated *and* if the student has not had a Clean Slate by Appeal applied in the past.

Student may appeal in writing to the dean (or dean's designee) of the school the student is applying to for the Clean Slate by Appeal.

**NOTE:** When an associate degree nursing student transfers to another school within Excelsior College, the initial evaluation for the new degree will include only associate degree nursing examinations posted on the student's evaluation (see [Academic Probation](#)). For examinations taken prior to July 1, 2013, associate degree nursing examination failures are not posted unless it is the final attempt. Final attempt is defined as the point after which the student is not eligible to repeat the examination. All nursing examination attempts on or after July 1, 2013 are posted to the student record regardless of the grade earned.

## Grading Policies

### Grades Awarded and Accepted by Excelsior College

#### Statement of Policy

##### Individual School and Program Requirements

The following grading policies apply to all Excelsior College schools and programs. There are some variations in grading policies between Excelsior College sources of credit, and Excelsior's acceptance of transfer credits; these issues are addressed individually in the undergraduate and graduate degree requirements.

Excelsior College sources of credit include Excelsior College courses, Excelsior College Examinations, UExcel Examinations, Focused Clinical Competencies Assessment and the Clinical Performance in Nursing Examination.

##### Grading System: Numerical Equivalents

Excelsior College uses a grading system in which the numerical equivalents of grades are as follows:

<b>A</b>	= 4.0	<b>D</b>	= 1.0
<b>B</b>	= 3.0	<b>F</b>	= 0.0
<b>C</b>	= 2.0		

For Excelsior College® Examinations, and UExcel® Exams and credit is not awarded for grades of D. The College uses the following numerical equivalents for Excelsior College Examinations, and UExcel Examinations:

<b>A</b>	= 4.0	<b>D</b>	= 0.0
<b>B</b>	= 3.0	<b>F</b>	= 0.0
<b>C</b>	= 2.0		

### Grading System: Courses

Letter grades are assigned for Excelsior College courses that are based on percentage equivalents. The course grade equivalents are as follows:

<b>A</b>	= 90–100%	<b>D</b>	= 60–69%
<b>B</b>	= 80–89%	<b>F</b>	= 59% or below
<b>C</b>	= 70–79%		

### Grading System: Excelsior College® Examinations and UExcel® Exams

Following standards established by the American Psychological Association, American Educational Research Association, and National Council on Measurement in Education, letter grades for Excelsior College® Examinations and UExcel® Exams are based on standard-setting and equating processes that generate unique minimum percentage scores required for each letter grade awarded, based on the characteristics of the items on each form of the exam. There is no one percentage equivalents table that applies to all exams. A grade of “C” represents a level of proficiency equivalent to that of someone earning a grade of C in a corresponding college-level course. See the Exam Technical Handbook for details on these processes.

### Grading System: FCCA

The College uses the following grading system for the Focused Clinical Competencies Assessment and the Clinical Performance in Nursing Examination:

#### Pass / Fail

Plus and minus grades are not listed on the Excelsior College undergraduate and graduate My Academic Plan documents or transcripts; consequently, A+ and A- are both recorded as A.

### Unit of Credit

Excelsior College operates on a trimester calendar. One unit of credit is equivalent to one semester credit. A unit of credit earned at colleges on the quarter-hour system will be multiplied by two-thirds to produce the semester credit equivalent (i.e., one quarter-hour equals two-thirds of a semester credit). All other credit-hour systems listed on other college transcripts will be researched and converted to semester credit equivalents.

### Grade Point Average

Excelsior College requires an overall 2.0 GPA for completion of an undergraduate degree and an overall 3.0 GPA for completion of a graduate degree.

Excelsior College maintains one transcript for each student. There are some exceptions to this policy if a student is an Excelsior College graduate.

A record of all Excelsior College sources of credit is maintained in the student information system (SIS). All grades received for Excelsior College sources of credit appear on the My Academic Plan document and transcript. If an Excelsior College source of credit is repeated, the most recent grade earned for the source of credit will be used in all GPA calculations.

### Computing the GPA

Each student will have two GPAs calculated:

- The Excelsior College GPA (EC GPA) is based on grades recorded for all Excelsior College sources of credit that are applied to the student’s degree program, whether taken before or after matriculation. The EC GPA cannot be modified by removing grades earned.

- The Overall GPA is based on letter grades (other than P for passing) for all courses and exams and other sources of credit that are entered on the student's transcript.

Prior to matriculation, the Academic Evaluator develops a document listing the credits the student previously earned that will be applied toward the student's degree program, based on transcripts submitted by the student. Student has 30 days to request any changes to the initial evaluation. Student has 30 days to request any changes to the initial evaluation. After 30 days no changes can be made to the initial evaluation and the student is officially matriculated. Credits earned for Excelsior College sources of credit prior to matriculation, and applied toward the student's degree program, will be calculated into the Overall and EC GPAs. These credits will be factored into the credit attempted/credits earned ratio.

The letter grades (other than P for passing) of all work qualifying for credit toward an Excelsior College degree are converted to the numerical equivalents system listed above for purposes of computing the Excelsior College and the Overall GPAs. Grade Point Averages will not be rounded. For example, a 1.92 GPA will not be rounded to 2.0.

## Undergraduate Policies

### 1. Repetition of an Excelsior College source of credit

All grades for repeated Excelsior College sources of credit will be listed on the My Academic Plan document and transcript. The most recent grade will be computed into both GPAs.

### 2. Replacing an Excelsior College® course using an outside source of credit.

Some sources of credit can only be taken at Excelsior College (e.g., capstone course, nursing requirements). A grade of C is required (or pass where appropriate). These sources of credit cannot be replaced by sources of credit from another institution.

For sources of credit that may be taken elsewhere, students must receive course approval from their advisor to take a comparable source of credit at another institution to replace an Excelsior College source of credit on their transcript. If a student successfully completes the replacement source of credit at another institution after matriculation, the grade will appear on the My Academic Plan document and transcript. The Excelsior College source of credit will be flagged with a symbol designating that the source of credit has been replaced by another source of credit. All attempts will be factored into the credits attempted/credits earned ratio. The replaced Excelsior College source of credit will no longer be computed into either GPA. The replacement course from the outside institution will be factored into the overall GPA. If the student is unsuccessful in the replacement course, it will not be added to the My Academic Plan document, factored into the attempted/earned credit ratio, or factored into either GPA, because Excelsior College does not accept D grades in transfer.

**Example:** *A business degree student wants to replace the D grade received for Excelsior College's BUS 323 Business Ethics with a comparable course from another institution. The student gets course approval for a business ethics course from the University at Albany. The student takes the course and receives a higher grade. The credits from University at Albany will apply toward the student's degree, toward credits attempted/credits earned ratio, and will be calculated into the overall GPA. Excelsior College's BUS 323 will be flagged as a repeated course and the credits will not apply to the degree. Excelsior College's BUS 323 will count toward credits attempted/credits earned ratio but will not be factored into either GPA. Both Excelsior College's BUS 323 and the University at Albany course will be listed on the My Academic Plan document and transcript.*

### 3. Courses taken through a federal financial aid consortium agreement

All courses taken through a federal financial aid consortium agreement will be counted into the overall GPA and credits attempted/credits earned ratio. This includes all possible grading outcomes including D or F grades. Courses taken through a federal financial aid consortium will not apply toward the EC GPA. All grades earned through a federal financial aid consortium will be listed on the My Academic Plan document and transcript.

### 4. Comments on specific grades for Excelsior College sources of credit

#### Grade of "D"

Course grades of D will generally be accepted toward an Excelsior College undergraduate degree as long as they are balanced by enough grades of B or better to produce a 2.0 average upon graduation. Course grades of D will not be accepted to satisfy the Written English Requirement

or certain other requirements (see [General Education Curriculum Requirements](#) and degree-specific requirements). Grades of D on UExcel Exams are not accepted for credit toward an Excelsior College undergraduate degree

#### Grade of "F"

Failing grades received for Excelsior College sources of credit are listed on the Excelsior College My Academic Plan document and transcript and are factored into both GPAs.

A student who fails a required capstone or a nursing requirement three times cannot complete the program. The College offers the student the opportunity to transfer to an appropriate degree program within 60 days. Failure to transfer will result in academic dismissal from the program and administrative withdrawal from the College.

#### Grade of "I"

The grade of I indicates that a student has been granted an extension of time to complete the work in an Excelsior College course or Excelsior College Examination. All extensions are granted at the discretion of the instructor (see [Course Extensions](#)). Grades of I will convert to F if not completed within the time the extension has been granted. Extensions for UExcel Exams do not result in a grade of I. Failure to complete a UExcel Exam does not result in any grade on the transcript.

Students with two or more I grades for Excelsior sources of credit will not be allowed to register for any additional Excelsior sources of credit.

Students with I grades will not be approved for graduation.

#### Grade of "P" ("Pass")

Grades of P denote Pass and these grades will be listed on the student's Excelsior

College undergraduate My Academic Plan document and transcript. A P grade is equivalent to a C or better. A Pass grade does not affect a student's GPA. A P grade will be factored into the credits attempted/credits earned ratio but not into the GPAs.

#### **Grade of "W"**

The grade of W indicates withdrawal without academic penalty from an Excelsior College undergraduate course. It is not calculated in overall and EC GPAs, but will appear on a student's undergraduate My Academic Plan document and transcript. Refer to [Courses and Nursing Theory Conference Examinations Withdrawal and Refunds](#) for details. A W grade will be factored into the credits attempted/credits earned ratio.

Students who fail an Excelsior College Examination in nursing cannot request a withdrawal from that examination. Should a withdrawal be requested and an examination score report is reported to Excelsior College validating that the examination was completed prior to the withdrawal request date, the grade of W will convert to the letter grade received on the examination.

#### **Grade of "MW"**

The grade of MW indicates withdrawal without academic penalty from an Excelsior College undergraduate course. It is not calculated in the overall and EC GPAs but will appear on the student's undergraduate My Academic Plan document and transcript. Refer to [Courses and Nursing Theory Conference Examinations Withdrawal and Refunds](#) for details. An MW grade will not be factored into the credits attempted/credits earned ratio.

#### **Grade of "AW"**

The College assigns the grade of AW when a student has been administratively withdrawn from an Excelsior College course because of excessive absenteeism.

An AW grade is not calculated in the overall and EC GPAs, but will appear on the student's undergraduate My Academic Plan document and transcript. An AW grade will be factored into the credits attempted/credits earned ratio.

A student may withdraw (W or AW) from the same Excelsior College course a maximum of three times. After the third withdrawal, the student is not allowed to register for the course without seeking permission from the dean or designee. Military Withdrawals (MW) are exempt from this restriction.

## **5. Transfer Credit Grades**

### **a. Grade of C and above**

Grades of C and above are accepted in transfer toward undergraduate degrees.

### **b. Course grades of D**

Grades of D will not be accepted in transfer toward an Excelsior College undergraduate degree and do not count toward the overall GPA or credits attempted/credits earned ratio.

### **c. Course grades of F, I, W, and other grades indicating no credit awarded**

F, I, W, or other grades indicating no credit awarded, do not transfer and do not count toward overall GPA or credits attempted/credits earned ratio.

### **d. Satisfactory and Pass P grades**

The originating institution must verify that the passing P grade is equivalent to a C or better for all transfer credit.

In the case of numerical grades, the originating institution must verify that passing grades are equivalent to a "C" or better. In cases when the institution does not provide a letter grade equivalent but does state the percent (%), 70 percent or higher will be considered equivalent to a C. For such transfer

grades to apply to the nursing component requirements of the School of Nursing degree programs, the % must be equivalent to a 75 percent or higher to be considered equivalent to a C.

**Exception – In response to the COVID-19 crisis, the College will accept in transfer P graded undergraduate coursework from regionally and non-regionally accredited schools taken during the Spring 2020 semester for ALL degree requirements, even if the external school equates P grades to a D or higher, and even if the Excelsior College requirement indicates the student must have earned a letter grade of B/C or higher.**

Courses and examinations reported on a Pass/Fail or standard score system are not included in computing the overall GPA. Students whose Excelsior College degree programs are composed entirely of Pass grades will be considered as meeting the required 2.0 average for the undergraduate degree. Passing numerical grades and others such as S for satisfactory and H for honors will be shown as Pass on Excelsior College My Academic Plan documents and transcripts.

If the originating institution provides the letter grade equivalent (e.g., A=4.0, B= 3.0, etc.) the letter grade will be awarded. When double grades such as AB or BC are earned at other institutions, they will be shown as the lower grade unless documentation from the originating institution is received stating the specific grade equivalent.

**e. Deletion or repeating of Transfer Credit Grades**

Transfer credit cannot be deleted from a student's My Academic Plan document or transcript once the student has matriculated. For information

on repeating transfer credit, see (See [Repeating Excelsior College Sources of Credit](#)).

## Graduate Policies

### 1. Excelsior College Graduate Course Grades

#### a. Repetition of an Excelsior College course

All grades for repeated courses will be listed on the My Academic Plan document and transcript. The original course grade will be flagged with a symbol designating it as a repeated course. The most recent grade will be calculated into both GPAs.

#### b. Comments on specific grades

##### Grade of “D”

A final course grade of D or lower does not meet graduate degree requirements.

##### Grade of “C”

Grades of C will generally be accepted toward an Excelsior College graduate degree as long as they are balanced by enough grades of B or better to maintain a 3.0 average. In Excelsior College graduate programs a student must obtain an overall GPA of 3.0 or greater for graduation. If a student's overall GPA falls below 3.0, the student will be placed on academic probation (see [Satisfactory Academic Progress](#)). **Exception:** The Master of Arts in Liberal Studies program requires students to earn a grade of B or higher in the capstone class in order to be eligible for graduation.

##### Grade of “F”

Failing grades received after matriculation for an Excelsior College graduate course are listed on the Excelsior College My Academic Plan document and transcript and are factored into both GPAs. If a student's overall GPA falls below 3.0, the student will

be placed on academic probation (see [Satisfactory Academic Progress](#)).

#### **Grade of “I”**

The grade of I indicates that a student has been granted an extension of time to complete the work in an Excelsior College graduate course. All extensions are granted at the discretion of the instructor (see [Course Extensions](#)). Grades of I will convert to F if not completed within 60 days unless an additional extension has been granted.

Students with two or more I grades in Excelsior College courses will not be allowed to register for any additional Excelsior College courses.

#### **Grade of “P”**

Grades of P denote Pass, and these grades will be listed on the student’s Excelsior College graduate My Academic Plan document and transcript. A P grade is equivalent to a B or better. A Pass grade does not affect a student’s GPA. A P grade will be factored into the credits attempted/credits earned ratio but not into the GPAs.

#### **Grade of “W”**

The grade of W indicates withdrawal without academic penalty from an Excelsior College graduate course. It is not calculated in overall and Excelsior College GPAs but will appear on a student’s graduate My Academic Plan document and transcript. (See [Withdrawal or Dismissal from the College: Undergraduate and Graduate](#), [Withdrawal from a Course](#), and [Courses and Nursing Theory Conference Examinations Withdrawal and Refunds](#)). A W grade will be factored into the credits attempted/credits earned ratio.

#### **Grade of “MW”**

The grade of MW indicates withdrawal without academic penalty from an

Excelsior College graduate course. It is not calculated in overall and EC GPAs, but will appear on a student’s graduate My Academic Plan document and transcript. (See [Withdrawal or Dismissal from the College: Undergraduate and Graduate](#)) An MW grade will not be factored into the credits attempted/credits earned ratio.

#### **Grade of “AW”**

The grade of AW indicates withdrawal from an Excelsior College course because of excessive absenteeism. It is not calculated in overall and EC GPAs, but will appear on the student’s graduate My Academic Plan document and transcript. An AW grade will be factored into the credits attempted/credits earned ratio.

A student may withdraw (W/AW) from the same Excelsior College course for a maximum of three times. After the third withdrawal, the student is not allowed to register for the course without seeking permission from the Dean or designee. Military Withdrawals (MW) are exempt from this restriction.

## **2. Transfer Grades Credit**

- a. **Grade of “B” and above**  
Only grades of B and above are accepted in transfer or to waive a graduate course.
- b. **Course grades of “F,” “I,” “W,” and other grades indicating no credit awarded**  
F, I, W, or other grades indicating no credit awarded do not transfer and do not count toward the overall GPA or credits attempted/credits earned ratio.
- c. **Satisfactory and pass “P” grades**

The originating institution must verify that the P grade is equivalent to a B or better for all transfer credit.

Courses reported as Pass/Fail are not included in computing the overall GPA. Excelsior College My Academic Plan documents and transcripts composed entirely of Pass grades will be considered as meeting the required 3.0 average for the graduate degree.

Passing numerical grades and other grades such as S for satisfactory and H for honors will be shown as Pass on Excelsior College My Academic Plan documents and transcripts. In the case of numerical grades, the originating institution must verify the equivalent letter grade (e.g., A=4.0, B=3.0, etc.) for the credit to be considered for transfer and the letter grade to be awarded.

**Exception**—In response to the COVID-19 crisis, students with P grades for graduate coursework from regionally and non-regionally accredited schools taken in the Spring 2020 semester, which the external institution equates to a D or C and higher can appeal to the Dean of their school to have the credit accepted. Such appeals may include the submission of the instructor recommendation, copies of completed assignments, and/or a letter from the transfer institution providing the student's P grade equivalency.

When double grades such as AB or BC are earned at other institutions, they will be shown as the lower grade unless documentation from the originating institution is received stating the specific grade equivalent.

- d. **Deletion or repeating of transfer credit grades**  
Transfer credit cannot be deleted from a student's My Academic Plan document or transcript once the student has matriculated. For information on repeating transfer credit (see [Repeating Excelsior College Sources of Credit](#)).

**Waiver:** Courses waived are not computed in the overall GPA. They are given a P for the course and do not count toward credits attempted/credits earned ratio.

## Course Policies

### Maximum Credit Hour Policy: Undergraduate and Graduate

#### Statement of Policy

The purpose of this policy is to ensure that students do not register for an excessive amount of credit hours in any given term that would adversely affect their academic success.

#### Undergraduate Students

An undergraduate admitted or enrolled student can register for no more than **24 credits in a trimester**. Students are also limited to registering for no more than **12 credits in 8 week courses per term**. The maximum number of credits that an undergraduate admitted or enrolled student can be registered at **any given time is 18**. This policy pertains to Excelsior College sources of credit (see also [Limitations on Concurrent Examination Registration and Nursing Theory Conference Examinations](#)).

#### Graduate Students

Graduate admitted or enrolled students may be registered for no more than **16 credits in a trimester**. Students are also limited to registering for no more than **8 credits in 8 week courses per term**. The maximum number of credits that a graduate admitted or enrolled student can be registered at **any given time is 12**. This policy pertains to both Excelsior College sources of credit (see also [Limitations on Concurrent Examination Registration](#)).

**Note:** See [Full-time and Part-time status of Students](#) for details of how students may maintain full-time or half-time status.

## Procedure

The system has been programmed to prevent that students exceed the maximum credit hour limit. Any exception to this policy must be approved by the Dean or designee.

### Cornerstone Course Requirement

In order to provide students with the foundational skills and resources for academic and career success, and assure a “smart start” to the Excelsior academic experience, Excelsior College is implementing a Cornerstone course requirement.

All students who enroll in an undergraduate degree program on or after November 1, 2019 will be required to complete a Cornerstone course in their first term of credit-bearing activity after admission to Excelsior College.

Students must achieve a minimum grade of C to meet this requirement.

## Procedure

1. The Cornerstone course must be taken at Excelsior College and cannot be transferred in.
2. Students with fewer than 60 prior transfer credits on their initial evaluation will be approved to take IND 101 Cornerstone A: Foundations. Students with more than 60 prior transfer credits will be approved for IND 301 Cornerstone B: Pathways.
3. Students will take either IND101 or IND 301 and may not receive credit for both.
4. Students are required to take the Cornerstone course in their first term of credit-bearing activity after admission to Excelsior College. Exception: students who are admitted after late registration may still register for INL102 or a UExcel or Excelsior College exam while they wait to take the Cornerstone course in the next term.
5. Students are permitted to take other courses or exams simultaneously with the Cornerstone course, with the exception of the Capstone course.
6. Students must successfully complete the Cornerstone course to graduate.
7. Students who are unsuccessful in their first attempt are required to re-register for the course in their next available term of credit-bearing activity.
8. Students are allowed three attempts of the Cornerstone course if they received an F or D grade, in accordance with Policy 075. Grades of I, W, AW, and MW are excluded from this policy. (See Policy 059 Grades Awarded and Accepted and Policy 075 Repeating Excelsior College Source of Credit).
9. Students who have graduated from Excelsior with a bachelor’s degree entering a subsequent degree will have the Cornerstone waived if the bachelor’s degree was issued within 10 years of the ADM date for the new degree.
10. Students who have graduated with an associate’s degree from Excelsior and are returning for a subsequent degree will have the Cornerstone waived if the associate’s was issued within 5 years of the ADM date for the new degree and the student completed at least 9 course credits at Excelsior and had an EC GPA of 3.0 or higher.

## Information Literacy Requirement

### Statement of Policy

Excelsior students must acquire the necessary skills to understand, evaluate, and use information across a wide range of mediums in a world where information is easily published, widely disseminated, and accessed digitally.

Excelsior College graduates are required to demonstrate competency in information literacy as part of the general education curriculum for an undergraduate degree by completing Excelsior College's 1-credit Information Literacy course with a passing grade within the first 13 Excelsior College credits attempted.

Information Literacy provides foundational knowledge and skills in the following areas:

- Cyber literacy
- Information literacy
- Library and online research
- Evaluation of the quality of information in academic and non-academic contexts
- Attribution and integration of sources in research-based writing
- Excelsior policies concerning academic integrity and information ethics

### Time Limits and Exceptions to the Policy

Students who have completed a U.S. master's or higher degree from a regionally accredited or otherwise approved source of credit, or who have earned a degree from an institution outside the U.S. deemed equivalent to a U.S. master's degree or higher by the College's international credential evaluators, may be exempt from the information literacy requirement if the degree was earned within 10 years prior to admission at Excelsior.

Admitted and enrolled students who have satisfied the information literacy requirement and transfer to another Excelsior degree

program will not be required to satisfy the requirement again. Students who remain continuously enrolled at Excelsior will be required to satisfy the information literacy requirement only once during their period of enrollment, regardless of whether they transfer between degree programs, and regardless of a resultant change in their academic policy date.

Excelsior College alumni and previously withdrawn students who have satisfied the information literacy requirement, and then enroll/re-enroll in another Excelsior College degree program will be required to satisfy the requirement again if the original Information Literacy course is older than 10 years from the admission date for the new degree program.

Any exceptions to the completion of the information literacy requirement will be managed on a case-by-case basis by the dean or designee of each School.

The College reserves the right to modify this time limit as needed in response to technological changes in the information field.

## Writing Across the Curriculum

Writing is a complex cognitive skill that develops over time through repeated practice. Writing also takes place in many genres shaped by the practices of distinct disciplinary fields and professions. As a result, it is not realistic to expect students to develop a high level of competence in the kinds of writing they will use in the workforce solely through completion of their required General Education writing courses. Students will require multiple writing experiences (in the curriculum and/or "on the job" in their professional lives) in order to develop the kind of writing skills expected by employers.

The Writing Across the Curriculum (WAC) Group has developed this policy in order to increase student exposure to Writing in the Disciplines within the Excelsior curriculum.

While other college policies focus on writing as part of the general education program (See [General Education Curriculum Requirements](#) policy and [Written English](#) policy), this policy is intentionally focused on classes that students take beyond the general education level, especially in their major degree field. The policy does not add any new course-taking requirement for students. Instead, it emphasizes ways that students can be exposed to additional writing opportunities within the classes they already take.

### Policy Details

1. Every undergraduate degree program at the college will have at least one student learning outcome that addresses written communication in a way that is meaningful for that discipline. This outcome may deal exclusively with writing or it may deal with writing as one facet of effective professional communication.
2. Every undergraduate degree program will identify at least one class to be designated with the Writing in the Disciplines (WID) label. FPDs are encouraged to develop additional WID classes as necessary to increase the exposure of the students in their program to disciplinary writing. For the purposes of this requirement, associate and bachelor's level classes in the same subject area will be considered separate degree programs. Each must include at least one WID class.

Since the intention of this policy is to provide students with additional exposure to writing beyond the General Education level, FPDs should select classes for the WID designation that do not already meet Part I or Part II of the college's general education Written English Requirement. (For example, existing "Writing-Enriched" classes should not be

selected for the WID designation unless they will no longer be used to meet the General Education requirement.) Since the purpose of this initiative is also to prepare students for writing in their capstone class, the capstone class should not be designated as the sole WID class in a program.

Although this policy does not introduce any new course-taking requirements for students, the goal is to expose as many students as possible to writing-in-the-disciplines experiences. When selecting classes for the WID designation, FPDs should choose classes that are likely to be taken by a large number of students. This may be a course that is required for all students or another high-enrollment class.

3. WID classes must meet the following requirements.
  - a. These classes should be capped at no more than 25 students, with the goal of having no more than 20 students at the end of the add/drop period.
  - b. WID classes emphasize exposure to high-quality writing assignments, rather than focusing on the quantity of writing completed by students in a course. WID classes will be developed/revised in consultation with the Writing Center Director and/or members of the WAC Group and will include the following elements:
    - Instructional materials (such as instructions, templates, exemplars, etc.) tailored to the writing genres in the degree or disciplinary area;
    - At least one multi-part or scaffolded writing assignment;

- An emphasis on high-quality formative feedback and revision.
- “Scaffolded” is defined for the purposes of this requirement as an assignment in which students submit some portion of their work (either a rough draft or a preliminary document such as an annotated bibliography, outline, etc.), receive substantial formative feedback, and use that feedback to directly inform subsequent work.
- c. Faculty designing or teaching WID classes are expected to complete a Writing in the Disciplines training, emphasizing best practices for assignment creation and formative feedback on student work. The WAC Group will maintain a list of qualified faculty for WID courses.
  - d. FPDs will collaborate with the Writing Center Director or other members of the WAC Group to develop classes that meet the requirements for the WID designation. The WAC group will maintain a master list of WID designated classes.

### Late Registration

Excelsior College offers the opportunity for students to register for a course or nursing theory conference examination (NTCX) during late registration week. Late registration begins Saturday after the established registration deadline and continues through Wednesday of the first week of the term, 11:59 PM Eastern time. A late registration fee will be assessed to students who add a course or NTCX during this period. Please note students who drop and then add a new course or NTCX at the same time (one transaction)

will not be assessed a late fee. ONLY online registrations are accepted during the late registration week.

### Add/Drop Policy

Excelsior College offers the opportunity for students who are registered for a course/nursing theory conference examination (NTCX) to drop a course/NTCX and add a new course/NTCX up until 11:59 PM Eastern time on Wednesday of the first week of the term. Students must drop a course/NTCX and add a new course/NTCX at the same time (one transaction). Students can only drop/add within the same trimester. Students who drop a course/NTCX but do not add a course/NTCX during the add/drop period will be refunded in accordance with the tuition refund schedule. Please note that dropping, but not adding an approved course/NTCX may impact your financial aid.

The UExcel examinations and Excelsior College Examinations in nursing do not apply to this policy.

### Procedure

Students who wish to drop a course/NTCX and add a new course/NTCX must login to their My Excelsior page and select “Drop, Add/Drop and Withdraw from Courses/NTCX” by 11:59 PM Eastern time on Wednesday of the first week of the term.

Military students using Tuition Assistance must also have the Tuition Assistance form for their new course in by 11:59 PM Eastern time on Wednesday of the first week of the term.

Registration at GoArmyEd® closes the Friday before the term begins. GoArmyEd students must add/drop no later than the Friday before the term begins. GoArmyEd (CTAM) students who wish to add/drop must both drop a course and then register for a new course at [GoArmyEd](#).

## Courses and Withdrawal and Refunds

Students may cancel or withdraw from a course within the first 15 calendar days of the start of the term with no record of it appearing on their MAP or EC transcript. Refer to the [Refunds and Financial Liability section](#) for course refunds.

Students will have until seven calendar days prior to the end of the course to request a withdrawal (W grade) or an Incomplete (I grade). See [Course Extensions Policy](#) for information on how to request an Incomplete (I grade).

After the first 15 calendar\* days of the term and up until 7 calendar days prior to the end of the term, students may withdraw from a course and will be assigned a grade of W. Grades of W appear on their MAP and transcript. (For course extensions and Incomplete grades, see the [Extension Policy](#)).

Students who do not request a withdrawal (W grade), or an Incomplete (I grade), will be assigned the grade they have earned.

To cancel or withdraw from a course students must login to their My Excelsior page and withdraw or cancel online.

**\* Note:** No refund will be granted to a student who has opened the final examination for INL 102 Information Literacy. Students can register for INL 102 up to 20 days after the term begins. If students register after the term begins, refunds for INL 102 will be calculated using the date of registration as the first day of the course.

Students who withdraw and have used Financial Aid to pay for courses must go through re-evaluation of their eligibility. This may result in a loss of funds.

## Refunds and Financial Liability\*

### Undergraduate and Graduate Course Refunds for Non-Military Students

Refunds are calculated based on the full cost of tuition.

Students who wish to cancel a course must do so within the first 15 calendar days of the beginning of the term. There is no academic penalty to cancel within the first 15 calendar days. Tuition and the technology fee is refundable\*, according to the chart below.

#### Calendar Days Student Liability Refund Amount

Calendar Days	Student Liability	Refund Amount
0-3	0	100%
4-7	25%	75%
8-15	50%	50%

**Due to Federal Regulations, students residing in California, Maryland, New Mexico and Oregon will be refunded following their State refund guidelines. Please contact the Student Accounting Office for more information.**

### Undergraduate and Graduate Course Liability/Refunds for Military Students

Students using Military Tuition Assistance (TA) to pay for Excelsior College course tuition are subject to the Department of Defense (DoD) policy that requires Excelsior College to return any unearned TA funds to the military branch of service based on how much of the course was completed. Students using Military TA who withdraw from a course may owe a portion of the

\* No refund will be granted to a student who has opened the final examination for INL 102 Information Literacy. Students can register for INL 102 up to 20 days after the term begins. If students register after the term begins, refunds for INL 102 will be calculated using the date of registration as the first day of the course. Students who withdraw and have used financial aid to pay for courses must go through re-evaluation of their eligibility. This may result in a loss of funds.

tuition to Excelsior College and a portion to the military branch. See [Return of Unearned Tuition Assistance Funds](#) for additional information.

Prior to and during the first 15 calendar days of the beginning of the term, military students may withdraw from a course with no record of the course appearing on their status report or transcript. They will incur no financial liability for the course.

After the first 15 calendar days have elapsed, military students may withdraw from a course and will be assigned a grade of W. At that time, they will incur full liability for the course.

Military students will have until 7 calendar days prior to the end of the course to request a withdrawal (W grade) or an Incomplete (I grade). See the [Course Extensions Policy](#) for information on how to request an Incomplete (I grade). Military students who have been approved under Excelsior College [Military Deployment Policy](#) and wish to withdraw from a course after 15 calendar days after the course start date will be assigned a grade of MW (military withdrawal). A grade of MW is treated like a W grade and will appear on the status report and transcript.

## Procedure

To cancel or withdraw from a course, students must login to their MyExcelsior page and withdraw or cancel online.

- Log in to MyExcelsior Home page. Under “My Online Courses, Practice Exams & Learning Aids, select “Click here to Drop, Add/Drop and Withdraw.”.

## Limitations on Multiple W/AW Grades in Excelsior College Courses for Undergraduate Students

### Policy

In keeping with Excelsior College’s mission to provide educational opportunity to adult learners with an emphasis on those historically underrepresented in higher education, the College supports students as they transition to college while balancing personal and work demands. Some students, however, underestimate the amount and quality of work required to be successful at the college-level and may struggle to succeed during the transition period. An indication that a student may be struggling to meet academic expectations is when the student withdraws from courses multiple times. Interventions have been put in place in the Academic Probation Policy and Certificates Students and Satisfactory Academic Progress for Financial Aid policy.

Graduate students are allowed to accumulate a maximum of four W grades (not including AW and MW) in Excelsior College courses. After four W grades, the student will not be allowed the option to withdraw from a course. The student will receive the grade that is earned for the amount of work completed and the level of achievement for that work.

Graduate students are allowed to accumulate a maximum of four AW grades (not including W or MW). After four AW grades, the graduate student will be Academically Dismissed from Excelsior College. The student’s status would be changed to WAW. See the Administrative Withdrawal and Academic Dismissal policy and the Student Appeals policy for additional information.

Undergraduate students may withdraw from the same Excelsior College course or NTCX a maximum of three times. After the third withdrawal from the same course or

NTCX, the student is not allowed to register for the course or NTCX without permission from an academic advisor.

An undergraduate student may receive a maximum of six W grades in Excelsior College courses and/or NTCX (not including AW or MW). After six W grades, the student will not have the option of withdrawing from a course or NTCX. The student will receive the grade that is earned for the amount of work completed and the level of achievement for that work.

If a student withdraws from an NTCX between 1–6 times, the student will earn a W and will automatically be withdrawn from the corresponding exam. A grade of “W” will be placed on the student’s MAP and transcript. Fee reimbursement follows course reimbursement policy.

After 6 W grades, the student can no longer withdraw from the NTCX and must finish the NTCX. Student will earn either a P (participation) or an AW in the conference. If student receives a “P” (participate) in the conference the student can take the corresponding exam. If the student earns an AW in the conference, the student will automatically be removed from the corresponding exam.

After six AW grades, the undergraduate student will be Academically Dismissed from Excelsior College. See the Administrative Withdrawal and Academic Dismissal Policy and the Student Appeals Policy for additional information.

Enrolled undergraduate students are allowed to accumulate a maximum of six W (not including AW and MW) grades in Excelsior College courses and/or nursing theory conference examinations (NTCX). After six W grades, the student will not be allowed the option to withdraw from a course/NTCX. See also “Grades Awarded and Accepted by Excelsior College” policy, and “Courses and Nursing Theory Conference Examinations Withdrawal and Refund Policy.”

## Limitation on Multiple F Grades in Excelsior College Courses for Graduate Students

### Statement of Policy

In keeping with Excelsior College’s mission to provide educational opportunities to adult learners, the College believes it is important to support students as they proceed with their education. Because the College is committed to student success, and to academic quality, this policy addresses needs of students who receive multiple F-grades by setting limits on the number of Fs that they may receive.

### School of Liberal Arts, School of Public Service, School of Health Sciences, School of Business and Technology

Graduate students are limited to two F-grades that have not been replaced by an equivalent course. Upon receipt for the third F, the student will be academically dismissed from the program and administratively withdrawn from the College.

Graduate students who have not yet earned more than two F-grades may elect to repeat the courses in which a grade of F has been earned (no more than two). If students elect this option and are successful in repeating the courses for a passing grade, the grades are replaced when calculating how many Fs have been earned. Students who repeat the courses and fail again will be subject to academic dismissal and administrative withdrawal. If students are successful in replacing the two F-grades, but subsequently earn more than two more Fs, they will be subject to academic dismissal and administrative withdrawal from the College.

### School of Nursing

Graduate students are limited to two F-grades. Upon receipt for the third F, the student will be academically dismissed from the program and administratively withdrawn from the College.

## Procedure

### After reaching the limit on F grades

Students receiving more than two F-grades (that have not been replaced if allowed) in Excelsior College courses will be academically dismissed and administratively withdrawn from the College. The student's academic file will be annotated to reflect this action and the file will be flagged to block future enrollment, except through appeal, and all advising and evaluation services previously available to the student will be terminated.

## Course Student Participation

### Statement of Policy

Students are expected to engage early in Excelsior College courses and remain active participants in academic-related activities throughout the term. Participation will be monitored on a weekly basis. Students who do not meet expectations may be administratively withdrawn (AW) from the course.

### Procedure

The College will take the following steps to monitor course/NTCX participation and to retain students enrolled in its courses/NTCXs:

1. An automated process will be run weekly to identify students who have not been actively participating in academic-related activities for the preceding week. All academic-related activity must be relevant to course content in the module posted/submitted.
2. Students who were not active will receive an automated message informing them of their inactivity. The message will contain contact information for advising and resources at the College.
3. Three consecutive notifications (between weeks 1 and 6 in an 8-week course or weeks 1 and 13 in a 15-week course) will automatically result in an administrative withdrawal from the course. Repeated instances of non-relevant participation will be reviewed and may result in manual withdrawal from the course.
4. Students with extenuating circumstances preventing them from participating must contact their instructor immediately. An excused absence is at the discretion of the instructor.
5. Students who are AW will not be eligible for a refund of tuition and will owe any balance due.
6. Financial aid recipients who receive AWs risk losing eligibility for some or all awarded aid for the trimester.
7. Accumulation of six AW grades will result in dismissal from the College. See related policy: [Limitation on Multiple W and AW grades in Excelsior College Courses](#).

### AW Appeal Process

- Students have the right to appeal an AW grade.
- They must do so by Tuesday at 11:59 PM ET during the week that they were assigned the AW.
- The appeal must be sent to the School offering the course; see the list below.
  - All School of Nursing Courses: [son-courses@excelsior.edu](mailto:son-courses@excelsior.edu)
  - Undergraduate Studies Courses: [ugawappeal@excelsior.edu](mailto:ugawappeal@excelsior.edu)
  - Graduate Studies Courses: [grstudent@excelsior.edu](mailto:grstudent@excelsior.edu)

- The School will investigate and a decision will be made no later than noon on Friday.
- If the appeal is approved, the School will notify the student, instructor and the Office of Registration and Records to remove the AW grade. The student's access to the course will be restored.
- In the event the student's appeal is denied; the School will notify the student of this decision.

### Late Course Work

This policy governs the acceptance and grading of late work (including assignments, quizzes and exams, and discussion posts) in Excelsior College courses. The intention of the policy is to promote consistency and academic rigor in Excelsior College courses, while also providing faculty with the flexibility to respond to students experiencing extenuating circumstances.

- A. Students are expected to submit work for Excelsior College courses by the due date stipulated in the course.
- B. Students who are unable to submit course work by the due date because of an extenuating circumstance should contact their instructor prior to the due date to request an extension for the work. If it is not possible to contact the instructor prior to the due date, they should do as soon after the due date as possible.

Extenuating circumstances include, but are not limited to, the following:

- an illness or injury
- a death of a family member or significant other
- a significant change in employment or military status
- a trauma in the student's life
- technical issues

- a natural disaster (see [Assistance to Students in Disaster and Emergency Areas](#))
  - other significant unplanned events
- C. Instructors have the discretion to offer an extension or to accept late course work without penalty based on their assessment of a student's circumstances. Documentation of extenuating circumstances may be required.
  - D. Unless otherwise stipulated in the instructions or grading rubric, the following penalties will apply to late course work that has not been granted an extension by the instructor:
    - Course work submitted less than a week (seven calendar days) after the due date will be subject to a 10% penalty (10 points out of 100);
    - Course work submitted more than a week after the due date will receive a zero.
  - E. Discussion posts will receive a zero after the due date for the discussion without prior permission from the instructor.
  - F. Course work submitted after the final day of the term will receive a zero unless an official course extension has been granted. (See [Course and Examination Extensions](#)).
  - G. At the discretion of the provost, the college may waive the requirements in this policy for students experiencing a disaster or emergency. See [Assistance to Students in Disaster and Emergency Areas](#).
  - H. Students may appeal the decision of their instructor by contacting the school offering the course. Contact information for each of the schools is located below.
    - School of Undergraduate Studies: [ugappeal@excelsior.edu](mailto:ugappeal@excelsior.edu)
    - School of Graduate Studies: [grstudent@excelsior.edu](mailto:grstudent@excelsior.edu)
    - School of Nursing: [SON-courses@excelsior.edu](mailto:SON-courses@excelsior.edu)

## Course and Examination Extensions

Excelsior College recognizes that students may encounter extraordinary circumstances that make it difficult to complete course work within the time frame of a course term. Students are eligible to request a course extension if they have successfully completed a minimum of 50% of the course work and request the extension no less than 7 calendar days before the end of the course term.

- Extensions for an 8-week course should not exceed 30 calendar days from the end of the term.
- Extensions for a 15-week course should not exceed 60 calendar days from the end of the term.
- Course extensions and their duration are at the discretion of the instructor.
- Course extensions for INL 102 Information Literacy should be submitted to [UGappeal@excelsior.edu](mailto:UGappeal@excelsior.edu). These requests must include an explanation of extraordinary circumstances and appropriate documentation. Since there is no instructor of record for this course, these requests will be reviewed at the discretion of the Dean/designee of the School of Undergraduate Studies.

### Extensions to Eligibility to Test windows for UExcel and Excelsior College Examinations

- The test taker must submit a request (through their MyExcelsior Message Center link) prior to the end of the term.
- ORR will grant the student a 30 calendar day extension. The extension request must be received prior to the end of the term.
- If there is an extenuating circumstance and the student requests another extension, ORR will grant the student another 30 calendar days. The extension request must be received prior to the end of the first extension.

- In rare instances, if a student requests a third extension for the same exam, their request with documentation supporting the request should be sent to [ORR@excelsior.edu](mailto:ORR@excelsior.edu). The extension request must be received prior to the end of the second extension. ORR will forward the information to SON for ECEs and the Ombuds Office for UExcel exams for review and approval/denial. SON/Ombuds will notify the student of their decision.
- ORR will adjust the test taker's exam eligibility expiration date for upload to Pearson VUE when an extension is granted.

### Grades and extensions—Courses and ECE

The end date of the extension will be entered into SIS. The instructor notifies the ORR at the end of the extension period that a letter grade has been assigned. The grade through auto update will post to the student's record in 48 hours. If the instructor doesn't indicate in their email to ORR that they have entered the grade in the grade book, the ORR sends the instructor an email reminding them to enter the final grade earned in the gradebook. The ORR updates the extension report and continuously checks this report and reaches out to instructor in cases where the extension period has expired and no grade has been reported.

Students with two or more "I" grades in Excelsior College courses will not be allowed to register for any additional Excelsior College courses (See [Grades Awarded and Accepted by Excelsior College](#)).

Students with a grade of Incomplete "I" in any courses will not be permitted to graduate until a final letter grade has been received.

Students with a grade of Incomplete "I" in any Excelsior College exam will be assigned a grade of F if the exam is not completed by the end of their extension.

Students requesting an extension due to a military deployment should refer to [Military Deployment Policy](#).

## Procedure

### Students

1. Students must meet eligibility requirements outlined above.
2. Students must request a course extension by messaging the instructor through the course in Canvas.
3. If requested, students must provide documentation to support the extraordinary circumstances.
4. If an extension is granted, it is the student's responsibility to complete all coursework prior to the end date of the course extension or in accordance with due dates outlined by the instructor. Late penalties may apply

### Instructors

1. Upon receipt of a course extension request, instructors will evaluate the circumstances to determine if an extension is warranted.
2. If an extension is granted, the instructor must email [orr@excelsior.edu](mailto:orr@excelsior.edu) with the following information:
  - a) Course number and title
  - b) Course term
  - c) Name of student
  - d) End date of extension: The end date should not exceed the limits set above for eight and 15 week courses.
3. Once the extension has expired, the instructor notifies the ORR at the end of the extension period that a letter grade has been assigned. The grade through auto update will post to the student's record in 48 hours. If the instructor doesn't indicate in their email to ORR that they have entered the grade in the grade book, the ORR sends the instructor an email reminding them to enter the final grade earned in the grade book. The ORR updates the extension report and continuously checks this report and reaches out to instructors in cases where the extension period has expired and no grade has been reported.

4. It is strongly advised that instructors set a schedule for submission of missing work throughout the extension. Late penalties may apply if due dates are not met.

### Office of Registration and Records

1. Once notified of a course, or standalone ECE extension, the Office of the Registrar will enter a grade of "I" in the student's record and confirm by email to instructor (for courses) or the student (for stand alone ECE) that the request was received and processed. (Exception: for third extensions, SON will communicate with the student.)
2. The end date of the extension will be entered into SIS. The instructor notifies the ORR at the end of the extension period that a letter grade has been assigned. The grade through auto update will post to the student's record in 48 hours. If the instructor doesn't indicate in their email to ORR that they have entered the grade in the grade book, the ORR sends the instructor an email reminding them to enter the final grade earned in the grade book. The ORR updates the extension report and continuously checks this report and reaches out to instructors in cases where the extension period has expired and no grade has been reported.
3. For UExcel extensions, the Office of the Registrar will adjust the eligibility window in SIS, without entering an "I" grade, and notify the student that the request was received and processed. (Exception: for third extensions, the Ombuds Office will communicate with the student.)

**An exam extension can be granted even if the student has made an appointment to test with the College's designated testing center. Students need to be notified that an extension from Excelsior does not affect their scheduled appointment. Excelsior cannot cancel student examination appointments. Students are responsible for canceling their appointment and rescheduling within the new eligibility window.**

## Appeal of Final Grades

The Appeal of Final Grades Policy applies only to students taking Excelsior College (EC) sources of credit. A formal grade appeal will be pursued only if the student presents evidence of error, bias or capriciousness in determining/scoring the student's final grade for a course, UExcel® exam or ECE.

**Note:** Refer to [Academic Integrity](#) if Academic Integrity violation is suspected and involved in determining the final grade.

### Procedure:

#### A. Appeal of Final Grade Process for Excelsior College courses

1. Students with questions regarding their final course grade should contact the instructor using the course message system within 10 calendar days after the end of the course term. (while they still have course access).
2. Students who are unable to resolve the issue with the instructor should contact the school offering the course for assistance. See contact information in item B.
3. If the student has been unsuccessful with resolving the grade issue, they have the right to file a written appeal with the dean of the school within 60 days of the end of the course. The appeal should include:
  - course name,
  - course department and number,
  - term,
  - student's name and ID number,
  - instructor's name, and
  - a detailed explanation of the grounds for appeal including supporting documentation.

Receipt of formal appeal will be acknowledged within 72 hours. The dean or designee will investigate the appeal and the dean will render a final decision within 30 days of receipt of the appeal.

**The grade appeal decision is final. No further appeal will be accepted.**

#### B. Appeal of Final Grade Process for INL 102

Students who want to appeal a final course grade of F for INL 102 Information Literacy must submit their appeal in writing to the School of Undergraduate Studies within 10 calendar days after the end of the course term.

#### C. Appeal of Final Grade Process for UExcel Exams and Excelsior College Examinations

1. Students with questions regarding their UExcel or ECE grade should contact CEMPLA at [examcredit@excelsior.edu](mailto:examcredit@excelsior.edu) within 10 calendar days after the grade is posted. (For most exams this is within 48 hours of taking the exam; for exams that must be hand-rated, such as English Composition, the grade posting may be up to 45 days after the exam was taken.)
2. If the student has been unsuccessful with resolving the grade issue, they have the right to file a written appeal with the dean of the school within 30 days of the date the grade was posted. The appeal should include:
  - exam name,
  - exam department and number,
  - term,
  - the student's name and ID number, and
  - a detailed explanation of the grounds for appeal including supporting documentation.

**Receipt of formal appeal will be acknowledged within 72 hours. The dean or designee will investigate the appeal and the dean will render a final decision within 30 days of receipt of the appeal.**

**The grade appeal decision is final. No further appeal will be accepted.**

**D. Contact Information for Schools**

Excelsior Colleges offers a toll-free number for course issues and concerns that students can utilize for contact information for their instructor or school designee.

Call 877-852-5692, toll free, and listen for the extension of the office you need to reach.

Option 1: School of Undergraduate Studies Courses  
Option 2: School of Graduate Studies Courses  
Option 3: School of Nursing Courses (all levels)

**Undergraduate Courses Email Addresses**

Undergraduate courses  
[ugappeal@excelsior.edu](mailto:ugappeal@excelsior.edu)

Graduate courses  
[grstudent@excelsior.edu](mailto:grstudent@excelsior.edu)

School of Nursing courses (all levels)  
[SON-courses@excelsior.edu](mailto:SON-courses@excelsior.edu)

ECEs and UExcel Exams  
[examcredit@excelsior.edu](mailto:examcredit@excelsior.edu)

## Excelsior College Examination Policies

### Repeating Sources of Credit

**Note:** Repeating any Excelsior College source of credit will require students to pay all tuition and/or fees that are associated with repeating the requirement.

**A. Repetition of an Excelsior source of credit for which a student earned a failing grade**

Students enrolled in an Excelsior College degree program are allowed three attempts

of an Excelsior College course, UExcel exam, or Excelsior College Examination for which they have received a failing grade (a grade below what is required by their program to meet the requirement).

Students are permitted three attempts to earn a passing grade for each nursing program requirement, regardless of the source of credit—course or examination—for the specific program requirement.

A student who fails a required capstone or a nursing requirement three times cannot complete the program. The College offers the student the opportunity to transfer to an appropriate degree program within 60 days. Failure to transfer will result in academic dismissal from the program and administrative withdrawal from the College. Prospective students who have failed the same nursing requirement three times will be denied admission to the nursing program (Refer to [Administrative Withdrawal and Academic Dismissal](#) for further details).

**B. Repetition of sources of credit for which a student earned a passing grade**

Students may repeat an Excelsior College source of credit where a passing grade has been earned. Credit which has been transferred in may also be repeated.

**Exception:**

Students who have passed an Excelsior Nursing Theory course, Excelsior College Examination in nursing theory, Nursing Theory Conference Examination, and/or the FCCA may not repeat those credits. If the student chooses to repeat one of these requirements it will not apply to the degree.

**Note:** Federal Student Aid [Title IV] can only pay for one repeat of a source of credit for which a passing grade was earned.

**C. Waiting periods**

Students who wish to retake a UExcel Exam or an Excelsior College Examination in nursing must wait one term (approximately 60 days) before repeating the examination and two terms (approximately 120 days) after any subsequent attempts. A UExcel Exam or Excelsior College Examination in nursing can be taken no more than three times in a given year from the first time the student tested.

In the event that an Excelsior College examination is administered beyond the third time, the examinee's grade will not be reported, or if the grade has already been reported, the grade will be invalidated. In the latter case, any credit granted by Excelsior College will be withdrawn, and examination registration fees will not be refunded.

**D. Withdrawals**

A student may withdraw (W or AW) from the same Excelsior College course a maximum of three times. After the third withdrawal, the student is not allowed to register for the course without seeking permission from the dean or designee. Military Withdrawals (MW) are exempt from this restriction.

**E. Transcribing repeated sources of credit**

All grades for repeated Excelsior College sources of credit will be listed on the My Academic Plan document and transcript, and the most recent grade earned for the course will be used in all GPA calculations. If a student repeats an external source of credit that has already been transcribed by Excelsior and wishes to use the newer source of credit, the original source of credit will be marked as duplicative in the student information system, removed from the My Academic Plan document and transcript, removed from GPA and hours earned and attempted calculations, and replaced with the replacement source of

credit. Withdrawals (M/AW/MW) do not count as earned grades for the purposes of this policy.

**Procedure**

**A. Repeating Excelsior College sources of credit for which a failing grade was earned**

The student can work with their advisor to take a comparable source of credit from another institution or take another Excelsior College source of credit to meet the requirement.

**B. Repeating Capstone Course, Excelsior College Examination or Nursing Theory course, FCCA or CPNE**

A student who fails one of these requirements may repeat this requirement two more times for a total of three attempts. If a student fails for a third time, the student may transfer to an appropriate degree program within 60 days. Failure to transfer will result in academic dismissal from the program and administrative withdrawal from the College. (Refer to [Administrative Withdrawal and Academic Dismissal](#) for further details).

Nursing students are eligible to appeal to the dean of the School of Nursing to reenroll one year from the date of their dismissal from the nursing degree program. (Refer to [Administrative Withdrawal and Academic Dismissal](#) for further details). Some Excelsior College degrees have time limits on the acceptance of UExcel examinations to meet degree requirements. In such cases, the requirement can be repeated for the degree regardless of previous grade earned.

## Limitations on Concurrent Registrations for Examinations and Nursing Theory Conference Examination

### Statement of Policy

The purpose of this policy is to ensure that students do not register for an excessive number of UExcel®, Excelsior College® Examinations, or Nursing Theory Conference Examinations (NTCX) at any one time since doing so may adversely affect their academic success.

Students (as defined by the Student Rights and Responsibilities policy) may be registered for no more than four (4) UExcel or Excelsior College Examinations concurrently at any one time.

Students **may be registered for no more than two (2)** Nursing Theory Conference Examinations per trimester.

**Note:** Matriculated students are encouraged to seek approval from an academic advisor prior to registering for an examination. See [Maximum Credit Hours: Undergraduate and Graduate](#).

## Excelsior College® Examinations and UExcel® Exam Refunds and Extensions

### Statement of Policy

Students have the right to request refunds or extensions for Excelsior College® Examinations and UExcel® Exams as outlined within *Exam Registration and Information: A User's Guide*. This information is available to everyone on the Excelsior College website at [www.excelsior.edu/exam-content-guides](http://www.excelsior.edu/exam-content-guides).

## Refunds

### UExcel® Exam or Excelsior College® Examination Refunds

Refunds are available when examinations are cancelled in a timely manner and requested within the term date as indicated in the Authorization To Test (ATT) letter. The criteria for cancelling an examination in a timely manner are as follows.

Refunds will be issued according to the chart below:

CALENDAR DAYS	STUDENT LIABILITY	REFUND AMOUNT
Prior to term start date	0	100%
0–15	0	100%
16–end of term date	50%	50%

Students must cancel a scheduled examination appointment with Pearson VUE before requesting a refund. Students may go to the Pearson VUE website at [www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior) or contact the Pearson VUE Call Center at 888-926-9488 to cancel. Advance notice requirements vary between the website and Call Center as follows:

- Any student who cancels an exam appointment through the Pearson VUE Web scheduler must do so by **7 PM Central Time at least one business day (a minimum of 24 hours) in advance** of their scheduled appointment time.
- Any student who cancels an exam appointment via the Pearson VUE Candidate Call Center less than 8 calendar days prior to their scheduled appointment will be charged a fee for cancelling by phone.
- After a student cancels an exam, the student must contact Excelsior College in writing to request a refund. The request may be made online (through the MyExcelsior Message Center) or by a signed letter and must include the student's name, last four digits of his or her Social

Security number or Excelsior College student identification number, and the title of the exam being cancelled. The student's online or written cancellation request must be postmarked no later than seven calendar days after the last day of their test eligibility window as indicated in the Authorization To Test (ATT) letter.

- A student who has cancelled an exam(s) will not be permitted to place money on his or her account in lieu of a 50-percent refund within the six-month eligibility time frame.
- Examination candidates will not be allowed to switch exams after the end of their eligibility window.

#### Exceptions to Excelsior College Examination Refund Policy (No Refund Given):

Students will forfeit their examination fee if they do not comply with applicable Excelsior College and/or Pearson VUE policies and procedures. In such cases students will be required to re-register and pay the examination fee again to reschedule.

The student will be charged a new seat time fee when rescheduling the new appointment to take the exam.

#### Excelsior College and UExcel® Practice Exam Refunds

No refunds will be processed for ECE or UExcel practice exams except in extenuating circumstances, such as:

- Technical problems attributed to Excelsior College.
- Student no longer needs to take corresponding credit-bearing exam.

## Honors

### Academic Honors

Excelsior College recognizes the academic achievement of its graduates by designating Academic Honors to students with the following overall GPAs:

#### Associate Degrees

Honors	3.5–3.74
High Honors	3.75–3.89
Highest Honors	3.9 and above

#### Baccalaureate Degrees (Latin Honors)

Cum Laude	3.5–3.74
Magna Cum Laude	3.75–3.89
Summa Cum Laude	3.9 and above

## Transcripts

### Official Excelsior College® Examinations and UExcel® Exams Official Transcripts

Examinees taking Excelsior College® Examinations and UExcel® Exams may request an official Excelsior College® Examinations transcript be sent to an institution, employer, regulatory board, etc. Transcripts are released in compliance with the Family Rights and Privacy Act of 1974, with the condition that no third party may be given access to this information without the written consent of the student.

Excelsior College issues Official Excelsior College® Examinations Transcripts for students who have completed Excelsior College® or UExcel® Examinations, and who have not been enrolled in an Excelsior College degree

program. Students may request official examinations transcripts through MyExcelsior (login required) at [www.excelsior.edu/transcriptrequest](http://www.excelsior.edu/transcriptrequest).

There is a fee for Official Examinations Transcripts, which contain the following fields: student's name, address, Excelsior College student identification number, last four digits of the Social Security number (if available), DOB (month and day), examination date, examination catalog number, code number and title, recommended credit hours and exam level and letter grade. A standard score is also provided for those examinations taken prior to Fall 1999.

Examinations Transcripts contain the following fields: student name, address, Excelsior College student identification number, last four digits of the Social Security number (if available), DOB (month and day), examination date, examination catalog number, code number and title, recommended credit hours and exam level, and letter grade. A standard score is also provided for those examinations taken prior to Fall 1999. There is a fee for official examinations transcripts.

Excelsior College reserves the right to place a financial hold on the academic records of students who have not met their financial obligations to the College. A financial hold will result in the suspension of all College services, including the issuing of transcripts.

**Exception:** *Excelsior will provide transcripts to those students who reside in States that have passed laws requiring us to do so.*

## Official Excelsior College Transcripts

### Statement of Policy

Excelsior College transcripts contain the following information: student name, address, Excelsior College student identification number and the last four digits of the U.S. Social Security Number, day and month of birth

date, most recent degree program, most recent degree program major or concentration (if applicable), date of most recent enrollment, date of degree conferral(s) (for graduates only), sources of credit, amount of credit awarded, grades, Excelsior College GPA, overall GPA and academic honors (if applicable – Excelsior College transcripts for Associate in Science nursing students will include only the Overall GPA).

Official Excelsior College transcripts will remain permanently on file in the student's Student Information System (SIS) record. Only one Excelsior College transcript will be maintained for each student. All individuals who have earned credit toward a Excelsior College degree or who have established a OneTranscript® (formerly known as Credit Bank) record may request additional copies of their transcript (login required) @ [www.excelsior.edu/transcriptrequest](http://www.excelsior.edu/transcriptrequest).

There is a fee for issuing a transcript.

Excelsior College reserves the right to place a financial hold on transcripts of students who have not met their financial obligation to the College.

**Exception:** *Excelsior will provide transcripts to those students who reside in States that have passed laws requiring us to do so.*

## Posting Credits to the Official Transcript

### Statement of Policy

Excelsior College's support of lifelong learning includes a method to record and report a student's accumulated college credit on a single document for employment and educational purposes.

Once matriculated, the student is not allowed to delete credits from the initial status report. Only credits applied toward the Excelsior College degree are listed on the status report and in the body of the transcript. The

academic advisor will not approve a student for graduation if the student has an I grade in an Excelsior College course.

The final record of credits applied to the degree will be approved by the Board of Trustees at degree conferral and becomes the body of the student's official transcript. No previously awarded credit will be removed from Excelsior College transcripts if students re-enroll for additional degrees.

Graduates and enrolled degree program students have the option to request the addition of non-Excelsior college-level credits to the non-applicable section of the official transcript. Only college-level credit from the list of approved sources of credit will be considered. The addition of this credit will not affect the EC or Overall GPA or Satisfactory Academic Progress (SAP) requirements.

No credits submitted after degree conferral may be used to replace credits originally used to complete the degree requirements. No evaluation for duplication or degree requirements (e.g., specialization, major, concentration) will be conducted after degree conferral. Once credits are added to the non-applicable section of the transcript, they may not be removed.

## Procedure

Requesting credits to be added to the non-applicable section of the transcript:

1. **Enrolled Students:** Requests to include non-Excelsior College credit not applied to the student's degree program on the official transcript must be made in writing to the Office of the Registrar. Other than the transcript request fee, there is no fee for currently enrolled students and those who are Specialist Approved (SA) for graduation up until two weeks prior to degree conferral.
2. **Specialist Approved and Graduates:** Excelsior College® Examinations, UExcel® exams and courses completed after the student is approved for graduation are automatically listed on the transcript in the non-applicable section and no transcript update fee is charged.
3. **Specialist-Approved Students Less Than 14 Days Prior to Conferral or Graduates After Conferral:** A completed Transcript Update Request Form or written request and fee must be submitted when requesting that new and/or non-applied credits completed outside of Excelsior College be included. A fee will be charged for each transaction.

## Military Deployment Policy

### Military Deployment/Training Extension and Withdrawal Policy

#### Statement of Policy

Excelsior College recognizes the hardships faced by military service members (active-duty, guard, and reserves). The College acknowledges that military students who are deployed away from their homes or permanent duty stations may experience difficulties with completing their degree requirements and/or distance learning courses. In support of military forces, the College has adopted the following deployment/training policies:

#### Payment Deferral and Extension of Degree Enrollment

Military students who have enrolled in a degree program under the Excelsior College Course Option for Military or Multi-source Option for Military may have their degree status held from the point of deployment until their return without penalty or fees. The deployment (temporary duty) or training must span 21 consecutive days or more in duration. The College will suspend payment due dates for the Multi-source fee and the Student Service Annual Fee for service members during this time.

Military service members who have been deployed from their normal duty stations and National Guard and Reserve personnel called to federal active duty may have their degree enrollment extended to the amount of time they served in support of these operations.

#### Course Extension Due to Military Deployment/Training

Military students currently registered for one or more courses, can be granted extensions for the number of days deployed/in training up to a maximum of 45 days for an 8-week course and 75 days for a 15-week course if all of the following occur:

1. The deployment (temporary duty) or training is at least 21 consecutive days or more in duration.
2. The request for the course extension is received no later than **seven days prior to the term end date**.

#### Military Withdrawal from Courses Due to Deployment

A Military Withdrawal (MW) withdraws a student from a course allows a student to receive a grade of MW instead of grade of F. The grade of MW on the academic transcript indicates withdrawal without academic penalty from an Excelsior College course. It is not calculated in the Overall, Academic Probation and EC GPAs, but will appear on a student's transcript. Refer to Withdrawal from a Course Policy for details.

A grade of MW does not relieve the student of financial responsibility. **Students should contact their military education center directly to pursue a possible waiver of their tuition assistance liability.**

To be eligible to request an MW, the duration of deployment/training must exceed 21 consecutive days during the course term. In addition, students who request a Military Withdrawal (MW) from a course must meet one the following conditions:

- The student was unable to complete the course and has earned a grade of F due to military deployment/training.

or

- During a course, student determines that they cannot complete a course due to military deployment/training

**Requests for a MW can be submitted up to 12 months from the end date of the deployment/training**

### Procedure

**Students wishing to request any of the provisions outlined above should notify the college of their intent in writing as soon as possible through the Ombudsperson Office.**

Students should submit either a copy of their deployment orders or a “signed” verification letter from their Education Service Officer or Commanding Officer certifying the dates and the length of deployment (temporary duty)/training.

**IMPORTANT:** The timeframe of deployment (temporary duty)/ training must account for the time the student is requesting a payment deferral and payment extension.

Documentation can be sent to the following:

Mail:

Ombudsperson Office  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159

Fax: 518-464-8777

Email: [ombudsperson@excelsior.edu](mailto:ombudsperson@excelsior.edu)

## Attendance

### Leave of Absence

#### Statement of Policy

Excelsior College will grant a leave of absence of up to a one-year maximum to an enrolled undergraduate or graduate student who has a medical or personal reason that prohibits the student from progressing in his/her degree program.

Leaves of absence will extend the maximum time students have to complete a degree program with a time limit by up to one year. A leave of absence does not affect the 150 percent of program for Title IV eligibility. The maximum times to completion listed here exceed the allowable for Title IV eligibility of 150 percent of a full-time equivalent. Once a student passes the 150-percent point, the student is no longer eligible for federal assistance.

#### Procedure

- A. Student will submit a signed request for a leave of absence to the ombudsperson.
  1. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician’s assistant, or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual, and an estimation of the time required for recovery. Excelsior College reserves the right to verify qualification of the certifying professionals.
  2. For a personal leave of absence, the student request may require documentation supporting the need for the leave.

- B. The ombudsperson, in consultation with the dean or designee, will decide whether to grant the leave, and will notify the student. At the time of notification, the ombudsperson will clarify the student's eligibility for various student services on a case-by-case basis. The ombudsperson will notify the Office of the Registrar and the appropriate academic unit dean or designee that the student has been granted a leave of absence.
- C. Any student placed on a leave of absence is not eligible to receive student services (e.g., advisement, transcript evaluation, course approval). A student registered for an Excelsior College course prior to the leave of absence may continue in the course. If the student chooses not to continue in the course, the student would be required to withdraw from the course according to the [Withdrawal from a Course policy](#). A student registered for an Excelsior College examination prior to the leave of absence will be allowed to take the examination at any time during the remainder of the six-month eligibility window. If the student elects not to take the examination(s) during the leave of absence, the student is expected to follow the standard procedures for requesting a refund as outlined in *Exam Registration and Information: A User's Guide*.
- D. Six to eight weeks prior to the end of the leave of absence the student will be billed the Student Services Annual Fee (SSAF) or the Graduate Student Services Fee (GSSF). If the SSAF/GSSF is paid within the required time frame, the student's enrollment will be reactivated and the student will retain the original academic policy. If the SSAF/GSSF is not paid within the required time frame, the student's status will be changed to withdrawn (WA).

## Administrative Withdrawal and Academic Dismissal

### Administrative Withdrawal

Administrative withdrawal from the College may result for the following reasons:

1. by student request
2. failure to pay required fees
3. failure to meet credit requirement to be enrolled,
4. administrative withdrawal for violation of college policies, or
5. emergency administrative withdrawal.

Students administratively withdrawn from the College for reasons 1, 2 and 3 are eligible to reapply and/or reenroll if they meet the admission criteria in place.

In the case of reason 4, students will have the opportunity to appeal these decisions as described in [Student Appeals](#).

### Academic Dismissal

Students can be academically dismissed for the following reasons:

1. Failure to maintain good academic standing
2. Failure to meet credit accumulation
3. Failure to achieve the minimum grade requirement in any nursing component requirement of a nursing program within three attempts. The nursing component requirements include: nursing exams, nursing theory conference exams, nursing courses, the Focused Clinical Competencies Assessment (FCCA<sup>®</sup>) and the Clinical Performance in Nursing Examination (CPNE<sup>®</sup>)  
(**prior to Sept. 1, 2015**, students were allowed four attempts to successfully

complete a nursing examination before being dismissed. All others were and continue to be three attempts.)

4. Exceeding program time limits.
5. Failure to participate in courses or NTCX. Student accumulated six “AW” grades.

Students academically dismissed from the Program for reasons 1 and 4 cannot appeal their dismissal. However, after one year students can appeal for reenrollment.

Students dismissed from a program for reasons 3 and 4 cannot appeal their dismissal. However, students can transfer to a different program within 60 days of their dismissal. When transferring, students must meet the admission requirements of the program. After 60 days if the student has not transferred, the student is administratively withdrawn from the College. All services previously available to the student will be terminated. The student is entitled to reenroll in a different degree program, but will be required to submit a new enrollment agreement form, pay the current multi-source fee and meet the admission and degree requirements of the program at the time of enrollment. A student may appeal for reenrollment after one year in the School of Nursing.

See [Student Appeals](#) for further details.

## Procedure

### Administrative Withdrawal

#### 1. Student Request for Withdrawal

Students who are NOT receiving financial aid and who wish to withdraw from the College should either use the online withdrawal request form (login required) or send a signed request to the Office of the Registrar. All other students must send a signed request to the Office of the Registrar.

- If the student requests withdrawal within the first six months of enrollment and before the initial evaluation has begun, a refund of two-thirds of the multi-source fee will be automatically forwarded.
- If the initial evaluation has been completed, no refund will be given.
- For graduate programs, the tuition refund policy will be applied.
- There is no refund of the application fee.

#### 2. Withdrawal for Failure to Pay Fees

A student may be withdrawn from the College for failure to pay fees.

Undergraduate and graduate students have three months from the withdrawal date to reactivate their student status and retain their academic policy date.

Students who have been withdrawn for longer than three months and wish to continue in their programs will be required to reenroll and to meet the degree requirements in effect at the time of reenrollment.

A student may appeal in writing to the ombudsperson for approval to pay fees after the due date in order to avoid an administrative withdrawal. Such an appeal should include the reasons for late payment and the student’s plan to make progress toward the degree. See [Student Appeals](#) for further details.

#### 3. Administrative Withdrawal for Violation of College Policies

The College reserves the right to administratively withdrawn students for violation of the following policies:

- Academic Integrity
- Student Rights and Responsibility
- Electronic Use

#### ■ Alcohol and Drug Free Workplace

The student will be notified in writing that he/she has been administratively withdrawn from the College.

Students will have 30 calendar days to appeal the administrative withdrawal decision. The appeal should be submitted to the Provost. See [Student Appeals](#) for further details.

A student who has been administratively withdrawn and wishes to reenroll in the college must submit a petition for reenrollment to the provost, no sooner than one year from the date of the final decision. Students who are subsequently reenrolled will be governed by the academic policies in effect at the time of reenrollment. Any certificates and/or degrees previously revoked will not be reinstated.

Any violation to academic honesty compromises the academic integrity of the institution. Student who violate academic integrity and have been administratively withdrawn from the College will not be allowed to appeal for reenrollment.

#### Zero Tolerance Policy

Excelsior College has a zero tolerance policy for cases of identity fraud and falsifying records/official documents since it threatens the academic integrity of the institution. Students who are found to have committed identity fraud or have falsified records or official documents in any way will be administratively withdrawn from the College and will not be allowed to appeal a petition for reenrollment.

#### 4. Emergency Administrative Withdrawal

If, in the opinion of a staff member of Excelsior College, a student exhibits behavior that creates or presents

unreasonable risk to the physical or mental health of the student himself/herself or others, the dean of the academic program may recommend to the provost and chief academic officer an emergency administrative withdrawal from the College.

An emergency administrative withdrawal will be ordered if it would be in the best interest of the student, other students, staff, or others directly affected by the student's behavior. Such an emergency administrative withdrawal will be temporary, until such time as the incident that precipitated the leave can be fully investigated.

After such an investigation, the student will either be reinstated or permanently dismissed.

- During the leave, all services to the student will cease and the student may not withdraw from the College.
- If, following the investigation, the student is reinstated; a period of time equal to the duration of the leave will be credited to the student as it applies to any Excelsior College fees that are assessed on an annual or other periodic basis.
- If the leave was imposed during the course of an examination the student was unable to complete, the fee for the examination will be forfeited.
- If the student is withdrawn, all fees paid prior to the commencement of the leave will be forfeited.
- If the leave was imposed while the student was taking an Excelsior College course, the outcome of the investigation will determine if the course tuition will be forfeited, and resolve any other issues related to course completion.

Examination and course takers not enrolled in Excelsior College who display behavior as defined above during an examination or course will not be permitted to take another course or examination until the incident has been investigated and resolved.

### Academic Dismissal

The student will be notified in writing by the dean that he/she has been academically dismissed from the program.

- The College will offer an opportunity to transfer to a different program within 60 days without charge.
- After 60 days, the student is entitled to enroll in a different degree program and will be required to submit a new enrollment form and pay the current multi-source fee.

**Note:** Students dismissed for failure to maintain good academic standing are not eligible to transfer to another program. Students may appeal for reenrollment after one year. Nursing students dismissed for failing the clinical performance in nursing examination, the focused clinical competencies assessment, or a nursing requirement on the third attempt or for failing to complete the nursing degree within the required time limit may appeal after one year or are eligible to transfer to a different degree program. The appeal for reenrollment should be submitted to the dean of the appropriate school. See [Student Appeals](#) for further details.

If an appeal for reenrollment is granted, the student will be allowed to reenroll into Excelsior College under the degree requirements in effect at the time of reenrollment.

## Assistance to Students in Disaster and Emergency Areas

### Major Disasters and Emergencies Within the United States

In the event of a major disaster or emergency that is natural or human-made, Excelsior College will use reasonable and humane judgment to waive late registration fees and provide extensions for courses, Student Services Annual Fee, and graduate student fees for any impacted student. The student's time to complete the degree will also be adjusted. (See below for information for students who are registered to take UExcel® exams and Excelsior College® Examinations who are impacted when Pearson Vue test sites close.)

This policy applies to Excelsior College students who reside in areas located within the United States that are declared major disaster or emergency areas as defined by the [Federal Emergency Management Agency](#) (FEMA) of the U.S. Department of Homeland Security. A “major disaster or emergency” is defined by FEMA as:

**Major disaster:** Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §5121 et seq., to supplement the efforts and available resources of States, local governments, and disaster relief

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\* (Source: <http://www.fema.gov/government/grant/pa/stat1.shtm>)

organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Emergency:** Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

### Major Disasters and Emergencies Outside the United States

This policy also applies to students who reside in major disaster or emergency areas outside the United States. The same benefits that apply to Excelsior College students who reside in declared major disaster or emergency areas in the United States will apply to those students who reside in areas outside the United States that are declared as areas of catastrophe by the International Federation of the Red Cross and Red Crescent Federation or similar organizations.

### Extreme Situations

In the case of extreme situations on par with disasters such as Hurricane Katrina, the College will grant blanket extensions to all students who reside in the disaster area.

### Individual Disasters or Emergencies

In the case of individual disasters or emergencies that are not declared major disasters or emergencies by FEMA, Excelsior College will use reasonable and humane judgment to accommodate the student. Accommodations to the student will depend on the special circumstances, but may be similar to those given to students in declared major disaster areas.

Students should contact the Ombudsperson Office for assistance.

### Procedure

Whenever there is major natural or human-made emergency, the Provost or their designee will decide the best plan of action to take. A team comprised of representatives from the offices of the Provost, Bursar, Financial Aid, Legal Affairs, and Communications may be convened by the Provost or their designee to serve as an Emergency Response Team.

### The Administration of UExcel® Exams and Excelsior College® Examinations During Natural Disasters and Inclement Weather

#### Natural Disaster

Pearson VUE is proactive in notifying the College when one or more of their testing centers close due to a natural disaster.

In the event of a natural disaster (flood, hurricane, tornado, fire, etc.) at a Pearson VUE testing site, the Pearson Candidate Call Center representatives identify those students who may be scheduled to take a UExcel® exam or Excelsior College® Examination and contacts them as quickly as possible to have their appointment times rescheduled.

Students can also contact Test Administration through their MyExcelsior Message Center to inform the staff that they were unable to keep an appointment due to a natural disaster.

If a natural disaster makes it impossible for a student to take a scheduled exam, every effort will be made to reschedule the exam at no extra cost to the student.

#### Inclement Weather and Pearson VUE Exams

In the case of inclement weather (ice storm, heavy snowfall, etc.), the Testing Services staff in the Center for Educational Measurement adheres to the following guidelines as stated in the *Exam Registration and Information: A User's Guide*:

“If your scheduled test center closes due to inclement weather, Pearson VUE will try to contact you to reschedule your exam for another date within your eligibility test window. You may also call Pearson VUE toll free (888-926-9488) to reschedule the appointment yourself. If the test center remains open and you decide not to attend, your examination fee will be forfeited.”

If the Pearson Testing Center where you are scheduled to test is open:

- Decide if you wish to keep your scheduled appointment.
- If you decide not to keep your scheduled appointment, we regret that your examination fee will be forfeited and no portion of the exam fee will be refunded to you.

If the Pearson Testing Center where you are scheduled to test is closed:

- In most cases you should be contacted by a Pearson representative to reschedule your examination for another date within your six-month test window.
- If you are not contacted by a Pearson representative to reschedule your examination appointment, you can call Pearson’s Candidate Services toll free at 888-926-9488 to reschedule your appointment.

We can refund your fees and allow you to reschedule your examination only if you follow the procedures specified previously.

## Fees

There are basic fees a student must pay to maintain enrollment at Excelsior College. For a listing of the fees that correspond to the enrollment option you have selected, please refer to the [Undergraduate Tuition and Fee Schedule](#).

### Returned Checks, Charge-Backs, and Payment Plan Delinquency

Excelsior College accepts student payments in the form of cash, check, MasterCard, Visa, AMEX, and Discover. When checks are returned from a bank unpaid, or a charge back notice is received from a credit card company, it is the policy of the Bursar’s Office to collect the delinquent payments. The Assistant Bursar handles charge backs. A Student Accounting Specialist handles returned checks.

### Procedure

#### A. Bad Check Processing

The bank notifies the Finance Office of any unpaid (returned) checks or electronic checks received on the Excelsior College account. The Finance Office notifies the student in writing, about the unpaid check. A 30 day time period is allowed for a student to replace a returned check. A hold is placed on the student’s account and all services are suspended during this time period.

Students who have a returned check for payment of a course may continue in the course. A hold will be placed on their student records, which will prohibit them from receiving a course grade or transcript until the returned check and the returned check fee are replaced.

When a returned check is received an entry is made in the student's Student Information System (SIS) record. The returned check fee, using AR codes BC (Bad Check) and BCC (Bad Check Charge), is assessed.

Once payment for a returned check has been received in the form of a certified check, cashier's check, money order, or an active authorized credit card (MasterCard, Visa, AMEX, or Discover), the Bursar's Office will post it to the student's account and remove the hold that was placed on it.

### B. Charge Card Charge-Back Processing

Paymentech requests information from Excelsior College when credit card charges are questioned by a student.

Copies of all pertinent information regarding the charge are sent to Paymentech to defend the position of Excelsior College.

The information provided to Paymentech is consistent with FERPA policies.

Paymentech will make a decision about the credit card charge and notify Excelsior College.

The Bursar's Office staff will make appropriate adjustments to the student account in a timely manner.

### C. Payment Plan Delinquency

A student whose initial Nelnet payment fails will not be enrolled in Excelsior College, or registered for an Excelsior College course, exam, or performance exam.

Beginning on June 15, 2020 students will be able to select one of 3 different payment dates: the 5th, the 15th or the 25th. Previously, students had only two payment dates, the 5th or the 20th.

When a payment plan is active (the set up fee and initial payment are successful), but a subsequent payment fails, the payment will be reattempted approximately 15 days later:

- Failed payments on the 5th of the month will be reattempted on the 20th
- Failed payments on the 15th of the month will be reattempted on the last day of the month
- Failed payments on the 25th will be reattempted on the 10th of the following month

If the third attempt fails, the payment plan will be terminated; the student will then be responsible for the remaining balance of the payment plan agreement to either be paid in full or to contact the Bursars office to plan for a new agreement by invitation only.

Students whose payment plans have failed will have a "FS\_PMT\_PLN – Fiscal Hold – Payment Plan Block" flag placed on their account. This flag will not allow new payment plans to be set up. When the payment plan balance has been met, this block can be removed. The Bursars Office reserves the right to keep the block in place for those students that have had more than one payment plan failure.

Students that are withdrawn from the Nelnet payment plan for the **Multi-Source Fee** will be withdrawn from Excelsior College with a code of WF. Their account will be adjusted to waive two thirds of the total enrollment fee, if the student has not received an evaluation. Students receiving an evaluation will have 30 days to pay the entire balance in full. If payment in full is not received within 3 months of their withdrawal, their account will be turned over to a collection agency.

Students that are withdrawn from the Nelnet payment plan for the **Student Service Annual Fee (SSAF)** will be withdrawn from the College with a code of WP. They will have 30 days to pay the entire balance due for the SSAF. Students who fail to pay the balance due for the SSAF within 30 days, will have 3 months from the date of their withdrawal to pay the balance due for the SSAF, plus the current Reactivation Fee. If the three month time frame is not met, the student will forfeit whatever payments they have made toward the SSAF, and will be required to re-enroll.

Students that are withdrawn from the Nelnet payment plan for an **Excelsior College course** will be allowed to remain in the course, but will not receive a course grade or transcript for the course until the balance is paid in full. Exception: Excelsior College will provide transcripts to those students who reside in States that have passed laws requiring us to do so.

Students that are withdrawn from the Nelnet payment plan for an **Excelsior College® Examination** will be given 30 days to pay the entire balance due for the exam fee. If the balance is not received within 30 days they will forfeit any payments made toward the exam. Please note that students using the Nelnet payment plan are not registered for an exam until the exam fee is paid in full.

Students that are withdrawn from the Nelnet payment plan for the Clinical Performance in Nursing Exam (CPNE®) are notified that they will lose their CPNE exam date if the balance due is not paid within 30 days of being notified of the failed payment plan.

## Late Fees

### Statement of Policy

A late fee is assessed when a student fails to pay their Student Services Annual Fee (SSAF—undergraduate students), Graduate Student Services Fee (GSSF—graduate students), or Graduation Fee by the due date indicated on the billing invoice.

### Procedure

1. If payment for the SSAF or GSSF is not received by the due date indicated on the billing invoice, a late fee will be assessed. If the SSAF or GSSF and the late fee are not received within four weeks of the due date given, the student's status will be changed to withdrawn, the late fee will be waived, and the reactivation fee will be assessed in its place. If the SSAF or GSSF and the reactivation fee are not received within three (3) months from the withdrawal date, undergraduate students will be required to re-enroll and graduate students will be required to reapply to the program and pay the application fee.
2. The Bursar's Office will process payments of both late and reactivation fees. If the student's record has been flagged as "withdrawn accounting" (WA), the Bursar's Office will accept the SSAF or GSSF and reactivation fee payment within three months from the date the student was withdrawn. The Bursar's Office will change the service expiration date (previously EOAP) and the student's record will automatically be reactivated.
3. Extenuating circumstances will be considered by the ombudsperson. Such circumstances include prolonged illness, death in the family, financial difficulty, or change in employment circumstances.

## Fee Refunds

### Statement of Policy

Excelsior College's policy on refunds is published annually in the fee schedules and is available to all Excelsior College constituencies.

### Multi-source fee, Student Services Annual Fee, Application Fees, Graduate Student Services Fee, OneTranscript® Fee, and Portfolio Fee

1. Two-thirds of the full undergraduate multi-source fee will be refunded within the first six months of admitted or enrolled status as long as an evaluation of the student's transcripts has not been conducted and a My Academic Plan (MAP) has not been provided. Students enrolled in the Nelnet Payment Plan who have received their evaluation/MAP but have stopped making payments will be required to pay the fee in full. Delinquent accounts will be submitted to collections.
2. The Student Services Annual Fee is not refundable.
3. Application Fees are not refundable.
4. The Graduate Student Services Fee is not refundable.
5. The OneTranscript fee, minus a \$50 processing fee, will be refunded if no evaluation has been performed.
6. Students with incomplete (problem) enrollment information (e.g., signature not included on enrollment form, partial payment, no degree selection, student identity not verified) are contacted by phone or mail. Students who do not respond within 30 calendar days of being notified will be issued a refund of the fee paid, minus a \$50.00 processing fee.
7. Portfolio Fees are not refunded if the credit is denied.
8. Due to Federal Regulations, students residing in California, Maryland, New Mexico and Oregon will be refunded following their State refund guidelines. Contact the Student Accounting Office for more information.

**Note:** For tuition and examinations refunds:

- See [Withdrawal from a Course](#)
- See [Excelsior College® Examinations and UExcel® Exam Refunds](#)

### Procedure

#### Requesting a Fee Refund

1. Multi-source Fee
 

Students requesting a refund of the multi-source fee must submit a signed refund and withdrawal request to the Office of the Registrar.
2. OneTranscript®
 

Students requesting a refund of the OneTranscript Fee must submit a signed refund and withdrawal request to the OneTranscript team.

Students who have not submitted any transcripts for review within six months of receipt of the OneTranscript application will be issued a refund minus a \$50 processing fee, and their application will be closed.

# Understanding Federal Student Financial Aid

## Return of Title IV Funds Policy

When the Financial Aid Office (FAO) of Excelsior College awards Federal Title IV financial aid to a student, the assumption is that the student will attend the College for the entire period for which the aid was awarded. When a student withdraws, they may no longer be eligible for the full amount of the Federal Title IV financial aid funds they were scheduled to receive.

Title IV aid recipients that withdraw from Excelsior College are subject to the Return of Title IV Funds regulations. The calculation for Return of Title IV Funds will determine the amount of grant and loan assistance a student “earned” for the period of the student’s enrollment at the College. This calculation will be done by the Financial Aid Office using Department of Education Return of Title IV software.

Up through the 60-percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of federal funds the student has earned at the time of withdrawal. **After** the 60 percent point in the payment period or period of enrollment, the student has earned 100 percent of the Title IV student financial aid funds they are scheduled to receive during the period. The “unearned” portion of the aid will be returned to the appropriate Title IV student financial aid programs (see “Refunds” below to determine the order in which funds will be returned by the Bursar’s Office). The College will invoice the student for the amount of tuition that was returned that exceeds the College’s institutional refund policy.

The “unearned” portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe a repayment to the Title IV student financial aid programs. The student will be sent an overpayment letter by the Bursar’s Office and will be given 45 days to make the repayment. The student will be ineligible for further Title IV student financial aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Repayment of a State Need Grant is also calculated for any student completing 60 percent or less of the hours in a given payment period.

For a student who withdraws after the 60 percent point-in-time, there are no unearned funds. However, Excelsior College will still complete a *Return Calculation* in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation of federal student financial aid funds earned by the student is a separate from and has no relationship to institutional charges incurred by the student. Any over/under payment of institutional charges will be handled in accordance with the College’s institutional refund policy.

## Refunds for Financial Aid Recipients Who Do Not Receive Title IV Federal Student Financial Aid

Refunds for financial aid recipients who do not receive Title IV federal student financial aid will be issued in accordance with the College’s institutional refund policy, as stated in the Excelsior College policy for [Fee Refunds](#).

Distribution of refunds, repayments, and return of Title IV federal student financial aid funds by the Bursar’s Office will be done in the following order:

- Federal Family Education Loan Programs
- Federal Pell Grant
- ACG and SMART Grants
- State Need Grant
- Other programs providing aid

## Return of Unearned Tuition Assistance Funds

### Statement of Policy

Students using Military Tuition Assistance (TA) to pay for Excelsior College course tuition are subject to the Department of Defense (DoD) policy that requires Excelsior College to return any unearned TA funds to the military branch of service based on how much of the course was completed. Students using Military TA who withdraw from a course may owe a portion of the tuition to Excelsior College and a portion to the military branch.

In accordance with the DoD Voluntary Education Partnership Memorandum of Understanding, this policy requires the return of unearned tuition assistance (TA) funds on a prorated basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student's last day of attendance is on or before the 60% attendance date.

Before withdrawing from a course, students are recommended to contact their Excelsior College Academic Advisor to determine how this policy could impact military tuition assistance and potential repayment obligations. If a service member stops attending or has to withdraw due to a military service obligation, the College will work with the affected service member to identify solutions that will mitigate any student debt. Please see Military Deployment/Training Extension and Withdrawal Policy.

### Procedure

The standard formula for determining the amount of TA earned by the institution is calculated on a percentage basis as outlined in the charts below. This calculation, if less than the 60% completion rate, determines how much TA the student has earned and for how much the military branch may be invoiced. Should there be any remaining TA funds prior to the 60% period of a course, these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student.

**NOTE: After the 15th calendar day from the start any term, a student will be responsible for 100% of the tuition. If the student drops a course after the 15th calendar day the student is billed by Excelsior for the portion of TA sent back to the branch of service. The branch of service may require repayment of the remaining tuition percentage based on their policy.**

#### 8-week Course Term Withdrawal

Week	Student Liability to Excelsior College	Possible Student Liability to Branch of Service
Before or during week 1-2	0%	0%
During week 3	60%	40%
During week 4	50%	50%
During week 5	40%	60%
During week 6-8 (more than 60% of course is completed)	0%	100%

#### 15-week Course Term Withdrawal

Week	Student Liability to Excelsior College	Possible Student Liability to Branch of Service
Before or during week 1-2	0%	0%
During week 3-4	75%	25%
During week 5-7	50%	50%
During week 8-9	40%	60%
During week 10-15 (more than 60% of course is completed)	0%	100%

## Privacy Rights

### Family Educational Rights and Privacy Act (FERPA)

Excelsior College complies with the Family Educational Rights and Privacy Act (FERPA). This Act affords students over 18 years of age (“eligible students”) certain rights, with respect to their education records.

They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar a signed written request that identifies the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not maintained by the College, the Office of the Registrar shall advise the student of that fact.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. In accordance with the Act, the following directory information will be released upon request unless a written notice to the contrary is received by the Excelsior College Registrar: name, address (permanent, mail, temporary, and email), telephone number, enrollment status, degree program and concentration, major area of study, dates of attendance, degrees and awards received, and date and place of birth. An exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Excelsior College Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance FERPA committee, or assisting another school official in performing his or her tasks. A school has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA. The name and address of the office that administers FERPA is:
 

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920

Students who would like a copy of the Excelsior College Family Educational Rights and Privacy Act compliance policy can receive this information by writing to Excelsior College, The Office of the Registrar, 7 Columbia Circle, Albany, New York 12203-5159.

Excelsior College is committed to providing a learning environment that is free from illegal discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, sexual orientation, physical or mental disability, or veteran status in the educational programs and activities which it operates. This policy is in compliance with Title IX of the Educational Amendments of 1971.

### Right to Access

With a few exceptions as provided by law, students may see any of their educational records upon request. Access will be granted upon written request to the Office of the Registrar. In some cases, students are also entitled to copies (at their own expense) of all records to which they have access. Students have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right to access recommendations and evaluations in the cases of applications for employment and application to other colleges and universities that have been placed in their educational records.

### Listing of Education Records

At Excelsior College, the permanent record and official file for each student is maintained by the Office of the Registrar. The file contains copies of documents relating to the student. It may also include information supplied to the College, copies of transcripts for academic work completed, and copies of letters related to academic or disciplinary action taken against the student.

Other offices may hold such information as is necessary to provide services or assistance to students or for the administration of various programs. Incidental and/or official files may also be kept by academic advisors, other staff members, and academic deans.

### Disclosure of Student Records

With several exceptions, identified in the following paragraphs, the College cannot release information concerning students to prospective employers, government agencies, credit bureaus, or other third parties without the written consent of the eligible student. Students and alumni applying for jobs, credit, graduate school, etc., must provide the College with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made.

The College has designated the following categories of information as "directory information," which, at the College's discretion, may be released without consent of the student: student's name, address, telephone number, degree program and degree (major area of study), dates of attendance, degrees and awards received, date and place of birth.

A student may request that directory information not be released without his or her written consent. Such requests must be submitted in writing to the Office of the Registrar and must include the student's name, address, student identification number, date, and signature.

Excelsior College accords to its students all rights under this law. No one outside the institution shall have access to students' educational records, nor will Excelsior College disclose any information from these records without the written consent of students except, in accordance with the Act,

1. To personnel within the institution or appropriate officials of the colleges and universities in which the student seeks to enroll;

2. To persons or organizations providing student financial aid;
3. To accrediting agencies carrying out their accreditation function;
4. To persons in compliance with a judicial order or a lawfully issued subpoena (provided that the College will first make a reasonable attempt to notify the student);
5. To organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction;
6. To authorized representatives of federal or state government agencies for the purpose of audit and evaluation of government programs; and
7. To persons in an emergency, in order to protect the health or safety of students or other persons.

All of these exceptions are permitted under FERPA. Information will be released only on the condition that the party to whom the information is released will not disclose it to subsequent parties without the written consent of the student. Furthermore, the College will maintain records of any access provided without the expressed consent of the student, and these records will be made available to the student on request.

### Further Notice

This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act. Copies of the Excelsior College Compliance Policy and the Family Educational Rights and Privacy Act are available from the Office of the Registrar of Excelsior College.

### Right to File a Complaint

Inquiries and complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

## Security and Safety

### Drug-Free Schools and Workplace Policy

#### Statement of Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Excelsior College has a long-standing commitment to providing a safe, quality-oriented, and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Excelsior staff, our students, and to the security of our facilities. For these reasons, Excelsior College is committed to the elimination of drug and/or alcohol abuse in the workplace and College community. Excelsior College is committed to maintaining an alcohol- and drug-free workplace and College community.

The College is also committed to rigorous enforcement of applicable laws and policies and to support those trying to cope with alcohol- or drug-related problems.

Illegal drug use and alcohol abuse can seriously injure the health of employees, adversely impact the performance of their responsibilities, and endanger the safety and well-being of fellow employees. In addition, illegal drug use and alcohol abuse by our students can lower academic achievement, diminishing student success at Excelsior College.

Individuals who wish to obtain information on drug and alcohol abuse prevention programs may contact the U.S. Department of Health and Human Services and the Substance Abuse & Mental Health Services Administration's (SAMHSA) National Clearinghouse for Alcohol & Drug Information: <http://www.health.org>, (800) 729-6686, TDD: (800) 487-4889, or the Excelsior College Office of Human Resources.

Information and referrals to treatment centers in your local community may be obtained by contacting the National Institute on Drug Abuse Hotline (800) 662-HELP, (800-662-4357).

For its employees, Excelsior College has retained the services of Human Resources Associates, an employee assistance provider, that provides awareness, counseling, and rehabilitation referrals related to the abuse of alcohol and drugs. For more information, call Human Resources Associates and speak with any of the professional staff at (518) 434-1799.

Excelsior College will assist and support employees and students who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other Excelsior College policies. Such individuals will be allowed to use accrued Paid Time Off, placed on leave of absence, referred to treatment providers, and otherwise accommodated as required by law. Such individuals are required to document that they are successfully following prescribed treatment.

### Requirement

Whenever Excelsior College employees are present on Excelsior College premises (whether or not Excelsior College students are on the premises) or conducting Excelsior College business, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia);
- Being under the influence of alcohol or an illegal drug, as defined by law;
- Abusing illegal, prescribed, or over-the-counter drugs.

Excelsior College reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, visitors, and students may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such materials and/or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

### Notification Requirements for Students

As an institution receiving federal grant funds, Excelsior College is required to observe certain requirements related to criminal drug convictions:

- As a condition of enrollment in Excelsior College, a student must notify either the director of financial aid or the assistant vice president for enrollment management (tel: 518-464-8500, press zero for the receptionist) if he/she is convicted of a criminal drug offense within five calendar days of such a conviction;
- In the event of any such conviction, Excelsior College will notify the appropriate federal agency (i.e., Department of Education for Title IV) within 10 days of receiving notice of a conviction;
- Within 30 calendar days of receiving such notice, Excelsior College may:

- Take action against such student, as appropriate, up to and including administrative withdrawal from the college, consistent with the Rehabilitation Act of 1973, as amended; or
  - Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
  - In addition to the foregoing, students convicted of a drug-related offense may lose federal financial aid under Title IV and/or other financial aid.
- Within 30 calendar days of receiving notice with respect to any employee who is convicted, Excelsior College may:
    - Take personnel action against such an employee, as appropriate, up to and including termination, consistent with the Rehabilitation Act of 1973, as amended; or
    - Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
    - Require such employee to make a good faith effort to maintain a drug-free workplace.

### Notification Requirements for Employees

As an institution receiving federal grant funds, Excelsior College is required to observe certain requirements related to criminal drug convictions:

- As a condition of employment, an employee of Excelsior College must notify the Excelsior College Office of Human Resources (518-464-8545) if he/she is convicted of a criminal drug offense within five calendar days of such conviction;
- In the event of any such conviction, Excelsior College will notify the appropriate federal agency (i.e., Department of Education for Title IV) within 10 days of receiving notice of a conviction;

This policy and its requirement are promulgated in accordance with the requirements of the Drug-Free Workplace Act of 1988 (34 CFR 668.14(c)) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226; 34 CFR 86), both of which were enacted by Congress. Excelsior College will continue its efforts to maintain an alcohol- and drug-free environment by adhering to the above policy.

### Anti-Discrimination Policy and Procedure for the Resolution of Student Discrimination Complaints

#### Statement of Policy

Excelsior College is committed to providing a learning environment that is free from illegal discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, sexual orientation, physical or mental disability, or veteran status. Illegal discrimination in any form will not be tolerated at the College.

## Procedure

In the event a student believes that she/he has experienced illegal discrimination, she/he can report the matter following the steps outlined below. In view of the sensitivity of such charges, all College officials investigating discrimination complaints will exercise care to observe and protect the dignity, rights and privacy, and interests of all parties involved to the maximum extent possible.

### STEP 1: Office of the Provost

If a student believes she/he has experienced unlawful discrimination, the student should promptly file a written report of the incident with the Office of the Provost.

1. Within 10 calendar days of receipt of such report, the provost or her/his designee will conduct a confidential investigation to determine whether the alleged conduct has in fact occurred and will attempt to resolve the issue in a satisfactory way with all individuals involved.
2. As part of the investigative process, the provost may consult with the Advisory Ad-hoc Committee on Student Discrimination. This ad-hoc committee includes the following:
  - a. dean of the school where the alleged incident took place or his/her designee from within the same school
  - b. disability services coordinator or his/her designee
3. The provost shall issue a written report of the results of her/his investigation to the student initiating the complaint within 30 calendar days of such complaint.

### STEP 2: President of the College

If, in the student's opinion, the issue has not been satisfactorily resolved by the provost, she/he may file a written appeal to the president of the College or her/his designee within 30 calendar days of the provost's written report to the student who initiated the complaint. The president will review the findings from the provost's investigation and render a written finding/determination within 30 calendar days of receipt of the appeal from the student.

## Federal/State Discrimination Complaints

Excelsior College encourages students to use the Excelsior College Anti-Discrimination policy and the Procedure for Resolution of Student Discrimination Complaints to resolve discrimination concerns. However, students also have a right to file discrimination complaints directly with the U.S. Department of Education's Office of Civil Rights or the New York State Division of Human Rights.

## Notification to Accrediting Agency

If the student has exhausted all options to resolve a complaint within the College, the student may file a written complaint with the College's accrediting agency, the Middle States Commission on Higher Education. Complaints to the Commission must be in writing and signed by the complainant. They should be sent to the president of the Commission at the following address:

President  
 Middle States Commission  
 on Higher Education  
 3624 Market Street, 2nd Floor West  
 Philadelphia, PA 19104-2680

## Notification to State Authorities

A student may also file a complaint with the appropriate state agency within the state in which the student resides. To access contact information for the appropriate state agency, go to the Consumer Complaint page on the College's website at <https://www.excelsior.edu/consumer-complaint-process>.

### Sexual Assault, Domestic Violence, and Stalking Prevention on the Excelsior College Campus

Excelsior College seeks to provide a safe environment for employees and students and does not tolerate any type of violence committed against students or employees. Though Excelsior is a nontraditional college community and its students learn at a distance rather than on a campus, the College is always mindful of issues of personal safety. Nontraditional students are not immune to incidents of violence. Everyone in the Excelsior College community should be educated about the issues of sexual assault, domestic violence, and stalking with the goal of becoming knowledgeable and responsible for their own security and personal safety.

Excelsior College has designed this document to provide its students with information regarding how to prevent, handle, and report incidents. Included is information regarding reporting procedures and support services available. Interpersonal violence can happen to anyone regardless of age, race, sex, socioeconomic status, or location.

This information is provided to assist in the prevention of violence in any form, while meeting requirements of New York Education Law 6432. The College's intent is to heighten awareness. This document will complement the many programs that are available in students' local communities.

## Definitions

Sexual assault is a crime in New York State and includes conduct ranging from touching intimate parts of the other party, without consent, to rape. The possible penalties range from imprisonment for not more than 25 years for rape to imprisonment for not more than one year for touching intimate parts without consent.

Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating. The actual crimes that constitute a domestic violence offense are assault, rape, menacing, stalking, sex abuse, kidnapping, harassment, aggravated harassment, and the violence can even rise to the level of murder. When the criminal acts occur between people living in the same dwelling and have an intimate relationship or a familial connection or blood relationship, the criminal court considers this domestic violence.

Stalking is generally defined as specific repeated harassing or threatening behavior toward another person. A stalker can be a stranger, but most stalkers know their victims and can be a partner, an ex-partner, a family member, co-worker, or an acquaintance. In the U.S., every state has laws against stalking. Although laws vary by state, stalking is generally considered to be any unwanted contact between a stalker and his/her victim which directly or indirectly communicates a threat or places the victim in fear. There are four degrees of stalking under the NYS Penal law ranging from stalking in the fourth degree, which is a Class B misdemeanor, to stalking in the first degree, which is a Class D felony.

## Protecting Against Sexual Assault and Other Violence

Sexual assault, domestic violence, and stalking are not just women's issues and can happen anywhere and to anyone. On traditional college campuses, occurrences of sexual assault and other violence are frequently associated with alcohol, and many victims know their assailants. Students who study at a distance from Excelsior College should be aware of personal safety and wary of potentially dangerous situations in their daily lives.

Excelsior College is committed to making certain that its offices located in Albany, New York, are secure and safe environments for employees and visitors. With this in mind, the College has established the following policies and practices:

- The possession, abuse, or distribution of illicit drugs and/or alcohol by students and employees on College property or as part of any Excelsior College activities is strictly prohibited.
- All visitors to Excelsior College buildings, including students, must sign in at the reception desk at the main entrance. Staff meet visitors at the main reception desk and escort them to the appropriate destinations.
- During evening hours and when the College is officially closed, all entrances to College buildings remain locked. Only employees with prior authorization are admitted to the buildings during these times.
- Excelsior College provides security personnel for regular evening work hours.
- The Office of Human Resources sends email broadcasts to all employees with periodic reminders about personal safety and security issues.

## Personal Safety and Crime Prevention

Many Excelsior College students take traditional classroom courses through accredited colleges and universities to fulfill Excelsior degree requirements. These students should visit those institution's websites or campus security offices to find out about the safety programs at those schools (see [Campus Security Report](#)).

- Many colleges have "blue light" systems that aid in expediting calls concerning emergencies or criminal incidents. Such "blue light" call boxes are traditionally placed in areas of high pedestrian traffic on campus.
- Services are available on many college campuses to escort students to their cars during evening hours.
- Colleges may have personal safety workshops, which you can attend while a student on that campus.
- View national Campus Crime Statistics at the following website: <http://ope.ed.gov/security>.

Students and employees are encouraged to take a proactive approach to crime prevention and become responsible for their own security.

- Make it a practice to avoid walking in poorly lit areas, whether a city street, local college campus, public library, or shopping mall parking lot.
- When walking in any parking lot, especially at night, students should have their car keys ready.
- Students should be watchful of alcohol consumption and its effects on their behavior and the behaviors of others.

- Students should pay attention to their own emotions. If they feel threatened or uncomfortable in any situation, they should leave immediately and seek safety.

#### **Additional Resources Available**

Local Police  
Hospitals  
Rape Crisis Centers  
Counseling Centers  
Crime Victims Programs

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

1-800-942-6906  
TTY: 1-800-818-0656  
Spanish language 1-800-942-6908  
Spanish language TTY: 1-800-780-7660  
In NYC: 1-800-621-HOPE (4673) or dial 311  
TTY: 1-866-604-5350

For a listing of domestic violence hotlines by county, go to the NYS Coalition Against Domestic Violence website New York State Domestic Violence Programs County Listing.

#### **National Domestic Violence and Crime Victims Hotlines:**

Safe Horizon's Domestic Violence Hotline:  
800-621-HOPE (4673)

**Safe Horizon's Crime Victims Hotline:**  
866-689-HELP (4357)

**Safe Horizon's Rape, Sexual Assault, and Incest Hotline:**  
212-227-3000

**TDD phone number for all hotlines:**  
866-604-5350

**Stalking Resource Center**  
[www.ncvc.org/src](http://www.ncvc.org/src)

#### **Reporting Sexual Assault or Other Violent Crimes on the Excelsior College Campus**

Contact the vice president of human resources to report an incident of assault or other violence at Excelsior College, to confidentially discuss an incident, if you are undecided about proceeding with charges, or if you have general questions about aggressive actions.

Any potentially dangerous situation must be reported immediately to a representative in the Office of Human Resources. Reports of incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. The College will actively intervene when there is evidence of a possible hostile or violent situation.

#### **Emergency Procedures to Address Sexual and Other Types of Violence**

1. Ensure the victim's safety. If the victim is in danger, dial 7 + 911 for the police. It is important that you and the victim be safe and that you not place yourself in a dangerous situation.
2. Seek immediate medical treatment. In the case of sexual assault, it is important not to encourage the victim to wash, bathe, or change clothes before seeking medical attention in order to protect valuable evidence, should the victim decide to report the assault and prosecute the assailant. A medical examination does not commit her/him to pressing charges.

Staff members should help to arrange the transport of the victim to the hospital as soon as possible. Not all injuries are immediately apparent. A medical evaluation is necessary to evaluate internal injuries, sexually transmitted disease, pregnancy, and to gather information for

the police. The mode of transportation depends on the victim's condition and preference.

3. With the victim's consent, referral to the emergency room and rape crisis intervention, as appropriate.
4. Students and employees are encouraged to report all incidents of assault or other violence to the College in order to receive help in accessing support services and in prosecuting the alleged offender. However, the decision whether or not to report the incident and whether or not to press charges must be made by the victim and respected by all members of the College. If the victim does not give permission to disclose identity, with the sole exception of the threat to personal safety, the identity of the victim cannot be given. Reporting information can include only time, place, manner, and current condition of the victim. All information must be devoid of all demographics about the victim and other identifying information.

When a College staff member is informed of an assault or other violent incident, the staff member will seek the victim's consent to notify the vice president of human resources or a Human Resources representative. The staff member will not disclose either the name or other identifying information without the victim's consent. College staff members are encouraged to consult their supervisors when they have concerns or doubts regarding the safety and well-being of a victim or other person, in order to take steps to ensure the safety of the victim and others. In rare cases, this consultation may need to occur even without the victim's consent.

## College Procedures

Once an assault or other violent incident has been officially reported to the College for administrative and/or criminal action, the vice president of human resources will initiate action on the student's or employee's behalf.

Students should be aware that the College does not have jurisdiction over actions and activities that occur off-campus and/or involve non-students. Hence, College officials will be somewhat limited in the amount of assistance they will be able to provide to the victim of a crime of this type. Students who are victims of a crime committed off-campus who wish to initiate criminal action should contact the police department with jurisdiction over the locale in which the offense was committed. In this type of incident, and in those involving non-student perpetrators, the College will continue to make all reasonable efforts to assist the student in reporting crimes and in receiving medical, legal, academic, and psychological support.

If the accused is a member of the College community, the Office of Human Resources will review evidence and statements made by the victim and conduct an investigation. Students will be encouraged to seek out counseling resources for emotional support.

## Program Availability

Excelsior College provides videos, educational guides, and other materials that promote the awareness of sex offenses. Information about specific programs is generally available through the Office of Human Resources.

Contact the Office of Human Resources at 518-464-8532 for assistance or more information.

## Prevention of Bias-Related Crime on the Excelsior College Campus

### Introduction

Excelsior College is first and foremost an adult learning community. Each undergraduate degree program has a liberal arts component designed to help students develop a broad-based understanding of multiple disciplines, provide a depth of academic experience to enrich students' personal lives, and allow students to become more informed citizens of an increasingly complex and diverse world. Students are encouraged to plan their degree program to include study of the perspectives of various ethnic and cultural groups within society, understanding and valuing diversity.

Bias-related crimes occur most frequently when intolerance and lack of respect replace understanding the value of diversity in our world. Guided by the President's Committee on Inclusion and with the approval of our Board of Trustees, the College has an active program to bring awareness and diversity education to all staff. The College seeks faculty and administrators who will diversify its curriculum and business environment. Students, faculty, and staff are expected to demonstrate respect for others and an awareness of the ethical implications of actions. This atmosphere of respect for others will foster an environment that will diminish the instance and opportunity for bias-related crime.

One of the purposes of this document is to provide students with information regarding how to prevent, handle, and report incidents of bias-related crimes. Included is information regarding reporting procedures and support services available. This information is provided to assist you in understanding and preventing bias-related crimes, while meeting requirements of Article 129-a of New York Education Law.

### Definitions

Penal Law §485 provides that a person commits a bias-related/hate crime when he or she commits assault, menacing, reckless endangerment, manslaughter, murder, stalking, rape, a criminal sexual act, sexual abuse, unlawful imprisonment, kidnapping, coercion, criminal trespass, burglary, criminal mischief, arson, petit larceny, grand larceny, robbery or harassment, and either intentionally selects the person against whom the offense is committed or intentionally commits the act constituting the offense "in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person." It is important to note that a hate crime can be committed against an individual or their property.

### Penalties

A bias-related crime is a "violent felony offense," which increases the charge for the underlying criminal act to a higher category crime with a maximum term of imprisonment ranging up to 20 years.

### Protecting Against Bias-Related Crimes and Other Violence

Excelsior College is committed to making certain that its offices located in Albany, New York, are secure and safe environments for employees and visitors. With this in mind, the College has established the following policies and practices:

- The possession, abuse, or distribution of illicit drugs and/or alcohol by students and employees on College property or as part of any Excelsior College activities is strictly prohibited.

- All visitors to Excelsior College buildings, including students, must sign in at the reception desk at the main entrance. Staff meet visitors at the main reception desk and escort them to the appropriate destinations.
- During evening hours and when the College is officially closed, all entrances to College buildings remain locked. Only employees with prior authorization are admitted to the buildings during these times.
- Excelsior College provides security personnel for regular evening work hours.
- The Office of Human Resources sends email broadcasts to all employees with periodic reminders about personal safety and security issues.

### Prevention of Bias-Related Crimes

Excelsior College is committed to making certain that its offices located in Albany, New York, are bias-free environments for employees, the students who are supported and advised via telephone, Internet and correspondence, and all visitors. With this in mind, the College has established the following policies and practices supporting diversity:

- The Student Rights and Responsibilities policy requires that students treat each other, Excelsior College staff and faculty, and test center staff with respect and understanding.
- The College supports the elimination of potentially biased language in its written and oral communication and requests that staff employ bias-free language principles in the preparation of all courses, examinations, content guides, catalogs, and all print-based and electronic publications and communications.

- The Excelsior College Diversity and Inclusion Vision Statement celebrates an environment where all students, faculty, and staff are valued.
- The President's Committee on Inclusion provides leadership, direction, and support for sustaining our diversity initiatives and priorities.
- All staff attend one or more training sessions in areas that cover a broad spectrum of issues, including diversity in hiring, advanced phone skills, diversity as a business imperative, and legal strategies to promote diversity within the College community.

### Reporting Bias Crimes or Other Violent Crimes on the Excelsior College Campus

Contact the vice president of human resources to report an incident of assault or other violence at Excelsior College, to confidentially discuss an incident, if you are undecided about proceeding with charges, or if you have general questions about aggressive actions.

- Any potentially dangerous situation must be reported immediately to a representative in the Office of Human Resources. Reports of incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. The College will actively intervene when there is evidence of a possible hostile or violent situation.

### College Procedures

Once a bias-related crime or other violent incident has been officially reported to the College for administrative and/or criminal action, the vice president of human resources will initiate action on the student's or employee's behalf.

Students should be aware that the College does not have jurisdiction over actions and activities that occur off-campus and/or involve non-students. Hence, College officials will be somewhat limited in the amount of assistance they will be able to provide to the victim of a crime of this type. Students who are victims of a crime committed off-campus who wish to initiate criminal action should contact the police department with jurisdiction over the locale in which the offense was committed. In this type of incident, and in those involving non-student perpetrators, the College will continue to make all reasonable efforts to assist the student in reporting crimes and in receiving medical, legal, academic, and psychological support.

If the accused is a member of the College community, the Office of Human Resources will review evidence and statements made by the victim and conduct an investigation. Students will be encouraged to seek out counseling resources for emotional support.

### Additional Resources

- Directory of Crime Victims Services:  
<http://ovc.ncjrs.gov/findvictimservices/>
- National Organization for Victim Assistance 9–5 Eastern time,  
Monday through Friday:  
Call 1-800-TRY-NOVA (1-800-879-6682) or  
703-535-NOVA (6682)

Excelsior College students take traditional classroom courses through other accredited colleges and universities to fulfill Excelsior degree requirements. These students should inform themselves about diversity initiatives on their local campuses. Since many of our students studying on other campuses will not attend a traditional campus orientation session, we encourage students to contact the Office of the Dean of Student Affairs at the institution they attend with questions or concerns about diversity on that particular campus.

Students who complete Excelsior College distance courses are bound by our Student Rights and Responsibilities policy. Individuals who complete online or Web-based courses through other colleges will typically be bound by the Student Code of Conduct of the institution offering those courses. Honor, integrity, and respect for the rights of others are signature components of these codes and often address concerns of bias.

### Campus Security Report

This report is prepared in compliance with the Federal Jeanne Clery Disclosure of Campus Security policy and Campus Crime Statistics Act (Clery Act) of 1998. It informs students, faculty, and staff about the College's campus security policy. As a distance learning education service provider, Excelsior College has no residential facilities. Located in Albany, the capital city of New York State, the College's administrative operations are housed in four buildings in an office complex that borders a combination of residential, professional, and retail properties.

### Crime-Emergency Reporting Policy

All actual or suspected crimes, emergencies, fires, accidents, or injuries should be reported to:

- **Excelsior College Office of Human Resources:** 518-464-6975
- **Excelsior College Facilities Manager:** 518-464-8533
- **Excelsior College Security Office:** 518-464-8533
- **City of Albany Police Department:**  
Emergency # 911  
Non-emergency 518-438-4000
- **City of Albany Fire Department:**  
Emergency # 911  
Non-emergency 518-462-3261

Upon notification, Excelsior College staff will contact public law enforcement or fire fighting authorities as appropriate. Excelsior staff has a cooperative relationship with the City of Albany police and fire authorities and will work with such authorities to facilitate the resolution of all criminal or emergency incidents. All Excelsior students and employees are likewise encouraged to cooperate with law enforcement and fire fighting authorities as necessary.

### **Campus Security**

The Excelsior College campus is comprised of four office buildings at 3, 5, and 7 Columbia Circle in Albany, New York 12203. On weekdays, during normal operating hours (between 8:30 AM and 5:00 PM) a receptionist is on duty at Excelsior's main administrative building at 7 Columbia Circle. During the College's extended hours, on Mondays and Wednesdays from 5:00 to 8:00 PM, a security officer is stationed at 7 Columbia Circle and monitors all buildings at regular intervals. All buildings are locked after business hours and can only be accessed using an authorized security fob. Policing of Excelsior College's facilities falls under the jurisdiction of the City of Albany Police Department. The parking area servicing the office buildings comprising the Excelsior campus is lit and the College's security officer is available to escort College employees from the workplace to their vehicles during extended hours between 5:00 and 8:00 PM on Mondays and Wednesdays.

### **Alcohol and Drug Abuse**

Alcohol and drug abuse by Excelsior College students and employees is strictly prohibited on Excelsior College property consistent with the College's Alcohol- and Drug-Free Workplace policy.

# Appendix A: Time Limitations on Transfer Credit

## Description of Degree Programs

The following degree programs have established a time-related restriction on the application of certain subject areas meeting degree requirements.

## Request for Time Limit Appeal

Students may request an appeal on any of the time restrictions outlined in the description above. Appeals must include proof of currency in the subject area, and are granted at the discretion of the Faculty Program Director overseeing the program.

*Table of programs and restrictions begins on next page.*

Degree Program	Subject Area	Time Limit Restriction
Bachelor of Science in Cybersecurity	Cybersecurity Component	5 years
Bachelor of Science in Electrical Engineering Technology	Computer, Electrical (not AC/DC), Electronics	10 years
Bachelor of Science in Information Technology	Information Technology Component	5 years
Bachelor of Science in Nuclear Engineering Technology	Calculus I, Calculus II, Natural Science, Computers, Nuclear Engineering Technology, Electrical (not AC/DC), Electronics	10 years
Master of Science in Cybersecurity	Cybersecurity Component	5 years
Bachelor of Science in Liberal Arts with a concentration in Technical and Professional Writing	Concentration courses	10 years
Bachelor of Science in Liberal Arts with a concentration in Logistics Operations Management	Concentration courses	15 years
Bachelor of Science in Natural Sciences	Natural Science component, Science courses	10 years
Associate in Science in Nursing and Associate in Applied Science in Nursing	Human Anatomy and Physiology core, Microbiology	5 years
	All Nursing requirements	<p><b>Eligible Credit:</b> Excelsior College courses completed since 2020 AND no more than 5 years prior to the academic policy date, C graded or higher, are eligible.</p> <p><b>Ineligible Credit:</b> Previously completed Excelsior College Exams, Nursing Theory Conference Exams (NTCX), awarded waivers and pre-2020 Excelsior College courses and courses completed more than 5 years prior to the academic policy date are not eligible.</p>
LPN to Bachelor of Science in Nursing	Human Anatomy and Physiology core, Microbiology	5 years
	All Nursing requirements	<p><b>Eligible Credit:</b> Excelsior College courses completed since 2020 AND no more than 5 years prior to the academic policy date, C graded or higher, are eligible.</p> <p><b>Ineligible Credit:</b> Previously completed Excelsior College Exams, Nursing Theory Conference Exams (NTCX), awarded waivers and pre-2020 Excelsior College courses and courses completed more than 5 years prior to the academic policy date are not eligible.</p>
Bachelor of Science in Nursing	All nursing requirements	5 years
Master of Science in Nursing Education	All nursing requirements	5 years
Master of Science in Nursing Leadership and Administration of Health Care Systems	All nursing requirements	5 years
Master of Science in Nursing Informatics	All nursing requirements	5 years
All dual-degree programs in Nursing	All nursing requirements	5 years
Bachelor of Science in Business (including Dual Degree)	Business component courses	15 years
	Graduate level courses for Dual Degree	10 years
Master of Business Administration (including Dual Degrees)	Graduate level credits	5 years
Masters of Science in Management	Graduate level credits	10 years
Bachelor of Science in Health Care Management (including Dual degree)	Professional business core	20 years
	Graduate component	10 years
Master of Science in Health Sciences	Specialization requirements	7 years
Master of Science in Criminal Justice	Graduate level credits	10 years
Master of Science in Public Administration	Graduate level credits	10 years





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