



School  
of  
Professional  
Studies

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The City University of New York

# Academic Policies 2011-2012

Revised July 2011

Subject to Change

## Notice of Possible Changes

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York. The University regrets any inconvenience this may cause.

Every effort has been made to make the material presented herein timely and accurate. As changes occur, they will be communicated via traditional media and reflected on the School's Web site. Students are encouraged to check the Web site to determine the most up-to-date program and course information and to make use of the Student Degree Audit System to track progress toward graduation. Critical points of fact or interpretation should be considered subject to confirmation by the appropriate office or department of the School.

The School does not guarantee to give all courses it announces. The announcement is made in good faith, but circumstances beyond the control of the School sometimes necessitate changes. The School may cancel courses if the enrollment does not warrant their being offered or if other contingencies make such a cancellation necessary.

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## DIRECTORY

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Admissions	212.652.2869	<a href="mailto:otilia.abraham@mail.cuny.edu">otilia.abraham@mail.cuny.edu</a>
Bursar	212.652.2060	<a href="mailto:bursar@mail.cuny.edu">bursar@mail.cuny.edu</a>
Career Services	212.817.7166	<a href="mailto:shannon.gallo@mail.cuny.edu">shannon.gallo@mail.cuny.edu</a>
Disability Services	212.817.7168	<a href="mailto:cristina.finan@mail.cuny.edu">cristina.finan@mail.cuny.edu</a>
Financial Aid	212.652.2895	<a href="mailto:financialaid@sps.cuny.edu">financialaid@sps.cuny.edu</a>
General SPS Information	212.652.2869	<a href="mailto:information@sps.cuny.edu">information@sps.cuny.edu</a>
Help Desk	212.652.2888	<a href="mailto:helpdesk@sps.cuny.edu">helpdesk@sps.cuny.edu</a>
Library	646.312.1627	<a href="http://newman.baruch.cuny.edu/services/sps.html">http://newman.baruch.cuny.edu/services/sps.html</a>
Online Tutoring	212.652.2869	<a href="mailto:information@sps.cuny.edu">information@sps.cuny.edu</a>
Registrar	212.652.2869	<a href="mailto:jennifer.lee@mail.cuny.edu">jennifer.lee@mail.cuny.edu</a>
Student Services	212.817.7142	<a href="mailto:zlobely@gc.cuny.edu">zlobely@gc.cuny.edu</a>

The full directory can be accessed at <http://sps.cuny.edu/programs/spscourses/whoware/staff.html>.

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## THE SCHOOL OF PROFESSIONAL STUDIES

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### At a Glance

In 2003, the Board of Trustees of the City University of New York created the CUNY School of Professional Studies (SPS) with the purpose of meeting the educational needs of working adults, organizations, and employers.

Since then, SPS has developed into a well established school serving New York City's dynamic marketplace through the provision of timely, innovative and academically rigorous programs of study designed to address new or unmet needs. Home to CUNY's first fully online degrees and groundbreaking Master's degree programs, SPS has found new ways of fulfilling CUNY's mission of access, reaching students with new modes of instruction, new courses and curricula, new kinds of learning tailored for diverse requirements and constituencies.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as [industry and education partners](#), the School's undergraduate and graduate degree programs, advanced and undergraduate certificate programs, and professional development courses provide opportunities for personal growth, job mobility, greater participation in social institutions, and new ways to meet the constant need to upgrade knowledge.

The School is home to the Joseph S. Murphy Institute for Worker Education and Labor Studies and the Off-Campus College.

The [Joseph S. Murphy Institute for Worker Education and Labor Studies](#) offers educational opportunities to union members to meet their career advancement and personal growth needs. It also serves as an academic resource on issues of concern to the labor movement and publishes [New Labor Forum](#), a national journal of analysis and debate.

The [Off-Campus College](#) offers working students access to a college education by providing workplace related, credit-bearing courses and certificates.

As SPS continues to grow it commits itself to aligning the education it offers with the current needs of its students, always intent on making that education timely, relevant and powerfully useful.

For more information, please visit the SPS website ([www.sps.cuny.edu](http://www.sps.cuny.edu)) or contact SPS by phone at 212. 652.CUNY (212.652.2869) or by e-mail at [information@sps.cuny.edu](mailto:information@sps.cuny.edu).

### Mission Statement

Drawing its sense of purpose from its receptiveness to new challenges, the School of Professional Studies (SPS) of The City University of New York (CUNY) also draws great strength and pride from its vanguard role in the world's largest public urban university, serving and reflecting New York's diverse needs and constituencies. SPS is committed to CUNY's core mission of access with excellence, with programs and services that add new dimensions to this mission. Dedicated to being responsive and innovative - responsive to emerging needs, innovative in addressing them - SPS gives students high-quality instruction and extraordinary academic support in programs offered online, in traditional classroom settings, and in the workplace. The School's undergraduate and graduate degree programs, advanced and undergraduate certificates, and professional development courses provide opportunities for personal growth, job mobility, greater participation in social institutions, and new ways to meet the constant need to upgrade knowledge.

### Accreditation

The School of Professional Studies is part of the University Center of CUNY's Graduate School and University Center. Its programs are registered by the New York State Department of Education: Office of Higher Education and Professions, Cultural Education Center, Room 5B28 Albany New York 12230; Telephone 518.474.5851; <http://www.nysed.gov/heds/IRPSL1.html>. The Graduate School and University Center has been accredited by the Commission on Higher Education of the Middle States Associations of Colleges and Schools since 1961, last reaffirmed in 2010. See <http://sps.cuny.edu/pdfs/accreditation.pdf>.

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## GENERAL INFORMATION

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### Admission

This section addresses admission requirements relating to academic qualification, the admission process, and New York State health law. It also explains additional admission requirements for international applicants and provides important information on admission status.

Information about admission and registration is available online at <http://sps.cuny.edu/admissions/index.html> , upon request to the Office of Admissions and Student Services at 212.652.CUNY (2869), by e-mail to [information@sps.cuny.edu](mailto:information@sps.cuny.edu) or by mailing a query to the School of Professional Studies, 101 West 31st Street, Suite 905, New York, NY 10001, Attn: Enrollment Services.

Offerings include the online baccalaureate programs, graduate degree programs, graduate and undergraduate certificate programs, and undergraduate and post-baccalaureate credit courses. Acceptance into each program is determined by the School of Professional Studies and, in the case of certain collaborations, by the collaborating partner.

#### Prohibition on the Submission of Fraudulent Documents

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, obtained under false pretenses, or otherwise deceptive is prohibited and is punishable by a five year bar on applying for admission or five year suspension from CUNY. A second violation is punishable by a lifetime ban on applying for admission or expulsion from CUNY.

### Academic Qualifications and Application

#### *Online Baccalaureate*

The CUNY Online Baccalaureate is designed for degree completers who have had to interrupt their education for a variety of reasons and now are ready to resume their studies. It enables students who have already earned at least 30 academic credits from any accredited college or university to complete their degree online. It allows students a flexible way to gain a high quality bachelor's degree (either the BA or BS degree) while balancing personal, career and family obligations. Students may study on a full- or part-time basis.

Candidates for admission to baccalaureate degree programs in the School of Professional Studies must have earned at least 30 transferable credits from an accredited college or university and, maintained an overall minimum GPA of 2.5.

You will also need to submit a [Supplemental Application Form](#).

#### Applicants must submit the following:

- The Online Baccalaureate application, available at [www.sps.cuny.edu](http://www.sps.cuny.edu).
- Non-refundable application fee of \$70
- Official transcripts sent from all colleges and universities attended. Official records are those which are received at the School of Professional Studies in sealed envelopes directly from the issuing college, university or institution. Transcripts must carry the official school seal. Students who are permitted to pick up and deliver these documents to the School of Professional Studies should not open the envelope.
- Supplemental Application Form. This form contains questions intended to identify your online learning readiness. In addition, there is a personal essay question that will help us understand your educational goals.

#### Transcripts should be sent to:

The City University of New York  
University Applications Processing Center (UAPC)  
PO Box 359023  
Brooklyn, NY 11235-9023

Once submitted, admission materials become the property of The City University of New York and are not returnable to the applicant. Applications can only be processed when files are complete. Admission decisions are made on a rolling basis.

### **Deferrals**

Applicants who are admitted and are unable to start their studies may defer their enrollment for two semesters. Thereafter, the applicant must reapply for admission. Transfer credit for coursework completed during the deferral period is ordinarily not granted.

### **International Students and Students with Foreign Credentials**

Candidates who have completed their previous education in another country must submit official transcripts of their studies, accompanied by certified translations if they are not in English. If English is not the candidate's first language, he or she must demonstrate sufficient proficiency in English to undertake rigorous academic study. Success on a TOEFL exam with a score of 550 (paper exam) or 80 (online exam) or an SAT exam with a score of 480 is usually acceptable.

### **Transfer Credit Policy**

All Online Baccalaureate candidates are eligible to receive in transfer up to 90 academic credits from previous educational institutions. Students must successfully complete at least 30 academic credits in the School of Professional Studies while matriculated for the degree.

During the transfer evaluation process, courses taken at other institutions will be used to fulfill requirements, where possible. The credit value of transferred courses will be assigned to match the credit value of the equivalent Online Baccalaureate course. Official transfer credit evaluations can only be made when the academic file is complete and the School of Professional Studies has received final and official transcripts from all institutions attended. Students can expect to receive the official transfer credit evaluation during the first term of enrollment. Transfer credits do not compute into the Online Baccalaureate grade point average.

### **Skills Assessment Test**

All students admitted to degree candidacy in The City University of New York must satisfy the reading, writing and mathematics basic skills requirements.

Proficiency may be demonstrated in reading and writing by meeting any of the following criteria:

- SAT Critical Reading score of 480 or higher
- ACT English score of 20 or higher
- N.Y. State English Regents score of 75 or higher

Proficiency may be demonstrated in mathematics by meeting any of the following criteria:

- SAT Math score of 510
- ACT Math score of 21 or higher
- N.Y. State Regents score of 75 or higher in one of the following:
  - Math A
  - Math B
  - Sequential II, or
  - Sequential III

Students who do not meet one or more of the CUNY Basic Skills requirements will be required to take the Skills Assessment Test in the appropriate area. Those who fail initially to meet these minimum standards may be offered appropriate supplemental instruction to assist them in achieving the required level of skills. Students who fail to achieve the minimum standards by the end of the program will be referred to a community college for courses that will enable them to meet the standards.

Note that in some cases, an applicant may be required to take the CUNY Assessment Test in English or Mathematics for course placement, even if he/she meets one of the criteria listed above.

## ***Graduate Degree Programs***

Candidates for admission to post-baccalaureate degree programs in the School of Professional Studies must have earned a bachelor's degree with a 3.0 GPA from an accredited undergraduate institution. Official transcripts must be sent from all colleges and universities attended. Official records are those which are received at the School of Professional Studies in sealed envelopes directly from the issuing college, university or institution. Transcripts must carry the official school seal. Students who are permitted to pick up and deliver these documents to the School of Professional Studies should not open the envelope.

### **International Students and Students with Foreign Credentials**

Candidates who have completed their previous education in another country must submit official transcripts of their studies, accompanied by certified translations if they are not in English. If English is not the candidate's first language, he or she must demonstrate sufficient proficiency in English to undertake rigorous academic study. Success on a TOEFL exam with a score of 577 (paper exam), 233 (computer based test – CBT), 90 (internet based test – IBT) is usually acceptable.

Other admission criteria determined by the individual programs. Transfer Credit will be determined by the Program faculty at the time of admission. Only courses in which a grade of B or better has been earned can be considered.

For admissions criteria for specific programs, and to access the application, visit [www.sps.cuny.edu](http://www.sps.cuny.edu).

## ***Undergraduate Certificate Programs***

Candidates for admission to certificate programs in the School of Professional Studies must have earned a high school diploma or General Educational Development (GED) diploma.

Information and instructions for applications to certificate programs can be found at <http://sps.cuny.edu/admissions/CertificatePrograms.html>.

Official High School transcripts, secondary school records or GED test results must be submitted to complete the application.

Materials must be mailed to:

CUNY School of Professional Studies  
Office of Enrollment Services and Registrar  
101 West 31st Street, Suite 905  
New York, NY 10001

Information specific to individual courses is available upon request to the School of Professional Studies Student Services and is distributed on the first day of the course. Typically this information includes:

- The course schedule and term calendar
- For certificate programs, an overview including a course listing and course sequencing
- Course academic information, including the course description, instructional materials, student guidelines, student competencies, and course outline
- Grading policy and the elements considered in evaluation of student academic progress.

In some cases, courses are available for credit or non-credit. While most students make their plans and elect the credit or non-credit option prior to registration, students may change this option through the first week of classes. At the end of the first week of classes, a student may not switch between these two options.

## ***Graduate Certificate Programs***

Candidates for admission to advanced certificate programs in the School of Professional Studies must have earned a bachelor's degree with a 3.0 GPA from an accredited undergraduate institution. Official transcripts must be sent from all colleges and universities attended. Official records are those which are received at the School of Professional Studies in sealed envelopes directly from the issuing college, university or institution. Transcripts must carry the official school seal. Students who are permitted to pick up and deliver these documents to the School of Professional Studies should not open the envelope.

Materials must be mailed to:

CUNY School of Professional Studies  
Office of Enrollment Services and Registrar  
101 West 31st Street, Suite 905  
New York, NY 10001

Information and instructions for applications to advanced certificate programs can be found at <http://sps.cuny.edu/admissions/CertificatePrograms.html>.

Information specific to individual courses is available upon request to the School of Professional Studies Student Services and is distributed at the first day of the course. Typically this information includes:

- The course schedule and term calendar.
- For certificate programs, an overview including a course listing and course sequencing.
- Course academic information, including the course description, instructional materials, student guidelines, student competencies, and course outline.
- Grading policy and the elements considered in evaluation of student academic progress.

In some cases, courses are available for credit or non-credit. While most students make their plans and elect the credit or non-credit option prior to registration, students may change this option through the first week of classes. At the end of the first week of classes, a student may not switch between these two options.

### ***CUNY Students Seeking to Enroll in a School of Professional Studies Course***

Students currently matriculated at another CUNY college may register for a School of Professional Studies course that is available through the ePermit system; they must have the approval of their home college advisor and registrar. Undergraduate students wishing to register for graduate level courses must get approval from their home college advisor and registrar.

Through the CUNY ePermit system, a request to take a course at a CUNY campus other than the student's home campus is processed online. To access ePermit, the student goes to the CUNY homepage ([www.cuny.edu](http://www.cuny.edu)) and clicks the "Log In" button on the left. Once on the University Home Page, the student registers for a Portal ID and Password by clicking on "Register" and following the directions. Once registered and logged in, the student will find his/her own "My Page," which has a link to the ePermit system prominently displayed. Detailed instructions for filing a permit are available on the ePermit site. The CUNY student receives updates on the status of the request via email and will be notified via email of approval from the home campus and by the School of Professional Studies. The ePermit registration process is complete only when the applicant for a School of Professional Studies course pays the tuition charge at the home campus bursar.

For information on the CUNY Portal students may call the Portal Helpdesk: 212.541.0981 or 212.541.0982, Mondays through Fridays, 8:00am – 6:00pm.

SPS students, faculty and staff may also contact the SPS Help Desk at 212.652.2888 Mondays through Fridays, 10 a.m. - 6 p.m., or anytime at: [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu).

Information on the Portal can also be found on line at: <http://portal.cuny.edu/cms/id/cuny/documents/informationpage/002578.htm>.

### **International Students**

Before applying an international applicant who wishes to study under an F-1 visa should contact the international student advisor Tom Jennings, Executive Director of Enrollment Services and Senior Registrar, who serves as the international student advisor, at 212.652.2894 or [thomas.jennings@mail.cuny.edu](mailto:thomas.jennings@mail.cuny.edu).

Applicants who will apply for nonimmigrant F-1 or J-1 visas for entry into the United States and applicants already in the United States in F-1 or J-1 student status must complete the International Student Application located at [http://sps.cuny.edu/forms/International\\_Student\\_Application\\_Supplement.pdf](http://sps.cuny.edu/forms/International_Student_Application_Supplement.pdf).

If English is not the applicant's first language, he or she must demonstrate sufficient proficiency in English to undertake rigorous academic study. Success on a TOEFL exam is usually acceptable if the student has not been enrolled previously in a CUNY college.

Applicants who have completed their previous education in another country must submit official transcripts of their studies, accompanied by certified translations if they are not in English.

## Immunizations

In accordance with New York State Public Health Law 2165, students enrolled for at least six (6) semester hours or the equivalent per semester and who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella in order to register, attend classes, or use University facilities. Requirements are as follows:

- Two dates for two doses of live measles vaccine (the 1st dose must have been administered on or after the first birthday, the second dose at 28 days later and after 15 months of age), or a blood test showing immunity
- One dose of live mumps vaccine administered on or after the first birthday, or a blood test showing immunity. One dose of live rubella vaccine administered on or after the first birthday or a blood test showing immunity.

In addition, New York State Public Health Law 2167 requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, return a Meningococcal Meningitis Vaccination Response Form before they register.

Students must complete and mail the following forms to the address below (available at [http://www.sps.cuny.edu/student\\_resources/forms.html](http://www.sps.cuny.edu/student_resources/forms.html)).

- **Student Immunization Record Form** (*This form must be signed and stamped by a practitioner/medical doctor.*)
- **Meningococcal Meningitis Response Form**

CUNY School of Professional Studies  
101 West 31<sup>st</sup> Street, Suite 905  
New York, New York 10001  
Attn: Admissions and Student Services

Failure to comply with state law will result in denial of registration privileges.

**Students enrolled solely in online courses are exempt from this regulation.**

## Tuition and Related Policies

All tuition charges and fees listed herein, or in any registration materials issued by the School of Professional Studies, are subject to change by action of the Board of Trustees of The City University of New York without prior notice. In the event of any increase in tuition charges and fees, payments already made to the School of Professional Studies will be treated as partial payment, and notification will be given of the additional amount due and the time and method of payment.

CUNY degree students taking an SPS course on permit do not pay the application fee and pay tuition only to their home college.

### General Fees *(These fees are applicable to all undergraduate, graduate, degree and non-degree students)*

Application Fee <i>(one time, non-refundable fee to the School of Professional Studies)</i>	<ul style="list-style-type: none"> <li>Undergraduate Programs, Non-Credit Programs and Graduate Non-Degree Programs - \$70</li> <li>Graduate Degree Programs – varies by program</li> </ul>
SPS Non-Credit Courses Registration Fee Per Term	\$25
CUNY Consolidated Fee Per Term	\$15
CUNY Technology Fee Per Term	Full-time Students (12 or more credits) - \$100 Part-time Students - \$50
Transcript fee per copy	\$7
SPS ID Replacement	\$5
Diploma Replacement (original or affidavit of loss must accompany the check)	\$25
Infrastructure Fee Per Term (online degree programs only)	\$75
Late Registration Fee	\$25
Change of Course Fee	\$18

### Undergraduate Degree Students

	Full-time Students (12 or more credits)	Part-time Students
New York State Residents	\$2,565 per semester	\$215 per credit
Out-of-State Residents and Foreign Students on Temporary Visas	\$460 per credit	\$460 per credit

**Please note: Students in online degree programs pay the New York State tuition rate and do not need to establish residency.**

### Undergraduate Credit, Non-Degree Students

	Per Credit or Equivalent
New York State Residents	\$320
Out-of-State Residents and Foreign Students on Temporary Visas	\$680

### Credits in Excess of 18

Undergraduate students who register for credits in excess of 18 are subject to a fee.

1 or 2 excess credits	\$100
3 or 4 excess credits	\$230
5 or 6 excess credits	\$460
More than 6 credits	\$690

### Graduate Degree Students

	Full-time Students (12 or more credits)	Part-time Students
New York State Residents	\$4,105 per semester	\$345 per credit
Out-of-State Residents and Foreign Students on Temporary Visas	\$640 per credit	\$640 per credit
Maintenance of Matriculation (Resident)	\$170	
Maintenance of Matriculation (Non-resident)	\$280	

## Graduate Credit, Non-Degree Students

	Per Credit or Equivalent
New York State Residents	\$345
Out-of-State Residents and Foreign Students on Temporary Visas	\$640

Please note: Students in online degree programs pay the New York State tuition rate and do not need to establish residency.

## Non-Credit Tuition and Fee Schedule

Please visit <http://sps.cuny.edu> for information on specific non-credit course fees.

All tuition is due on or before the first day of the semester. If financial aid is applied for in a timely manner and is approved, students may pay only the portion of tuition which is not covered by financial aid. A student may incur additional costs for textbooks, books, manuals, supplies, and equipment that are corollary to instruction and necessary for the student. Those costs, apart from tuition and fees vary by course and instructor.

The School of Professional Studies has arranged for students to have access to two payment plans. More information about these payment plans is available at [http://sps.cuny.edu/admissions/payment\\_methods.htm](http://sps.cuny.edu/admissions/payment_methods.htm). Failure to pay tuition and fees by the due date may cause the student to be deregistered for the semester.

## New York State Residency

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if the student has his or her principal place of abode in the State of New York for a period of at least twelve months immediately preceding the first day of classes for the semester with respect to which the residency determination is made; state an intention to live permanently and maintain a principal place of abode in New York State; and, generally, is not in the United States on any temporary visa. Residence in a dormitory, hotel, or other temporary housing facility does not in itself establish New York State residency.

A CUNY Residency Form and appropriate documentation must be provided for students to be eligible for New York State resident tuition rates. The CUNY Residency Form can be found at [http://sps.cuny.edu/forms/Residency\\_Form.pdf](http://sps.cuny.edu/forms/Residency_Form.pdf).

## Financial Obligations

Students who have not met all of their financial obligations to the School or to the University will not be issued a transcript, certificate, diploma or grade until they have made all outstanding payments. Students who are delinquent and/or in default in any of their financial accounts with the university or an appropriate state or federal agency for which the university acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, The William D. Ford Federal Direct loan program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript, of academic record, certificate or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation. Students also will not be allowed to register for a new semester unless they have satisfied all previous financial obligations.

## Remission of Tuition and Fees

Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. Fees and other non-tuition charges cannot be refunded. Refunds of tuition must be based upon a timely written official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by university policy. A student not entitled to a refund – even if withdrawn from classes – is fully liable for any unpaid tuition and fees.

A student is entitled to a full refund of tuition and noninstructional fees (where applicable) in the event that courses are cancelled or a student's registration is cancelled by the School of Professional Studies.

In the event of a student's withdrawal, a proportionate refund of tuition may be granted if valid reasons for withdrawal are presented. Written notification of a student's official withdrawal should be delivered by mail, email or in person to:

CUNY School of Professional Studies  
Registrar  
101 West 31<sup>st</sup> Street, Suite 905  
New York, New York 10001  
Email: [jennifer.lee@mail.cuny.edu](mailto:jennifer.lee@mail.cuny.edu)

Upon approval of a written application, proportionate refund of tuition may be made as outlined below. For mailed requests, the postmark date determines qualification for the refund. Refund will be made in the form of the initial payment. Students enrolled under special program initiatives may have adjusted refund dates. No fees are refunded due to withdrawal.

*Withdrawal from course:*

- before the official starting day of classes for the semester – 100%
- within one week of the official starting day of classes for the semester – 75%
- within two weeks of the official starting day of classes for the semester – 50%
- within three weeks of the official starting day of classes for the semester – 25%
- subsequent to the third week of the official starting day of classes for the semester – none

This schedule is not applicable to withdrawals due to the military, Peace Corps, or leaves for other national service, and is subject to change by action of the Board of Trustees of The City University of New York.

For online Seminars on Science courses offered in collaboration with the American Museum of Natural History this policy relates to the tuition and fees of the School of Professional Studies only.

For CUNY degree-seeking students, refunds will be given based upon the following schedule:

- If the Course is dropped between registration and the official start date for the Course, the refund will be 100%.
- If the Course is dropped during the first week of the class, the refund will be 50%.
- If the Course is dropped after the first week of the class, there will be no refund.

Note: The Museum reserves the right to enforce its refund policy for fees paid directly to the Museum.

For courses that meet for less than 7 weeks the refund policy will be published with the class schedule. For specific withdrawal dates for a course offering, see the Academic Calendar or the School of Professional Studies website: [www.sps.cuny.edu](http://www.sps.cuny.edu)

# Financing Your Education

## Financial Aid for Undergraduate Degree Programs

The Financial Aid Office administers federal and state funds, as well as those provided by special programs and the School itself, to ensure that you will have an opportunity to pursue higher education at the School of Professional Studies. The office will work with you to combine scholarships, grants, and loans to help meet the difference between the cost of college and the contributions you and your family are able to make.

Most award amounts are based on need, and you will have to maintain good academic standing.

There are many options to choose from when considering both government and private sources of aid.

The basic types of financial aid are:

- Grants – which do not have to be repaid
- Scholarships – which are usually based on academic merit and also do not require repayment
- Loans – which do need to be repaid

To receive both Federal and State financial aid as a CUNY student, you must complete two forms: the Free Application for Federal Student Aid (FAFSA) and, if you or your parents are New York State residents, and you are a full time student (12 credits or more), the New York State Tuition Assistance Program (TAP) application.

Both forms can be completed online. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions while completing the FAFSA form you may contact the FAFSA help line at 800.433.3243. You will be directed to the TAP application after completing the online FAFSA. For additional TAP information visit [www.hesc.com](http://www.hesc.com).

We urge you to apply for financial aid for each upcoming academic year before the deadline of April 15.

When completing the FAFSA, the Title IV Code is **004765**.

The school code for TAP is **1420**.

Regulations of both the Higher Education Services Corporation state (TAP/APTS) and federal programs require regular class participation. Financial aid regulations also require that students make satisfactory progress toward a degree. Students should be aware that all financial assistance awards are subject to student compliance with federal, state and/or college regulations concerning satisfactory academic progress and standing. Students dropping courses should refer to the financial aid guidelines for eligibility. Students on probation who make satisfactory progress will continue to be eligible for financial aid. All federal undergraduate financial aid is limited to 150 percent of the credits required for the bachelor's degree. Minimum standards of satisfactory progress for financial aid are indicated below.

### To receive each TAP payment:

- Credits counted must meet degree requirements as described in the Bulletin;
- You must have completed a specific number of credits in the previous semester;
- You must have accumulated a specific number of credits towards your degree;
- You must maintain a specific minimum GPA (grade point average);
- You must have declared a major by the time you complete 60 credits. (If you are repeating a course in order to earn the "C" required for your major, your major must be noted in your academic records even if you have not yet completed 61 credits.)

## Continuing students

To receive payment number:	1	2	3	4	5	6	7	8	9	10
You must have completed at least this many credits in the previous payment semester:	0	6	6	9	9	12	12	12	12	12
You must have accumulated this many credits toward your degree:	0	0	6	18	31	45	60	75	90	105
You must have a GPA of:	0	0	1.0	1.2	2.0	2.0	2.0	2.0	2.0	2.0

### Repeated Courses

Repeated courses in which you have already received a passing grade cannot be included in meeting the TAP full-time study requirement. Repeated courses may be counted toward the full-time study requirement if:

1. You repeat a course that you have previously failed;
2. You repeat a course for additional credit;
3. You have received a passing grade this is unacceptable in a particular curriculum.

### TAP Waivers

You may be granted a waiver of the TAP academic requirements once, as an undergraduate student and once, as a graduate student, with the strong expectation that you will meet all requirements in the future. Contact the Financial Aid Office for more information about the procedure for applying for a waiver.

### Payment Plan Option

You may also pay for your course(s) over a period of time by enrolling with TuitionPay. To learn more visit the Payment Methods section of our website at [http://sps.cuny.edu/admissions/payment\\_methods.html](http://sps.cuny.edu/admissions/payment_methods.html).

Additional information about financial aid can be found at CUNY's website, <http://www1.cuny.edu/admissions/index.html>, or in the *CUNY Paying for College: A Solutions Handbook*, which can be mailed to you upon request.

If you have questions relating to financial aid, please contact Felix Huertas at 212.652.2895 or [felix.huertas@mail.cuny.edu](mailto:felix.huertas@mail.cuny.edu).

## Financial Aid for Graduate Degree Programs

To receive both Federal and State financial aid as a CUNY student, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If you have questions while completing the FAFSA form you may contact the FAFSA help line at 800.433.3243.

We urge you to apply for financial aid for each upcoming academic year before the deadline of April 15.

When completing the FAFSA, the Title IV Code is **004765**.

### Payment Plan Options

You may also pay for your course(s) over a period of time by enrolling with TuitionPay. To learn more visit the Payment Methods section of our website at [http://sps.cuny.edu/admissions/payment\\_methods.html](http://sps.cuny.edu/admissions/payment_methods.html).

Additional information about financial aid can be found at CUNY's website, <http://www1.cuny.edu/admissions/index.html>, or in the *CUNY Paying for College: A Solutions Handbook*, which can be mailed to you upon request.

If you have questions relating to financial aid, please contact Felix Huertas at 212.652.2895 or [felix.huertas@mail.cuny.edu](mailto:felix.huertas@mail.cuny.edu).

## Financial Aid for Certificate/Non-degree Programs

When planning to attend a continuing studies course or program, an important consideration is the cost, which may include tuition, fees, books, supplies, travel and living expenses. At the School of Professional Studies, we offer various financial assistance options to help students afford tuition, such as scholarship opportunities, voucher programs, and alternative student loans for select academic programs.

### Outside Scholarships

In some circumstances, the School of Professional Studies may accept scholarships, grants, or vouchers from outside or independent organizations as a form of tuition payment.

### Vocational Services for Individuals with Disabilities (VESID)

CUNY and VESID have partnered to create The CUNY LEADS Project (Linking Employment, Academics & Disability Services). Eligibility into this new program may be able to provide you with: tuition assistance; free textbooks; career counseling; resume assistance; interview preparation; and job placement assistance. If you are an individual with a disability you may be eligible for this new program. You may be eligible for this program regardless of any current or previous involvement with VESID.

### Department of Veterans Affairs

The VA offers Educational Assistance program provides vouchers for education and training opportunities to eligible veterans. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. For more information, please visit: [www.va.gov](http://www.va.gov).

### Voucher Opportunities

- New York State Educational Incentive Program (<http://www.tsg.suny.edu/>): The educational Incentive Program (EIP) is a scholarship funded by the New York State Office of Children and Family Services. Its purpose is to assist child care providers in paying for the professional development training and education they need to provide quality care to children.
- New York State & CSEA Partnership for Education and Training (NYSSCEA) (<http://www.nyscseapartnership.org/website/Tuition2008/purpose08.html>): NYSSCEA Tuition Benefits Program provides educational benefits to CSEA-represented New York State employees, enabling them to achieve greater career mobility and promotional opportunities, improve job skills, and to prepare for future state workforce needs through three components:

### Employer and Union Vouchers

Many employers and most unions have funds available to support worker education and skills upgrades. Talk with your employer or union representative. We can provide course registration documentation for you.

### Student Loans

Students in certificate/non-degree programs may be eligible for alternative student loans. These loans are arranged between the student and a lender of his/her choosing and are not federally subsidized. These loans are similar to other consumer loans in that the lender will base eligibility on credit history and monthly debt to income ratio.

Once you select a lender, you must complete a Master Promissory Note then contact the Financial Aid Office at 212.652.2895 for further instructions.

The choice of a lender is ultimately your decision. Here are some things to consider as you seek possible lenders for alternative loans:

- Interest rate of the loan
- Repayment schedule and monthly amounts
- Length of repayment period
- Total amount you will repay over the life of the loan
- Penalties for missing monthly payments
- Options for loan consolidation

Organizations that provide alternative educational loans can be reached by visiting their websites. The following is a list of lenders to get you started:

- Sallie Mae: [www.salliemae.com](http://www.salliemae.com)
- Alternative Student Loan: [www.alternativestudentloan.com](http://www.alternativestudentloan.com)
- JP Morgan/Chase Bank: [www.chase.com](http://www.chase.com)
- Citibank: [www.citibank.com](http://www.citibank.com)
- Citizens Bank: [www.citizensbank.com](http://www.citizensbank.com)
- College Board Loans Information: [www.loans.collegeboard.com](http://www.loans.collegeboard.com)
- GMAC Bank: [www.gmacbank.com](http://www.gmacbank.com)
- Key Bank: [www.key.com](http://www.key.com)

*Please know that the School of Professional Studies neither endorses nor recommends any lender.*

### Payment Plan Option

You may also pay for your course(s) over a period of time by enrolling with TuitionPay. To learn more visit the Payment Methods section of our website at [http://sps.cuny.edu/admissions/payment\\_methods.html](http://sps.cuny.edu/admissions/payment_methods.html).

Additional information about financial aid can be found at CUNY's website, <http://www1.cuny.edu/admissions/index.html>, or in the *CUNY Paying for College: A Solutions Handbook*, which can be mailed to you upon request.

If you have questions relating to financial aid, please contact the Financial Aid Office at 212.652.2895 or [financialaid@sps.cuny.edu](mailto:financialaid@sps.cuny.edu).

## Academic Regulations and Procedures

### Registration

Once a student is admitted into a program he/she will be notified about registration information for his/her course or program.

### Attendance

Students are expected to attend all classes or participate in distance learning experiences as required. A course or program's specific requirement might exist and will be published as part of the course syllabus or program description. For students taking courses for non-credit, attendance requirements are the same, but there are no grades or academic records produced.

### Withdrawal

Students who wish to withdraw from a course or from their program should consult the faculty or staff of their specific program. Once a decision has been made to withdraw from a course or program, the student must complete and submit the Withdrawal form found at <http://sps.cuny.edu/admissions/withdrawals.html>.

### Leave of Absence

Students who need to take a leave of absence may do so by sending a letter to: Executive Director of Enrollment and Senior Registrar, School of Professional Studies, 101 West 31<sup>st</sup> Street, Suite 905, New York, NY 10001. If the request is made during the term and the student is registered, the request will be processed in accordance with the Refund Policy.

Leaves of absence are regularly approved for up to two years. If the leave is extended beyond two years, students must apply for readmission. While on leave, students may not attend other colleges or universities except with the written permission of the Executive Director of Enrollment and Senior Registrar. Credit earned while on leave will not be accepted toward the degree or certificate unless prior approval was obtained.

In order to be granted a leave of absence, a student must be in good standing. A leave of absence cannot be used to avoid the consequences of poor academic performance or to circumvent a disciplinary procedure.

## Cost of Attendance

In order to participate in any CUNY program, all tuition and fees for the semester must be paid in full. A student may incur additional costs for textbooks, books, manuals, supplies, and equipment that are corollary to instruction and necessary for the student. Those costs, apart from tuition and fees vary by course and instructor.

## Grading Policy

### Undergraduate

The undergraduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

A	4.0	B+	3.3	C+	2.3	D+	1.3
A-	3.7	B	3.0	C	2.0	D	1.0
		B-	2.7	C-	1.7	D-	.7
						F	0.0

<b>AUD</b>	Auditor, listener.
<b>INC</b>	Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of F on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the end of the following semester. When the course work is completed and the final grade received, the INC grade will be replaced; a notation will be made on the student's transcript of the date of change.
<b>W</b>	Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Executive Director of Enrollment Services and Senior Registrar at the written request of the student. It does not affect the grade point average.
<b>WA</b>	Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned.
<b>WN</b>	Never attended. Calculated as the equivalent of an "W" in the GPA.
<b>WU</b>	Unofficial Withdrawal. Student attended at least one class session. Calculated as the equivalent of "F" in the GPA.

### University Policy Concerning the Repeat Of Courses In Which A Student Has Earned A Grade Of "F" or "WU"

When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the cumulative grade point average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the grade point average calculation shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York.

### Satisfactory Academic Progress

Students are expected to make satisfactory academic progress. Generally, undergraduate programs throughout CUNY expect applicants to present an academic record with a minimum 2.0 GPA. A student is considered in good academic standing and making good academic progress when he/she has completed all coursework and exams in accordance with faculty instructions, no later than the last day of the examination period and has earned a GPA of at least 2.0. In certain circumstances, a student may find it necessary to request a grade of Incomplete (INC), in accordance with the rules above. All INC grades must be completed by the end of the following fall or spring semester or the grade will be converted to F. If the course is repeated, it will be a new registration and a second grade on the academic record.

When a student has accumulated more than one incomplete or a GPA below 2.0, he or she may be ineligible to continue in the program since satisfactory academic progress is not being made. Under certain circumstances, a student may be required to carry a reduced course load to improve the GPA or be required to postpone further registration until the INC grades are

completed. Typically, students may register for additional courses with one INC grade. Of course, all such academic reviews take into consideration individual circumstances and the potential for improvement.

In addition to academic consequences, failure to make satisfactory academic progress may have implications for the award of financial aid.

### **Academic Warning**

Academic warnings are issued whenever such a warning is deemed appropriate. Students receive only one academic warning; failure to comply with this warning may result in academic probation or suspension.

### **Academic Probation**

Academic probation is a serious warning that immediate and significant improvement is required. Students who earn F or WU grades, have a GPA below 2.0 or more than two INC grades will be reviewed and may be placed on academic probation. A finding that a student has committed plagiarism or has failed to comply with the Academic Integrity standards of the School of Professional Studies in any other way will be cause for probation. When instituting probation, specific criteria for return to good academic standing will be defined. Academic probation will be noted on a student's transcript while in effect and that notation will be removed completely upon successful return to good academic standing.

### **Academic Suspension and Exclusion**

Students with two consecutive unsatisfactory semesters are normally suspended from the School of Professional Studies for a period of one year. Students may petition to return to the program at the end of the year. Students may be suspended or excluded from the School for reasons of academic dishonesty.

### **Academic Honors and Awards**

#### *Dean's List*

#### Full Time Students

The Dean's list notation will appear on the transcript of Full Time Students (those taking 12 or more credits per term) in the term they achieve a GPA of 3.5 and above.

#### Part Time Students

The Dean's list notation will appear on the transcript of Part Time Students for each accumulation of 12 credits if they achieve a GPA of 3.5 and above.

#### *Honors for General Excellence*

Latin Honors are computed using only those courses taken in the School of Professional Studies and awarded when students have completed their baccalaureate degree with a final grade point average as follows:

Cum Laude (with praise) 3.50

Magna Cum Laude (with great praise) 3.75

Summa Cum Laude (with highest praise) 3.85

Degrees and certificates are awarded three times each academic year: February 1, June 1 and September 1.

## Graduate

The graduate grades reflect assessment by the instructor of key course components. The following grades are assigned with their corresponding point values:

<b>A</b>	4.0	<b>B+</b>	3.3	<b>C+</b>	2.3	<b>F</b>	0.0	Failure
<b>A-</b>	3.7	<b>B</b>	3.0	<b>C</b>	2.0			
		<b>B-</b>	2.7	<b>C-</b>	1.7			

<b>AUD</b>	Auditor, listener.
<b>INC</b>	Incomplete. This is a temporary grade. The outstanding work must be completed by end of the following fall or spring semester. If the work is not completed by the end of the following semester, the INC is converted to a permanent grade of F on the record. The course instructor may grant the INC at the request of the student if participation requirements have been met and the only outstanding work is a paper, project, or examination. The instructor has the right to refuse a request, and can set a time limit for completion that is shorter than the end of the following semester. When the course work is completed and the final grade received, the INC grade will be replaced; a notation will be made on the student's transcript of the date of change.
<b>W</b>	Withdrawal. A permanent grade requested by the student after the Add/Drop period, and before the deadline in the academic calendar. This grade is assigned by the Executive Director of Enrollment Services and Senior Registrar at the written request of the student. It does not affect the grade point average.
<b>WA</b>	Administrative Withdrawal. This grade, which does not affect the grade point average, is administratively assigned.
<b>WN</b>	Never attended. Calculated as the equivalent of an "W" in the GPA.
<b>WU</b>	Unofficial Withdrawal. Student attended at least one class session. Calculated as the equivalent of "F" in the GPA.

### Satisfactory Academic Progress

Students enrolled in post-baccalaureate programs are expected to make satisfactory academic progress, ideally maintaining a minimum 3.0 GPA. When a certificate student's GPA falls below 3.0, the student is subject to academic review by the Executive Director of Enrollment Services and Senior Registrar. In general, graduate programs throughout CUNY expect applicants to present an academic record with a minimum 3.0 GPA.

Degrees and certificates are awarded three times each academic year: February 1, June 1 and September 1.

### Grade Appeal Policy and Procedures

If a student believes that an error was made in the assignment of a grade, he or she should speak with the instructor of the course within 30 days following the posting of the grade. An email message or note requesting an appointment and explaining the problem will give the faculty member an opportunity to gather the appropriate course materials, papers, exams or other submissions so that the ensuing conversation can be meaningful. As a result of this conversation, a faculty member may correct an error and change the grade. If the problem is not resolved between the student and faculty member, the student may petition the School of Professional Studies Committee on Academic Appeals and Discipline, which hears student appeals on grades, determinations of satisfactory progress, plagiarism and related matters.

#### Policy

The School of Professional Studies is responsible for determining the requirements and standards of performance for courses and for qualifying examinations. The School of Professional Studies course instructors retain considerable discretion in these matters. The instructor is under obligation, however, to ensure that his/her course syllabus is consistent with the goals of the curriculum of the certificate program or course. The grading standards in a given course shall reflect levels of difficulty related to the educational objectives of the program.

Instructors have an obligation to students to make clear the basis of evaluation (e.g., reading assignments, student's written submissions, contributions to class discussions, and presentations) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

## Procedures

Academic appeals consist of issues raised by students who question the validity of their grades for coursework, grades on examinations, and/or final course grades. Most of these appeals can and should be resolved by the student's direct discussion and communication with the instructor. A student's appeal of a final grade must be formally initiated within 30 days following the posting of the grade on the student's transcript. If the 30-day deadline has lapsed, the grade becomes permanent.

The academic appeals process comprises three levels as described below. The student may terminate the appeals process after Level I (with the instructor) or after Level II if a satisfactory conclusion is reached. The Level III decision of the Academic Appeals Committee is final.

### *Level I: With the Instructor:*

The student shall meet with the instructor in an attempt to resolve the complaint. The student should email or call the instructor, explain the concerns, and ask for specific information as to why this grade was received. The student may be accompanied by a student or other member of the School of Professional Studies community in discussion with the instructor. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations. It is the instructor's responsibility to provide the student with a detailed explanation of how the grade was determined.

### *Level II: With the School of Professional Studies Director of Student Services:*

If the matter is not resolved at Level I, the student shall submit a written appeal to the School of Professional Studies Director of Student Services. The written appeal must specify the nature of the complaint and the outcome the student is seeking and it must be received within 30 days of the meeting with the instructor. The Director of Student Services will schedule a meeting with the student and the instructor in an attempt to resolve the complaint. The Director of Student Services and the instructor with whom the complaint is filed will then communicate their decision in writing to the student.

### *Level III: With the Academic Appeals Committee:*

If the matter is not resolved at Level II, the student shall submit a written appeal outlining the nature of the complaint and the outcome sought to the Dean of the School of Professional Studies (or his or her designee), within 30 days of receipt of the letter referred to in Level II. The Dean shall schedule a meeting with the student and the Academic Appeals Committee. The Academic Appeals Committee will consist of the Dean and two members of the School of Professional Studies' governing committee and one School of Professional Studies' instructor or CUNY faculty member with relevant specialization, who will hear the student's complaint. The Dean, on the basis of each individual student complaint, shall randomly determine the members of the Academic Appeals Committee; the committee will not function as a standing committee. The Dean will communicate the decision of the Academic Appeals Committee in writing to the student. In academic appeals, the decision of the Academic Appeals Committee is final.

The academic appeals process will be accomplished in a reasonable period of time not to extend beyond six months. A student's failure to comply with the aforementioned process will nullify the complaint. The timeline for the specific stages of the academic appeals process is given below.

## Timeline Governing the Appeals Process

A formal academic appeal is filed after the student has met with his/her instructor but has not resolved the complaint. Students have 30 days from the date their final grade was posted to initiate a Level II academic appeal to the School of Professional Studies Director of Student Services. A formal academic appeal is considered filed only when a dated letter or email is sent to the Director of Student Services. Students have 30 days to initiate a Level III academic appeal from the date they receive notice of the outcome of a Level II academic appeal.

Once received, the Director of Student Services has 10 days to respond to the student's formal appeal by scheduling a meeting with the student and instructor. Once the meeting has been conducted, the student will receive a decision in writing within 10 days. If the appeal has been denied, the student may move onto the next level of the appeals process (the Academic Appeals Committee) by submitting the request within 30 days of the notice of the Level II academic appeals outcome.

Submit initial appeal requests to:

Dr. Zeita-Marion Lobley, Director of Student Services  
CUNY School of Professional Studies  
365 Fifth Avenue, Room 3311  
New York, New York 10016  
[zlobley@gc.cuny.edu](mailto:zlobley@gc.cuny.edu)

When the Dean or the Dean's designee receives a written appeal requesting a hearing with the Academic Appeal Committee, the Dean has 10 days to respond to the student's formal appeal by scheduling a meeting with the Academic Appeals Committee. Students will receive a decision in writing within 10 days of the Academic Appeals Committee meeting. The decision of the Academic Appeals Committee is final.

Submit Academic Appeals Committee requests to:

Dr. Zeita-Marion Lobley, Director of Student Services  
CUNY School of Professional Studies  
365 Fifth Avenue, Room 3311  
New York, New York 10016  
[zlobley@gc.cuny.edu](mailto:zlobley@gc.cuny.edu)

## Students in the Military

*For students called up to active duty or drafted before the end of the semester:*

- *Grades.* In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
- *Refunds.* A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.

*For students who volunteer (enlist) for the military before the end of the semester:*

- *Grades.* In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session).
- *Refunds.* The amount of the refund depends upon whether the withdrawal is before the 5th week of classes. If the student withdraws before beginning of the fifth calendar week (or third calendar week for a summer session), he or she is entitled to 100% refund of tuition and all other fees except application fees. If the student withdraws thereafter, he or she is entitled to a 50% refund.

*Other provisions for military service:*

- *Resident Tuition Rates.* These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York.
- *Re-enrollment of Veterans.* Veterans who are returning students are given preferred treatment in the following ways:
  - Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program.
  - Veterans, upon their return, may register even after normal registration periods, without late fees.
  - Granting of college credit for military service and armed forces instructional courses.
  - Veterans returning too late to register may audit classes without charge.
  - *Late Admissions.* Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents.
  - *Readmission Fee.* Upon return from military service, a student will not be charged a readmission fee to register at the same college.
  - *Veterans Tuition Deferrals.* Veterans are entitled to defer the payment of tuition pending receipt of veterans' benefits.
  - *New York National Guard Tuition Waivers.* Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

## Services for Veterans

Advisement for veterans is handled through the Office of the Director of Enrollment and Student Services. Veterans are encouraged to contact Cristina Finan, Student Services Coordinator, at 212.817.7168 or [cristina.finan@mail.cuny.edu](mailto:cristina.finan@mail.cuny.edu).

The CUNY Office of Veterans Affairs is dedicated to fostering a sense of community and to developing a channel of communication among veteran and reservist students, and with faculty, staff and administration. The City University of New York welcomes and supports veterans and reservists on its campuses and recognizes the contribution that they make as citizens and students. CUNY is proud of the level of diversity and academic excellence that veterans and reservists bring to our campuses.

This website [www.cuny.edu/veterans](http://www.cuny.edu/veterans) is a virtual one-stop source of information regarding services for veterans, reservists and their dependents and survivors. It is a guide to educational benefits, entitlements, counseling and advocacy resources, which will assist veterans in pursuing their academic and civilian careers.

## Student Identification Cards

Student enrolled in certificate or degree programs will be issued a School of Professional Studies Identification Card.

New students will receive an SPS ID card in the mail. Returning students will be mailed a new semester sticker which must be affixed to their existing SPS ID card.

Please ensure that you safeguard this card as it entitles you to all rights affiliated with being a student at CUNY.

Students that have lost or misplaced their School of Professional Studies Identification Card are subject to a \$5.00 replacement fee. Payment must be made in the form of a US Postal Service Money Order payable to the School of Professional Studies. Request/payment for a new ID Card must be made in writing and mailed to:

CUNY School of Professional Studies  
101 West 31st Street, Suite 905  
New York, New York 10001  
Attn: Bursar

## Library Services

The home library for SPS is the Newman Library at Baruch College. The Newman Library provides students with an easy, quick way of accessing computer-based library materials through its internet-based resources. These include electronic research databases and an E-Reserve system where professors can post class related content.

For additional information about the services provided by the Newman Library to students of the School of Professional Studies, visit <http://newman.baruch.cuny.edu/services/sps.html>.

Students' Newman Library username and passwords are mailed to their SPS email accounts upon enrollment into the program. They will need this information to access the online library resources.

In addition to the Newman Library, students of the School of Professional Studies with a valid SPS ID have access to the 20 libraries of The City University of New York system. To enter any of the libraries, including Newman Library, students must present their SPS ID Card along with a valid picture ID.

### *Murphy Institute Programs*

In addition to the library services outlined above, students enrolled in programs at the School of Professional Studies through the Murphy Institute have access to the Joseph S. Murphy Institute Library at the Murphy Institute located at 25 West 43<sup>rd</sup> Street in Manhattan. This library of approximately 4,000 volumes is the only collection within the City University of New York specifically dedicated to scholarship in the field of labor and related social sciences. The library contains several special collections of

prominent scholars, including Philip Foner, Sumner Rosen, Nathan Spero, Adina Back, William Tabb, Art Shostak, and Evie Weiner.

Library hours are: Monday, 10 a.m.-7:00 p.m.; Tuesdays, 5:00 p.m.-8:30 p.m.; and Wednesdays, 5:00 p.m.-8:30 p.m.

## Academic Advisement Services

Academic advisement is provided by the specific program a student is enrolled in (or seeking admission to).

## Textbooks and Course Materials

The following provides information on how to purchase and/or access required textbooks or other required course materials.

### Book Store and Book Sellers

#### *SPS Virtual Bookstore*

Students may purchase books for SPS courses at the SPS Virtual Bookstore. Students may access the bookstore at <http://bookstore.mbsdirect.net/CUNY.HTM>.

#### *Alternative Vendors*

While books for SPS courses will be available for purchase through the Virtual Bookstore, students are encouraged to find books at a vendor that is most convenient for them. To help with their search students may refer to CUNY's "How to Save Money on Textbooks" brochure available at <http://portal.cuny.edu/cms/id/cuny/documents/informationpage/030788.htm>.

#### *Barnes & Noble*

Some instructors may make books for their course available at Barnes and Nobel Barnes at 18th Street Bookstore in Manhattan.

**Barnes & Noble at 18th Street Bookstore**  
105 Fifth Avenue  
6 East 18th Street  
New York, NY 10003

### Coursepacks

Some instructors may compile copyrighted materials from various sources (journals, textbooks, books, etc.) to create a coursepack instead of or in addition to a textbook. Instructors will make coursepacks available for purchase either through SPS Virtual Bookstore or at Barnes and Nobel at 18<sup>th</sup> Street Bookstore.

### E-Library, E-Books, E-Collections

Instructors may require readings that are available through the Newman Library's vast e-books and e-texts collection. To search for electronic materials accessible through the Newman Library visit [http://newman.baruch.cuny.edu/search/databases\\_ie7.php](http://newman.baruch.cuny.edu/search/databases_ie7.php).

### Course Reserves

Some instructors may make books and/or other course materials available through the electronic course reserve system at the Newman Library. For more information about accessing course reserve materials visit <http://newman.baruch.cuny.edu/services/sps.html>.

## Tutoring

The School of Professional Studies has joined a consortium of colleges and universities to provide comprehensive and easily accessible online tutoring for students. Tutoring is available in all subjects. For more information, see the School of Professional Studies website, ask your instructor or contact your academic advisor.

### *Murphy Institute Programs*

Writing support is provided through the Murphy Institute through the JSMI Writing Resource Center staffed by skills-development specialists and volunteer tutors. In addition, college preparatory classes are provided by the Murphy Institute at no cost to students.

## Help Desk Support Services

The School of Professional Studies Help Desk is available to answer your technical questions. The Help Desk can be accessed via telephone (212.652.2888) or email at [helpdesk@sps.cuny.edu](mailto:helpdesk@sps.cuny.edu). When you call, please be prepared to identify your problem, provide information about your computer's Operating System (OS), Platform, Internet Connection, and the version of the program with which you are experiencing problems.

## Graduation

### Graduation Requirements

Graduation requirements for each program are located in the program sections of this bulletin. Students may also consult with their academic advisor.

Note: Students should contact their department for guidance on final project submissions.

### Application for Graduation Filing Procedures

1. Go to the following webpage: [http://sps.cuny.edu/student\\_resources/apply4grad.html](http://sps.cuny.edu/student_resources/apply4grad.html).
2. Select the application for your program from the list located on the bottom of the webpage.
3. Complete the application, including your full legal name; this is the name that will appear on your diploma. If a change of name is desired please file a *Change of Name* form in the Office of Student Services (this includes abbreviating middle names, for example: Sue Ann Smith to Sue A. Smith).
4. **Print then return the completed application to the Office of Student Services by the appropriate deadline noted above.** The address is on the form. You will be notified students by mail if there are any problems with the degree application.
5. **Any applications not filled out properly will be returned to the student.** The returned application will not be accepted until filled out properly.

Filing Deadlines *	Date of Award
July 1	September
November 1	February
March 1	June

\* Exact dates for degree/certificate awards may be found in the Academic Calendar for the appropriate Academic Year. If a filing date falls on a weekend, applications and forms are due the following business day without penalty.

**Late Applications:** Applications and renewals will be accepted with a \$25 late fee for two weeks following the degree application filing deadline.

**Graduation applications will be processed and audited after the filing date.** This is a lengthy process as each application is audited individually. Students will be contacted via email and regular mail if there are any problems. Letters verifying the degree/certificate award will be mailed on the conferral date to those who have completed all requirements. February and September diplomas may be picked up on the day of conferral after 1 p.m. in the Office of Student Services. For June, they will be distributed at Commencement (only if all degree/certificate requirements have been met; and all financial obligations have been satisfied). Diplomas/certificates will be mailed only upon receipt of the address label enclosed within the award letter or

upon a written request by the degree recipient.

### **Commencement Ceremony**

The School of Professional Studies holds one commencement ceremony each year in June. All students who have applied for or earned a degree or certificate for that academic year will receive commencement information in mid-March. Please make sure your address is updated with our office to receive this important information.

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## STUDENT RIGHTS AND COLLEGE RULES

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All general CUNY policies apply to the School of Professional Studies, including such issues as nondiscrimination, sexual harassment, and freedom of information. All of these policies and many more are available on the University website [www.cuny.edu](http://www.cuny.edu).

### Statement of Nondiscrimination, Equal Opportunity, and Affirmative Action Regulations

The School of Professional Studies, as part of the Graduate School and University Center, is an equal opportunity and affirmative action institution and, as a constituent unit of the City University of New York, adheres to the policy of the University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, prior record of arrest or conviction, alienage, citizenship, military or veteran status, or status as a victim of domestic abuse, sex offenses, or stalking.

Sexual harassment, a form of sex discrimination, is prohibited under the Graduate Center/CUNY Policy Against Sexual Harassment.

The City University of New York, as a public university system and the Graduate School and University Center as a constituent part, adhere to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, the Civil Rights Law of 1866, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Section 402 of the Student Rights/Student Services.

Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, the New York State Human Rights Law, the New York State Civil Rights Law, and the New York City Human Rights Law. The 'protected classes,' as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan native and Women), were expanded on December 9, 1976, by the Chancellor of the City University of New York to include Italian-Americans.

Should any federal, state, or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this policy, this policy shall be read to prohibit discrimination based on those grounds or characteristics, as well. Retaliation against any member of the Graduate Center or University community who has made a complaint of discrimination is prohibited.

Affirmative Action Officer: Ms. Edith Rivera, Room 7301; 212.817.7405

504/ADA Coordinator: Vice President for Student Affairs Matthew Schoengood, Room 7301; 212.817.7400

Title IX Coordinator: Vice President Matthew Schoengood, Room 7301; 212.817.7400

Sexual Harassment Coordinator: Professor Michelle Fine, Room 6304.17; 212.817.8710

Ombuds Officer: Professor Rolf Meyersohn, Room 7313; call for appointments at 212.817.7191. The Ombuds Officer offers complete confidentiality to all students, staff and faculty.

Assistant Vice President for Faculty and Staff Relations: Yosette Jones-Johnson, Room 8403; 212.817.7700.

Actions that involve discrimination or bias of any sort will be subject to disciplinary sanctions in accordance with the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, a copy of which will be found at the end of this bulletin. Students who believe they have been discriminated against in violation of this policy should bring their complaints to the Vice President for Student Affairs for investigation.

## Student Rights Regarding Access to Education Records

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6," below, on your right to prevent the disclosure of directory information. The FERPA rights of students are as follows:

- (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 Registrar, Vice President for Student Affairs, Executive Officer of the academic program, or other appropriate officials, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the Graduate Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Pursuant to the guidelines issued by the Board of Trustees of the City University of New York, all requests shall be granted or denied in writing within 15 days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 15 days, the student may appeal. Additional information regarding the appeal procedures will be provided to the student if a request is denied.

- (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 misleading. They should write to the college official responsible for the record, clearly identify 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 disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if access is reasonably necessary in order to perform his or her instructional, research, administrative, or other duties and responsibilities.

Upon request, the college discloses education records to officials of another school in which a student seeks or intends to enroll.

- (4) The right to appeal the alleged denial of FERPA rights. The appeal should be directed to the General Counsel and Vice Chancellor for Legal Affairs, The City University of New York, 535 East 80 Street, New York, NY 10021.
- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.
- (6) The following directory information may be made available concerning current and former students by the college to those parties having a legitimate interest in the information: Name, attendance dates (periods of enrollment), addresses, telephone number, electronic mail address, date and place of birth, photograph, full- or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major and minor fields of study, previous schools attended, and degrees and awards received. By filing a form with the Registrar's office, any student or former student may

request all of the information stated above not be released without his or her prior written consent. This form is available in the Registrar's office and may be filed, withdrawn, or modified at any time.

## Academic Records and Transcripts

Academic enrollment records are maintained by the School of Professional Studies. At the conclusion of each term students should expect to receive an email report of each course taken. Students can review their records at any time by logging into the eSIMS. To request an official transcript at any time during the course of study, the student may send a letter to: Executive Director of Enrollment Services and Senior Registrar, 101 West 31st Street – Suite 905, New York, NY 10001 or an email to: [thomas.jennings@mail.cuny.edu](mailto:thomas.jennings@mail.cuny.edu). The letter should include the student's current name and address, former name (if different from that on the transcript) social security number, date of entry into the program and student's signature as well as full information about where to send the transcript. There is a \$7 charge (please enclose a check) for a transcript to be sent to an institution outside of the CUNY system. There is no charge for sending a transcript to any CUNY institution.

## Student Rights Regarding Release of Information

Per regulations, the School of Professional Studies does not release student information (name, attendance dates, address, telephone, e-mail address, fields of study and degrees received), except to those documenting a legitimate interest. By filing a request with the Office of the Executive Director of Enrollment Services and Senior Registrar, a student may ask that such information not be released without the individual student's written consent.

See [Student Rights Concerning Educational Records](#) and the [Freedom of Information Law Notice](#) on the University website [www.cuny.edu](http://www.cuny.edu) for additional information.

## Withholding Student Records

Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a disbursing or certifying agent, and students who have not completed exit interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not permitted to complete registration, or issues a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated office, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

## Graduate School and University Center Compliance with Freedom of Information Law

The Office of the Provost and Senior Vice President of the Graduate School and University Center is responsible for ensuring compliance with the regulations of the Freedom of Information Law, section 88, public access. The Vice President for Student Affairs has been designated as the Records Access Officer. Records are available for inspection and copying in Room 7301 of the Graduate Center between the hours of 9 a.m. and 5 p.m., Monday through Friday. Requests for access to the public records may be made in person or in writing. No fee is charged for the search for records, inspection, or certification. A fee not to exceed 25 cents per sheet may be charged for copying of records.

## Student Rights Concerning Religious Observances

Education Law Section 224-a, stating the rights and privileges of students unable to attend classes on certain days because of religious beliefs, appears below, as mandated by New York State law.

- (1) No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study or work requirements on a particular day or days.

- (2) Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study, or work requirements.
- (3) It shall be the responsibility of the faculty and the administrative officials to make available to each student who is absent from school because of his or her religious beliefs, an equivalent opportunity to register for classes or to make up any examination, study, or work requirements, which he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.
- (4) If registration, classes, examinations, study, or work requirements are held on Friday after four o'clock post meridian or on Saturday, similar or makeup classes, examinations, study, or work requirements or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.
- (5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provisions of this section.
- (6) Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the institution is located for the enforcement of his or her rights under this section.

## CUNY Policy on Academic Integrity

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

### 1. Definitions and Examples of Academic Dishonesty

- 1.1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

- 1.2 **Plagiarism** is the act of presenting another person's ideas, research or writings as your own.

Examples of plagiarism include:

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3 **Obtaining Unfair Advantage** is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

#### 1.4 Falsification of Records and Official Documents

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

### 2. Methods for Promoting Academic Integrity

- 2.1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis, to all new faculty (full and part-time). These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.
- 2.2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.
- 2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

### 3. Reporting

- 3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.2.1, 4.2.2, 4.3 and 4.4.
- 3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample

annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.

- 3.3. The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer of each college shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each Form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

#### 4. Procedures for Imposition of Sanctions

- 4.1. Determination on academic vs. disciplinary sanction The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

#### 4.2. Procedures in Cases Involving Only Academic Sanctions

##### 4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

##### 4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting

evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

#### 4.2.3. Student Denies the Academic Dishonesty

In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that Committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the Committee; and (iii) the right to present witness statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the Committee. The Committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

#### 4.3 Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee.

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

#### 4.4 Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

### 5. Implementation

Each college, in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

## The City University of New York Student Complaint Procedure

RESOLVED, That the procedures for handling student complaints about faculty conduct in formal academic settings be adopted, effective February 1, 2007.

EXPLANATION: Although the University and its Colleges have a variety of procedures for dealing with student related issues, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. At the same time, however, the University recognizes its responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures. The proposed procedures will accomplish this goal.

- I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.
- II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
- III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
- IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")
  - A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
  - B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.
  - C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
  - D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

- E. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
- V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.
- VI. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.
- VII. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.
- VIII. Board Review. During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

## **The City University of New York Policy on Acceptable Use of Computer Resources**

### *Introduction*

CUNY's computer resources are dedicated to the support of the university's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

CUNY recognizes that there is a concern among the university community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions will be particularly vulnerable to infringements of academic freedom. CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY computer resources in favor of a user's privacy interest.

However, the use of CUNY computer resources, including for electronic transactions and communications, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and limitations associated with such exchange.

### *Applicability*

This policy applies to all users of CUNY computer resources, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

This policy supersedes the CUNY policy titled "CUNY Computer User Responsibilities" and any college policies that are inconsistent with this policy.

#### *Definitions*

"CUNY Computer resources" refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. This includes, but is not limited to, personal computers, handheld devices, workstations, mainframes, minicomputers, servers, network facilities, databases, memory, and associated peripherals and software, and the applications they support, such as e-mail and access to the internet.

"E-mail" includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.

#### Rules for Use of CUNY Computer Resources

1. **Authorization.** Users may not access a CUNY computer resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY computer resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the user's account. This provision shall not prevent a user from authorizing a colleague or clerical assistant to access information under the user's account on the user's behalf while away from a CUNY campus or because of a disability. CUNY computer resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by taking ordinary security precautions.
2. **Purpose.** Use of CUNY computer resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities. For example, use of CUNY computer resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY computer resources for partisan political activity is also prohibited.

Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of computer resources is permitted so long as such use does not interfere with CUNY operations, does not compromise the functioning of CUNY computer resources, does not interfere with the user's employment or other obligations to CUNY, and is otherwise in compliance with this policy.

3. **Compliance with Law.** CUNY computer resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.

Examples of applicable federal and state laws include the laws of libel, obscenity and child pornography, as well as the following:

Family Educational Rights and Privacy Act  
Electronic Communications Privacy Act  
Computer Fraud and Abuse Act  
New York State Freedom of Information Law  
New York State Law with respect to the confidentiality of library records

Examples of applicable CUNY rules and policies include the following:

Sexual Harassment Policy  
Policy on Maintenance of Public Order  
Web Site Privacy Policy  
Gramm-Leach-Bliley Information Security Program  
University Policy on Academic Integrity  
Information Security policies

4. Licenses and Intellectual Property. Users of CUNY computer resources may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws.

Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users of CUNY computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software.

5. False Identity and Harassment. Users of CUNY computer resources may not employ a false identity, mask the identity of an account or computer, or use computer resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.
6. Confidentiality. Users of CUNY computer resources may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. CUNY employees must take precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.
7. Integrity of Computer Resources. Users may not install, use or develop programs intended to infiltrate or damage a computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms. Users should consult with the IT director at their college before installing any programs that they are not sure are safe.
8. Disruptive Activities. CUNY computer resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users. This provision explicitly prohibits chain letters, virus hoaxes or other intentional e-mail transmissions that disrupt normal e-mail service. Also prohibited are spamming, junk mail or other unsolicited mail that is not related to CUNY business and is sent without a reasonable expectation that the recipient would welcome receiving it, as well as the inclusion on e-mail lists of individuals who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business. CUNY has the right to require users of CUNY computer resources to limit or refrain from other specific uses if, in the opinion of the IT director at the user's college, such use interferes with efficient operations of the system, subject to appeal to the President or, in the case of central office staff, to the Chancellor.
9. CUNY Names and Trademarks. CUNY names, trademarks and logos belong to the university and are protected by law. Users of CUNY computer resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.
10. Security. CUNY employs various measures to protect the security of its computer resources and of users' accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting private information, as well as for following CUNY's Information Security policies and procedures. Users must report incidents of Information Security policy non-compliance or other security incidents to CUNY's Chief Information Officer and Chief Information Security Officer, and the IT director at the affected user's college.
11. Filtering. CUNY reserves the right to install spam, virus and spyware filters and similar devices if necessary in the judgment of CUNY's Office of Information Technology or a college IT director to protect the security and integrity of CUNY computer resources. Notwithstanding the foregoing, CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content.
12. Confidential Research Information. Principal investigators and others who use CUNY computer resources to store or transmit research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given, are responsible for taking steps to protect confidential research information from unauthorized access or modification. In general, this means storing the information on a computer that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or

unauthorized disclosure while in storage or in transit over data networks. Robust encryption is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal Digital Assistants (PDAs), and portable data storage (e.g., memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by CUNY's Office of Information Technology.

### 13. CUNY Access to Computer Resources.

CUNY does not routinely monitor, inspect, or disclose individual usage of its computer resources without the user's consent. In most instances, if the university needs information located in a CUNY computer resource, it will simply request it from the author or custodian. However, CUNY IT professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these duties, observe the contents of web sites, e-mail or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, users have no guarantee of privacy during any use of CUNY computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials contained in computer storage in any CUNY electronic device dedicated to their use will not be intruded upon by CUNY except as outlined in this policy.

CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, e-mail and other communications, without notice, in the following circumstances:

- I. when the user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
- II. when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- III. when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- IV. when it is reasonably necessary to protect CUNY from liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- V. when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- VI. when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or
- VII. as otherwise required by law.

In those situations in which the Chair of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity, the following procedures shall apply: (i) the college president shall report the completion of the monitoring or inspection to the Chair and the CUNY employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law; and (ii) if the monitoring or inspection of an account or activity requires physical entry into a faculty member's office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law.

A CUNY employee may apply to the General Counsel for an exemption from some or all of the circumstances under which CUNY may inspect and monitor computer resource activity and accounts, pursuant to subparagraphs (a)-(f) above, with

respect to a CUNY computer resource used solely for the collection, examination, analysis, transmission or storage of confidential research data. In considering such application, the General Counsel shall have the right to require the employee to affirm in writing that the computer resource will be used solely for the confidential research. Any application for exemption should be made prior to using the computer resource for the confidential research.

CUNY, in its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate CUNY personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the University.

In addition, users should be aware that CUNY may be required to disclose to the public under the New York State Freedom of Information Law communications made by means of CUNY computer resources in conjunction with University business.

Any disclosures of activity of accounts of individual users to persons or entities outside of CUNY, whether discretionary or required by law, shall be approved by the General Counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, CUNY employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection that fall within categories (d) through (g) above. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

See CUNY's Web Site Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at [www.cuny.edu](http://www.cuny.edu).

14. Enforcement. Violation of this policy may result in suspension or termination of an individual's right of access to CUNY computer resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.

Violations will normally be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs.

CUNY has the right to temporarily suspend computer use privileges and to remove from CUNY computer resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the President of each college or the Chancellor.

15. Additional Rules. Additional rules, policies, guidelines and/or restrictions may be in effect for specific computers, systems, or networks, or at specific computer facilities at the discretion of the directors of those facilities. Any such rules which potentially limit the privacy or confidentiality of electronic communications or information contained in or delivered by or over CUNY computer resources will be subject to the substantive and procedural safeguards provided by this policy.
16. Disclaimer. CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY computer resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY computer resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control.

Users receive and use information obtained through CUNY computer resources at their own risk. CUNY makes no warranties (expressed or implied) with respect to the use of CUNY computer resources. CUNY accepts no responsibility for the content of web pages or graphics that are linked from CUNY web pages, for any advice or information received by a user through use of CUNY computer resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.

CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

## **Online Etiquette and Anti-Harassment Policy**

The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University's policies.

Online harassment can be any conduct involving the use of the internet that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at the University or that creates an intimidating, hostile, or offensive educational, work, or living environment. In some cases, online harassment may also be a violation of applicable criminal and/or civil laws. Online harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. Statements constituting "hate speech" toward an individual or a group are a violation of this policy.

Generally, a statement posted on an internet site, such as Blackboard, general message board, internet blogs, and the like, is libelous if it is false and injurious to the reputation of another. The intentional posting of libelous statements may also subject the responsible party to applicable civil penalties in a court of law.

The University is committed under this policy to stopping online harassment and associated retaliatory behavior. The University will promptly investigate any reported incidents suspected of violating the foregoing section. Anyone wishing to report any such incidents should first contact the Director of Student Services. A preliminary investigation into the matter will be conducted and the findings reported to the Dean for further investigation and action, if appropriate.

Any member of the CUNY online community who has experienced incidents of harassment is encouraged to report the complaint.

This University considers violations of this online etiquette policy to be a serious offense. Anyone found to have used the University's online services in violation of this policy is subject to punishment, including failing grades, suspension, and expulsion. As noted above, serious offenses may lead to criminal and/or civil liability.

## **Statement on Drug, Tobacco and Alcohol Information**

The Graduate School and University Center is committed to being in full compliance with the federal Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The Office of the Vice President for Student Affairs is prepared to assist students with problems in the area of substance abuse in seeking corrective help. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or other controlled substances by students or employees on Graduate Center premises or as part of any Graduate School and University Center activity is strictly prohibited.

### **Consequences of Violating the Policy**

Any student found to be in violation of the Graduate School and University Center's policy with regard to illegal drugs or alcohol shall be subject to the following range of sanctions: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest and criminal prosecution by civil authorities.

Any visitor, licensee, or invitee found to be in violation of this policy shall be subject to ejection and, if applicable, to arrest by civil authorities.

Any organization that authorizes the violation of this policy shall have its permission to operate on campus rescinded.

### **Health Risks**

The policies outlined above have been developed in order to safeguard the educational environment and protect individual members of the CUNY community. Grave legal and administrative consequences may result from breaches of these regulations, as do severe health risks that accompany substance abuse. Medically, both drug and alcohol abuse have been associated with sudden and/or early death, as well as a host of health problems, including: neurological impairment (brain damage), heart and liver degeneration, sexual impotence, and deterioration of the immune system, to name but a few. There are, in addition,

particular risks to pregnant women and infants, reflected in higher mortality rates among mothers, as well as heightened susceptibility to illness and birth defects among infants. Negative effects upon the personal lives of drug and alcohol abusers are no less devastating. Often they cripple the individual's ability to function on the job or in relationships with others. Far from being restricted to those who actually abuse substances, the effects of abuse cause unseen psychological damage to family members and loved ones, particularly to children, exerting an influence that frequently extends over lifetimes and even over generations.

Smoking is prohibited inside all facilities owned, leased, or operated by The City University of New York and it is illegal to sell tobacco to persons under the age of 18 in New York State.

## **The City University of New York – Student Complaint Procedure**

### **PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS**

#### **I. Introduction**

The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

#### **II. Determination of Appropriate Procedure**

If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

#### **III. Informal Resolution**

Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

#### **IV. Formal Complaint**

If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")

- A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
- B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.
- C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

- D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
- E. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

#### V. Appeals Procedure

If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

#### VI. Subsequent Action

Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

#### VII. Campus Implementation

Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

#### VIII. Board Review

During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

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## POLICIES AND PROCEDURES

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### Workplace Violence Policy Prevention Policy

The City University of New York (the "University" or "CUNY") is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this Policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- (i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- (iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and
- (iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

Complaints involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. Such reports should be made to the employee's immediate supervisor or the Director of Public Safety on their campus.

The University, at the request of an employee, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee on University property when an employee anticipates that an act of violence may result from an encounter with said individual(s).

Employee participation in the implementation of this Policy will be through their authorized employee representatives, who will be invited to participate in: (1) the annual physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence.

Approved by the Board of Trustees

### Notice of Access to Campus Crime Statistics, The Campus Security Report, and Information on Registered Sex Offenders

The College Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. The campus security report includes: (1) the campus crime statistics for the most recent calendar year and the two preceding calendar years; (2) campus policies regarding procedures and facilities to report criminal actions or other emergencies on campus; (3) policies concerning the security of and access to campus facilities; (4) policies on campus law enforcement; (5) a description of campus programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; (6) campus crime prevention programs; (7) policy concerning the monitoring through the police of criminal activity at off campus locations of students organizations officially recognized by the college; (8)

policies on illegal drugs, alcohol, and underage drinking; (9) where information provided by the State on registered sex offenders may be obtained (also see below); and (10) policies on campus sexual assault programs aimed at the prevention of sex offenses and procedures to be followed when a sex offense occurs. This information is maintained pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The campus crime statistics and the annual campus security report are available at the reference desk of the library and at <http://web.gc.cuny.edu/security/Clery/index.htm>.

If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact Mr. John Flaherty, Director of Security and Public Safety, at 212.817.7761, and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is [www.ed.gov/security/InstDetail.asp](http://www.ed.gov/security/InstDetail.asp) (then input the name of the school).

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which he or she is a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the college's chief security officer, Mr. John Flaherty, Director of Security and Public Safety (Room 9117; 212.817.7761), to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 3 offenders, you may contact the Division's registry website at [www.criminaljustice.state.ny.us/nsor/sor\\_about.htm](http://www.criminaljustice.state.ny.us/nsor/sor_about.htm) and then click on "Search for Level 3 Sex Offenders" or access the directory at the college's public safety department or police precinct. To obtain information about Level 2 offenders, you need to contact the public safety department, local police precinct in which the offender resides or attends college, or the Division's sex offender registry at 1.800.262.3257.

## Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students

### I. POLICY STATEMENT

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. The University's policies on Workplace Violence and Domestic Violence and the Workplace apply to all acts of violence that occur in the workplace or that may spill over into the workplace. The University's Sexual Harassment Policy prohibits many forms of unwelcome conduct, including but not limited to, physical conduct of a sexual nature. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus.

CUNY wants all victims of sexual assault, stalking and domestic and intimate partner violence to know that the University has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the CUNY community, the college will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible.

In order to eliminate sexual assaults and other forms of violence perpetrated against students, and to create a safe college community, it is critical to provide an appropriate prevention education program and have trained professionals to provide vital supportive services.

Accordingly, CUNY is committed to the following goals:

- Providing clear and concise guidelines for students to follow in the event that they or someone they know have been the victim of a sexual assault, domestic/intimate partner violence, or stalking.
- Assisting victims of sexual assault or abuse in obtaining necessary medical care and counseling, whether on or off-campus.
- Providing the most informed and up-to-date education and information to its students about how to identify situations that involve sexual assault, domestic and intimate partner violence, or stalking, and ways to prevent these forms of violence.
- Educating and training all staff members, including counselors, public safety officers and student affairs staff and faculty, to assist victims of sexual assault, domestic/intimate partner violence, or stalking.
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is a CUNY student or employee.

## **II. PROCEDURES FOR REPORTING INCIDENTS OF SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE**

Obtaining assistance after a student is sexually assaulted, stalked or is in an abusive relationship is extremely important and can involve different points of on-campus contact for students, faculty and staff, including the Public Safety Department, Women's/Men's Centers and Counseling Departments, and/or the Dean of Student Development/Student Affairs. Each provides different forms of assistance which together address many of the needs of survivors.

- **Contact Law Enforcement Personnel Immediately**

CUNY urges any student who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a student, to immediately report the incident to the college Public Safety Department if the attack occurred on-campus, or to call 911 or go to the local NYPD precinct if the incident took place off-campus. Each college shall be provided with a list of emergency contact numbers as part of its orientation and training programs.

- **Seek Immediate Medical Attention**

It is critical that victims of a physical assault receive comprehensive medical attention as soon as possible. For a sexual assault in particular, immediate treatment and the preservation of evidence of the attack (i.e. retain the clothing worn during the attack and do not shower) is crucial to a criminal investigation. If a student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. In all other circumstances, public safety and police personnel can assist the victim in obtaining medical care. Each college shall be provided with a list of local hospitals, some of which are designated as SAFE (Sexual Assault Forensic Examiner) hospitals that are specially equipped to handle sexual assaults and are trained to gather minute evidence from such assaults. Rape crisis advocates at emergency rooms are also trained to handle domestic violence. EMS will be directed to bring victims to a SAFE hospital at their request. Medical attention is critical not only to treat internal and external injuries and to combat the possibilities of sexually transmitted infections and/or pregnancy, but also to collect evidence that can be used against the alleged perpetrator. It is also vital to ongoing safety and recovery that victims receive emotional support and professional counseling as soon as possible after the attack.

- **Seek On-Campus Assistance**

CUNY encourages student victims to contact the Dean of Student Affairs/Student Development to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program or residential housing situation. Public Safety can assist victims getting to and from campus safely, filing a police report and obtaining an order of protection against the alleged perpetrator. Victims can also file a complaint with the College against an alleged perpetrator who is a student or employee of the University with the Dean of Student Affairs/Student Development and the Public Safety Office

- **Obtaining an On-Campus Advocate**

Student victims of a sexual assault, stalking or domestic or intimate partner violence shall be provided with on-campus support in the form of an advocate from the Women's/Men's Center (if there is one on campus) or an appropriately trained counselor to assist them in handling the various aspects of their ordeal, such as: 1) explaining to victims their options of whether or not to report the incident to campus or law enforcement authorities; 2) providing guidance if they require medical attention; 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and 4) assisting victims throughout the College's disciplinary process if they choose to file a complaint against another student in connection with the incident.

- **Handling Sexual Assault, Stalking and Domestic and Intimate Partner Violence Complaints On-Campus**

The Colleges shall act promptly in response to information that a student has been sexually assaulted, or has been the victim of domestic or intimate partner violence or stalking by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student or staff member, such charges shall be brought pursuant to the appropriate University procedures or collective bargaining agreement. If the alleged perpetrator is a student and the matter is brought before a hearing, the victim and alleged perpetrator are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim is entitled to a report of the results of the proceeding at her/his request. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY.

In addition, if during the course of the investigation and/or disciplinary process the alleged perpetrator, or anyone on his/her behalf, seeks to contact the victim so as to harass, intimidate, threaten or coerce the victim in any way, the College reserves the right to bring additional disciplinary action against the actor. Such conduct by any member of the CUNY community will not be tolerated.

- Confidentiality

The University recognizes that confidentiality is particularly important to victims of sex crimes, domestic and intimate partner violence and stalking. If the victim seeks counseling with a licensed professional and/or works with an advocate from the campus, those communications will be confidential. CUNY encourages victims in all circumstances to seek counseling in order to speak about her/his options and to begin the recovery period.

While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a "need to know" basis. Generally, the wishes of a victim not to report a sexual assault or incident of domestic/intimate partner violence or stalking to the police will prevail, though the College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. Such notification, however, will generally be done without divulging the victim's identity and for the purpose of providing a campus-wide safety alert. In addition, the College must adhere to legal mandates such as Title IX, medical reporting laws, and the Campus Security Act. For example, CUNY is required to make an annual report documenting the occurrences of violent crimes on campus, including sexual assault. However, this report does not include any information identifying the individuals (including the victims) linked to these crimes.

### **III. IMPLEMENTATION OF THE POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT AND OTHER FORMS OF VIOLENCE AGAINST STUDENTS**

The President and Vice President for Student Affairs/Student Development of each college shall be responsible for implementing this policy in accordance with the most up-to-date information and resources pertaining to sexual assault, stalking and domestic/intimate partner violence education and prevention, and victim assistance. The following steps must be taken to implement this policy:

1. Publication: A copy of this policy shall be easily accessible on the CUNY website and on the website administered by each College. A summary shall also be incorporated into every College student handbook. In addition, copies of the policy and procedures shall be made available in student centers, residence halls, student affairs/student development offices, women's/men's centers, counseling centers, health clinics and public safety departments, and shall be distributed to all new students during orientations.
2. Prevention/Risk Reduction Education: Each College shall develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. Prevention education should provide up-to-date and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility.

Prevention education materials and programs shall be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and shall be made available to all student activity groups, clubs and athletic teams. In addition, all residence halls shall have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include education about the deleterious effects of alcohol abuse.

3. Professional Training: Each College shall provide periodic training relating to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education and training shall also be made available to any interested faculty and staff member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer.
4. Oversight by CUNY Central Administration: The University Vice Chancellor for Student Affairs shall monitor compliance with this policy at all of the campuses, shall review the policies and procedures on an annual basis, and shall make recommendations in the event that updates to prevention and education information are necessitated. In addition, the Office

of the Vice Chancellor for Student Affairs shall provide educational materials that may be needed to ensure full implementation of this policy on every campus. Liaisons will be identified from each campus who will receive standardized training in order to fulfill their responsibilities on their campuses. The policies, procedures and outreach materials and programs will be subject to a periodic process of assessment in order to maintain efficacy.

## Sexual Harassment Policy

It is the policy of the City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, or military or veteran status. Sexual harassment is illegal under federal, state, and city laws, and will not be tolerated within the University. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. A copy of the complete Sexual Harassment Policy and Procedures is available on the Graduate School and University Center's website and from any member of the Sexual Harassment Awareness and Intake Committee, the Office of the Vice President for Student Affairs, and the Office of Human Resources.

## Bias-related Crimes Prevention

### *Hate-Crime and Bias-Related Incidents*

Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000.

Bias-related incidents are behaviors which constitutes an expression of hostility, against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:

1. intentionally selects the person against whom the offense is committed or intended to be committed 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, regardless of whether the belief or perception is correct, or
2. intentionally commits the act or acts 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, regardless of whether the belief or perception is correct.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. The Graduate Center is required to report statistical incidence of bias crimes on or around campus annually as part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). Bias crime statistics can be found at the end of this report.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to university disciplinary procedures where a range of sanctions is available both up to and including suspension, expulsion or termination of employment.

In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents to the Office of Security and Public Safety by calling x7777. Please remember that any evidence such as graffiti, e-mails, written notes or voice mail messages should be preserved. The

Office of Security and Public Safety will investigate and follow the appropriate college adjudication procedures. Victims of bias crime can also avail themselves of counseling and support services through the Office of the Vice President for Student Affairs.

## Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

The following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes were adopted by the Board of Trustees of The City University of New York (formerly the Board of Higher Education) on June 23, 1969, in compliance with Chapter 191 of the Laws of 1969 of the State of New York. These rules and regulations are in effect at all campuses of The City University of New York.

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges, which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Trustees of The City University of New York.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Trustees provide that:

"THE PRESIDENT. The president with respect to his/her educational unit, shall:

"a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;

"b. Be the adviser and executive agent of the Board and of his/her respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions, and policies of the Board, the lawful resolutions of any of its committees, and the policies, programs, and lawful resolutions of the several faculties;

"c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit."

### *I. Rules*

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.
4. Theft from or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his/her position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his/her possession a rifle, shotgun, or firearms or knowingly have in his/her possession any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his/her possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college.
9. Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

## *II. Penalties*

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.
2. Any tenured or nontenured faculty member, or other member of the instructional staff or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and for engaging in any manner in conduct prohibited under substantive Rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or nontenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization that authorized the conduct prohibited under substantive Rules 1-11 shall have its permission to operate on campus rescinded. Penalties 1-4 shall be in addition to any other penalty provided by law of The City University Trustees.

## *Appendix*

### Sanctions Defined:

- A. Admonition. An oral statement to the offender that he/she has violated University rules.
- B. Warning. Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- C. Censure. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

- D. Disciplinary Probation. Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. Restitution. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. Expulsion. Termination of student status for an indefinite period. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion.
- H. Complaint to Civil Authorities.
- I. Ejection.