

WELCOME TO CITY TECH

The Student Handbook is a student-friendly guide to City Tech. It is designed as a supplement to your College catalog to answer questions about the College and the places to go when you need help. Keep the Student Handbook with you as a guide as you pursue your studies and degrees. It's a resource that you will appreciate throughout your City Tech career. Refer to the College catalog or visit each office's webpage for additional information.

This handbook is divided into the following sections:

- Services
- Financial Aid Facts
- Tuition and Fees
- Online @ City Tech
- Grades
- Frequently Asked Questions
- Academic Honors and Special Academic Programs
- Off-Campus Resources
- Rules, Regulations, Policies and Procedures
- Glossary
- Index

The Student Handbook is published by the Information Services Center of the Division of Enrollment and Student Affairs. The information contained in the Student Handbook is subject to change.

TABLE OF CONTENTS

WELCOME TO CITY TECH

A Message from the President

A Message from the Vice President of Enrollment and Student Affairs

SERVICES

Academic Advisement/New Student Center

Academic Testing

Admissions

Alumni Association

Bookstore and Café

Bursar

Cafeteria

Career and Transfer Services

College Learning Centers

Computer Labs/Technology Enhancement Centers (TECs)

COPE Program

Counseling Services Center

Dental Hygiene Clinic

Eye Clinic

Financial Aid

Grace Gallery

ID Cards

Information Desk

International Student Services

Library, Ursula C. Schwerin

NYPIRG

Our Children's Center

Percy E. Sutton SEEK Program

Professional Development Center

Public Safety

Recreation and Intramural

Registrar

Scholarships and Residency Services

Student Computing Help Desk

Student Life and Development

Student Wellness Center

Theaterworks

The Center for Student Accessibility

Veterans Support Services

Other Convenient Student Services

FINANCIAL AID FACTS

TUITION AND FEES

ONLINE @ CITY TECH

GRADES

FREQUENTLY ASKED QUESTIONS

ACADEMIC HONORS AND SPECIAL ACADEMIC PROGRAMS

Accelerated Study in Associate Programs (ASAP)

Baccalaureate Honors

Black Male Initiative

Brooklyn Educational Opportunity Center (BEOC)

Collaborative Precollege Programs

CUNY Bachelor's Degree Program

CUNY Language Immersion Program (CLIP)

Dean's Honor List

Emerging Scholars Program

First Year Programs

Honors Scholars Program

Internships

Louis Stokes Alliance for Minority Participation (LS-AMP)

National Society of Collegiate Scholars

STEM Success

Study Abroad Program

OFF-CAMPUS RESOURCES

Libraries

Museums

Banks

Agencies (City, State and Federal)

Fax/Printing Services

Notary Services

Statement of Non-discrimination

Important Notice of Possible Changes

Campus Policies

Bylaws of the City University of New York

GLOSSARY

INDEX

A MESSAGE FROM THE PRESIDENT

On behalf of the College's Faculty, Staff and Administration I welcome you to New York City College of Technology. The College, often referred to as City Tech, enjoys a rich history and tradition of providing rewarding educational experiences for its students and the entire City Tech community looks forward to helping you attain your educational and professional goals.

Your college years provide a precious opportunity to gather knowledge, personal strength and the resolve needed for a future that offers unimaginable opportunities for those that have the fortitude to take hold of them. City Tech can provide you with these opportunities if you take advantage of the College's academic offerings and supporting services, and dedicate yourself to reaching your potential.

The College's broad range of both associate and baccalaureate degree programs present numerous career opportunities that allow graduates to pursue careers in the architectural and engineering technologies, the computer, entertainment and health professions, human services, advertising and publishing, hospitality, business and law-related professions, as well as programs in career and technical teacher education and the liberal arts and sciences.

City Tech is a place where dedicated faculty, most joining us after successful professional careers in their chosen fields, work side-by-side with students to ensure that the education they receive serves them well in meeting the challenges of our fast-paced economy. At City Tech our programs are designed to provide you with both professional skills and a strong educational foundation upon which you can continue to build your future career.

Please know that we look forward to your future success as eagerly as you do and all of us here at the College are committed to helping you achieve it.

I wish you every success.

Russell K. Hotzler, PhD
President

A MESSAGE FROM THE VICE PRESIDENT

It is with great pleasure that I welcome you all to New York City College of Technology.

Everyone here at City Tech is concerned with and committed to your personal and educational growth. You will find the opportunity to study with talented faculty who bring exceptional academic credentials and real-world experience. Along with strong academic programs, you will find the support of the entire campus community. Indeed, our student services will give you the assistance and encouragement to meet your academic goals and make the most of your experience on our campus.

The other significant component of your College experience is the opportunity to participate in extracurricular and volunteer activities. Every student in the College can take part in a rich intramural and intercollegiate athletics program, student government, musical and theatrical productions, events with guest speakers and an array of student clubs and organizations. Certainly, you must explore, discover and create what could be a rich and full student experience.

This handbook is meant to serve as a guidebook to the programs, resources and the many opportunities available to you at City Tech. I encourage you to take full advantage of everything we have to offer.

Have a wonderful year at City Tech and remember that we are here for you.

Marcela Katz-Armoza,
PhD Vice President of Enrollment and Student Affairs

SERVICES

Academic Advisement/New Student Center

Location: Namm Hall 104
Phone: 718.260.5013
Fax: 718.254.8274
Email: helpu@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/nsc
Hours: Mon., Wed. Thurs. 9:30 a.m. – 6:15 p.m.
Tue. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 2:45 p.m.

Director: Angela Kavanagh

New freshman and transfer students are advised in the New Student Center. Advisors review the results of your City University of New York (CUNY) Assessment Tests in reading, writing and mathematics. They will answer questions you have about the academic and curricular requirements of your chosen program of study and assist you in selecting and registering for the courses you need for your first semester at City Tech. If your career interests change, advisors will offer you career options and help you change your course of study, if necessary.

Office of Academic Testing

Location: General Building 207
Phone: 718.260.5171
Fax: 718.254.8520
Email: testingoffice@citytech.cuny.edu
Website: www.citytech.cuny.edu/testing
Hours: Mon. – Thurs. 9 a.m. – 5 p.m.
Fri. 9 a.m. – 3 p.m.
Evening hours by appointment

Director: Teresa Parker

The Office of Academic Testing administers the CUNY assessment tests and provides your test scores. All new students are required to meet the University's basic skills standards in reading, writing and mathematics. The City University of New York Assessment Tests are used to determine whether you meet these standards or if you require additional preparation.

If English is not your native language, you may be advised to take courses in the College's English as a Second Language Program (ESL) or the Language Immersion Program.

Contact the Office of Academic Testing with questions, to make an appointment to test, get test scores or to have the scores transferred to or from another CUNY college. Test scores are not given over the phone.

The Office of Admissions

Website: www.citytech.cuny.edu/admissions
Hours: Mon., Wed., Thurs. 9 a.m. – 6:30 p.m.
Tue. 9 a.m. – 4:30 p.m.

Director: Fri. 9 a.m. – 3 p.m.
Alexis Chaconis

If you need pre-admission counseling, call or write:
The Office of Admissions
New York City College of Technology
300 Jay Street, Namm G17
Brooklyn, NY 11201
718.260.5500

Visiting and non-degree students at City Tech may obtain application material and information online at <http://www.citytech.cuny.edu/files/admissions/nondegree.pdf>.

Students may initiate the on-the-spot admission process after April 14th for the Summer and Fall semesters and October 13th for the Winter and Spring semesters by reading the information at www.citytech.cuny.edu/admissions/index.shtml and subsequently bringing all necessary materials to the Office of Admissions during normal business hours. For additional information, please call 718.260.5500.

Students with overseas credentials and those students on temporary visas must always apply through the University Application Processing Center at <http://www.cuny.edu/admissions/apply.html>.

Immunization Requirements

All students registering for six or more credit hours must comply with the New York State Public Health Laws. In order to register for classes at City Tech you must submit documented proof of immunity against measles, mumps and rubella to the Office of Admissions. Official notes from physicians, properly filled out immunization record books, and/or laboratory titer reports constitute acceptable forms of documentation.

In addition, students must return a signed, completed Meningococcal Meningitis Response form to this office.

Persons born prior to January 1, 1957 are exempt from the measles, mumps and rubella immunization requirements, but still must complete, sign and return the Meningococcal Meningitis Response form.

For information regarding veterans' waivers, medical waivers/exemptions and religious exemptions, call or visit the Office of Admissions. For information regarding free Measles, Mumps and Rubella vaccinations, contact the Student Wellness Center at 718.260.5910.

Alumni Association

Location: 16 Court Street, Suite 600
Phone: 718.260.5006
Fax: 718.254.8553
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Email: alumni@citytech.cuny.edu
Website: www.citytech.cuny.edu/alumni
Director: Jessica Malavez

Current students, as well as former students and graduates, are encouraged to become involved in the City Tech Alumni Association. Events are held throughout the academic year, including networking events and Reunion Celebrations/Dinner Dances. The association also sponsors career development and other workshops for both graduates and current students, and a mentoring program that pairs select students with alumni associated with their chosen career fields. You can learn more about the Alumni Association through its website or by visiting the office.

Bookstore and Café

Location: 259 Adams Street
Phone: 718.855.7339
Fax: 718.855.2549
Email: bookstore@citytech.cuny.edu
Website: www.citytech.bkstr.com
Hours: Mon. – Thurs. 8:30 a.m. – 7 p.m.
Fri. 9 a.m. – 3 p.m.
Sat. 9 a.m. – 1 p.m.
Sun. Store Closed
Manager: Tiffany Eager

The campus bookstore is your source for used textbooks, gift items, emblematic clothing, school supplies, and the most current fiction titles. Our Café carries an assortment of delectable pastries, cakes, sandwiches, salads and Paninis. We have a cornucopia of flavored coffees, fruit smoothies and snack items. Payment can be made via cash, check, major credit card or debit card. A full refund will be given for general merchandise accompanied by a receipt. Textbooks are refundable within the first week of classes. Please visit our website for a convenient shopping experience; we will process your orders within 48 hours and ship via FedEx to your location, or you may pick up your orders in store. Your campus store is here to satisfy your book and supply needs. Please stop by for a visit.

Office of the Bursar

Location: Namm Hall G06
Phone: 718.260.5510
Email: bursar@citytech.cuny.edu
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.
Bursar: Frederick J. Love

The Bursar's Office receives tuition and fee payments in cash, by personal check or money order. To pay tuition by credit card or debit card, **(there is a 2.65% non-refundable convenience fee added for all card purchases)**, e-check or from savings, you must pay online through your CUNYfirst account. For your convenience, a 24-hour lockbox is located outside the Bursar's Office to collect tuition payments by check or money order. Remember to include your EMPL ID number and/or the last four digits of your Social Security number on all checks or money orders.

Never place any cash payments in the lockbox. Financial aid checks can be directly deposited into the student's bank account or loaded onto the CUNY Scholars Support Prepaid Card.

CUNY Scholars Support Prepaid Card

- Financial aid and work-study payments may be automatically loaded to a prepaid MasterCard card.
- You may make purchases anywhere MasterCard debit is accepted.
- You are not required to have a bank account.
- There is no check cashing fee associated with the use of this card.

Cafeteria

Namm Hall

Location: First Floor
Phone: 718.260.5354
Hours: Mon. – Thurs. 7:30 a.m. – 8 p.m.
Fri. 7:30 a.m. – 5 p.m.
Sat. 8 a.m. – 3 p.m.
Sun. Closed
Email: mbjfoodservices@citytech.cuny.edu
Manager: Chantey White

Voorhees Hall

Location: Second Floor
Hours: Mon. – Thurs. 7:30 a.m. – 8 p.m.
Fri. 7:30 a.m. – 5 p.m.
Sat. 8 a.m. – 3 p.m.
Sun. Closed

Starbucks

Location: Namm Hall Cafeteria
Hours: Mon. – Thurs. 7:30 a.m. – 4:00 p.m.
(During regular school semester)
Fri. – Sun. Closed

Closed when regular classes are cancelled or not in session

Full service cafeterias are available in both locations. When the cafés are closed, snack foods and cold drinks are available from vending machines in the cafeteria and at strategic locations throughout the campus.

Career and Transfer Services

Location: Namm Hall 104
Phone: 718.260.5013
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:15 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 2:45 p.m.
Director: Angela Kavanagh

The choice of a major is a very important decision to make in order to reach your career goal. Career and Transfer Services provides the career information you need to an informed choice. Ask questions about job qualifications and take a computerized interest test that is instantly scored and matched to programs of study and careers. Degree requirements for the many City Tech majors are also available.

College Learning Centers

The College Learning Centers provide a wide range of academic support to students across the College. Computer facilities, tutoring assistance and workshops are free to students with validated City Tech IDs. Tutors are available for many subjects during all open hours. Schedules are regularly posted in the Learning Center.

Atrium Learning Center

Location: Atrium G18
Phone: 718.260.5874
Director: Judith Rockway

Computer Usage Hours:

Mon. – Thurs. 9 a.m. – 8 p.m.
Fri. 9 a.m. – 5 p.m.
Sat. 10 a.m. – 5 p.m.

Tutoring Hours:

Mon. – Thurs. 10 a.m. – 8 p.m.
Fri. 10 a.m. – 4 p.m.
Sat. 11 a.m. – 4 p.m.

Computer Labs/Technology Enhancement Centers (TECs)

Location: General Building 600 and Voorhees 217
Mac Lab (General 608)
ePortfolio, Open Lab, Online/Hybrid Classes Lab (General 606)
Phone: 718.254.8565
Email: ITEC@citytech.cuny.edu
Website: <http://websupport1.citytech.cuny.edu>
Student Workshops: <http://websupport1.citytech.cuny.edu/studentworkshops.html>
Hours:

General 600, General 606 and General 608 Hours

Mon. – Thurs. 8:30 a.m. – 9 p.m.
Fri. 9 a.m. – 7 p.m.

Voorhees 217 Lab Hours

Mon. – Thurs. 9 a.m. – 8:30 p.m.
Fri. 9 a.m. – 7 p.m.
Sat. 11 a.m. – 4 p.m.
Director: Karen Lundstrom

The Technology Enhancement Centers (TECs) are available to all students of New York City College of Technology. Voorhees 217 has hybrid computer/drafting tables and high-end Macs.

The General 600 lab is a PC lab, and there is a separate, fully equipped Mac lab adjacent to General 600 (General 608). There is also a lab dedicated to ePortfolios, OpenLab, and students taking online or hybrid courses (General 606). The computers have multimedia capabilities and Web access. There are also separate scanners and printers available for your use.

COPE Program

Location: General Building 503
Phone: 718.260.5187
Email: msone@citytech.cuny.edu
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Director: Marling Sone

The College Opportunity to Prepare for Employment (COPE) program is funded by and operated in collaboration with the Family Independence Administration (FIA) of the City of New York Human Resources Administration (HRA). The Program provides support and employment services to students in receipt of public assistance and Supplemental Nutrition Program (SNAP). Case Managers/Employment Specialists are available to assist with job-search, resume writing, interviewing skills, scholarships, FREE and NEW dress attire from our exclusive store, Edith's Place and all HRA-pertinent forms and procedures. COPE makes referrals to legal aid advocates to ensure that students receive adequate representation during fair hearings and mandatory dispute resolution (MDR). MetroCards are provided for job interview(s), upon securing employment and six months thereafter to students who meet eligibility requirements. We look forward to helping you meet your goals.

Counseling Services Center

Location: Namm Hall 108
Phone: 718.260.5030
Fax: 718.254.8687
Website: www.citytech.cuny.edu/students/counseling
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues., Fri. 9:30 a.m. – 4:30 p.m.
Sat. By appointment only
Director: Cynthia Bink

The professional counseling and student development staff can help you with many issues—questions about the College, academic or personal problems or other concerns which may be interfering with your success at City Tech. You may call the Counseling Services Center any time during office hours to make an appointment, or just walk in if you have an immediate need. Students can also email staff directly through our website.

Workshops and seminars on Test Taking Skills, Test Anxiety Reduction, Learning Styles, Understanding Diversity, Study Skills Development, Stress Management, Dealing with Depression, Career Decision Making, Anger Management, Domestic Violence, Building Healthy Relationships, Time Management and other subjects are held throughout the semester, as well as in ongoing support groups.

Dental Hygiene Clinic

Location: Pearl Building 200
Phone: 718.260.5074
Hours: By appointment only. (See schedule below)
Chair: Professor Joycelyn Dillon

Fall Clinic Appointment Schedule

Mon. 1 p.m.
Tues. 1 p.m. and 6 p.m.
Wed. 8 a.m. and 2 p.m.
Thurs. 8 a.m. and 6 p.m.
Fri. 8 a.m.
Sat. 9 a.m.

Spring Clinic Appointment Schedule

Mon. 8 a.m., 1 p.m. and 6 p.m.
Tues. 8 a.m., 1 p.m. and 6 p.m.
Wed. 8 a.m. and 2 p.m.
Thurs. 8 a.m. and 2:15 p.m.
Fri. 8 a.m.
Sat. 9 a.m.

The Dental Hygiene Clinic at New York City College of Technology offers a variety of free and/or low-cost dental hygiene procedures for students, faculty, staff, alumni and community residents. Most services are free to senior citizens age 65 or over and to City Tech students, faculty and staff with valid IDs.

Students who are studying to be dental hygienists work under the supervision of licensed dental hygienists and dentists to perform the services the clinic provides. Patients are required to arrive at the start of the clinic and be prepared to stay seated for at least three hours.

Eye Clinic

Location: Pearl Building 300
Phone: 718.260.5295
Hours: Mon. 8:30 a.m. - 11:00 a.m.
Wed. 8:30 a.m. – 2:00 p.m.
Chair: Professor Robert J. Russo
Clinic Coordinator: Professor Kimberly Strickler

The Vision Care Technology Eyeglass Clinic at New York City College of Technology offers eye care services to students, faculty, staff, alumni and community residents. The student optician, under the supervision of a faculty member, will assist you in the selection of frames and lenses at reduced rates and provide basic eyeglass adjustments and repairs. Eye examinations (by appointment) are provided at no charge with eyewear purchase. Contact the clinic for details and to make an appointment.

Office of Financial Aid

Location: Namm Hall G13

Phone: 718.260.5700
Fax: 718.254.8525
Email: financialaid@citytech.cuny.edu
Website: www.citytech.cuny.edu/admissions/financialaid
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.

Director: Sandra Higgins

There are many costs associated with attending college, such as tuition, fees, books, supplies and travel to and from school. Financial aid is money that comes from the federal, state and city governments to help you meet the cost of attending college.

The main goal of the Financial Aid Office is to ensure that all eligible City Tech students get the financial resources they need. We help students with the following.

- Applying for financial aid
- Resolving problems with financial aid
- Planning for educational expenses
- Special circumstances including unemployment, death in family

In order for us to assist you, you must take the first step! Your eligibility for financial aid can only be determined from the information you provide on your financial aid applications. If you want financial aid, you must apply for financial aid even if you think you might not be eligible.

To learn more about what types of financial assistance are available and how to apply, check out the Financial Aid Facts section of this handbook. Visit our online Financial Aid website at: <http://www.citytech.cuny.edu/admissions/financialaid/index.shtml> for eligibility requirements, application filing procedures and our Financial Aid Web Lab services.

Grace Gallery: City Tech's Showcase for Art & Design

Location: Namm Hall 1123
Phone: 718.260.5181
Hours: Please call for hours
Email: mgiuliani@citytech.cuny.edu

Coordinator: Professor Maria Giuliani

Grace Gallery is the showcase for displaying the Communication Design Department's artistic activity as well as activity from the metropolitan area. The gallery is named for Grace Halpin, the first woman faculty member in the Department.

Twelve new exhibits of art and design are mounted each year (six of these are student work) and are open to the college community. Contact the gallery for open hours.

ID Cards

Location: Atrium AG24N
Phone: 718.260.5519
Hours: Wed. 10:00 a.m. – 2:00 p.m.
Thurs. 3 p.m. – 6 p.m.

Hours are extended for two weeks at the beginning of each semester:
Mon. – Fri. 10 a.m. - 7 p.m.

Sat. 10 a.m. - 2 p.m.

Director: Lionel Presume

ID cards are issued free of charge to new students after registration. If you are a registered student, your ID will be active/validated when the card is issued. A fee will be charged to replace a lost card.

Information Desk

Location: Welcome Center - Atrium 114

Phone: 718.260.5520

Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.

Coordinator: Aries Jones

The Information Desk serves as a central clearinghouse for information about City Tech's events, activities, services, location, policies and procedures. If you would like information about a particular College program, service, activity, or achievement advertised on the campus monitors, please email the Coordinator at ajones@citytech.cuny.edu.

International Student Services

Location: Namm Hall G17

Phone: 718.260.5500

Fax: 718.260.5504

Email: vvillanueva@citytech.cuny.edu

Website: www.citytech.cuny.edu/international

Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.

Advisor: Vanessa Villanueva

Foreign nationals who study at New York City College of Technology should contact this office regarding any concerns about their student status. The international student advisor will assist you with any of the following.

- Immigration and academic requirements for F-1 status students
- Lost passport or other documents
- Changing visa status
- Leaving (or returning to) the USA
- Transferring to (or from) City Tech
- F-2 status for student's spouse/children

Library, Ursula C. Schwerin

Location: Atrium Fourth and Fifth Floors
(Entrance on the Fourth Floor)

Phone: 718.260.5470

Email: ereference@citytech.cuny.edu

Website: <http://library.citytech.cuny.edu>

Follow @citytechlibrary on Instagram, Twitter, Facebook, Pinterest, and YouTube for updates on library services and events

Hours: Mon. – Thurs. 8:30 a.m. – 10:30 p.m.
Fri. 8:30 a.m. – 7 p.m.
Sat. 9 a.m. – 5 p.m.

Chief Librarian: Maura Smale

The mission of the Ursula C. Schwerin Library is to enable students to access, evaluate and use information resources in all formats so as to become information-literate. Drawing on extensive book, periodical and multimedia collections, online full-text databases, and guided access to internet resources, library faculty will help you select research materials, locate facts and use new information technologies.

The Library website, accessible from the City Tech homepage, is an important access point for library collections and services. Connect at <http://library.citytech.cuny.edu> to access the CUNY library catalog, databases for journal, magazine, newspaper and encyclopedia articles research guides and tutorials. Follow the City Tech library on Instagram, Twitter, Facebook, Pinterest and YouTube for updates on library services and events. Reference librarians are available to help students with research questions both in person and by phone when the library is open, and via email after hours.

To check out books in the City Tech library and access journal and reference databases from home, you must have an activated CUNY ID card; activate your college ID every semester at the circulation desk. At the circulation desk, you may also check out a key for a group study room or borrow a copy of your textbook on reserve for in library use. The Library's computer workstations are available to access the internet, use Microsoft Office applications and print up to 25 pages per day for free.

Library department faculty teaches a 3-credit course, LIB 1201, Research and Documentation for the Information Age, which addresses skills and proficiencies critical for our students as they prepare to enter a variety of careers in the 21st century. Students explore issues involving text images, sound and multimedia. LIB 1201 is a writing-intensive course that may be taken to fulfill Pathways flexible core requirement for Individual and Society.

NYPIRG

Location: General Building 411
Phone: 718.260.5045
Hours: Mon. – Fri. 10 a.m. – 6 p.m.
Email: CityTech@NYPIRG.org
Coordinator: Robert Kourblum

The New York Public Interest Research Group (NYPIRG) is a student-directed education and advocacy organization that teaches students the skills they need to be more effective citizens in our society. NYPIRG advocates for affordable higher education, environmental and consumer protection and government accountability and gives students a voice on important issues. Also, NYPIRG provides internships throughout the year.

Our Children's Center

Location: Namm Hall G14

General Building 309
Phone: 718.260.5192
Fax: 718.254.8528
Email: childcarectr@citytech.cuny.edu
Director: Wendy Woods

Our Children's Center (OCC) is a Nationally Accredited Licensed Early Childhood Education Day Care, Universal Pre-Kindergarten and School Age Facility. It provides quality educational programs for children of New York City College of Technology students in a caring, nurturing environment where parents are free to visit. All fees are subsidized. The program accepts the following forms of payment: Vouchers, Department of Social Service (DSS), Federal Block Grant and private fees on a sliding scale. OCC's staff will assist eligible students in applying for financial assistance for daycare fees and in making referrals to other childcare facilities, should our program be full. Apply as soon as you know you will attend the college, since there may be a waiting list for services.

The following services are consistent with the college's academic calendar:

Toddler and preschool program for ages 2.0 to 5.11 years

Hours: Mon. – Fri. 7:45 a.m. – 5:45 p.m.

Preschool evening program for ages 3.0 to 5.11 years (Child must be fully potty-trained)

Hours: Mon. – Fri. 5:30 p.m. – 10 p.m.

Sat. 8 a.m. – 5 p.m.

School age program for ages 6.0 to 10.0 years

Hours: Mon. – Fri. 5:30 p.m. – 10 p.m.

Sat. 8 a.m. – 5 p.m.

Percy E. Sutton SEEK Program

Location: Midway 500

Phone: 718.260.5680

Fax: 718.260.5699

E-mail: Seek@citytech.cuny.edu

Website: www.citytech.cuny.edu/students/seek/

Hours: Mon., Tues., Thurs. 9:30 a.m. – 4:30 p.m.

Wed. 9:30 a.m. – 6:30 p.m.

Fri. 9:30 a.m. – 3 p.m.

Director: Paul H. Dorestant

SEEK (Search for Education and Elevation through Knowledge) is a higher education opportunity program designed to assist eligible students with personal, academic and financial services. This office provides counseling, tutoring, financial aid, study hall and computer labs to help students achieve academic success.

Professional Development Center

Location: Welcome Center, Atrium 114

Phone: 718.260.5050

Website: <https://www.citytech.cuny.edu/pdc/>

Email: pdc@citytech.cuny.edu
Hours: Mon. - Wed. 9 a.m. – 5 p.m.
Thurs. 9 a.m. – 6 p.m.
Fri. 9 a.m. – 4 p.m.
Director: Trang Le-Chan

The mission of the Professional Development Center (PDC) is to help students and alumni cultivate essential competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. Working closely with the Office of Public Relations, PDC facilitates interaction among undergraduate students, graduate students, alumni, employers, and organizations to create access and opportunities that help students pursue their personal and professional objectives.

Getting started on the right career path can make all the difference. The Professional Development Center is here to help make those first steps as easy as possible.

Services for Students

- One-on one Career Counseling
- Cover Letter and Resume Review
- Workshops and Seminars
- Virtual and In-person Mentoring Opportunities
- Leadership Luncheon

Services for Employers

- On-campus Meet and Greets
- On-campus Interviews
- Targeted Outreach to Students

Brooklyn Tech Triangle Internship Program

The Brooklyn Tech Triangle (DUMBO, Downtown Brooklyn and the Brooklyn Navy Yard) has become a magnet for the world's pioneering, energetic, and creative entrepreneurs and has emerged as the City's largest cluster of tech activity outside of Manhattan, with nearly 10% of the sector calling this area home.

The Brooklyn Tech Triangle Internship Program (BTTIP) is sponsored by the New York City Department of Small Business Services and the Mayor's Office of Media and Entertainment, and operated in partnership with the New York City College of Technology Professional Development Center. BTTIP connects Brooklyn's growing tech and media sectors to technically skilled interns, including web developers and programmers, media specialists, designers, and engineering technologists. Interns develop hands-on experience in their field of study, earn \$15 an hour, work up to 19 hours per week and, if eligible, earn academic credit. Internships are generally offered during Spring and Summer semesters.

CUNY Service Corps

The CUNY Service Corps mobilizes CUNY students, faculty and staff to work on projects that improve the short and long-term civic, economic and environmental sustainability of New York City, of its residents and communities. The program's goals are three-fold: for students to make a meaningful difference through service while gaining valuable real-world work experience,

earning a wage, and where appropriate, receiving college credit; for faculty members and staff, through their work with students in the program, to have additional opportunities to apply their expertise to addressing many of the city's key challenges; and for residents, communities, and project sponsors to realize concrete benefits as a result of CUNY Service Corps projects.

Service Corps members are part of a University cohort of students practicing service that is aligned with their civic and professional goals. Service placements last twenty-four weeks over two semesters. Participants work 12 hours per week. Corps members are paid \$12 an hour, earn up to \$3,624 for one academic year and in some instances earn college credit.

Public Safety

Location: Namm Hall 109
Phone: 718.260.5550
718.260.5555 (Emergencies)
Hours: 7 Days/24 Hours
Director: Lionel Presume

The Department of Public Safety operates 24 hours a day to provide safety and security throughout the campus. If you encounter any difficulty or observe any suspicious activity, report it to the Public Safety Department immediately.

Identification Room

The ID Room is located in AG-24N. If you are a registered student your ID will be active/validated when the ID card is issued.

Campus Security Statistics

As required under subsection 6433 of Article 129-A of the Education Law, you may obtain a copy of this report by contacting the Department of Public Safety (Namm Hall 109) or by accessing the following web address:

<http://www.citytech.cuny.edu/students/registrar/pubinfo.shtml>.

Emergency College Closing

If it becomes necessary to cancel classes and/or close the College due to severe weather conditions or other emergency situations, the following radio stations will broadcast a message regarding City Tech status:

WADO 1250 AM

WBLS 107.5 FM

WCBS 880 AM or online at www.wcbs880.com

WFAS 1230 AM or online at www.wfasam.com

103.9 and 106.3 FM or online at www.wfasfm.com

WINS 1010 AM

WLIB 1190 AM

WOR 710 FM or online at www.wor710.com

CUNY Alert

Students can also sign up for CUNY Alert as a means of notification to students during emergency closing and other types of emergency situations on campus:

<http://www.cuny.edu/news/alert.html>.

Fire Emergencies

All alarms should be considered indicative of a fire, unless otherwise announced. Never assume that an alarm is a false report. When the alarm sounds, evacuate the floor using the closest stairway, unless there is smoke in the stairway. **Elevators should not be used.** In the event that the stairwell is crowded or filled with smoke, use an alternate stairwell.

Illness/Injury

If you need immediate attention because of illness or injury, call the emergency number: 718.260.5555.

Lost and Found

The Department of Public Safety also operates the Lost and Found Unit. Check the Public Safety Office if you have lost something and bring any found items to this location.

Recreation and Intramural

Location: Atrium AG32
Phone: 718.260.5102
Fax: 718.260.5107
Email: athletics@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/athletics
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Director: Brenda Alexander

The Recreation program provides leisure-time activities for students, faculty, staff and alumni. Special classes include fitness, martial arts and dance. Schedules are posted throughout the college. For further information, come to the recreation office in the Atrium Building, room AG32 or call 718.260.5102.

To participate in the recreation programs, you must obtain an activity sticker from the recreation office. In order to receive the sticker, you must show a validated City Tech ID card or alumni card and sign a Consent and Release form. The card is required at all times for the use of the facilities or participation in any of the scheduled activities.

The intramural recreation program of New York City College of Technology assumes no responsibility for the health status of its students, faculty, staff and alumni. Participation in any of these programs is at your own risk. All individuals are strongly advised to have medical check-ups before engaging in physical activity and to follow the advice of their physicians. Participants may suffer physical injury should they participate without or against medical advice.

Office of the Registrar

Location: Namm Hall G15
Phone: 718.260.5800
Fax: 718.254.8532
Email: registrar@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/registrar
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.

Director: Tasha Rhodes

The Office of the Registrar records and maintains all academic records and is responsible for all transactions relative to a student's academic status at the college. This office also prepares the schedule of classes, and makes it available on the college website.

To Register:

New Students

New students are advised and registered in the New Student Center.

Continuing Students

Web-based Registration. Continuing students who are EAR (Early Advisement and Registration) eligible are permitted to register during our early registration period. These students are proficient in at least two of the three skills areas required by CUNY and are not on academic probation. They may register online using CUNYfirst. Early registration begins in November for the spring semester and in April for the summer and fall semesters. Students who are not eligible for early registration should consult with their academic advisor. Registration for non-EAR eligible students will take place at a later date once end-of-term processing is complete. Students will be notified of the late registration date via email. There is an 18-credit limit during early registration.

Late In-Person Registration. In-person registration occurs three times during the year:

- *January—spring classes*
- *June—summer session and registration for fall*
- *August—fall classes*

Students should refer to the academic calendar for the late in-person registration dates. Some classes will already be filled by the time of late in-person registration.

All students are encouraged to monitor progress toward graduation by viewing their individual Student Advisement Degree Audit available on the CUNY Portal (www.cuny.edu). The degree audit is a City Tech student's "virtual advisor" and is available on the web 24/7. Students can easily access their degree audit from any web-enabled computer, on or off campus.

Other services available in the Registrar's Office relate to:

- academic dismissal and reinstatement
- adding and dropping courses
- advanced standing

- attendance certification
- change of curriculum
- change of name and/or address
- dean's list
- grades
- graduation
- impoundment of records
- leave of absence
- permit to attend another college
- privacy of student records
- review of records
- transcript
- veterans certification
- withdrawal from courses or college

See the college catalog for detailed information regarding the above items. You may view the college catalog online at www.citytech.cuny.edu, click on "Quick Links" and select "College Catalog" from the drop-down menu.

Readmission

A former student seeking readmission to the College must file a readmission application with the Office of the Registrar. Low GPA probation students' applications require departmental approval. In addition, approval from the VP of Enrollment Management may also be required. There is a \$20 fee to process this application.

Office of Scholarships and Residency Services

Location: Namm Hall G09
 Phone: 718.260.5054
 Fax: 718.254.8522
 Email: scholarshipsvcs@citytech.cuny.edu
 Website: www.citytech.cuny.edu/admissions/scholarships
 Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
 Tues. 9:30 a.m. – 4:30 p.m.
 Fri. 9:30 a.m. – 3 p.m.
 Director: Olliver Davis

Scholarships and Grants

Information regarding available scholarships and grants is available on the City Tech website: <http://www.citytech.cuny.edu/admissions/scholarships/scholarships.shtml>. The Scholarships & Residency staff will assist students through the scholarship application process.

New York State Residency

Students qualify for the resident tuition rate if they can provide proof of continuous residency in the State of New York for a period of twelve consecutive months before the first day of classes. Students who are undocumented or out-of-status and some who are not residents of New York

State may be eligible for the lower tuition rate, if they meet certain conditions. Please contact the office if you have further questions.

IMPORTANT NOTE: Appeals of residency status must be filed at the Office of Scholarships and Residency Services on or before the last day of the semester concerned; late appeals cannot be accepted.

Student Computing Help Desk

Location: Welcome Center - Atrium 114
Phone: 718.260.4900
Email: StudentHelpdesk@citytech.cuny.edu
Website: http://cis.citytech.cuny.edu/Student/it_student.aspx
Hours*: Mon., Wed. and Fri. 9 a.m. – 5 p.m.
Tues. and Thurs. 9 a.m. – 6 p.m.
**Hours change throughout the semester to accommodate for peak activity times. Please visit our website to see posted hours for the current semester.*
Coordinator: Tremmelle Thomas
Director: Rita Uddin

The Student Computing Help Desk is available to assist students with technology-related questions regarding CUNYfirst, Blackboard, DegreeWorks, ePermit, student email and the wireless network. You must create a CUNYfirst account in order to access most of the online tools mentioned above. Visit the Online @ City Tech section of this handbook for instruction on creating a CUNYfirst account and accessing the College's online tools.

Student Life and Development

Location: General Building 516
Phone: 718.260.5391
Fax: 718.260.5226
Email: studentlife@citytech.cuny.edu
Hours: Mon. - Thurs. 9 a.m. – 7 p.m.
Fri. 9 a.m. – 5 p.m.
Director: Dorie B. Clay

Education Outside of the Classroom! The Office of Student Life and Development is the campus department responsible for enriching the intellectual, ethical and social development of our students by engaging them in community involvement and leadership opportunities. We are committed to providing excellent programs and services that promote student self-governance, respect for diversity, civic responsibility and life-long learning.

We oversee student clubs and organizations, the Student Government Association and the New Tech Times (the student newspaper) and organize various student events and activities on and off campus. Our major annual events include New Student Orientation, Commencement and Honors Ceremonies and several leadership development forums, including leadership workshops, retreats and the President's Student Leadership Conference. All of these activities are designed to enhance and encourage academic success, community service and civic responsibility.

The Office of Student Life and Development delivers programs, services and activities to help students learn better communication, leadership and interpersonal skills. We attempt to meet students at each of their respective developmental stages and assist them in adjusting to campus life; enhancing their self-esteem through realistic self-appraisal; and in facilitating their career development, decision making and growth.

In addition to the many student activities, events and campus development initiatives provided by the Office of Student Life and Development the following are additional programs, organizations and clubs that supplement our efforts.

The Student Government Association (SGA)

The SGA serves as the official voice through which student opinion is expressed and empowered. The SGA represents students' needs and concerns and actively participates with faculty, administration and staff in College policy and decision-making processes to improve and enhance the quality of the student experience at City Tech. SGA executive officers include the President, Vice President, Secretary, Treasurer, Chief Justice, Social Director, Part-Time Evening Representative and 12 School Senators (three for each school and three Senators-at-Large). Officers are elected once a year through elections held in the spring. These officers voice student concerns, participate in orientation and recruitment activities and sponsor events. The SGA office is in room G.400 and can be reached via email: sgapresident@citytech.cuny.edu or phone: 718.260.5019.

New Tech Times (Student Newspaper)

The college newspaper is published by students for students and is a communication tool to connect with the campus community. Student participation is encouraged in all areas of the newspaper's publication. Writers, reporters, photographers, layout persons and proofreaders are welcome. Interested students should apply at the Office of Student Life and Development.

New Student Orientation

We welcome new students, their parents, family and friends to our orientation program held at the start of every fall and spring semester. As a new student at City Tech, you are bound to have questions. New Student Orientation is designed around you. By the time you leave orientation, you will be on your way to becoming a successful City Tech student. At Orientation you will have the opportunity to receive assistance in selecting your classes, tour the campus and get to know other new students with the help of returning students who serve as Orientation Leaders or campus guides. Orientation is also a time to address any questions you have for campus staff, faculty and administration. Attendees should be prepared to make new friends and participate in informative activities scheduled throughout the day.

Student Wellness Center

Location: General Building 414
Phone: 718.260.5910
Website: www.citytech.cuny.edu/students/health
Hours: Mon. - Thurs. 9 a.m. – 6 p.m.

Fri. Closed
Coordinator: Aries Jones

The Student Wellness Center offers a wide variety of free and confidential services to all City Tech students. We provide:

- Free visits and confidential health care services
- On-campus nurse
- Free vaccines
- Lactation room
- Free health testing
- Free health screening
- Campus-wide health-related fairs and informational tabling
- Health and Wellness Promotion
- Free condoms
- NYC-sponsored low-cost health insurance information
- Free weekly chair massage
- Free required physical examinations for uninsured students in the following health programs:
 - * Nursing
 - * Dental Hygiene
 - * Radiologic Technology and Medical Imaging
- Community referrals for clinical services
- Health Education programs and seminars
- Resource material on many health-related topics
- On-campus physician available every other Wednesday from 12 noon - 2 p.m.

Theaterworks City Tech

Location: Voorhees 411 (Entertainment Technology Department)
Phone: 718.260.5588
Fax: 718.260.5591
Email: cscott@citytech.cuny.edu
Website: www.theatreworkscitytech.org and www.gravesendinn.com
Artistic Director: Professor Susan Brandt

Theatreworks, the resident theatre company at New York City College of Technology, is composed of students, alumni, faculty/staff and community members. Theatreworks accepts proposals from producing organizations for live performance-based events in the Collaborate! Residency that show a compelling and well integrated use of technology. Examples might include, but are not limited to: theatre, dance, music or interactive media. The Gravesend Inn, A Haunted Hotel is produced each Fall.

Founded in 1974, Theatreworks has been recognized in media and theater circles for its commitment to professionalism in performance, technology and the advancement of multi-cultural casting and crews in plays, musicals, dance and other live events. This unique approach to theatre has given Theatreworks citywide recognition and an audience from the greater New York area. Theatreworks is now performing in the state-of-the-art Voorhees Theatre.

Theatreworks alumni can be found in the professional theatre, in television and concert venues, and working with many theatre-related companies in their respective communities. Student technicians receive valuable training by participating in the lighting, sound, costume, video,

publicity and scenery crews for performances each year. For further information about Theatre-works, contact the Entertainment Technology Department in Voorhees 411 at 718.260.5588

The Center for Student Accessibility

Location: Atrium 237
Phone: 718.260.5143
Fax: 718.254.8539
Email: jcurrie@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/supportservices/index.shtml
Hours: Mon. – Fri. 9 a.m. – 5:45 p.m.
Tues. 8 a.m. – 8 p.m.
Wed. 8 a.m. – 8 p.m.
Thurs. 8 a.m. – 5:45 p.m.
Fri. 8 a.m. – 5:45 p.m.
Director: John Reid Currie

The Center for Student Accessibility is the disabilities service provider at New York City College of Technology, designated to provide services and reasonable accommodations to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and Americans with Disabilities Amendments Act of 2008 (ADAAA).

The Center’s primary mission is to support the educational goals of enrolled students who self-identify disabilities. We provide equal access, empowerment, advocacy, collaboration and outreach throughout the College, The City University of New York and the community.

Veterans Support Services

Location: Atrium 522
Phone: 718.260.4980
Email: veterans@citytech.cuny.edu
Website: www.citytech.cuny.edu/veterans
Hours: Mon., Tues., Wed., Fri. 9:30 a.m. – 4:30 p.m.
Thurs. 11:30 a.m. – 6:30 p.m.
Coordinator: Robert Timmins

The Veterans Support Services Office provides veteran students with information and support to promote educational success and optimal social well-being. The office also collaborates with Campus Departments, Student Government Association and Student Clubs to facilitate various veteran-related programs and events.

Other Convenient Student Services

ATMs are located on the first floor in Namm Hall.

Bicycle Racks are located at Namm Hall (300 Jay Street) and Voorhees Hall (186 Jay Street) entrances.

Bulletin Boards are available on most floors for posting flyers and general information. Student groups must receive approval for posting from the Office of Student Life and Development.

Copy Machines are located on the first floor in the Atrium Building, in the Library (Atrium Building, Fourth Floor), and in Voorhees Hall lobby. A copy-card is required to operate the copiers. Copy-cards may be purchased from the copy-card vending machine located near each copy machine.

Initially you will need \$2.00 to make copies: \$1.00 to purchase the copy- card and \$1.00 to purchase copies. Remember to keep your copy-card because it is reloadable and additional money can be added at the on-campus vending machines when needed.

Lockers are available for students enrolled in studies that require uniforms. Students should contact their major department concerning lockers. Technology students in Voorhees Hall should also contact their major department.

Pay Phones are located in both cafeterias and on most floors throughout the campus.

Student Lounges are located on the second, fourth, fifth, and sixth floors between the General and Pearl Buildings; on every floor of the Atrium, including a multi-purpose lounge on the Atrium ground floor facing the outdoor garden; and on the second floor of Voorhees Hall.

The Student Tech Lounge and Gallery is located on the sixth floor, between the General and Pearl Buildings. This lounge is an open wireless environment. Bring your laptop for an around-the-City-Tech-clock connection.

FINANCIAL AID FACTS

Types of Financial Aid

City Tech's online Financial Aid website:

<http://www.citytech.cuny.edu/admissions/financialaid/index.shtml> serves as a student resource for financial aid information of all types. You can

- Learn about the different programs and eligibility requirements
- Receive step-by-step guidance through the application and award process
- Download financial aid forms.

You may visit or call the Financial Aid Office during regular business hours for in-person assistance. Also, you may email your questions and concerns to us. Be sure to check your City Tech student email frequently for important financial aid updates!

Financial aid comes in the form of grants, loans, work-study and scholarships.

Grants - Funds that do not have to be re-paid:

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study (APTS)
- Search for Education and Elevation through Knowledge (SEEK)

Loans - Money that you borrow and repay with interest:

- Federal Perkins Loan
- Federal Direct Loan (Subsidized & Unsubsidized)
- Federal Parent Loan for Undergraduate Students (PLUS)

Federal Work-Study (FWS) - Money that you earn from a job obtained through the Financial Aid Office.

Work-study offers students the opportunity to earn money on campus or at public or private non-profit organizations. The money may be used to help pay for educational expenses. In addition, the work-study program may help students gain valuable work experience.

Scholarships - Money awarded on the basis of financial need or academic merit.

For additional scholarship information, consult the Scholarships and Residency Services Office in Room NG-09, or log-on to: <http://www.citytech.cuny.edu/admissions/scholarships/>.

Applying for Financial Aid

Apply by completing the Free Application for Federal Student Aid (FAFSA) at: www.fafsa.gov. If you file FAFSA-on-the-Web, you will be able to link directly to TAP-on-the-Web so that you may apply for New York State tuition assistance grants. We encourage online filing because it is the quickest, easiest and most accurate way to apply. If you do not use the link to the TAP-on-the-web application after applying for FAFSA, you can apply at www.hesc.ny.gov.

CityTech's FAFSA College Code: 002696

CityTech's TAP College Code: 1405

You may also apply using a paper FAFSA which you may obtain online at: http://federalstudentaid.ed.gov/fafsa_options.htm. When your paper FAFSA is processed, you will receive instructions on how to apply for New York State tuition assistance.

What if I need access to a computer?

If you need access to a computer to complete your FAFSA or TAP application, go to our Financial Aid Web Lab in Room NG-08A. Call 718.260.5700 for our hours of service.

When should I apply?

You may apply starting on January 1st for the upcoming award year. Our priority filing period is January 1st to March 31st. Allow at least 4-6 weeks to get your applications processed. Plan to apply early enough so that the information for your awards will be available for payment of tuition and fees at the time the bill is due.

Do I have to reapply for financial aid every year?

Yes. Financial aid is awarded for a single academic year and is based on your family's income during the previous tax year.

How long may I receive Financial Aid?

The New York State TAP program allows 8 semesters of awards for full-time undergraduate study. You may use only 6 of these awards towards an Associate's degree. To receive the 7th and 8th TAP award, you must be enrolled in a four-year program. SEEK students may receive up to 10 TAP awards if they are SEEK-eligible and enrolled in a 4-year program.

The Federal Pell Grant is limited to a maximum of 12 semesters or the equivalent of 6 years of full-time Pell payments. Once a student receives the maximum 6 years of full-time Pell, he will no longer be eligible for Pell and Federal SEOG. A student who already has a four-year bachelor's degree is no longer eligible to receive Pell grant or SEOG.

Federal Direct Loans: A student who is considered a "new borrower" may only receive Federal Direct Subsidized Loans up to 150% of the length of the published program. For example, a student enrolled in a 2-year associate degree program will be eligible for a Direct Subsidized Loan for 3 years. A student enrolled in a 4-year bachelor's degree program will be eligible for a Direct Subsidized Loan for 6 years. Once a student has reached the limit of the Direct Subsidized Loan, the student will only be eligible for Direct Unsubsidized Loans.

A “new borrower” is defined as any borrower without an outstanding loan balance on July 1, 2013 or any time after.

Financial Aid Application Priority Filing Period

City Tech’s priority filing period is January 1st – March 31st for the upcoming academic year.

You may still apply for financial aid after March 1st, but some funds are limited. Programs, such as Federal Work-Study, FSEOG and Perkins loans, have limited funding and are awarded on a first-come, first-serve basis.

Financial Aid Award Deadlines

- Federal Award Programs—problems with your FAFSA must be resolved by your last day of attendance.
- Federal Direct Loan Requests—must be received by the Financial Aid Office, no later than three weeks before the end of the fall or spring semester.
- New York State TAP—problems with your NYS TAP application must be resolved by June 30th of the award year.
- Aid for Part-Time Study (APTS)—an application must be on file before the third week of the semester

How can I receive a Federal Work-Study award?

You must complete the FAFSA and request FWS on the FAFSA. FWS money is awarded on a first-come, first-serve basis. It is important to apply early, no later than March 31st, for the upcoming summer session and academic year. When you receive your award letter from the college, it will indicate whether you have been awarded FWS.

I have applied for financial aid for the academic year at another college, and now I am transferring to City Tech. How do I make sure my financial aid awards will pay at City Tech?

You must change the college codes to City Tech’s college codes. For New York State aid (TAP and APTS) visit www.hesc.ny.gov and change the college codes to #1405. For federal aid, visit www.fafsa.gov and change the college code to #002696.

Academic Performance and Financial Aid Eligibility

You must attend your classes in order to receive financial aid. You must maintain satisfactory academic progress toward your degree in order to continue to receive your financial aid. The following is a summary of the enrollment and academic performance requirements for the federal and state financial aid programs.

Enrollment Requirements (Getting Your Aid)

Basic Enrollment Conditions

Federal Pell Grant:

A minimum of 1 credit or equated credit per semester. The Pell award is based on your expected family contribution and the number of credits/units you are enrolled in for a semester.

Federal Loans, Work-Study and Supplemental Grants:

A minimum of 6 credits or equated credits/units per semester.

New York State Tuition Assistance Program (TAP):

A minimum of 12 credits or equated credits/units per semester.

Part-Time TAP (PTAP):

- 6 to 11 credits or equated credits/units per semester.
- Must earn 24 degree credits in the year preceding the 1st award.
- Must have enrolled for the first time in the 2006-2007 academic year or thereafter to qualify.

NYS Aid for Part-Time Study (APTS):

6 to 11 credits or equated credits/units per semester (available to part-time students not receiving PTAP.)

Additional Enrollment Conditions

All Federal Aid Programs:

- A 30 hour limit on payment for remedial [non-ESL] classes.

TAP: must be full-time (at least 12 credits/units toward the degree program); at least 3 non-remedial credits/units in the 1st semester of TAP payment and 6 non-remedial credits/units every TAP semester thereafter

PTAP or APTS: Must include at least 3 degree credits each PTAP or APTS semester

All NYS Aid Programs: Courses counted toward the minimum full-time/ part-time enrollment requirement **MUST** count for the degree.

Repeating Failed Courses

All Federal Aid Programs: There is no regulatory limit on the number of times a student may be paid to retake a failed course unless the student has also previously passed the course.

All NYS Aid Programs: Payments are available for repeating failed courses (subject to maintaining satisfactory progress as defined below).

Repeating Courses Previously Passed

All Federal Aid Programs: A student may receive federal financial aid to repeat a previously passed course one time as long as the student is receiving credit for the course

All NYS Aid Programs: Payments are NOT AVAILABLE for repeating any class for which an acceptable passing grade was received including those under the College’s C-or-below policy, unless required by the academic department or program.

Satisfactory Progress Requirements (Keeping Your Aid)

When Academic Progress is Measured

All Federal Aid Programs:

- Academic progress and pursuit standards are measured once a year after the spring term. Students who do not meet academic standards will be ineligible for federal financial aid. Students who are not meeting satisfactory academic progress have the right to appeal to the Committee on Financial Aid Standing to regain their ability to receive federal student aid.

Progress Conditions All Federal Aid Programs:

There are three components to maintaining satisfactory academic progress:

1. Minimum GPA – a student must achieve at least the college’s minimum retention standard to maintain satisfactory academic progress. The college’s minimum GPA retention standards are:

Credits Attempted	Minimum GPA
.5-12	1.5
13-24	1.75
25 or more	2.0

2. Maximum Time Frame – a student may not attempt more than 150% of the credits/units normally required for completion of the degree. For example, a student enrolled in a 2-year (Associate) degree program (requiring 60 credits/units) will fail to meet academic progress if he attempts 90 or more credits/units. A student enrolled in a 4-year (Bachelor) degree program (requiring 120 credits/units) will fail to meet academic progress if he attempts 180 or more credits/units.
3. Pace of progression – a student’s accumulated or earned credits must be equal to or greater than a certain percentage of the total credits attempted according to the following tables:

Associate Degree (2 Year Programs)

Attempted Credits	6	12	18	24	30	36	42	54	60	66	72	78	84	90

Earned Credits	0	0	2	4	6	13	19	27	33	39	44	49	55	61
----------------	---	---	---	---	---	----	----	----	----	----	----	----	----	----

Baccalaureate Degree (4 Year Programs)

Attempted Credits	15	30	45	60	75	90	105	120	135	150	165	180
Earned Credits	0	5	16	27	42	50	63	72	84	95	108	117

All NYS Aid Programs: Academic progress and pursuit standards are measured after each term. You must earn credits toward the degree and attain a minimum GPA each semester.

How does withdrawing from courses affect my academic progress?

The courses you withdraw from count as “credits attempted” when academic progress is evaluated for both federal and state financial aid. You are not eligible for federal and state aid if you do not meet the College’s academic progress standard.

Does dropping courses during the semester affect my financial aid eligibility?

Consult with a Financial Aid Counselor before dropping or withdrawing from any class. When you drop or withdraw from courses, your financial aid eligibility may be affected. You risk losing your entire award or owing money to the college. It could affect both the semester in which you are currently enrolled and future semesters. You may obtain more information by downloading our information guide on dropping or withdrawing from classes at: www.citytech.cuny.edu. Click on “Current Students,” select the “Financial Aid” link, and then select the “Information Guides and Downloadable Forms” link.

Are my financial aid grants and awards taxable?

Financial aid grants are not taxable. Federal Work-Study, which is earned income, could be taxable. You should check with your accountant or financial advisor for further clarification.

If I take a course at another CUNY college on permit, can I receive financial aid?

After you register for the course (at the beginning of the semester), provide your official transcript (with the permit out class) to the Office of Financial Aid. At the end of the semester, you must also present an official transcript to the Financial Aid Office with your final grades in order to determine your eligibility for the award.

I am a full-time student and was determined to be TAP-eligible by the NYS Higher Education Services Corporation. Why does my tuition bill state that I am not TAP-eligible?

You may be economically eligible for the TAP award but might not be registered for the minimum of twelve credits/equated credits that are required for your declared major. You must also meet the program pursuit and academic progress requirements of the TAP program. Speak to your Financial Aid Counselor for clarification.

Is financial aid available for the summer?

TAP and Pell may be available to help pay for summer classes if you meet certain requirements:

- You may be eligible for a summer PELL grant regardless of any PELL grant usage in the previous Fall or Spring semesters. Speak to a financial aid counselor in regards to your eligibility for summer Pell grant.
- If you earned 24 degree credits in the prior Fall and Spring terms, and have reapplied for TAP for the new academic year, you may be eligible for a TAP payment for summer study. Information about summer awards may not always be available at the time you register for summer classes. You may have to pay your tuition from other resources and receive a financial aid refund from the college at a later time.

TUITION AND FEES

Tuition and fees, subject to change, must be paid at the time of registration.

New York State Resident Tuition

Matriculated Full-time
12 to 18 credits/equated credits \$3,265 per semester

Matriculated Part-time
Fewer than 12 credits/equated credits \$285 per semester

Non-Degree (based on space availability) \$415 per credit
Senior Citizens Fee \$65 per semester

Non-New York State Resident Tuition

Matriculated Full-time and Part-time \$580 per credit (no limit)
Non-Degree \$865 per credit (no limit)

Non-Instructional Fees

Full-time per semester

Student Activity ¹	\$42.70
Student Government ¹	4.00
Clubs ¹	3.00
University Student Senate ¹	1.45
NYPIRG (New York Public Interest Research Group) ²	4.00
Technology Fee ³	125.00
Consolidated Service Fee ⁴	15.00
Total	\$195.15

Part-time per semester

Student Activity ¹	\$16.35
Student Government ¹	1.50
Clubs ¹	1.50
University Student Senate ¹	1.45
Technology Fee ³	62.50
Consolidated Service Fee ⁴	15.00
Total	\$98.30

Summer Session Student Activity Fee

Effective Summer 2015, all students at New York City College of Technology attending summer session must pay a summer session student activity fee in the amount of \$26.00, in accordance with the following schedule:

Earmarked Allocating Body (College Association) ⁵	\$15.55
Student Government	5.00
NYPIRG	4.00
University Student Senate	1.45
Total Student Activity Fee	\$26.00

Students enrolled in multiple summer sessions will pay the fee only once per summer.

¹ Neither these fees nor any part thereof are refundable at any time.

² These fees may be refunded only by written request to NYPIRG. Appropriate forms are available at the NYPIRG Office in G411.

³ The technology fee maintains public labs; upgrades computer labs in academic departments; upgrades and expands software in academic programs.

⁴ All students (including non-degree and senior citizens) will be required to pay a consolidated fee of \$15.00 per semester or session to cover the costs of processing a financial aid needs analysis, the immunization program and other student-related functions.

⁵ Within the \$15.55 College Association fee, the following local earmarkings will exist: Accident Insurance (\$1.50), Corporation Annual Assessment (\$0.05), Child Care (\$5.25), Health Education and Services (\$5.25), City Tech Times (\$2.00), with the remainder unearmarked.

Resident Tuition Rate

- Students may qualify for the resident tuition rate if proof of continuous residency in the State of New York was maintained for a period of twelve consecutive months before the first day of classes.
- Students who are undocumented or out-of-status and some who are not residents of New York State may be eligible for the lower tuition rate, if they meet certain conditions.

For additional information, contact Scholarships and Residency Services in NG09 at 718.260.5054.

Tuition Payment Policy

You may pay your tuition via secure internet connections from the privacy of your home or anywhere else that you access the internet. Please be aware, though, of the charges associated with each of these methods of payment, so that you may decide on the choice of payment best suited to your circumstances.

- MasterCard, Discover or American Express (including debit cards!): A non-refundable convenience fee of 2.65% of the amount of the payment will be charged to your account.
- E-check: An e-check electronically debits your checking or savings account.
- The TuitionPay Plan (AMS) at www.tuitionpay.com/cuny. Charges are explained on the website.

Other fee payments (non-instructional) may be made to the Bursar's Office, NG06, in cash, by check or money order only.

To ensure that your registration is not cancelled, please make your payment no later than the due date on your bill. The college cannot guarantee the availability of seats in classes to students whose registration is cancelled.

Tuition Payment Plan

If you wish to pay tuition in installments, the Academic Management Services (AMS) Plan is available for Spring and Fall semesters. The AMS Plan is interest-free and does not carry finance charges. The current enrollment fee is \$35 per semester (subject to change). For information on joining the AMS Tuition Payment Plan, call AMS toll-free at 800.635.0120, visit the website at www.tuitionpay.com or visit the Bursar's Office, NG06.

ONLINE @ CITYTECH

Tutorials

The Student Computing Helpdesk has created online tutorials to assist students:

- Register for classes
- Pay your semester bill
- View your semester grades
- Change primary college on CUNY Portal
- Retrieve CUNY Portal user name/password

All video tutorials are in QuickTime format. As long as you have QuickTime installed on your computer you can view the video tutorials from work or at home.

To view the tutorials, visit http://cis.citytech.cuny.edu/Student/it_student_online_tutorials.aspx.

CUNY Portal

The CUNY portal is a central website with links to all CUNY information and resources.

Through the portal, you can track your academic progress by using the Student Advisement Degree Audit (Degree Works), register for classes, view your transcript and pay your semester bill on CUNYfirst, obtain permission to attend classes at another CUNY college by creating an e-Permit and access Blackboard to view your online classes. Students can save money by shopping on the CUNY e-Mall web site. Discounted and FREE software is available through the Software Center.

How Do I register for a CUNY Portal account?

1. Go to the CUNY website: <http://www.cuny.edu>.
2. Click on **LOG IN, CUNY PORTAL**.
3. Click on **Register for a New Account**.
4. Select the option **Current Student**.
5. Enter your **Last Name, Social Security Number and Date of Birth** as requested on the page.
6. Click **Next** and confirm your information.
7. You will come to a page where you can create a username and password.
8. You may use the user name generated, or change it to something you will remember.
9. Enter and confirm a password. The password must be at least 6 characters.
10. Click **Save**, and your CUNY Portal account will be created.

What if I forgot my username and password?

To change your CUNY Portal account password:

1. Go to <http://www.cuny.edu>.
2. Click on **LOG-IN, CUNY PORTAL**.
2. Click on **LOG-IN, CUNY PORTAL**.
3. Click on the option that says **Account & Password Reset**.

4. Enter your *Last Name, Social Security Number and Date of Birth* to validate your CUNY Portal account.
5. Your CUNY Portal username will be displayed. Type in a new password. Confirm the password and click *Submit*.

To change your primary college

1. While on My Profile, click *Modify* at the top of the page.
2. Click on the drop-down menu. Make sure New York City College of Technology is selected as your primary college.
3. Click *Save*.

Degree Audit

Degree Audit is an online tool that allows students to

- View the degree requirements for their major.
- Determine which requirements have been met.
- Identify which courses are still needed.
- Review grades applied to their transcript.
- View which credits would be transferable to a different major.

How do I view my degree audit?

1. First you must LOG IN to your Portal account.
2. Under **APPLICATIONS/RESOURCES**, click on **Student Advisement Degree Audit**.
3. Select the **Audit tab** and click on **View Audit**.

DegreeWorks

DegreeWorks is an online tool that allows you to

- View your CUNY Assessment Test scores.
- View the degree requirements for your major. Determine which degree requirements have been met.
- Identify which courses still need to be taken.
- Identify courses that do not apply to your major, as these courses may have financial aid implications.
- Review grades applied to your transcript.
- View what credits would be transferable if you decide to change majors.
- Learn the implications or advantages of changing your major.

How do I log into DegreeWorks?

1. Go to <http://www.cuny.edu>.
2. Click on *Portal Log-In*.
3. Enter your *Username* and *Password*.
4. Click on *Login*.
5. Click on *Student Advisement Degree Audit for Students*.

How do I register for classes?

1. Enter **https://home.cunyfirst.cuny.edu** in your browser's address bar:
2. Navigate to: **Self Service > Student Center> Enroll**.
3. On the **Shopping Cart** page, select a term and click on **CONTINUE**.
4. If you know the **class number**, enter the unique four or five digit class number in the **Enter Class Nbr** field and then click the enter button OR select **Class Search** and click **Search**.
5. On the **Enter Search Criteria** page select the **Course Subject** from the dropdown list, and then click the **Search** button.
6. On the **Search from My Planner** page click the **Select** button next to a course to add it to the **Shopping Cart**. On the **Add Classes to Shopping Cart** page, a message displays to indicate that the class has been added to your **Shopping Cart**. **Check Mark** all the classes in which you want to enroll and click on **Enroll**.

Note: Only courses offered for the current semester may be added to the Shopping Cart.

7. The confirm classes section displays on the **Add Classes** page. Examine the status icons to ensure your chosen classes are open and available. Select the **Finish Enrolling** button.
8. The **View results** section displays on the **Add Classes** page.

Note: The **Message** column will indicate success and the **Status** column will show a green check mark to indicate successful registration for a class.

Note: Courses with errors remain in your shopping cart. You may take actions to correct these errors and enroll later.

ePermit

EPermit is an online system that allows students to make arrangements to take courses at OTHER CUNY COLLEGES without having to directly contact both the home and host colleges for approval. The intent of this process is to provide a convenient means of obtaining permission to register for courses offered at other CUNY colleges. This will enhance the opportunity of graduating in a timely manner and allow students to pursue academic interests not offered at their home colleges. Please read all of the information in the welcome message once you log into ePermit. It will be your responsibility to assure that all information is correct.

How do I know if I am eligible?

You are permitted to take courses at other accredited institutions while in attendance at City Tech. The following requirements must be met.

1. You may not be on academic probation.
2. During the fall or spring semester, if you are attending another institution, you must register for at least one course at City Tech.
3. During the summer session, if you wish to take courses on permit at another accredited institution, you may do so without registering for courses at City Tech at the same time.
4. Students are permitted to take no more than two courses at another institution to complete City Tech degree requirements.
5. All permit courses must be approved in the student's major department.
6. Courses on permit must apply to your current major.

To be eligible for a permit you must:

- Be matriculated and currently attending City Tech.
- Have a cumulative GPA of at least a 2.00.

How do I apply for ePermit?

1. Go to the CUNY Portal homepage (www.cuny.edu).
2. Log into your CUNY Portal account.
3. Under **Applications/Resources**, click on the **ePermit** link.
4. The **ePermit** page will open. Re-enter your portal username and password and click on **Login**.
5. Read the **How to Use ePermit** instructions.
6. Click on **Create New Permit** (located on the left-hand side) and complete the information required.

CUNY TIPPS

Don't you wish there was some way to tell whether or not your courses will transfer to other CUNY colleges? Well there is! The CUNY TIPPS website will allow you to find out whether or not the CUNY college you wish to transfer to will accept your credits. For more information, please visit the CUNY TIPPS website at www.tipps.cuny.edu.

BlackBoard

What is blackboard?

Blackboard is CUNY's course management system. This online tool allows you to access your syllabus, handouts and discussion groups.

How do I login to blackboard and/or see my courses?

To login to Blackboard with your CUNY Portal username and password.

1. Go to www.cuny.edu.
2. Click on **LOG-IN, CUNY PORTAL**.
3. Once you are logged into the CUNY Portal, click on **Blackboard** on the left-hand side. Under **My Courses** you should see a list of the classes that are available for you.

How do I update my email on blackboard?

1. Once logged into Blackboard, on your home page, under **Tools**, click on **Update Email**.
2. Enter a new valid CUNY email address.
3. Re-enter the email address.
4. Click on **Submit**.
5. An email confirmation will be sent to your new CUNY email address.

Student Email

When you enroll, a Live@CityTech email account will be automatically generated for you. Live@CityTech provides current student and alumni with a set of communications collaboration services, such as email, shared calendar and address book. Live@CityTech email allows you to

communicate with professors, administrative departments and classmates faster and more efficiently! Your Live@CityTech email User ID will also allow you to access the college's wireless network, and assist with retrieving university password resets. Please ensure that you check your Live@CityTech email regularly.

How do I log in?

In order to access your CityTech email account, go to <http://outlook.com/mail.citytech.cuny.edu>.

Username: Firstname.Lastname@mail.citytech.cuny.edu

Example: If your first name is John and your last name is Doe, then your username is John.Doe@mail.citytech.cuny.edu

Password: It's your date of birth in a six digit format (MMDDYY) and the last four numbers of your EMPL ID.

For example: If your date of birth is 01/06/86 and the last four digits of your EMPL ID are 1234, then your password is —> 0106861234 (no spaces OR dashes).

Email Address Look Up

http://cis.citytech.cuny.edu/Student/it_student_findemail.aspx

Wireless Network

City Tech provides wireless network access to all currently registered students. Currently, students can login to City Tech's wireless network using their student email login user ID and password. In order to use the campus wireless network, your system must have the latest update of your operating systems, patches and antivirus program(s).

How do I log into the Wireless Network?

1. Click the **Start** button and select **Connect To**.
2. Select the **NYCCT** network and click **Connect**.
3. You must enter the Security Key: **NewYorkCityCollegeOfTechnology**. The Security Key is case sensitive and must be entered exactly as shown above. The first letter of every word **MUST** be capitalized.
4. After entering the Security Key, click **Connect**.
5. Once connected to the wireless network, open the web browser. You will be redirected temporarily for authentication purposes. Select **Continue to this Website**.
6. You must enter your **City Tech email username and password**. After typing in the username (Firstname.Lastname@mail.citytech.cuny.edu) and password (DOB in 6-digit format MMDDYY followed by the last 4-digits of your EMPL ID), select the **Device Type** and click **Download**.
7. Select **RUN** in order to download the Aruba Agent.
8. Select **RUN** again.

9. Allow the Bradford Dissolvable Agent to download (this may take a few minutes). Once the agent completes the background check on your computer in order to make sure it has an updated antivirus, the Agent will disappear and allow you to browse the web.

GRADES

At the end of each semester, a final grade is given for each course in which you were officially registered and in attendance through the fourth academic week of the semester.

The possible grades:

Grade	Numerical Grade Ranges	Quality Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	70-76.9	2.0
D	60-69.9	1.0
F	59.9 and below	0.0
WF	withdrew, failing	0.0
WN	withdrew never attended (academic penalty)	0.0
*WN	administrative withdrawal, never attended (no academic penalty)	0.0

Unofficial Withdrawal

A grade of “WU” is to be assigned to students who attended a minimum of one class, stopped attending, but did not officially withdraw. The “WU” grade counts as an “F” in the computation of the GPA; therefore, failure to withdraw officially from a course will have negative consequences and should be carefully avoided. Students who never attend a course for which they have registered are given a “*WN.”

Every withdrawal (official or unofficial) can affect financial aid status, because withdrawal from a course may change the number of credits earned or carried. Further information can be obtained from the Financial Aid Office.

Students who wish to appeal this grade are referred to the college catalog section entitled, “Appealing a Final Grade.”

Additional Grades

The following may be grades listed on your transcript but are not included in your grade point average (GPA):

W	official withdrawal (no penalty)
S	satisfactory (passing – used in developmental courses)
R	repeat (did not pass – used in developmental courses)
I	incomplete; grade changes to “FIN” if coursework is not completed within the first month of the following semester
Y	course requires more than one semester to complete
Z	instructor has not submitted grade, will be corrected later
WA	administrative withdrawal (no penalty); student has not submitted proof of immunization against measles, mumps and rubella or has not returned a signed Meningococcal Meningitis Response Form to comply with NYS Public Health Laws
*WN	administrative withdrawal, never attended (no academic penalty)

How to Calculate Your Grade Point Average (GPA)

Your grade point average indicates whether you are meeting City Tech’s academic standards. Students who do not meet the minimum cumulative GPA standards are at risk for probation status and academic dismissal.

Students must maintain a cumulative grade point average greater than or equal to the following minimums:

Credits Attempted	Minimum Cumulative GPA
0 to <12	1.50
12 to <24	1.75
24 or above	2.00

To calculate your GPA:

1. Multiply the quality points (the value of each grade) by the number of credits for the course.
2. Add the total quality points for all the courses you have taken. This determines the honor points.
3. Divide the total honor points by the total credits.

Example:

COURSE GRADES QUALITY x CREDITS = HONOR

		POINTS				POINTS
PERF 1128	A	4.0	x	2	=	8.0
PSY 1101	A-	3.7	x	3	=	11.1
ENG 1101	B+	3.3	x	3	=	9.9
SPE 1330	B	3.0	x	3	=	9.0
MAT 0650	S	0.0	x	0	=	0.0
AFR 2211	B-	2.7	x	3	=	8.1
SPA 1101	C+	2.3	x	3	=	6.9
BIO 1101	C	2.0	x	4	=	8.0
BIO 1101L		0.0	x	0	=	0.0
AAA 1010	D	1.0	x	1	=	1.0
PHIL 2101	F	0.0	x	3	=	0.0

Total Credits: 25

Total Points: 62.0

4. Divide honor points by total credits ($62 \div 25 = 2.48$).

5. The GPA in this example is 2.48.

Mid-Semester Grades

At the middle of the semester, all teachers submit a mid-semester evaluation of students enrolled in their classes. These are not final grades; the purpose is to give you an idea of how you are doing early enough so that you may seek help if you need it. The grades you could receive are:

- P** passing, satisfactory progress
- BL** borderline, you could pass or fail depending on your work for the rest of the semester
- U** unsatisfactory, you are currently failing and not likely to complete course requirements
- W** official withdrawal, no academic penalty
- SA** stopped attending or over-cut class
- NS** never attended
- RP** relative progress (used only in developmental courses)
- WA** administrative withdrawal (failed to meet immunization and/or Meningococcal Meningitis requirements)
- *WN** administrative withdrawal, never attended (no academic penalty)

FREQUENTLY ASKED QUESTIONS

What if I fail to meet the academic requirements?

If you fall below the required index, you are placed on academic probation for one semester and it could affect your eligibility for financial aid. If you do not improve your grade point average or degree progress by the end of that semester, you are dismissed from the college. (Review the “Academic Standards Policy” in the College catalog available online at www.citytech.cuny.edu. Click on “Quick Links” and select “College Catalog” from the drop-down menu.)

What if I think I received an unfair grade?

Speak with your instructor first. If you do not agree and cannot resolve the matter with your instructor, meet with a counselor and discuss filing a grade appeal with the Office of the Registrar. (See “Appealing a Final Grade” in the college catalog available online at www.citytech.cuny.edu. Click on “Quick Links” and select “College Catalog” from the drop-down menu.)

What is the difference between a “W,” a “WU,” a “WN” and a “*WN”?

“W” indicates an official withdrawal. It does not count in your grade point average, but will appear on your transcript as “attempted credits.”

“WU” indicates an unofficial withdrawal with penalty. This grade is assigned for excessive absences. If you fail to officially withdraw from a course you register for, you will receive a “WU” grade. The “WU” grade counts as a failure and is averaged as an “F” in your grade point average. (See “Attendance and Lateness” in the college catalog available online at www.citytech.cuny.edu. Click on “Quick Links” and select “College Catalog” from the drop-down menu.)

“WN” indicates that the student never attended class. If you fail to attend a course you registered for, you will receive a “WN” grade. The “WN” grade counts as a failure and is averaged as an “F” in your grade point average.

*WN is given to a student who has never attended the class. This grade is applied the 5th week of the semester. It is not calculated in the GPA, and does not affect the student academically, but it does affect the student financially.

Although financial aid will not pay for this course, tuition charges will be applied.

For example, if a student has 12 credits of which 9 credits shows attendance and 3 credits have the *WN grade, financial aid will be calculated on 9 credits only.

If a student has been given this grade in error, the student must contact the faculty member immediately. The faculty must submit a change of grade to correct this error. Any questions can be directed to the Registrar’s Office. Federal and State financial aid programs will not pay for a course in which you received a grade of “WN” or “*WN.”

For additional information, see “Grades” in the college catalog available online at www.citytech.cuny.edu.

What is CUNY’s policy on “D” or “F” grades?

When a student receives the earned grade of “D” or “F” or an administrative failing grade, and the student subsequently repeats the course and receives a grade of “C” or better, the initial grade of “D” or “F” may be deleted from the grade point average. However, the “D” or “F” will remain on the transcript. The combined grade points that can be deleted from the grade point average shall be limited to 16 credits for the duration of the student’s undergraduate enrollment in institutions of City University of New York. Review the college catalog for guidelines on repeating courses

Note: New York State financial aid, i.e., TAP and APTS, will not pay for a repeated course unless the major requires the higher grade for program completion. However, federal financial aid, i.e., PELL grant or Direct Loan, will pay for a repeated course.

What does an “I” grade mean?

An “I” (incomplete) grade means you have missed an assignment or final examination, but were doing passing work in the course. You must contact your instructor and satisfactorily make up the missing work within one month of the start of the next semester or the “I” grade will be changed automatically to an “F”. If you miss a final examination, you must file a special make-up form with the department.

You will be charged a fee of \$25 if your application for a make-up exam is approved.

What can I do to correct an error on my college record?

You may request a review of your records to correct any of the following:

- An incorrect grade
- A grade report with a missing grade
- Dean’s List information missing from your transcript

If the review of records is unsatisfactory, you may appeal to the Committee on Course and Standards.

How can I find out what books I need?

At the beginning of the semester, each of your instructors will give you a course syllabus indicating the books and other resources required and recommended for the class. You may also view the books required for your courses by going to the campus bookstore website at www.citytech.bkstr.com.

Where can I study?

The Library is a great place to study. All the resources you need are right there.

There are also lounges on every floor between the General and Pearl Buildings, on the 4th, 5th and 6th floors between the Atrium and Namm Buildings, on the ground and main floors of the Atrium Building, and on the 2nd floor of the Voorhees Building. Empty classrooms are also available.

I have a disability, where do I go for services?

Contact The Center for Student Accessibility in Room A237 at 718.260.5143 for assistance.

How can I find out what courses are offered each semester?

You may access the schedule of classes online by logging into CUNYfirst. The navigation is as follows.

Self Service > Class Search/Browse Catalog > Browse Course Catalog

1. Click the **Academic Institution** dropdown and select the name of the college.
2. Click the **change** button.
3. On the **Browse Course Catalog** page, click the first letter in a subject.
4. Click the subject code button or link to display that subject's courses.
5. Click either **Course Nbr** or **Course Title** to view Course Detail.
6. When scheduled, click the **view class sections** button.
7. In the **Course Schedule** area, click the **Terms Offered** dropdown, and then select the preferred term or session.
8. Click **show sections**.
9. Click **section number** to display the **Class Details** page including Class Details such as Instruction Mode, Meeting Information, Enrollment Information such as Pathways Requirement Designation, Class Availability, Description from Catalog, and Textbooks.

How can I find out what courses I should take?

New freshman and transfer students must be advised and registered at the New Student Center in their first semester at City Tech. Continuing students can review curriculum requirements found in the Student Degree Audit Program (Degree Works), online at www.cuny.edu. Click on **Portal Log-in**, enter your username and password, click the **Log-in** button and then select **Student Advisement Degree Audit**.

You may also view the college catalog for curriculum requirements and then have your program for the semester approved by appropriate advisors in your major department.

What do I do if a course I need is closed?

If a course you need is closed, you may not register for the course unless you receive permission from the department offering the course. This is called an over-tally.

How can I add or drop a class?

If you wish to drop a class, you may do so using CUNYfirst. The process is as follows:

- 1) Navigate to **Self Service > Student Center>Enroll>Drop**.
- 2) Select the **Term** and click on **CONTINUE**.
- 3) In the **Select** column, click the checkbox next to each class to be dropped and click on **Drop Selected Classes**.
- 4) Review the information on the **Confirm your selection** page and click on **FINISH DROPPING** button to drop the classes you have selected.
- 5) On the **View results** page, a green checkmark displays next to the classes that have been dropped.

Please note:

BEFORE YOU DROP A CLASS:

- You should consult CUNY's Tuition Schedule to see if a tuition penalty will be assessed based on the effective date of the drop.
- You need to check the academic calendar for deadline dates for enrollment and withdrawal requests.

- If you are a Financial Aid recipient, you should check with the Financial Aid Office to learn how your awards may be affected by any changes in enrollment.

How do I get my credits transferred from another college?

Contact the college you attended and request that an official transcript be mailed to the Office of the Registrar. You should also request an unofficial copy (student copy) for yourself. Your transcript will be evaluated to determine transferable credits.

What should I do if I am having trouble in a course?

Discuss your concerns with the instructor and go to the Counseling Services Center in N108 to learn what help is available.

What should I do if I am academically dismissed?

If you are dismissed from City Tech for failure to meet the required academic standards, you may file an appeal to the “Committee on Course and Standards” for reinstatement. Appeal forms are available in the Office of the Registrar, NG15, and in the Counseling Services Center, N108. If your appeal is denied, you may see a counselor in the Counseling Services Center to discuss your options for continued studies.

What should I do if I must leave City Tech for a while, but I plan to return?

If circumstances require you to be absent from the college for one or two semesters, you should file a “Leave of Absence/Complete Withdrawal” form. This allows you to continue to be governed by the same “Statement of Requirements” when you return. See a counselor in Counseling Services Center, N108, for advice and to obtain a form. Submit completed forms, along with supporting documentation, to the Office of the Registrar, NG15. Additionally, it is important to file your financial aid applications each academic year so your financial aid awards will be available to you at the time you return to the college.

Will I receive a tuition refund if I drop a course(s)?

You are eligible to receive a tuition refund only during the first three weeks of the semester (the drop period).

Will I receive a tuition refund if I withdraw from a course(s) or from the college?

You may officially withdraw from a course or from the college by submitting a “Program Change Form” to the Office of the Registrar. *There is no tuition refund for withdrawals filed after the first three weeks of the semester (see the College Academic Calendar for the Withdrawal Period).*

What is an Impoundment of Records Notice?

An impoundment means that there is a violation on your record. Contact the Office of the Registrar, NG15, to find out the reason for the impound and where to have it cleared. It could be an unpaid balance, an overdue library book or another reason.

The impoundment will stop you from receiving grades or any other documentation certifying that you attend City Tech. It will also prevent you from registering for courses.

Where can I get a letter to verify that I am a City Tech student?

Contact the Office of the Registrar, NG15, and request a letter of attendance. You may also request an enrollment verification letter online using CUNYfirst. After logging into CUNYfirst, the navigation is as follows:

Student Center>Other Academics>Enrollment Verification>Click on the Arrow>Request Institution to Mail.

Please Note: You must select the desired term and complete the address information.

What if I stop attending a course?

If you stop attending a course you must notify the Office of the Registrar immediately and complete the proper forms. You must also officially withdraw from classes online using CUNYfirst. Failure to do so may result in a “WU” grade, which is a failing grade. If you drop the course within the first three weeks of the class, that course will not appear on your transcript. If you officially withdraw from a course or from the college after the third week of classes and you are within the withdrawal period, you will receive a “W” grade (official withdrawal, without penalty) on your transcript.

See the college’s academic calendar for the withdrawal deadline. The academic calendar is available on the inside cover of this handbook or online at www.citytech.cuny.edu, click on **Quick Links** and then select **Academic Calendar** from the drop-down menu).

***NOTE:** When dropping or withdrawing from a course, be aware of the potential financial liability. Withdrawal may change your status from full-time to part-time. PELL recipients may have their award reduced and TAP recipients will not be eligible for the TAP award the semester after which they fully withdraw, unless they are granted a TAP waiver. It is strongly suggested that you speak with a Financial Aid Counselor before dropping or withdrawing from any classes. You can get more detailed information by downloading our information guide on dropping or withdrawing from classes at www.citytech.cuny.edu. Click on **Current Students**, select the **Financial Aid** link, and then select the **Information Guides and Downloadable Forms** link.*

May I change the degree program I am enrolled in?

Yes, if space is available in the curriculum you intend to transfer to and if your academic standing is adequate. Discuss with a counselor your desire to change your curriculum and explore other options and requirements. An “Application for Change of Curriculum” form must be signed by the new curriculum department and submitted to the Office of the Registrar within the filing period. Please check the academic calendar for submission deadlines.

How can I get my transcript?

If you want an official copy of your transcript forwarded to a college or agency, you must file a “Transcript Request” form with the Office of the Registrar. You may order your official transcript online or in person at the office of the Registrar. Please refer to <http://www.citytech.cuny.edu/students/registrar/transcript.shtml> for more information.

Please note: Requests for official transcripts can no longer be satisfied ‘on the spot.’ However, you may still submit your transcript request in person. Transcript requests are typically processed and mailed within 3 business days. During busy times (late registration and at the end of each semester) it may take as long as one week for processing. Please order your transcript(s) with enough time to meet your deadlines.

What is FERPA (Family Educational Rights and Privacy Act)?

FERPA is a federal law that protects privacy rights of students with respect to their educational record(s) including, but not limited to, the right to inspect and review their educational records. FERPA also gives parents certain rights with respect to their children’s education records.

How do I apply for graduation?

Check your progress towards graduation often with your department academic advisors. In order to apply for graduation you must file an “Application for Degree” form during the semester you expect to graduate. Forms are available in the Office of the Registrar, NG15, and in the Information Desk, A114. (See the college’s academic calendar for graduation filing period dates).

ACADEMIC HONORS AND SPECIAL ACADEMIC PROGRAMS

Accelerated Study in Associate Programs (ASAP)

Location: 172 Pearl Street, Environmental Building, Room E-203

Phone: 718.254.8624

Fax: 718.254.8527

Email: asap@citytech.cuny.edu

Website: <http://www.citytech.cuny.edu/asap/>

Hours: Monday-Friday 9:00 a.m. – 5:00 p.m.

Director: Yelena Bondar

ASAP is designed to help motivated students earn their Associate degree as quickly as possible, with a goal of graduating at least 50% of students within three years or less. ASAP at New York City College of Technology (City Tech) emphasizes enriched academic, financial and personal supports including comprehensive and personalized advisement, career counseling, tutoring, tuition waivers, MTA MetroCards and additional financial assistance to defray the cost of textbooks.

Program Perks

- A free monthly MetroCard
- A voucher to reduce (or eliminate) the cost of textbooks
- A tuition waiver for any gap between tuition and your financial aid award (for students in receipt of financial aid)
- A dedicated ASAP advisor to guide your progress from entry to graduation
- Special registration options that help you get the classes you need that also fit your schedule
- Opportunities to take classes with fellow ASAP students to foster community and build your network
- Enhanced career development and academic support services

Baccalaureate Honors

Location: Namm Hall G15

Phone: 718.260.5800

Coordinator: Office of the Registrar

Only baccalaureate graduating students who have completed 60 credits in residence at City Tech with a cumulative grade point average according to the three categories below will receive these honors:

Cum Laude: Honor awarded to baccalaureate graduates with a cumulative GPA of 3.25 to 3.49.

Magna Cum Laude: Honor awarded to baccalaureate graduates with a cumulative GPA of 3.5 to 3.79.

Summa Cum Laude: Honor awarded to baccalaureate graduates with a cumulative GPA of 3.8 or above.

Black Male Initiative

Location: Midway Building 210
Phone: 718.260.4910
Fax: 718.260.5791
Email: sjohnson@citytech.cuny.edu
Website:
Hours: Mon. – Fri. 10 a.m. – 6 p.m.
Director: Dr. Reginald Blake

City Tech’s Black Male Initiative (BMI) program is part of a much larger CUNY-wide initiative that is geared to increasing African American and Hispanic male success within the university. For our part, City Tech has designed a coordinated initiative to attract, retain and graduate African American and Hispanic male students in the fields of Science, Technology, Engineering and Mathematics (STEM).

City Tech’s BMI program offers an array of direct student support services that include paid research internships, STEM peer tutoring (Mathematics, Physics, Chemistry, Biology, Mechanical and Electrical Engineering Technology and Architecture), mentoring, advising, STEM industry/national laboratory exposure, outreach (community) experiences, national and global research opportunities, career exploration, capstone experiences, graduate school assistance, GED and SAT preparation, a lending library and a City Tech campus community of learners who are dedicated to student access and success in STEM.

Brooklyn Educational Opportunity Center (BEOC)

Location: 111 Livingston Street
Phone: 718.802.3308
Fax: 718.802.3313

Email: admissions@beoc.cuny.edu
Website: www.brooklyn.eoc.suny.edu
Hours: Mon. – Fri. 9 a.m. - 5 p.m.
Executive Director: Jacinth Hanson

SUNY Educational Opportunity Centers (EOCs) serve eligible adult and young adult learners throughout the State of New York, providing comprehensive academic and workforce development programs for eligible New York State residents at no charge. Since 1966, Brooklyn EOC's committed faculty and staff have worked in partnership with students to provide pathways to lifelong learning, college access and economic self-sufficiency.

Programs include English for Speakers of Other Languages, College Preparation classes, Career and Technical training programs and High School Equivalency courses. Support services include academic and career advisement, College Connections, tutoring and learning labs. All programs are tuition free. BEOC is administered by New York City College of Technology.

Collaborative Pre-College Programs

Location: Midway Building 309
Phone: 718.260.5212
Fax: 718.260.5503
E-mail: ibarreras@citytech.cuny.edu
Website: <http://citytechprecollege.org/>
Hours: Mon. Closed
Tues. – Fri. 10:15 a.m. – 6 p.m.
Sat. 8:30 a.m. – 4:30 p.m.
Director: Ivonne Barreras

Grant-funded programs offered in collaboration with NYC public middle schools and high schools. These partnership programs are designed to improve student success rates in post-secondary education through teacher preparation, as well as awareness and preparatory courses offered directly to middle and high school students.

Project College Now @ City Tech

Phone: 718.260.5206
Fax: 718.260.5503

College Now @ City Tech is a comprehensive collaborative program designed by CUNY Central and offered in partnership with the NYC Department of Education. College Now @ City Tech is designed to bridge secondary and post-secondary education. City Tech recruits students from designated high schools for enrollment into this college transition program that offers a variety of credit courses.

Bridging the Gap - TLQP

Phone: 718.260.5216

The Teacher Leadership Quality Partnership (TLQP) project is a professional development program aligned with the NYC Department of Education to support curriculum development. It

is offered in partnership with UFT Teacher Center. NYC middle school and high school teachers are trained in the latest interactive and informative technological forums and practices to integrate technology into middle and high school curriculum.

Bridging the Gap – STEP

Phone: 718.260.5216

The Bridging the Gap – STEP program serves traditionally underrepresented and economically disadvantaged populations of middle and high school students who are interested in the fields of STEM (Science, Technology, Engineering and Mathematics) and the licensed professions. It focuses on college readiness and awareness through workshops and college credit-bearing courses that expose them to STEM fields, as well as access to test prep, academic and personal enrichment seminars that better prepare students to achieve their academic goals of graduating from high school and college.

CUNY Bachelor’s Degree Program

Location: Pearl Building 616
Phone: 718.260.5082
Email: jwilliams@citytech.cuny.edu
Website: <http://web.gc.cuny.edu/cunyba/>
Hours: By appointment
Advisor: Professor Julian Williams

Through this program, an academically dedicated and self-directed student may earn a bachelor’s degree in the arts or sciences. Students who are admitted to the program consult with a faculty advisor in order to plan an individualized area of concentration appropriate for an identified career goal. Courses may be taken at the other 17 CUNY colleges, including the Graduate Center. The degree requires 120 credits of which up to 30 credits may be received for non-classroom work such as a field project or independent study.

If you have completed 15 credits with a 2.5 GPA or better and would like more information about this program, please the program advisor.

CUNY Language Immersion Program (CLIP)

Location: Howard Building 125
Phone: 718.552.1114
Fax: 718.552.1113
Email: ggerena@citytech.cuny.edu
Website: www.citytech.cuny.edu/academics/continuinged
Hours: Mon. - Fri. 9 a.m. – 5 p.m.
Director: Gilberto Gerena

This program assists new and current CUNY students who are not native English speakers in developing their English skills. Reading, writing, listening and speaking are integrated into a holistic approach that emphasizes language development. An internet-ready computer lab is also available for use.

Classes meet daily for 25 hours each week; daytime and evening classes are offered. There are three class cycles during the academic year. Eligible students may take the CUNY/ACT exams at the end of any cycle before starting college. A reasonable fee is charged. For more information, please call or visit the office.

Dean's Honor List

Location: Namm Hall G15
Phone: 718.260.5800
Coordinator: Office of the Registrar

This academic honor is awarded to students who have a grade point average of 3.5 or better with no failures, incompletes, Rs, WUs, WFs or WNs and are CUNY-certified in reading, writing and mathematics. Full-time students who maintain the requirements are listed each semester; part-time students who meet the requirements are listed after completing at least 12 credits over an academic year (Fall and Spring – not Summer.)

The Dean's List is published and posted each semester for full-time students and once a year, after the spring semester, for part-time students.

Emerging Scholars Program

Location: Namm Hall 325E
Phone: 718.260.5433
Email: undergraduateresearch@citytech.cuny.edu
Website: <http://www.citytech.cuny.edu/academics/deptsites/schoolofartsandsciences/emerging.shtml>
Hours: Tues. 10 a.m. – 3 p.m.
Thurs. 2 p.m. – 5 p.m.
Director: Professor Hamid Norouzi

The Emerging Scholars Program provides \$500 stipends for full-time students (\$250 for part-time students) to serve as undergraduate researchers and assist faculty members with their research or other scholarly endeavors. Students must be recommended by a faculty member and be in good academic standing.

First Year Programs

Location: Namm Hall 506
Phone: 718.260.5967
Email: FirstYear@citytech.cuny.edu
Hours: Mon. – Fri. 9 a.m. - 5 p.m.
Director: Lauri Aguirre

The First Year Summer Program (FYSP)

FYSP is a great opportunity for City Tech freshmen to earn a head start toward their academic success. FYSP is offered to eligible students who have not satisfied their basic skills requirements in reading, writing or mathematics. It enables students to address their

developmental needs before the Fall semester begins and participate in an engaging and intensive pre-freshman experience. Day and evening classes are available during June, July and August to eligible incoming and continuing students and classes are tuition-free. The January Express Program offers similar opportunities to eligible continuing first year students in the Fall and Spring semester intersession. Please contact the First Year Program Office regarding eligibility requirements.

First Year Learning Communities (FYLC)

FYLC is offered to incoming City Tech students. Here a student's adaption to college life is eased through an educational and social connection between two or more separate courses. New students should inquire about First Year Learning Communities in the New Student Center or contact the First Year Programs Office.

Honors Scholars Program

Location: Midway Building 308
Phone: 718.254.8668
Email: jliou-mark@citytech.cuny.edu
rlansiquot@citytech.cuny.edu
lyuen-lau@citytech.cuny.edu
Website: www.citytech.cuny.edu/academics/honors
Hours: Mon. - Thurs. 9 a.m. - 2 p.m.
Director: Dr. Janet Liou-Mark
Assistant Director: Dr. Renata D. Lansiquot
Coordinator: Ms. Laura Yuen-Lau

Admission to the Honors Scholars Program requires you to complete at least 16 credits with a 3.4 GPA or better. Honors Scholars work closely in a collaborative community designed to motivate and challenge talented students and to foster a life-long dedication to learning. Contact the Honors Scholars program for more information about this exciting opportunity.

Internships

Architectural Technology

Coordinator: Prof. Kenneth Cozelmann
Location: Voorhees 818
Phone 718.260.5262

Applied Mathematics

Coordinator: Prof. Nadia Benakli
Location: Namm Hall 827
Phone 718.260.5371

Biomedical Informatics

Coordinator: Prof. Joanne Weinreb
Location: Pearl Building 410
Phone 718.260.4984

Career and Technology Education

Coordinator: Dr. Godfrey Nwoke
Location: Midway Building 201
Phone: 718.260.5973

Civil Engineering

Coordinator: Prof. Anthony Coiffi
Location: Voorhees 402
Phone: 718.260.5576

Communication Design

Coordinator: Prof. Joel Mason
Location: Pearl Building 100
Phone: 718.260.5847

Computer Engineering Technology

Coordinator: Prof. Farrukh Zia
Location: Voorhees 633
Phone: 718.260.5868

Coordinator: Prof. Sunghoon Jang
Location: Voorhees 633
Phone: 718.260.5886

Computer Systems Technology

Coordinator: Prof. Ossama Elhadary
Location: Namm Hall 912
Phone: 718.260.5038

Construction Management

Coordinator: Prof. Melanie Villatoro
Location: Voorhees 431
Phone: 718.260.5578

Dental Hygiene

Coordinator: Prof. Gwen Brown-Cohen
Location: Pearl Building 201
Phone: 718.260.8278

Electrical Engineering Technology

Coordinator: Prof. Muhammad Aliummy
Location: Voorhees 733
Phone: 718.260.4948

Entertainment Technology

Coordinator: Prof. Charles Scott
Location: Voorhees 203
Phone: 718.260.5590

Hospitality Management

Coordinator: Prof. Lynda A. Dias
Location: Namm Hall 220
Phone: 718.260.5644

Human Services

AAS and BS Coordinator: Ms. Debra Cardenas
Location: Namm Hall 401
Phone: 718.260.5415

Law and Paralegal Studies

Coordinator: Prof. Gail E. Williams
Location: Namm Hall 629
Phone: 718.260.5903

If your department is not listed above, please contact it directly to inquire about internship opportunities.

Louis Stokes Alliance for Minority Participation (LS-AMP)

Location: Voorhees 806
Phone: 718.260.5529
Fax: 718.260.5524
Email: mbennett@citytech.cuny.edu
Website: www.projectstem.net
Office Hours: Wed., Thurs. 9 a.m. – 5 p.m.
Fri. 1 p.m. – 6 p.m.
Coordinator: Marvin Bennett

LS-AMP is an alliance of 16 City University of New York (CUNY) colleges and the CUNY Graduate Center that work to substantially increase the number of underrepresented minority students who pursue and graduate with baccalaureate degrees in science, technology, engineering and mathematics (STEM). Students who participate in LS-AMP research assistantships during the summer are paid a \$4,000 stipend. During the school year stipend amounts range from \$1000-\$5000.

National Society of Collegiate Scholars

Location: Midway Building 308
Phone: 718.254.8668
Email: jliou-mark@citytech.cuny.edu
dsamaroo@citytech.cuny.edu
Website:

Faculty Advisors: Dr. Janet Liou-Mark
Dr. Diana Samaroo

The National Society of Collegiate Scholars (NSCS) is a national honor society which recognizes outstanding academic achievement among first-and second year college students and encourages members to develop leadership skills through community service. The Society was founded in 1994 at the George Washington University in Washington, DC.

The NSCS promotes academic excellence, develops leadership skills and provides services to the college and community. Invitations to become a National Society of Collegiate Scholar are extended to New York City College of Technology students who have earned between 15 and 60 credits with a minimum cumulative grade point average of 3.5.

STEM Success

Location: Midway Building 210
Phone: 718.260.4910
Fax: 718.260.5791
Email: sjohnson@citytech.cuny.edu
Website:
Hours: Mon. - Fri. 10 a.m. - 6 p.m.
Director: Professor Reginald Blake

STEM Success is a vibrant, dedicated, well-balanced team of City Tech professors and student support services administrators whose primary purpose is to provide and ensure STEM student success at City Tech. The team is comprised of STEM experts (professors from the Physics, Mathematics, Chemistry, Biology, and Mechanical Engineering Technology, Electrical Engineering Technology and Civil Engineering Technology departments), non-STEM experts (professors from the English and African-American Studies departments), and student support service professionals from Student Affairs, the SEEK program, the College Now program and the Recruitment Office. The members of this distinguished team of educators are also members of the Black Male Initiative task force.

The STEM Success mission is to increase access to and success in STEM education at City Tech through authentic research experiences and a plethora of innovative support programs. These STEM structures also inform the key decision makers who mold and shape the college's academic landscape.

Study Abroad

Location: Namm Hall G17
Phone: 718.260.5500
Fax: 718.260.5504
Email: achaconis@citytech.cuny.edu
Website: www.citytech.cuny.edu/academics/opps
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.
Advisor: Alexis Chaconis

Study Abroad programs offered through the City University of New York enable students to explore the traditions and modern realities of the world while viewing the United States from another perspective. All programs offer a full course of study for students with a 2.5 grade point average, and previous language study is not required for most programs. Financial aid applies to Study Abroad and special financial assistance is often available. In most cases, students can receive credit towards their degree.

Application information including deadline dates, program descriptions and costs can be obtained by contacting the Study Abroad advisor.

OFF-CAMPUS RESOURCES

Libraries

CUNY Libraries

As a City Tech student, you are entitled to full library privileges at all CUNY colleges. Books from other CUNY colleges may be obtained through inter-college lending services or by visiting the individual campus libraries. All you need to gain access to other CUNY campus libraries is your valid student ID.

Senior Colleges

Baruch College

The William and Anita Newman Library

151 East 25th Street

New York, NY 10010

Phone: 646.312.1610

Website: <http://www.baruch.cuny.edu/library>

Brooklyn College Library

2900 Bedford Avenue

Brooklyn, NY 11210

Phone: 718.951.5335

Website: <http://www.brooklyn.cuny.edu/web/library.php>
<http://library.brooklyn.cuny.edu/resources>

City College

Morris R. Cohen Library

160 Convent Avenue

New York, NY 10031

Phone: 212.650.7155

Website: <http://library.ccny.cuny.edu/main>

College of Staten Island Library

2800 Victory Boulevard

Staten Island, NY 10314

Phone: 718.982.4010

Website: <http://www.library.csi.cuny.edu>

Hunter College Libraries

Website: <http://library.hunter.cuny.edu>

Leon & Toby Cooperman Library (Main Library)

East 68th Street and Lexington Avenue

New York, NY 10065

Main: 212-772-4187

Website: http://library.hunter.cuny.edu/about/leon_and_toby_cooperman_library

Health Professions Library

425 East 25th Street

New York, NY 10010

Phone: 212.481.5117

Website: <http://library.hunter.cuny.edu/about/hpl>

Social Work Library

2180 Third Avenue

New York, NY 10035

Phone: 212.396.7654

Website: <http://library.hunter.cuny.edu/about/swl>

Zabar Art Library

695 Park Avenue

North Building, Room 1608

New York, NY 10065

Phone: 212.772.5054

Website: <http://library.hunter.cuny.edu/about/zabar>

John Jay College of Criminal Justice

Lloyd Sealy Library

899 10th Avenue

New York, NY 10019

Phone: 212.237.8246

Website: <http://www.lib.jjay.cuny.edu>

Lehman College

250 Bedford Park Boulevard West

Bronx, NY 10468

Phone: 718.960.8580

Website: <http://www.lehman.edu/library>

Medgar Evers College

Charles Evans Inniss Memorial Library

1650 Bedford Avenue

Brooklyn, NY 11225

Phone: 718.270.4873

Website: <http://www.mec.cuny.edu/Library.aspx>

Queens College Libraries

Rosenthal Library (Main Library)

65-30 Kissena Boulevard

Flushing, NY 11367

Phone: 718.997.3700

Website: <http://library.qc.cuny.edu>

Art Library/Art Center

Rosenthal Library - Level Six

65-30 Kissena Boulevard

Flushing, NY 11367

Phone: 718.997.3770

Center Website: <http://www.queenscollegeartcenter.org>

Music Library

Aaron Copland School of Music

Music Building - Room 225

65-30 Kissena Boulevard

Flushing, NY 11367-1597

Phone: 718.997.3900

Website: http://qcpages.qc.cuny.edu/Music_Library/

York College

94-20 Guy R. Brewer Boulevard

Jamaica, NY 11451

Phone: 718.262.2033

Website: <http://www.york.cuny.edu/library>

Community Colleges

Borough of Manhattan Community College

A. Philip Randolph Memorial Library

199 Chambers Street

New York, NY 10007

Phone: 212.220.1451

Website: <http://lib1.bmcc.cuny.edu>

**Bronx Community College Library & Gerald S. Lieblich Learning Resources Center
Library**

Meister Hall – Lower Level

2155 University Avenue

Bronx, NY 10453

Circulation Phone: 718.289.5441

Reference Phone: 718.289.5974

Website: <https://www.bcc.cuny.edu/library>

Gerald S. Lieblich Learning Resources Center

Sage Hall, Room 100

2155 University Avenue

Bronx, NY 10453

Phone: 718 289.5431

Website: <http://bcc-libweb.bcc.cuny.edu/index.html>

Hostos Community College

Eugenio Maria de Hostos Community College

475 Grand Concourse – A308

Bronx, NY 10451

Phone: 718.518.4444

Website: <http://commons.hostos.cuny.edu/library>

Kingsborough Community College

Robert J. Kibbee Library

2001 Oriental Boulevard

Brooklyn, NY 11235

Phone: 718.368.5632

Website: <http://www.kbcc.cuny.edu/kcclibrary>

LaGuardia Community College

Library Media Resource Center

31-10 Thomson Avenue – E101

Long Island City, NY. 11101

Phone: 718.482.5426

Website: <http://library.laguardia.edu/home>

Queensborough Community College

Kurt R. Schmeller Library

222-05 56th Avenue

Bayside, NY 11364

Phone: 718.631.6241

Website: <http://qcc.libguides.com/libraryhome>

Other

CUNY School of Law Library

2 Court Square

Long Island City, NY 11101

Phone: 718.340.4240

Website: <http://www.law.cuny.edu/library.html>

The Graduate Center

Mina Rees Library

Graduate School and University Center

365 Fifth Avenue

New York, NY 10016

Phone: 212.817.7040

Website: <http://library.gc.cuny.edu>

Public Libraries

Bronx Central Library

310 East Kingsbridge Road
Bronx, NY 10458
Phone: 718.579.4244

Brooklyn Central Library

10 Grand Army Plaza
Brooklyn, NY 11238
Phone: 718 230.2100

Andrew Heiskell Library for the Blind and Physically Handicapped

40 West 20th Street (between 5th and 6th Aves)
New York, NY 10011
General: 212.206.5400
24-Hour Voicemail: 212.206.5425
TDD: 212.206.5458

Chatham Square Library

33 East Broadway (near Catherine St.)
New York NY 10002
Phone: 212.964.6598

Stephen A. Schwarzman Building

Fifth Avenue at 42nd Street
New York, NY 10018-2788
Phone: 917.275.6975

Queens Central Library

89-11 Merrick Boulevard
Jamaica, NY 11432
Phone: 718.990.0700
www.queenslibrary.org

Staten Island Central Library

St. George Library Center
5 Central Avenue (near Borough Hall)
Staten Island, NY 10301
Phone: 718 442-8560

Museums

Bronx

Bronx Museum of the Arts

1040 Grand Concourse
Bronx, New York 10456
Phone: 718.681.6000

Brooklyn**Brooklyn Children's Museum**

145 Brooklyn Avenue
Brooklyn, NY 11213
Phone: 718.735.4400

Brooklyn Museum of Art

200 Eastern Parkway
Brooklyn, NY 11238
Phone: 718.638.5000

Micro Museum

123 Smith Street
Brooklyn, NY 11201
Phone: 718.797.3116

Manhattan**American Folk Art Museum**

2 Lincoln Square
Columbus Avenue at 66th Street
New York, NY 10023
Phone: 212.593.9533

American Museum of Natural History

Central Park West at 79th Street
New York, NY 10024-5192
Phone: 212.769.5100

Asia Society

725 Park Avenue
New York, NY 10021
Phone: 212.288.6400

Children's Museum of the Native American

550 West 155th Street
(between Broadway and Amsterdam Avenue)
New York, NY 10032

Phone: 646.330.2125

Chelsea Art Museum

556 West 22nd Street
New York, NY 10011
Phone: 212.255.0719

Children's Museum of the Arts

103 Charlton Street
New York, NY 10014
Phone: 212.274.0986

Frick Collection

1 East 70th Street
New York, NY 10021
Phone: 212.288.0700

Children's Museum of Manhattan

212 West 83rd Street
New York, NY 10024
Phone: 212.721.1223

Cooper-Hewitt National Design Museum

2 East 91st Street
New York, NY 10128
Tel: 212.849.8400

El Museo del Barrio

1230 Fifth Avenue
New York, NY 10029
Tel: 212.831.7272

Solomon R. Guggenheim Museum

1071 5th Avenue (at 89th Street)
New York, NY 10128
Tel: 212.423.3500

Jewish Museum

1109 5th Avenue (at 92nd Street)
New York, NY 10128
Tel: 212.423.3200

Metropolitan Museum of Art

1000 5th Avenue
New York, NY 10028
Tel: 212.535.7710

Museum of Chinese in America

215 Centre Street
New York, NY 10013
Tel: 212.619.4785

Museum of Modern Art

11 West 53rd Street
New York, NY 10019
Tel: 212.708.9400

The Paley Center for Media

25 West 52nd Street
New York, NY 10019
Tel: 212.621.6600

International Center of Photography

1133 Avenue of the Americas (at 43rd Street)
New York, NY 10036
Tel: 212.857.0000

Hispanic Society of America Museum

613 West 155th Street
New York, NY 10032
Tel: 212.926.2234

Museum of American Finance

48 Wall Street
New York, NY 10005
Tel: 212.908.4110

Museum of Arts & Design

2 Columbus Circle
New York, NY 10019
Tel: 212.299.7777

Ellis Island Immigration Museum

Ellis Island, NY 10004
Tel: 646.285.8664

Whitney Museum of American Art

945 Madison Avenue (at 75th Street)
New York, NY 10021
Tel: 212.570.3600

Yeshiva University Museum

15 West 16th Street
New York, NY 10011

Tel: 212.294.8330

Museum of Jewish Heritage

36 Battery Place
Battery Park City, NY 10280
Tel: 646.437.4202

Museum of the City of New York

1220 Fifth Avenue (at 103rd Street)
New York, NY 10029
Tel: 212.534.1672

National Museum of the American Indian

Alexander Hamilton U.S. Custom House
One Bowling Green
New York, NY 10004
Tel: 212.514.3700

Neue Galerie New York

1048 5th Avenue (at 86th Street)
New York, NY 10028
Tel: 212.628.6200

Museum for African Art

1280 Fifth Avenue, Suite 20A
New York, NY 10029
Tel: 212.444.9795

New Museum of Contemporary Art

235 Bowery
New York, NY 10002
Tel: 212.219.1222

New York Historical Society

170 Central Park West (at 77th Street)
New York, NY 10024
Tel: 212.873.3400

Queens

American Museum of the Moving Image

36-01 35th Avenue
Astoria, NY 11106
Tel: 718.784.0077

New York Hall of Science

47-01 111th Street
Corona, NY 11368
Tel: 718.699.0005

Isamu Noguchi Garden Museum

9-01 33rd Road (at Vernon Boulevard)
Long Island City, NY 11106
Tel: 718.204.7088

MoMA PS1

22-25 Jackson Avenue (at the intersection of 46th
Ave)
Long Island City, NY 11101
Tel: 718.784.2084

Staten Island

Staten Island Children's Museum

1000 Richmond Terrace
Staten Island, NY 10301
Tel: 718.273.2060

Staten Island Museum

75 Stuyvesant Place
Staten Island, New York 10301
Tel: 718.727.1135

Garbaldi-Meucci Museum

420 Tompkins Avenue
Staten Island, NY 10305
Tel: 718.442.1608

Banks

Bank of America

205 Montague Street - 800.432.1000
137 Court Street - 800.432.1000
350 Fulton Street- 800.432.1000

Brooklyn Federal Savings Bank

81 Court Street - 718.855.8500

Capital One Bank

356 Fulton Street - 718.852.8000

Carver Federal Savings Bank

4 Hanson Place at St. Felix Street
Brooklyn, NY 11217 - 718.230.2900

Chase Bank

177 Montague Street - 718.330.1356
4 Chase Metro Tech Center - 718.242.0609
9 Dekalb Avenue - 718.403.7900

Citibank

181 Montague Street - 347.756.4620

Dime Bank

188 Montague Street - 718.855.1942

Flushing Bank

186 Montague Street - 718.855.3555

HSBC Bank

200 Montague Street – 718.858.0599

Municipal Credit Union

24 Hour ATM Center: 340 Jay Street
Branch: 350 Jay Street - 212.693.4900

Santander Bank

195 Montague Street – 347.563.9841

Agencies (City, State and Federal)

GED

The New York State Education Department

HSE Office

P.O. Box 7348

Albany, New York 12224

Phone: 518.474.5906

Fax: 518.474.3041

Website: <http://www.acces.nysed.gov/ged/>

E-mail: hse@mail.nysed.gov

Internal Revenue Service

2 Metro Tech, 1st floor

Brooklyn, NY 11201

Phone: (718) 834-6559

Website: www.irs.gov

NYC Board of Elections
345 Adams Street, 4th floor
Brooklyn, NY 11201-3768
Tel: 718.797.8800
Website: www.vote.nyc.ny.us/

**NYS Department of Taxation and Finance
Metropolitan District Office**
15 Metro Tech Center
Brooklyn, NY, 11201
Website: www.tax.state.ny.us/

Post Office
Website: usps.com
Tel: 800.ASK.USPS

271 Cadman Plaza E, #1
Brooklyn, NY 11201-9997

210 Joralemon Street, Fl 1
Brooklyn, NY 11201-9993

Social Security Administration
154 Pierrepont Street, 6th floor
Brooklyn, NY 11201
Phone: 800.772.1213
TTY: 800.325.0778
Website: <http://www.socialsecurity.gov>

Fax/Print Services

FedEx Office
16 Court Street – 718.852.5631
Website: <http://www.fedex.com/us/office>

The UPS Store
137 Montague Street? - 718.802.0900
165 Court Street - 718.254.0392
Website: <http://www.theupsstore.com>

Notary Services

Notary Services are available at most banks.

STATEMENT OF NON-DISCRIMINATION

New York City College of Technology (City Tech) is an Equal Opportunity and Affirmative Action Institution. City Tech does not discriminate on the basis of age, color, disability, familial, marital or partnership status, genetic predisposition or carrier status, military status, national or ethnic origin, race, religion, sex, sexual orientation, transgender status, gender identity, gender expression, gender dysphoria, alienage or citizenship in its student admissions, employment, access to programs and administration of educational policies. Pursuant to the Chancellor's mandate of 1976, Italian-Americans are designated as an affirmative action category in addition to those so categorized under existing Federal statutes and regulations. Gilen Chan, Special Counsel, serves as the College's Compliance and Diversity Officer, whose responsibilities include oversight of the Age Discrimination Act (which prohibits age discrimination in federally assisted education programs), the Americans with Disabilities Act/Section 504 (which prohibits discrimination on the basis of disability) and Title IX of the Education Amendments of 1972 (which prohibits discrimination on the basis of sex in any federally funded education program or activity). Sexual harassment and sexual violence are forms of sex discrimination. New York City College of Technology is committed to providing an environment free from unlawful discrimination and harassment. For additional information on Title IX or to file a complaint, please contact Patricia Cody, Esq., Title IX Coordinator, Namm 325, at pcody@citytech.cuny.edu or (718) 260-4985.

Non-Discrimination of Students on the Basis of Pregnancy, Childbirth or Related Conditions

New York City College of Technology does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. This policy supersedes any attendance and absence policy of the College. Students needing assistance can seek accommodations from John Currie, Director, Center for Student Accessibility, Room A237, at jcurrie@citytech.cuny.edu or 718-260-5143. Students may also consult with Patricia Cody, Esq., Title IX and ADA/504 Rehabilitation Act Coordinator, Room N325, 718-260-4983, regarding this policy.

IMPORTANT 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 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.

CAMPUS POLICIES

Amplification

Use of bullhorns, public address or any unauthorized amplification equipment is prohibited.

Attendance and Lateness

Attendance and class participation are essential and excessive absences may affect the final grade. Courses with laboratory, clinical or field work may have specific attendance policies.

Bicycles

Bicycles are not permitted inside College buildings at any time. Bicycle racks are located at the Namm Hall (300 Jay Street) and Voorhees Hall (186 Jay Street) entrances. The racks are provided for your convenience and use on a daily basis; however, the college cannot accept responsibility or liability for the security of the bicycle. Bicycles may not be attached to any other fixture or structure of the college or interfere with pedestrian traffic. The college reserves the right to clip the locks of and dispose of any bicycles left overnight or attached to unauthorized fixtures.

Cell Phones and Radios

The use of cell phones is prohibited in classrooms, labs, the library, all theatres and any other areas where instruction or an organized function is taking place. In addition, students are prohibited from playing radios on the college premises. A personal music device (MP3 player, laptop, tablet, CD player, walkman or other media) is permitted in public areas, but not in any classrooms.

Children on Campus

The college has an obligation to its students, faculty, staff and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an

institution of higher education. For this reason, young children who are not registered in the child care center should not be brought to campus, and, of course, may not attend classes with their parent or guardian. There may be occasions when brief visits by children of students may be necessary. Children may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted. In no case are children permitted in labs, shops, construction/repair sites or other areas where potential hazards may exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

Identification

Every City Tech student must wear a validated identification (ID) card at all times. Students need their ID card to enter the college, to enter the library, to borrow library books, or to collect student paychecks. Students are expected to present their ID card to any college official (security officer, administrator, faculty member) who requests such identification. For additional information on ID cards, contact the Office of Public Safety.

Literature

Posting of flyers, handouts or other types of literature without authorization is prohibited. All literature posted in the college should be approved by the Office of Student Life and Development.

Loitering

Loitering is prohibited at City Tech. Persons on campus without permission or proper identification may be subject to warning, suspension, expulsion or arrest.

Pets

Animals or pets of any type are not permitted on the City Tech campus. The presence of animals or pets violates the Public Health Law and college policy. Seeing-eye dogs are exempt from this policy.

BYLAWS OF THE CITY UNIVERSITY OF NEW YORK

ARTICLE XV STUDENTS

SECTION 15.0. PREAMBLE.

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

SECTION 15.1. CONDUCT STANDARD DEFINED.

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law ("Henderson rules"); and (3) the governance plan, policies, regulations, and orders of the college.

Such laws, bylaws, resolutions, policies, rules, regulations and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

SECTION 15.2. STUDENT ORGANIZATIONS.

a. Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officer of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university.

Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and on CUNY's Policy on Sexual Misconduct prior to the organization receiving recognition or registration.

b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.

2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.

c.

1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly notify the affected organization, investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the complainant and the student government which shall take action as it deems appropriate, except that in the case of a complaint against the student government itself, the chief student affairs officer shall report the results of the investigation and the recommendation for appropriate action directly to the president.

2. The complainant or any student organization adversely affected pursuant to paragraph C (1) above may appeal to the president. The president may take such action as he or she deems appropriate, and such action shall be final.

d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.

e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

SECTION 15.3. THE UNIVERSITY STUDENT SENATE.

There shall be a university student senate responsible, subject to the board of trustees, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies, or by their student governments from the elected members of the respective student governments.

SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES.

Complaint Procedures:

a. A University student, employee, organization, department or visitor who believes she/he/it is the victim of a student's misconduct (hereinafter "complainant") may make a charge, accusation, or allegation against a student (hereinafter "respondent") which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.

b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless: (i) said complaint involves two or more complainants or respondents; or (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the CUNY Policy on Sexual Misconduct, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;

2. Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or

3. Prefer formal disciplinary charges.

c. In cases involving the CUNY Policy on Sexual Misconduct, both the Complainant and Respondent may be accompanied by an advisor of their choice (including an attorney) who may assist and advise throughout the entire process, including all meetings and hearings. Advisors may represent a party and fully participate at a hearing, but may not give testimony as a witness.

d. In the event that a respondent withdraws from the college after a charge, accusation or allegation against a respondent has been made, and the college prefers formal disciplinary charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. Immediately following the respondent's withdrawal, the college must place a notation on her/his transcript that she/he "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation referred to above

Mediation Conference:

e. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases involving sexual assault, stalking and other forms of sexual violence). The conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort shall be made to resolve the matter by mutual agreement through such process as the mediator deems most appropriate; provided, however, that the complainant must be notified of her/his right to end the mediation at any time

2. If an agreement is reached, the faculty or staff member conducting the conference shall report her/his recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.

3. If no agreement is reached within a reasonable time, or if the respondent fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges, or, if charges have been preferred, proceed to a disciplinary hearing.

4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

Notice of Charges and Hearing:

f. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him/it. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.

g. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he is charged with violating, and the possible penalties for such violation.

2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:

(i) to present their side of the story;

(ii) to present witnesses and evidence on their behalf;

(iii) to cross-examine witnesses presenting evidence;

(iv) to remain silent without assumption of guilt; and

(v) to be assisted or represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.

3. A warning that anything the respondent says may be used against her/him at a non-college hearing.

Pre-Hearing Document Inspection:

h. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with

the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant an adjournment of the hearing as may be necessary in the interest of fairness to permit the requesting party time to review the newly produced evidence.

Admission and Acceptance of Penalty Without Hearing:

i. At any time after receiving the notice of charges and hearing but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. This agreed upon penalty shall be placed on the respondent's transcript consistent with sections u and v herein. Before resolving a complaint in this manner, the chief student affairs officer must first consult with the complainant and provide the complainant an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a written statement of the reasons supporting such resolution, and the complainant may appeal the decision to enter into the resolution to the president.

Emergency Suspension:

j. The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing as provided in this bylaw section 15.4. to take place within not more than twelve (12) calendar days, unless the student requests an adjournment. Such suspension shall be for conduct which impedes, obstructs, impairs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution. Prior to the commencement of a temporary suspension of a student, the college shall give the student oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges against her/him and, if she/he denies them, the college shall forthwith give the student an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter. The complainant shall be notified in the event that an emergency suspension is imposed against a student, and/or when the suspension is subsequently lifted to the extent that the suspension involves the complainant in the same manner notice is given to the student.

Faculty-Student Disciplinary Committee Structure:

k. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO),

and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

l. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

m. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than four (4) consecutive years. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the faculty-student disciplinary committee in all such cases.

n. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.

o. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This

list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

p. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Faculty-Student Disciplinary Committee Procedures:

q. The following procedures shall apply to faculty-student disciplinary proceedings:

Hearing:

1. The chairperson shall preside at the hearing. The chairperson shall inform the respondent of the charges, the hearing procedures and her or his rights.

2. All faculty student disciplinary committee hearings are closed hearings unless the respondent requests an open public hearing. Notwithstanding such requests, the chairperson shall not permit an open hearing in cases involving allegations of sexual assault, stalking, or other forms of sexual violence. Furthermore, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing

3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the committee and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the respondent shall be given an opportunity to present her or his defense.

4. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. In addition, if any party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is

recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. The college, the respondent and the complainant are permitted to have lawyers or other representatives or advisors act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses, and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation.

9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.

10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual misconduct, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness.

11. In a case involving the CUNY Policy on Sexual Misconduct:

a) Evidence of the mental health diagnosis and/or treatment of a party may not be introduced.

b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty

Penalty Phase:

12. If the respondent has been found responsible, then all parties may introduce evidence related to the respondent's character including any past findings of a respondents' responsibility for domestic violence, stalking, or sexual assault or any other sexual violence. The College may introduce a copy of the respondent's previous disciplinary record; including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained. The complainant and respondent may also provide or make an impact statement. Such evidence and impact statements shall be used by the committee only for the purpose of determining an appropriate penalty if the charges are sustained.

Decision:

13. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

14. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the respondent shall be sent a copy of faculty-student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

15. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

Appeals:

16. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may

modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

17. An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

18. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

Notations on Transcripts:

19. In cases in which a respondent has been found responsible for a Clery Act reportable crime of violence, the college must place a notation on her/his transcript stating that she/he was suspended or expelled after a finding of responsibility for a code of conduct violation. In all other cases, the college must place a notation of the findings and penalty on a respondent's transcript unless a mediation agreement, the committee's decision, or the decision on any appeal under section 15.4(p), expressly indicate otherwise.

20. A notation of expulsion after a respondent has been found responsible for a Clery Act reportable crime of violence shall not be removed. In all other cases, a notation of expulsion, suspension or any lesser disciplinary penalty shall be removed, as a matter of right, upon the request of the respondent to the Chief Student Affairs Officer made, four years after the conclusion of the disciplinary proceeding or one year after the conclusion of any suspension, whichever is longer. If a finding of responsibility for any violation is vacated for any reason, any such notation shall be removed.

SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES.

Notwithstanding the foregoing provisions of this article, the board of trustees reserves full power to suspend or take other appropriate action against a student or a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or units of the university

in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

SECTION 15.6. COLLEGE GOVERNANCE PLANS.

The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this article.

ARTICLE XVI

Section 16.1 Student Activity Fee

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.

Non-Instructional Fees

Full-time per semester

Student Activity ¹	\$42.70
Student Government ¹	4.00
Clubs ¹	3.00
University Student Senate ¹	1.45
NYPIRG (New York Public Interest Research Group) ²	4.00
Technology Fee ³	125.00
Consolidated Service Fee ⁴	15.00
Total	\$195.15

Part-time per semester

Student Activity ¹	\$16.35
Student Government ¹	1.50
Clubs ¹	1.50
University Student Senate ¹	1.45
Technology Fee ³	62.50
Consolidated Service Fee ⁴	15.00
Total	\$98.30

Summer Session Student Activity Fee

Effective Summer 2015, all students at New York City College of Technology attending summer session must pay a summer session student activity fee in the amount of \$26.00, in accordance with the following schedule:

Earmarked Allocating Body (College Association) ⁵	\$15.55
Student Government	5.00
NYPIRG	4.00
University Student Senate	1.45
Total Student Activity Fee	\$26.00

Students enrolled in multiple summer sessions will pay the fee only once per summer. The student activity fee for the academic year will continue to be \$55.15 for full-time students and \$20.80 for part-time students.

¹ Neither these fees nor any part thereof are refundable at any time.

² These fees may be refunded only by written request to NYPIRG. Appropriate forms are available at the NYPIRG Office in G411.

³ The technology fee maintains public labs; upgrades computer labs in academic departments; upgrades and expands software in academic programs.

⁴ All students (including non-degree and senior citizens) will be required to pay a consolidated fee of \$15.00 per semester or session to cover the costs of processing a financial aid needs analysis, the immunization program and other student-related functions.

⁵ Within the \$15.55 College Association fee, the following local earmarkings will exist: Accident Insurance (\$1.50), Corporation Annual Assessment (\$0.05), Child Care (\$5.25), Health Education and Services (\$5.25), City Tech Times (\$2.00), with the remainder unearmarked.

Section 16.2 Student Activity Fees Use – Expenditure Categories

Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

Section 16.3 Student Government Fee

The student government fee is that portion of the student activity fee levied by resolution of the board, which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the duly elected student government, or each student government where

more than one duly elected student government exists, for its own use and for the use of student organizations, as specified in section 15.2 of these bylaws, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

Section 16.4 Student Government Activity Defined

a. A student government activity is any activity operated by and for the students enrolled at any unit of the university provided, (1) such activity is for the direct benefit of students enrolled at the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

Section 16.5 College Association

The property, affairs, business and concerns of the Corporation known as the COLLEGE ASSOCIATION OF NEW YORK CITY COLLEGE OF TECHNOLOGY, INC. shall be vested in a Board of Directors consisting of thirteen (13) regular, voting Directors, and up to six (6) alternates.

The College Association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees except where earmarked by the board to be allocated by another body should be developed by a College Association budget committee and recommended to the College Association for review by the college Association prior to expenditure. The College Association shall review all college student activity fees, and shall disapprove any allocation or expenditure it finds is inappropriate improper or inequitable.

The College Association shall be considered approved for purposes of this article if it consists of thirteen (13) members; its governing documents are approved by the college president and the following requirements are met:

1. The composition of the Board of Directors shall be as follows:
 - i. The College President or his/her designee;
 - ii. Two College administrators and one administrator alternate, each appointed by the College President;
 - iii. Two members of the College faculty and up to two faculty alternates, each appointed by the College President from a panel whose size is twice the number of seats (including the alternates) to be filled and consists of faculty members elected by the College Council. Faculty Directors need not be members of the College Council; and
 - iv. Six students and up to three student alternates consisting of the student government president and the student government treasurer, and such other students elected annually at large from the student body of the College who have at the time of election and maintain during their term of office at least a 2.25

grade point average. Student seats shall be allocated on a basis that will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies; and

- v. Two (2) Independent Directors¹ appointed by the College President.
2. The College Association shall have a Budget Committee consisting of members of the Board of Directors, at least a majority of whom shall be student Directors. The Budget Committee shall be empowered to receive and review student activity fee budget requests and to develop and allocate a budget for the Corporation subject to the review of the Board of Directors for conformance with the expenditure categories set forth in the Bylaws of the Board of Trustees of The City University of New York, and as to whether they are inappropriate, improper or inequitable.

¹ An independent director is defined as a former employee of the College or the Corporation, a College alum, a community member, or any other individual, who, pursuant to Section 102 of the Not-for-Profit Corporations Law: (A) has not been within three years of his or her appointment to the governing board of the Corporation, an employee of the Corporation, CUNY or the Research Foundation of CUNY; and (B) does not have a relative who is, or has been within three years of the individual's appointment to the governing board, a key employee of the Corporation, CUNY or the Research Foundation of CUNY; and (C) has not received, and does not have a relative who has received, in any of the three fiscal years prior to the individual's appointment to the governing board, more than \$10,000 in direct compensation from the Corporation, CUNY or the Research Foundation of CUNY (other than reimbursement for expenses reasonably incurred as a director or reasonable compensation for service as a director as permitted by the Not-for-Profit Corporations Law); and (D) is not a current employee of or does not have a substantial financial interest in, and does not have a relative who is a current officer of or has a substantial financial interest in, any entity that has made payments to, or received payments from, the Corporation, CUNY or the Research Foundation of CUNY for property or services in an amount which, in any of the three fiscal years prior to the individual's appointment to the governing board, exceeds the lesser of \$25,000 or 2% of such entity's consolidated gross revenues. For purposes of this definition, "payment" does not include charitable contributions.

Section 16.6 Management and Disbursement of Funds

The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds.

All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program: the other the signature of an approved representative of the allocating body.

Section 16.7 Revenues

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income-generating organization shall require the specific authorization of the allocating body.

STUDENT CONDUCT POLICY

The general policy on student conduct is stated above in the bylaws of the board of trustees of The City University of New York, Article XV.

Student Conduct Regulations

Students who are enrolled in City Tech are obliged to conduct themselves in a manner that is in keeping with the functions of the college as an educational institution. Therefore, violations of any of the college regulations are subject to disciplinary action. Infractions of the regulations include but are not limited to the following:

1. Failure to wear student identification (ID) cards, validated for the current semester, at all times when on campus.
2. Failure to present a validated ID card when requested: (a) at all college activities and functions, both on and off the campus; (b) to Public Safety personnel, faculty and personnel in all areas of the college which include but are not limited to the Office of the Registrar, the Bursar, the college bookstore, the Office of Financial Aid, the library, learning centers, cafeteria, elevators, hallways.
3. All forms of dishonesty that include but are not limited to fraud, cheating, plagiarism, knowingly furnishing false information to the college, forgery and alteration or use of the college's documents or instruments of identification with intent to defraud. (See Academic Integrity Standards).
4. Any behavior (physical or verbal) that interferes with the college's educational objectives or is harmful to the safety of the City Tech community. This includes but is not limited to excessive noise, disorderly, lewd, indecent or obscene conduct or expressions, inappropriate intimate behavior, disruptive conduct in the classroom and hazing or harassment of students for the purposes of initiation into a fraternity, sorority or other college clubs.
5. The use of cellular phones in academic and study areas of the college including but not limited to classrooms, libraries, laboratories, learning centers and auditoriums. Cellular telephones, beepers and pagers are not to be turned on during class sessions. Students are not permitted to take calls or send or receive text messages during class or to leave the classroom during scheduled class time to conduct a conversation.
6. The unauthorized use of audio equipment in all academic and study areas of the college including but not limited to classrooms, libraries, laboratories, learning centers and auditoriums.
7. Unauthorized playing of music on college property.
8. Improper use, destruction, or unauthorized removal of college property and/or the property of others.
9. The unauthorized possession of regulated drugs; the possession, use and sale of illegal drugs on the grounds and/or facilities of the college.
10. Gambling on college premises.
11. Smoking in college buildings.

12. The consumption or use of alcoholic beverages on the grounds and/or facilities of the college by individuals or at student social functions. This regulation does not apply to the use of alcoholic beverages as part of an academic program.

13. Attendance in class or on the premises of the college in a state of apparent intoxication. A "state of intoxication" means a condition in which the mental or physical functioning of the individual appears to be impaired as a result of the use of alcohol, drugs or medication and may thereby endanger the intoxicated student or other persons or property.

14. a. The sale of food or other goods in the cafeteria, other than those authorized for sale by the management of the cafeteria, during the contractual operating hours of the cafeteria.

b. The sale of goods and services on the grounds or facilities of the college except for purposes of fund raising by clubs and organizations that have been duly chartered by the Student Government Association and that have received prior permission from the Office of Student Affairs. Note: Fundraising events are regulated by the Department of Student Affairs, which has the authority to supervise all student events on the grounds or facilities of the college.

15. Posting of notices and announcements that have not been approved by the Department of Student Affairs.

16. Failure to dispose of one's own debris and garbage in the proper receptacles situated throughout the college.

RULES AND REGULATIONS FOR THE MAINTENANCE AND REGULATIONS OF PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATION LAW (formerly known as The Henderson Rules)

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 sanctuary lies in the protection of intellectual freedom: 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 conditions 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.

With respect to enforcement of these rules and regulations, we note that the bylaws of the board provide that:

"THE PRESIDENT, with respect to his educational unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;
- b. Be the advisor and executive agent of the board and of his 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 the several faculties;
- c. Exercise general superintendence over the converse, officers, employees, and students of his educational unit."

I. Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he or she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions 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 or her position without having to fear abuse, physical, verbal, or otherwise, from those who hold 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 or her possession a rifle, shotgun, or firearm or knowingly have in his or her possession any other dangerous instruments 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 or her possession any other instrument or material which can be used for and is intended to inflict bodily harm on any 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's personnel director of any criminal drug statute conviction for a violation occurring in the workplace not later than (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

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.

Any tenured or non-tenured faculty member or other members 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 of 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 non-tenured 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.

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.

Any organization which 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 or The City University of New York trustees.

Sanctions Defined

Admonition: an oral statement to the offender that he/she has violated university rules.

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 be the cause for more severe disciplinary action.

Censure: written reprimand for violation of specified regulations, 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.

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.

Restitution: reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension: exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

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.

ACADEMIC INTEGRITY STANDARDS

CUNY Policy on Academic Integrity

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and

appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

Definitions and Examples of Academic Dishonesty Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

- 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 each instructor.
- Preparing answers or writing notes in an exam booklet before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
- Giving assistance to acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of electronic or wireless handheld devices, including computers or other technologies to retrieve or send information.

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

The following are some examples of plagiarism, but by no means is it an exhaustive list:

- Copying another person's actual words 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.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Internet Plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

- 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 that clearly indicate they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

- 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.

Collusion

- Assistance in, or failing to report witnessed, acts of academic misconduct.

Methods for Promoting Academic Integrity

NYCCT institutes the following practices in order to promote academic integrity at the College.

- Discussions of academic integrity issues are a part of orientations sessions held for new full-time and part-time faculty.
- Academic integrity workshops are held throughout the academic year in an effort to support the professional development of faculty.
- Discussions of academic integrity issues are a part of orientation sessions held for new full-time and part-time students.
- The CUNY Academic Integrity Policy is clearly published and distributed to students via the following methods: the NYCCT website, the Instructional Staff Handbook, the Student Handbook, and the College email system.

Sanctions for Academic Integrity Violations

In accordance with the CUNY Policy on Academic Integrity, NYCCT empowers its Academic Integrity Committee and Academic Integrity Officer to process violations of the CUNY Academic Integrity Policy.

Instructors must report all instances of academic dishonesty to the Academic Integrity Officer.

The following are the various steps that instructors must follow when they suspect an act of academic dishonesty:

The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an

academic sanction (reduced grade), a disciplinary sanction (e.g., suspension or expulsion), or both.

- A) In cases where only an academic sanction is sought, the faculty members shall inform the student of the exact sanction being sought. The faculty members shall simultaneously complete and submit to the College's Academic Integrity Officer a Faculty Action Report (FAR) Form. The faculty member should also inform his/her Chairperson of the suspected violation. The Academic Integrity Officer will place a copy of the FAR form in the student's confidential file and will notify the student within seven (7) business days that he/she has been charged with a violation of the Academic Integrity Policy and that he/she has the right to appeal the charge to the Academic Integrity Officer, in writing, within thirty (30) business days.
- B) In cases where the student does not contest the charge, the faculty member's academic sanction shall stand.
- C) In cases where the student does contest the charge, the Academic Integrity Officer shall instruct the professor to submit a PEN (pending) grade, and shall notify the student, the professor's department chair and the Vice President of Student Affairs, of a pending deliberation in the case. The Academic Integrity Committee shall convene to review the charge(s) and all pertaining evidence therein, and will render a decision regarding the student's appeal.
- D) If the student's appeal is upheld, the Academic Integrity Officer shall instruct the faculty member to change the student's grade to reflect the elimination of any penalty.
- E) If the student's appeal is denied, the faculty member's sanction shall remain in effect, and no further appeal shall be available to the student.
- F) In cases where an academic and a disciplinary sanction are sought, or if only a disciplinary sanction is sought, the faculty member shall record a PEN grade, and the Academic Integrity Officer shall refer the faculty member's completed Faculty Action Report (FAR) Form to the Vice President of Student Affairs, and shall notify the student that such action was taken. If the VP for Student Affairs concludes that the request for disciplinary action is merited, she/he shall notify the student of the charges, which will include the hearing date before the Faculty Student Disciplinary Committee (FSDC). Refer to the Student Rights and Responsibilities section of the College Catalog for additional information.
- G) If the FSDC finds the student did not violate the Academic Integrity Policy, the Vice President for Student Affairs, in consultation with the Academic Integrity Officer and the instructor, shall instruct the registrar to change the student's grade to reflect the absence of any penalty. The Academic Integrity Officer shall remove and destroy all material relating to that incident from the student's confidential file.
- H) If the FSDC finds that student did violate the Academic Integrity Policy, the instructor shall instruct the Registrar to change the student's grade to reflect the academic penalty

imposed by the instructor (if any). The Vice President for Student Affairs shall implement the disciplinary sanction against the student. The Academic Integrity Officer shall keep all materials of the case in the student's confidential file permanently.

- D) In cases where the student is found not guilty, the Academic Integrity Officer shall remove and destroy all material relating to that incident from the student's file. In cases where the student is found guilty, the Academic Integrity Officer shall keep all materials of the case in the student's confidential file permanently.

NOTE: A student may not circumvent the sanctions process by withdrawing from a class. In the instance where an instructor seeks an academic sanction, or the Vice President for Student Affairs and Academic Integrity Officer seek both an academic and disciplinary sanction, a student's withdrawal from that course does not serve as a shield against a violation of academic integrity. In this case, the sanctions process shall be implemented accordingly.

1 If a student is appealing a final grade, then the 30-business day period for filing an appeal of a final grade submitted for a course taken during the spring semester or summer session begins on the first day of the fall semester following the one in which the grade was submitted. Students filing an appeal for a final grade submitted for a course taken during the fall semester must do so within 30 days of the spring semester following the one in which the grade was submitted. Students wishing to appeal a grade submitted for an assignment prescribed as a semester's final project must adhere to the same deadlines.

THE CITY UNIVERSITY OF NEW YORK CAMPUS AND WORKPLACE VIOLENCE PREVENTION POLICY

POLICY STATEMENT ¹

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 which 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;
- (iv) Stalking an employee in a manner which 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. The University will respond promptly to threats and/or acts of violence. 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.

Incidents involving Workplace Violence will be given the serious attention they deserve.² Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 7. The procedure for reporting complaints of a potential violation of the CUNY Workplace Violence Prevention Policy and Programs can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 9.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies when an employee or student anticipates that an act of violence may result from an encounter with said individual(s).³

Employee participation in the implementation of this Policy will be provided through their authorized employee representatives, who will be invited to participate in:

(1) Scheduled 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.

¹This document supersedes and replaces The City University of New York Campus and Workplace Violence Prevention Policy approved by The City University of New York Board of Trustees on February 28, 2011.

²Complaints of sexual harassment are covered under the University's *Sexual Misconduct Policy*.

³Students are not directly covered by this Policy, but they should contact the Department of Public Safety to report concerns about workplace violence.

**THE CITY UNIVERSITY OF NEW YORK
NEW YORK CITY COLLEGE OF TECHNOLOGY
WORKPLACE VIOLENCE PREVENTION PROGRAM**

In accordance with the University's commitment to the prevention of workplace violence, New York City College of Technology adopts the following as its Workplace Violence Prevention Program:

1. Purpose

The University's Workplace Violence Prevention Program provides information to the College community about preventing and responding to incidents of workplace violence at the College's worksites and facilities and seeks to develop programs which will prevent or reduce the likelihood of threats or acts of workplace violence. The Program seeks to ensure that any incident, complaint, or report of workplace violence is taken seriously and dealt with appropriately. The Program implements the Workplace Violence Prevention Policy adopted by the Board of Trustees on February 28, 2011. As set forth therein, 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.

2. Scope

All College employees are required to comply with the Program. In addition, since students and visitors to the College are required to conduct themselves in conformity with existing law, employees who observe or experience students or visitors engaging in violent or threatening behavior should follow the procedures in the Program for reporting such behavior.

3. Workplace Violence Advisory Team ("WVAT")

- a. The WVAT reports directly to the College President and consists of members designated by the President. The WVAT Chair, selected by the President, sets the

- times and agendas for meetings and establishes sub-committees, as necessary, to fulfill the WVAT responsibilities set forth herein and in sections 4, 7 and 12.
- b. The Chair and members of the WVAT and their contact information are listed in Appendix I.
 - c. The WVAT will coordinate the Workplace Violence Prevention training at the Colleges.

4. Risk Assessment and Evaluation Process

- a. On an annual basis, in preparation for the physical site evaluation, the WVAT will:
 - i. Examine the prior year's relevant records that concern workplace violence incidents to identify patterns in the type and cause of injuries.
 - ii. Assess relevant policies, work practices, and work procedures that may impact the Workplace Violence Prevention Program.
 - iii. Review survey responses received from employees of the College. Survey forms are available to employees on the College's website and in hard-copy at the College's Office of Public Safety and Office of Human Resources. Completed survey forms are to be forwarded to the Director of Public Safety, as the physical site evaluation team leader.
- b. On an annual basis, the WVAT will conduct a physical site evaluation of the College's workplace to determine the presence of factors that may place employees at risk of workplace violence. Each authorized employee representative organization with employees at the College will be given advance notice, in writing, from the Vice President for Administration of the date(s) and time(s) of the site visit(s). Each authorized employee organization may designate a representative to participate in the site visit(s) by notifying the WVAT Chair in writing of the designated representative. In addition to the authorized employee representative(s), an employee may also request to participate directly in the site visit for his/her work area by contacting the WVAT Chair. The authorized employee representative(s) will be provided with incident reports (without names) for the previous year. The authorized employee representative(s) may submit to the WVAT Chair any comments regarding situations in the workplace that pose a threat of workplace violence.
- c. Following the annual physical site evaluation, the WVAT will prepare a report of the findings, including a list of the high risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address identified risk factors. The report will be submitted to the President for appropriate action. Copies of the report will be made available, upon request, to employee(s), their authorized representatives(s), and the New York State Department of Labor.

5. Employee Information and Training

All employees must participate in training on the risks of workplace violence in their workplace at the time of initial employment and at least annually thereafter. The employee training and information program includes information regarding how to locate the Policy and Program as well as survey forms.

The College provides training to its employees. The training program addresses the following essential topics:

- a. An overview and definition of workplace violence;
- b. The College's commitment to providing a safe workplace;
- c. Instructions regarding how to obtain a copy of the written Policy and Program;
- d. A listing of significant identified risk factors;
- e. Techniques on how to recognize and avoid potentially violent situations, including de-escalation techniques;
- f. How employees can protect themselves and how employees can suggest improvements to the Program;
- g. The importance of reporting incidents and how to report such incidents;
- h. Where employees can seek assistance during a dangerous situation; and
- i. Resources, such as trauma counseling, that may be available to employees after an incident has occurred.

Additional training will be conducted as necessary and as determined by the needs of the College.

6. Reporting Process/Procedures to Report Incidents of Workplace Violence

In order to maintain a safe working environment, incidents of workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety. The phone number of the College's Office of Public Safety is 718-260-5550. Members of the College community are also encouraged to report other behavior they believe may lead to potential workplace violence. After an incident occurs or upon receipt of a complaint, an investigation will be conducted by the Office of Public Safety. Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources.

- a. The College will use a form developed by the University's Office of Public Safety to record incidents of workplace violence. As set forth therein, investigative reports must include:
 - i. Workplace location where the incident occurred;
 - ii. Time of day/shift when the incident occurred;
 - iii. A detailed description of the incident, including events leading up to the incident and how the incident ended;

- iv. Names and job titles of employees involved;
 - v. Name or other identifier of other individual(s) involved;
 - vi. Nature and extent of injuries arising from the incident; and
 - vii. Names of witnesses.
- b. The WVAT reviews the investigation results of incidents and complaints, determines whether there is a violation of the Policy and provides a report to the President.
 - c. The WVAT, with the participation of the authorized employee representative(s), conducts a review of the Campus Workplace Violence Incidents Report at least annually to identify trends in the types of incidents in the workplace and reviews the effectiveness of the mitigating actions taken.

7. Confidentiality of Certain Information

Nothing in this Program requires the disclosure to any person or entity of information otherwise kept confidential for security reasons, such as information that if disclosed may:

- i. Interfere with law enforcement investigations or judicial proceedings;
- ii. Deprive a person of the right to a fair trial or impartial adjudication;
- iii. Identify a confidential source or disclose confidential information relating to a criminal investigation;
- iv. Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- v. Endanger the life or safety of any person.

8. Report of Violations of the Workplace Violence Prevention Policy and Program

Any employee or authorized employee representative who believes that the College's Workplace Violence Prevention Program is in violation of CUNY's Workplace Violence Prevention Policy or that a threat of imminent danger exists that is not being adequately addressed should bring such exigent concerns to the attention of the University's Senior University Executive Director of Human Resources Strategic Planning, 535 East 80th Street, New York, NY 10075.

9. Retaliation

No employee is subject to criticism, reprisal, retaliation or disciplinary action by the College for good faith reporting pursuant to the Program. Individuals who make false and malicious complaints of workplace violence, as opposed to complaints that, even if erroneous, are made in good faith, may be subject to disciplinary or other appropriate action.

10. Recordkeeping

All recordkeeping and reporting shall be made in compliance with the applicable law and regulation (currently New York Labor Law Sections 27-a and 27-b and 12 NYCRR Part 800) and the Policy and Program.

11. Program Effectiveness and Evaluation/Post-Incident Response

At least annually or after serious incidents, the WVAT evaluates the effectiveness of the Workplace Violence Prevention Program, including post-incident responses and evaluation processes. The review focuses on incident trends and the effectiveness of the control measures taken by the College. The review also assesses whether the reporting and recordkeeping systems are effective in collecting relevant information.

APPENDIX 1

Workplace Violence Advisory Team – WVAT

Miguel Cairol (VP of Finance & Administration) 718.260.5600
MCairol@citytech.cuny.edu

Marcella Armoza (VP of Enrollment & Student Affairs) 718.260.4999
MArmoza@citytech.cuny.edu

Rena Dabydeen (Bio, Phy & Bio Sci) 718.260.5517
RDabydeen@citytech.cuny.edu

Lionel Presume (Director, Public Safety) 718.260.5550
LPresume@citytech.cuny.edu

Efren Maldonado (Lieutenant, Public Safety) 718.260.5563
EFMaldonado@citytech.cuny.edu

Dorie Clay (Director, Student Life and Development) 718.260.5402
DClay@citytech.cuny.edu

Debbie Waksbaum (Counselor, Counseling Center) 718.260.5030
DWaksbaum@citytech.cuny.edu

Wayne Robinson (Executive Director for Business Management) 718.473.8969
WRobinson@citytech.cuny.edu

Catherine McManus (Asst. Prof., Nursing) 718.260.5665
CMcManus@citytech.cuny.edu

Cynthia Bink (Director, Counseling) 718.260.5030
CBink@citytech.cuny.edu

Evans Lespinasse (Asst. Prof., Rad Tech) 718.260.5294
ELespinasse@citytech.cuny.edu

Deborah Boyd (Senior Credit Evaluator, Transfer Student Center) 718.260.5035
DBoyd@citytech.cuny.edu

Sandra Gordon (Executive Director, Instructional Staff Relations) 718.260.5353
SGordon@citytech.cuny.edu

Updated 2/17/2016

Title IX

Title IX of the Education Amendments of 1972 and its implementing regulations prohibit discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination. New York City College of Technology is committed to providing an environment free from unlawful discrimination and harassment. For additional information on Title IX or to file a complaint, please contact the Title IX Coordinator in Namm 325 or at 718-260-4983.

THE CITY UNIVERSITY OF NEW YORK POLICY ON SEXUAL MISCONDUCT

Policy Statement

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;

- 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- 4) Providing ongoing assistance and support to students and employees who make allegations of sexual harassment, gender-based harassment and sexual violence;
- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence to college constituencies; and
- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing sexual harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the following policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

- [The CUNY Policy on Equal Opportunity and Nondiscrimination](#) prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than sexual harassment, gender-based harassment or sexual violence covered by this policy. [Link](#)
- [The CUNY Workplace Violence Policy](#) addresses workplace violence and [the CUNY Domestic Violence in the Workplace Policy](#) addresses domestic violence in or affecting employees in the workplace. [Link](#)

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

II. Prohibited Conduct

A. Sexual Harassment, Gender-Based Harassment and Sexual Violence

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together “sexual misconduct”) against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, such as sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking ("stalking") as defined in this policy.

The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section XI below

- B. **Retaliation.** This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint.

- C. **Certain Intimate Relationships.** This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section X below.

III. Title IX Coordinator

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on sexual harassment, gender-based harassment and sexual violence as required by law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university's dedicated [Title IX website](#).

IV. Immediate Assistance in Cases of Sexual Violence

A. Reporting to Law Enforcement

Students or employees who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division or their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention and other services.

B. Obtaining Immediate Medical Attention and Emotional Support

CUNY is committed to assisting anyone who experiences sexual violence to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For rapes in particular, immediate treatment and the preservation of evidence of the incident are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible, either on or off-campus.

On-campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

For off-campus resources, CUNY maintains a [list of emergency contacts and resources](#), including rape crisis centers, available throughout New York City on its dedicated web page. Link This list includes a designation of which local hospitals are designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

V. Reporting Sexual Harassment, Gender-Based Harassment or Sexual Violence to the College

CUNY encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as “complainants”) to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including “study abroad” programs.) Such reporting will enable complainants to get the support they need, and provide the college with the information it needs to take appropriate action. However, students should be aware that there are employees at their college/unit whom they can speak with on a strictly confidential basis before determining whether to make a report to college authorities. See Section VI below.

A. Filing a Complaint with Campus Authorities

i. Students

Students who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of the Vice President for Student Affairs and/or Dean of Students;
- Residence Life staff

ii. Employees

Employees who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Director of Human Resources;
- Office of Public Safety.

iii. Visitors

Visitors who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

Once any of the individuals or offices above is notified of an incident of sexual harassment, gender-based harassment or sexual violence, she/he will coordinate with the appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These individuals will maintain a complainant’s privacy to the greatest extent possible,

and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

B. Support Assistance for Complainants

i. Students

When a Title IX Coordinator receives a complaint of sexual misconduct from a student, she/he will work with the Chief Student Affairs Officer to identify a trained staff member to assist the complainant with support services.

ii. Employees

When a Title IX Coordinator receives a complaint of sexual misconduct from an employee, she/he will work with the Human Resources Director to assist the complainant with support services.

C. Request that the College Maintain a Complainant's Confidentiality, Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement

After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request that no investigation into a particular incident be conducted or that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant's request against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all efforts will be undertaken to keep information confidential consistent with law.

Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that she/he will maintain confidentiality as requested by the complainant, the college will take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a

college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request.

In any event, the college is required to abide by any laws mandating disclosure, such as the Jeanne Clery Act and New York's Campus Safety Act. However, notification under the Jeanne Clery Act is done without divulging the complaint's identity, and notification of sexual violence under the New York Campus Safety Act is not required and will not be done if the complainant requests confidentiality.

If the Title IX Coordinator determines that the college must report the incident to outside law enforcement, the college will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

D. Action by Bystanders and Other Community Members

While those employees designated as "responsible" employees are required reporters as set forth in Section VI below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual harassment, gender-based harassment or sexual violence that they may witness. Although these actions will depend on the circumstances, they include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report an incident of sexual harassment, gender-based harassment or sexual violence that they observe or become aware of to the Title IX Coordinator, and/or the offices of Public Safety and the Vice President of Students Affairs and/or Dean of Students at their college and, in the case of employees, the Human Resources office. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

E. Amnesty for Drug and Alcohol Use

CUNY strongly encourages students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, in accordance with CUNY's Drug/Alcohol Use Amnesty Policy, a student acting in good faith who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of [CUNY's Policy Against Drugs and Alcohol](#) in connection with the reported incident.

F. Reporting Suspected Child Abuse

Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the [Office of the General Counsel web page](#). If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

G. Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if she/he has been retaliated against for reporting sexual harassment, gender-based harassment or sexual violence, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section VIII of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

VI. Reporting/Confidentiality Obligations of College and University Employees

An individual who speaks to a college or CUNY employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

A. Confidential Employees

- i. **For Students.** Students at CUNY who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:
 - Counselor or other staff member at their college counseling center;

- Nurse, nurse practitioner or other staff member in the college health office;
- Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college; or
- Staff member in a women’s or men’s center, if one exists at their college.

The above individuals will not report any information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where there is an imminent threat to the complainant or any other person.

A student who speaks solely to a “confidential” employee is advised that, if the student wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

- ii. **For Employees.** Although there is no one directly employed by CUNY to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence, free confidential support services are available through [CUNY’s Work/Life Program](#), which is administered by an outside company. Confidential community counseling resources are also available [throughout New York City](#).

B. “Responsible” Employees

“Responsible” employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section V (C) above. However, these employees will maintain a complainant’s privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator, the “responsible” employee’s supervisor, and other people responsible for handling the college’s response to the report.

Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations—

and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

CUNY has designated the following individuals as “responsible” employees:

- i. Title IX Coordinator and her/his staff
- ii. Office of Public Safety employees (all)
- iii. Vice President for Student Affairs and Dean of Students and all staff housed in those offices
- iv. Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all)
- v. College President, Vice Presidents and Deans
- vi. Athletics Staff (all)
- vii. Department Chairpersons/Executive Officers
- viii. Human Resources staff (all)
- ix. University Office of the General Counsel employees (all)
- x. College/unit attorney and her/his staff
- xi. College/unit labor designee and her/his staff
- xii. Faculty members at times when they are leading or supervising student on off-campus trips
- xiii. Faculty or staff advisors to student groups
- xiv. Employees who are Managers (all)
- xv. SEEK/College Discovery staff (all)
- xvi. College Childcare Center staff (all)
- xvii. Directors of “Educational Opportunity Centers” affiliated with CUNY colleges

C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are permitted but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are strongly encouraged by CUNY to make such a report.

It is important to emphasize that faculty members other than those specifically identified in subsection “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so.

VII. Interim and Supportive Measures

The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an

allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, the college will seek to minimize the burden on the complainant. The complainant and the respondent shall each be afforded, upon request, a prompt review of the need for and terms of any interim or supportive measure that directly affects him or her and shall be permitted to submit evidence in support of his/her request. The request for such a review shall be made to the college's Chief Student Affairs Officer, if either the complainant or the respondent is a student or to college's Director of Human Resources if both the complainant and the respondent are employees. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Director of Human Resources.

A. Types of Interim and Supportive Measures

Interim and supportive measures may include, among other things:

- i. Making necessary changes to academic programs, including a change in class schedule, making appropriate accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting the complainant to attend a class via skype or other alternative means where appropriate, providing an academic tutor, or extending deadlines for assignments;
- ii. Making necessary changes to residential housing situations or providing assistance in finding alternate housing;
- iii. Changing an employee's work assignment or schedule;
- iv. Providing the complainant with an escort to and from class or campus work location;
- v. Arranging appropriate transportation services to ensure safety;
- vi. Prohibiting contact between the complainant and the respondent ("no contact" orders);
- vii. Offering counseling services to the complainant, to the respondent, and, where appropriate, to witnesses, through the college Counseling Center or other appropriate college office, or a referral to an off-campus agency;
- viii. Providing the complainant assistance in obtaining medical and other services, including access to rape crisis centers;
- ix. Providing the complainant assistance with filing a criminal complaint and seeking an order of protection;
- x. Enforcing an order of protection;
- xi. Addressing situations in which it appears that a complainant's academic progress is affected by the alleged incident;
- xii. In exceptional circumstances, seeking an emergency suspension of a student or an employee under applicable CUNY Bylaws, rules, policies and collective bargaining agreements.

B. Process for Review of “No Contact” Orders

The complainant and the respondent shall each be afforded, upon request, a prompt review of the need for and terms of a “no contact” order (including possible modification or discontinuance of the order), and shall be allowed to submit evidence to support their request. The request for such a review shall be made to the college’s Chief Student Affairs Officer, if either the complainant or the respondent is a student, or to the college’s Director of Human Resources, if both the complainant and the respondent are employees. If possible, the college shall establish an appropriate schedule for the complainant and the respondent to access college facilities when they are not being used by the other party to enable both parties to use college facilities to the maximum extent feasible, without violation of the “no contact” order.

VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual harassment, gender-based harassment or sexual violence may have been committed against a student, employee or visitor, unless the complainant has requested that the college refrain from such an investigation and the college has determined that it may do so.

A. The Investigation

The college Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the respondent that an investigation is being commenced and shall provide the respondent with a written summary of the allegations of the complaint. The Title IX Coordinator shall coordinate investigative efforts with other college offices, and may designate another trained individual to conduct all or part of the investigation. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation.

The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including: (i) taking interim measures; (ii) preventing retaliation; (iii) providing the complainant and the respondent with periodic status updates of the investigation and notice of outcome of the investigation; (iv) informing the complainant of her/his right to file a criminal complaint; (v) coordinating with law enforcement agencies, as appropriate, after consultation with Public Safety; (vi) maintaining all documents of the

investigation; and (vii) drafting a report of findings, which is to be submitted to the College President.

B. Conflicts

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person's duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

C. Mediation

While mediation is not permitted in cases where sexual violence is alleged, it may be appropriate where sexual harassment or gender-based harassment allegations have been made by a student or employee but there is no allegation of sexual violence. Mediation is a process whereby the parties can participate in a search for fair and workable solutions. Mediation requires the consent of both the complainant and the respondent, but does not require the complainant and respondent to meet face-to-face. Either party, however, has the right to end the mediation at any time and proceed with the investigation process. A respondent who is covered by a collective bargaining agreement may consult with and have a union representative present at any mediation session. Unless the mediation results in a timely resolution agreed to in writing by the complainant, the respondent and the college, the college shall end the mediation and resume the investigation.

D. Timing

The college shall make every reasonable effort to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays may not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

E. Report of Findings

Following the completion of the investigation, the Title IX Coordinator shall report her/his findings to the College President in writing. Following such report, the College President shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the findings. In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.

F. Disciplinary Action

Following an investigation, the College President may recommend that disciplinary action be commenced against the respondent student or employee.

i. Discipline Against Students

In cases where a student is charged with a violation of this policy, including retaliation, the matter shall be referred to the college's Office of Student Affairs and action shall be taken in accordance with [Article XV of the CUNY Bylaws](#), which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to be represented by an attorney or advisor of their choice, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University.

ii. Discipline Against Employees

In cases where an employee is charged with a violation of this policy, including retaliation, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include reprimand, suspension or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by collective bargaining agreements.

iii. Action Against Visitors

In cases where the person accused of sexual harassment, gender-based harassment or sexual violence is neither a CUNY student nor a CUNY employee, the college's ability to take action against the accused is extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In

addition, the matter shall be referred to local law enforcement for legal action where appropriate.

iv. No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and the respondent of that decision contemporaneously, in writing, and shall offer counseling or other support services to both the complainant and the respondent.

G. Malicious Allegations

Members of the CUNY community who make false and malicious complaints of sexual harassment, gender-based harassment or sexual violence, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

H. Relationship of CUNY’s Investigation to the Action of Outside Law Enforcement

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

I. Filing External Complaints

Complainants have the right at any time to file complaints with the Office for Civil Rights (“OCR”) of the U.S. Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Contact information for OCR and other relevant agencies is set forth on [the CUNY Title IX web page](#).

IX. College Obligations Under This Policy

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

A. Dissemination of Policies, Procedures and Notices

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website and including it in any student or faculty handbooks and in residence life materials. In addition, the Students' Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college's website and posted in college campus centers and in CUNY owned and operated housing.

B. Training and Educational Programming

The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual harassment, gender-based harassment and sexual violence among all students and employees. Specific required trainings include the following:

i. Training for Responsible and Confidential Employees

The college shall provide training to all employees who are required to report incidents of sexual harassment, gender-based harassment or sexual violence under this policy, as well as those employees who have been designated as confidential employees.

ii. Student Onboarding and Ongoing Education

Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the

college determines could benefit from education in the area of sexual harassment, gender-based harassment and sexual violence. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

C. Campus Climate Assessments

Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students' general awareness and knowledge of the University's policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

X. Rules Regarding Intimate Relationships

A. Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students, for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading,

advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

B. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

XI. Definitions of Terms in this Policy

- A. **Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older). Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily

restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

When consent is withdrawn or can longer be given, sexual activity must stop.

- B. **Complainant** refers to the individual who alleges that she/he has been the subject of sexual harassment, gender-based harassment or sexual violence, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.
- C. **Complaint** is an allegation of sexual harassment, gender-based harassment or sexual violence made under this policy.
- D. **Dating, Domestic and Intimate Partner Violence** is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.
- E. **Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.
- F. **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.
- G. **Managers** are employees who have the authority to either (a) make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) make recommendations on tangible employment

decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

- H. **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.
- I. **Respondent** refers to the individual who is alleged to have committed sexual harassment, gender-based harassment or sexual violence against a CUNY student, employee, or visitor.
- J. **Retaliation** is adverse treatment of an individual as a result of that individual's reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.
- K. **Sexual Activity** is
- penetration, however slight, of the vulva or the anus by the penis, hand/fingers or other object;
 - contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
 - intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person; or
 - intentional touching, either directly or through the clothing of any other body part, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.
- L. **Sexual Assault** is any form of sexual activity that occurs without consent.
- M. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
- i. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo);

or

- ii. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

- i. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;
- ii. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
- iii. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
- iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

For purposes of this policy, sexual harassment also includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:

- i. Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- ii. Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
- iii. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

N. **Sexual Misconduct** is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

- O. **Sexual Violence** is an umbrella term that includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below.
- P. **Stalking** is intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, that:
1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
 2. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
 3. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.
- Q. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

THE CITY UNIVERSITY OF NEW YORK STUDENTS' BILL OF RIGHTS

CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To report the incident to your campus.
- To report the incident to the University or campus public safety department and/or to file a criminal complaint with the NYPD, or to choose not to report.
- To receive assistance from your campus or others in filing a criminal complaint, which may include seeking an Order of Protection.

- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To request that the campus file conduct charges against the respondent(s). The decision on whether to bring charges rests with the campus.
- To be protected by your campus from retaliation for reporting the incident, and to have any allegations of retaliation addressed by the campus.
- To receive assistance and resources from your campus, including confidential and free on- campus counseling, and to be notified of other available services on- and off-campus, including, among other resources, the New York State Office of Victim Services.
- To receive assistance in seeking necessary medical services or treatment, including a Sexual
- Assault Forensic Examination (SAFE exam), on or off campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable you to continue your education without undue stress or trauma.
- To have your complaints handled respectfully by the campus, and to be informed about how the campus will protect your privacy and confidentiality.
- To have your complaint investigated in a prompt, impartial and thorough manner by individuals who have received appropriate training in conducting investigations and the issues related to sexual harassment and sexual violence, and to be accompanied by a person of your choice at all meetings or hearings related to the process.
- To have your complaint against a student adjudicated by individuals who have received appropriate training on issues related to sexual harassment and sexual violence.
- To report incidents of sexual harassment or sexual violence that you experience while under the influence of alcohol or drugs without receiving discipline for your alcohol or drug use.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to be present, to be assisted by a person of your choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, have your prior sexual history with persons other than the respondent(s) excluded from the hearing, have your prior mental health diagnosis and/or treatment excluded from the hearing, receive written notice of the outcome of the hearing, and to appeal from the decision.

- To participate in the investigative and disciplinary processes of the campus without interference with your civil rights or practice of religion.

Questions about City Tech’s sexual misconduct policy and procedures may be directed to: Title IX Coordinator, Patricia Cody, at 718-260-4985, pcody@citytech.cuny.edu.

Information on resources and the process for filing a complaint is available on [CUNY’s Title IX web page](#).

Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015. Cal.

HATE CRIMES ACT OF 2000 (ARTICLE 485)

The legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

Section 485.05 Hate crimes

1. A person commits a hate crime when he or she commits a specified offense and either:
 - a. 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
 - b. 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.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people’s burden under paragraph (a) or (b) of subdivision one of this section.

Offense	Class of Felony or Misdemeanor*	Penalties
Assault 1st Degree	B Felony	6-25 years
Assault 2nd Degree	C Felony	1-15 years
Assault 3rd Degree	E Felony	1-4 years
Aggravated Assault Upon a Person less than 11 years old	D Felony	1-7 years
Menacing 1st Degree	D Felony	1-7 years
Menacing 2nd Degree	E Felony	1-4 years

Menacing 3rd Degree	A*	To 1 year
Reckless Endangerment 1st Degree	C Felony	1-15 years
Reckless Endangerment 2nd Degree	E Felony	1-4 years
Manslaughter 2nd Degree	C Felony	1-15 years
Manslaughter 1st Degree	B Felony	6-25 years
Murder 2nd Degree	A-II Felony	3 to life
Stalking 1st Degree	C Felony	1-15 years
Stalking 2nd Degree	D Felony	1-7 years
Stalking 3rd Degree	E Felony	1-4 years
Stalking 4th Degree	A*	To 1 year
Rape 1st Degree	A-II Felony	3 to life
Sodomy 1st Degree	A-II Felony	3 to life
Sexual Abuse 1st Degree	C Felony	1-15 years
Aggravated Sexual Abuse 1st Degree	A-II Felony	3 to life
Aggravated Sexual Abuse 2nd Degree	B Felony	6-25 years
Unlawful Imprisonment 1st Degree	D Felony	1-7 years
Unlawful Imprisonment 2nd Degree	E Felony	1-4 years
Kidnapping 1st Degree	A-I Felony	20 to life
Kidnapping 2nd Degree	A-II Felony	3 to life
Coercion 1st Degree	C Felony	1-15 years
Coercion 2nd Degree	E Felony	1-4 years
Criminal Trespass 1st Degree	C Felony	1-15 years
Criminal Trespass 2nd Degree	E Felony	1-4 years
Criminal Trespass 3rd Degree	A*	To 1 year
Burglary 1st Degree	A-II Felony	3 to Life
Burglary 2nd Degree	B Felony	6-25 years
Burglary 3rd Degree	C Felony	1-15 years
Criminal Mischief 1st Degree	A-II Felony	3 to life
Criminal Mischief 2nd Degree	C Felony	1-15 years
Criminal Mischief 3rd Degree	D Felony	1-7 years
Criminal Mischief 4th Degree	E Felony	1-4 years
Arson 1st Degree	A-I Felony	20 to life
Arson 2nd Degree	A-II Felony	3 to life
Arson 3rd Degree	B Felony	6-25 years
Arson 4th Degree	D Felony	1-7 years
Petit Larceny	E Felony	1-4 years
Grand Larceny 1st Degree	A-II Felony	3 to life
Grand Larceny 2nd Degree	B Felony	6-25 years
Grand Larceny 3rd Degree	C Felony	1-15 years
Grand Larceny 4th Degree	D Felony	1-7 years
Robbery 1st Degree	A-II Felony	3 to life
Robbery 2nd Degree	B Felony	6-25 years
Robbery 3rd Degree	C Felony	1-15 years
Harassment 1st Degree	A*	To 1 year
Aggravated Harassment 2nd Degree	E Felony	1-4 years

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA) OF 1974

(Effective 9/1/1975, Amended 1998)

The Federal Education Rights and Privacy Act of 1974 affords students access to certain records of the University, as well as prohibiting access of unauthorized third parties to student records and limiting release of information from such records.

Under the Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto, students have the following rights:

- To be advised of the types of student records and the information contained therein which are maintained by the College.
- To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records and the purposes for which they have access.
- To be advised of the policies of the College for reviewing and expunging those records.
- To be advised of the procedures for granting you your access rights to your student records.
- To be advised of the procedures for challenging the content of your student records.
- To be advised of the cost, if any, to you for reproducing copies of your student records.
- To be advised of all your other rights and requirements under the Federal Education Rights and Privacy Act, 1974, and the regulations promulgated thereunder.

Please note: Exempted from The Federal Educational Rights and Privacy Act of 1974 are records of an eligible student which are:

- created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity.
- confidential data kept by professionals in counseling, personal development and health services.

Policy Statement

The following information (known as directory information) may be released to any persons within and outside of the University without consent of the student:

- Name, address and telephone listing.
- Dates of attendance and current status, including major field of study and number of credits completed.
- If graduated, date of graduation, degree and major.
- Honors and awards received.
- Confirmation of birth date.
- Height and weight of athletes engaged in intercollegiate sports.

Note: If a student does not wish the above information released, he or she must notify the registrar in writing prior to the close of business 21 calendar days after the first day of classes.

Any such written request will be honored by New York City College of Technology until a written directive to the contrary is received from that student. Information other than the above items may be given to certain individuals and agencies outside the institution without consent of the student. Records of release of such information are maintained in the student folder. Instances of such release are as follows:

- In response to a court order or subpoena.
- In response to a request from an institution, agency or individual providing financial aid to the student for his or her education.
- To officials and/or representatives of educational accrediting agencies or other agencies specified within the act.
- Release of other information to any other third parties is prohibited without written consent of the student.

STUDENTS' RIGHTS CONCERNING EDUCATIONAL RECORDS

A summary of the Family Educational Rights and Privacy Act (FERPA) made by Congress and amended regulations made by the U.S. Department of Education, also known as the Buckley Amendment, in November, 1996, grant the following rights: (The entire policy may be made available to students by the Office of Enrollment and Student Affairs.)

Policy Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 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 45 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 an 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 he or she is 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 which permits disclosure without consent is disclosure to school officials with legitimate educational 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 educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities. Upon request, the College discloses education records without consent to official of another school in which a student seeks or intends to enroll.

- 4) You may appeal the alleged denial of FERPA rights to the:
General Counsel and Senior Vice Chancellor for Legal Affairs
The City University of New York
535 East 80th 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 name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605.

- 6) The College will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, email address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Office of the Registrar, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Office of the Registrar and may be filed, withdrawn, or modified at any time.

STUDENT RIGHT-TO-KNOW ACT

Q. What does the Student Right-to-Know Act do?

A. The Student Right-to-Know Act requires the dissemination of information to all current students and to each prospective student who has requested information concerning admission, or information describing the institution's completion or graduation rate for certificate or degree-seeking, full-time undergraduate students.

Q. What cohort of students is used to calculate the school's completion or graduation rate?

A. Completion or graduation rates are determined by using a specific cohort of the general student body entering the same fall semester (including those who enter after July 1, and continue into the fall). This cohort is of certificate- or degree-seeking, full-time, first-time undergraduate students. Information is not required for undergraduate students who entered part-time, or graduate students.

Q. What constitutes a certificate- or degree-seeking, full-time, first-time undergraduate student?

A. A certificate- or degree-seeking student is one enrolled in a course for credit who is recognized by the college as seeking a degree or certificate. A full-time student is defined as a student carrying a minimum of 12 semester hours or 12 quarter hours per academic term in a college using a semester, trimester, or quarter system. An undergraduate student is a student enrolled in a bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate level. A first-time undergraduate student is an entering undergraduate who has never attended an institution of higher education. A student enrolled in the fall term who attended a postsecondary institution for the first time in the prior summer term, and a student who entered with advanced standing college credit earned before graduation from high school, is considered a first-time undergraduate student.

Q. Under the Student Right-to-Know Act, which students are counted as having graduated?

A. The Student Right-to-Know Act provides that in calculating the graduation rates, a student shall be counted as a completion or a graduation if, within 150% of the normal time for completion or graduation from the program, the student has graduated from the program, or enrolled in any higher-level program of an eligible institution for which the prior program provides substantial preparation. For a college whose programs are four years in length, 150% of normal time is six years (72 months). For a college whose programs are two years in length, 150% of normal time is three years (36 months).

Q. May any entering full-time undergraduate freshmen be omitted from the graduation statistics?

A. Colleges may exclude from the reporting requirement for the completion or graduation rates of students any student who leaves college to serve in the armed services, on official church missions, or with a recognized foreign aid service of the federal government.

Q. When and how frequently must the graduation information be updated?

A. Information must be made available by July 1 of each year and cover the one-year period ending on August 31 of the preceding year. The graduation information must be updated annually.

Q. What about transfer students or students who have already earned some college credits, or a college degree?

A. Only a student who is enrolled for the first time at a college is counted. A student may not be counted if the student enters with earned credits, except those earned while enrolled in high school through advanced placement in postsecondary education, or earned in that college in the summer preceding the fall enrollment. Transfer students do not count in the cohort.

Q. Can a student be counted as graduated if the student transfers to another college with a higher program?

A. A student is counted as having graduated if, within 150% of the normal time for completion, the student transfers from that college to a higher-level program at another college for which the prior program provided substantial preparation. This would include associate degree students who are accepted into a baccalaureate program at a senior college, as well as students under some special programs who leave prior to graduation to attend law school.

Q. What if a student switches majors or programs at the same college?

A. Once in a cohort, the student's change in program does not alter the student's presence in the cohort. Also, a student's graduation may only be counted one time, even if the student later earns a second degree. If a student is admitted into an associate degree program and later transfers to a baccalaureate program at the same college without first receiving an associate degree, the student should be transferred to the baccalaureate cohort.

Q. What information must be reported to the U.S. Department of Education?

A. Although colleges that provide athletically related student aid must report annually to the Secretary of Education, there are no reporting requirements on general graduation rates for colleges which do not grant student financial assistance conditioned upon participation in athletics. The Secretary of Education may, however, request or audit the provision of such graduation information at any time.

Q. What information does the Student Right-to-Know Act require for student athletes?

A. The Student Right-to-Know Act is directed at concerns about the academic performance of student athletes, especially student athletes receiving football and basketball scholarships. To this end, the Student Right-to-Know Act requires extensive disclosure and annual reporting to the Secretary of Education of graduation rates with

respect to athletically related student aid, which is defined as any scholarship, grant, or other form of financial assistance offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Colleges providing athletically related student aid must provide graduation rates broken down by race and sex in the following sports: basketball, football, baseball, cross country/track, and all other sports combined, as well as four-year average rates. In addition, the College must provide the average completion or graduation rate for the most recent completing or graduating classes of students at the institution of higher education.

Q. Will the CUNY colleges have to comply with the graduation information required for student athletes?

A. With one exception, the CUNY colleges should not be affected by these requirements, because they do not provide athletic scholarships as defined by the statute. Athletically related student aid is not permitted by the rules of the athletic conferences and divisions to which most CUNY colleges belong and by the Board Policy on Intercollegiate Athletics, last revised on May 29, 1973, which states that "No privileges should be provided for athletes which are not available to students in any other area of college life." The statutory provisions regarding athletic scholarships are applicable only to those colleges that are members of NCAA Divisions I or II and therefore may be providing such athletically related financial aid. If your college has a team in Division I or II, you may need information on these provisions and should contact this office.

Dated: November 21, 2003, supersedes the previous advisory on this subject dated January 28, 1992.

STATEMENT ON DRUG, TOBACCO AND ALCOHOL EDUCATION POLICY

Standards of Conduct

The City University of New York is a caring community committed to promoting the physical, intellectual, social and ethical development of all individuals. The inappropriate use of alcohol, tobacco and illicit drugs threatens the health and safety of students, employees, their families and the public and adversely impairs performance. In addition to promoting health, safety and a positive learning and working environment, the City University is committed to preventing alcohol and other drug-related problems among all members of the University community.

The unlawful manufacture, possession, distribution, dispensation, possession or use of alcohol or other drugs by anyone, either on University property or at University-sponsored activities and policies are consistent with the City University's desire to promote health and safety and are in accordance with the requirements of the

Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The University will continue its efforts to maintain an environment free from the unlawful possession, use and distribution of alcohol and other drugs.

THE CITY UNIVERSITY OF NEW YORK DRUG/ALCOHOL USE AMNESTY POLICY

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

- I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.
- II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
- III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving

drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

HEALTH RISKS ASSOCIATED WITH ABUSE OF ALCOHOL AND USE OF TOBACCO

Alcohol

Alcohol (ethanol) is toxic to the human body. It is a central nervous system depressant that slows bodily functions such as heart rate, pulse and respiration. Taken in large quantities, it progressively causes intoxication, sedation, unconsciousness and even death, if consumed in large amounts. Alcoholics can often consume large quantities of alcohol without appearing to be drunk or uncontrolled. Nevertheless, alcoholism causes severe emotional, physical and psychological damage. Prolonged heavy drinking can damage various organs, resulting in disorders such as cirrhosis of the liver, heart disease, pancreatitis and cancer. It can also lead to gastrointestinal irritation (nausea, diarrhea, gastritis, ulcers), malnutrition, sexual dysfunction, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcoholism can also lead to a wide variety of problems involving one's emotional, family, work and social life.

Tobacco

The Department of Health and Human Services, the American Psychiatric Association and the World Health Organization have determined that nicotine, the chief component of tobacco, is a highly addictive drug. Forty years ago, the first report of the Surgeon General of the United States was issued on the impact of tobacco use on health. This 1964 report presented stark conclusions: that cigarette smoking causes lung cancer and is the most significant cause of chronic bronchitis. The report linked tobacco smoking with emphysema and other forms of cancer. The health hazards of tobacco use are now well documented and directly linked to the death of an estimated 443,000 Americans a year.

Recent studies have shown that exposure to environmental tobacco smoke is associated with the occurrences of many diseases, such as lung cancer and heart disease in nonsmokers and low birthrate in the offspring of nonsmokers. Because environmental tobacco smoke represents one of the strongest sources of indoor air contaminants in buildings where smoking is permitted, The City University has adopted a policy that prohibits smoking inside all University facilities. College presidents are free to impose a total ban on smoking on their grounds, or provide for limited smoking areas outside of buildings, a set distance from a building's entrance.

For more information or help with drug and/or alcohol concerns, visit any of the listings below:

Counseling Center, N108

Student Wellness Center, G414

www.citytech.cuny.edu, and click “Student Wellness Center” and click “links.”

NO SMOKING POLICY

New York City College of Technology has implemented a no-smoking policy in full compliance with the New York State and New York City Clean Indoor Air Acts and the Smoking Policy of The City University of New York (effective September 1, 1994).

Please observe the following rules:

Smoking is prohibited inside all facilities or vehicles owned, leased or operated by City Tech. Smoking is also prohibited on the Atrium quadrangle. In consideration of others, it is requested that smoking not take place within 25 feet of entrance doors.

There will be no sale of cigarettes, cigars, or pipe tobacco at any facility, location or vending machine owned, leased or operated by City Tech or its contractors.

THE CITY UNIVERSITY OF NEW YORK STUDENT COMPLAINT PROCEDURE (Effective February 1, 2007)

Abridged for this handbook. The full procedure of The City University of New York Student Complaint Procedures is available in the 2009-2011 and the University/College website.

Procedures for Handling Student Complaints About Faculty Conduct in Academic Settings

- I. Introduction. 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.

- 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.

Campus Policy on Grade Appeals

Pursuant to the following procedure students have a right to complain concerning any incident, person or policy which they feel impairs their educational pursuits at New York City College of Technology:

To appeal a final grade, students should follow the procedure given in APPEALING A FINAL GRADE on page 30. Concerns of an academic nature other than a grade appeal (e.g., complaints against faculty) should first be brought to the attention of the instructor and then, if necessary, the department chair, the school dean, the dean of instruction and the provost, in that order.

Complaints of a nonacademic nature are recorded and processed for disposition in the Office of the Vice President for Enrollment and Student Services.

THE CITY UNIVERSITY OF NEW YORK POLICY ON ACCEPTABLE USE OF COMPUTER RESOURCES

Abridged for the Handbook. The full Policy may be found in the 2015-2016 College catalog and the University/College website.

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.

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.

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.
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.
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 Misconduct 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.
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.
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.
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.
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.

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. CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, email and other communications, without notice, in the following circumstances:
 - a) when the user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
 - b) 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;
 - c) 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;
 - d) 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;
 - e) 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;
 - f) 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
 - g) as otherwise required by law.

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.

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.
15. 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.

GLOSSARY

APPEAL	A procedure that allows students to apply for re-evaluation of their circumstances. See “Appealing a Final Grade” in the college catalog.
CLUB HOURS	The period on Thursdays from 12:45 to 2:15 p.m. that is reserved for club and student organization activities. A variety of events are offered during the semester during club hours.
CONTRIBUTORY CREDITS	Remedial and non-remedial courses and other academic activities that are recognized as “creditable” toward fulfilling the requirements for a specific degree.
CORE ASSOCIATE	Identifies the courses in general education which are taken to fulfill the associate degree requirements.
CORE BACCALAUREATE	Identifies the courses in general education which are taken to fulfill the bachelor degree requirements.
COREQUISITE	A corequisite is a course which must be taken at the same time (simultaneously) as another course in your major. For example, MA475 (Analytic Geometry and Calculus I) and MT330 (Thermodynamics) are corequisites.
CREDITS	Credits are the units you earn for successfully completing a course. Most courses carry from two-to-four credits each. It takes from 60–68 credits (depending on your major) to earn an associate degree. Check the College catalog for specific credit requirements in your degree program.
CUM GPA	The cumulative GPA (grade point average) is the average of all the courses you have taken at City Tech so far.
CUNY CERTIFICATION	Prior to registration, new first-time freshmen or transfer students entering City University of New York are required to take the CUNY Assessment Tests in basic reading, writing and mathematics to become CUNY certified. Students who fail these tests are given the appropriate courses to assist them in passing the examinations for CUNY certification.
CURRICULUM	A curriculum is a program of study composed of the specific courses required for a degree.
DEGREE	The College is authorized to confer the following degrees: Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Bachelor of

Technology (B. Tech.), Bachelor of Science (B.S.) and Bachelor of Science in Education (B.S. in Ed.).

DEPARTMENT

Each department represents a major field of academic study. For example, the Department of Nursing is a field of academic study.

DROPPING A COURSE

If you decide to leave a particular course, don't just drop out. It's important to officially withdraw from the course by filing a Program Change Form with the Office of the Registrar, NG15. Tuition and academic penalties are determined at the time you drop a course, according to the schedules set forth by the Office of the Registrar. In addition, a financial aid liability may be imposed if dropping a course changes your financial aid eligibility.

ELECTIVES

Electives are courses you may choose to take to fulfill your degree requirements.

EQUATED CREDITS

Developmental courses do not count toward your degree. However, they do count for financial aid purposes. For example, Developmental Reading is 0 credits, 3 hours; the 3 hours are considered 3 equated credits.

FULL-TIME

You are considered "full-time" if you are taking at least 12 credits (including equated credits).

GPA

GPA stands for the Grade Point Average for all the courses you take in one semester.

HOURS

Generally, the number of hours you spend in classes each week corresponds to the number of credits you are taking. For instance, course SS101 is 3 hours per week and you earn 3 credits. However, many of the courses that require lab work give 4 credits for 6 hours of classroom and lab time per week.

IMPOUNDMENT

Impoundment is a period during which your college records are not released due to certain violations of college policies on your part. For example, nonpayment of tuition or fees or an unreturned library book are grounds for impoundment.

LEAVE OF ABSENCE

If personal reasons require you to leave the college for one or two semesters, apply for a leave of absence from the Office of the Registrar. If you leave the college

without applying for an official leave of absence, you will have to file a readmission application to return to classes.

MAJOR

A major is a concentration of study within a department. For example, a student can major in marketing management and sales within the marketing department.

MATRICULATED STUDENT

You are a matriculated student if you are enrolled in the college as a candidate for a degree.

NON-CONTRIBUTORY

Non-contributory refers to courses which you have taken and for which you earned credits, but since these credits do not contribute toward your major, they are considered non-contributory.

PART-TIME

You are considered “part-time” if you are taking fewer than 12 credits (including equated credits).

PREREQUISITE

A prerequisite is a course that you must pass before you can take a more advanced course. For example, you may not take Biology 1201 before you pass Biology 1101.

PROBATION, ACADEMIC

If your cum GPA falls below a certain level, you will be placed on academic probation.

RESIDENT, NY STATE

A student who can provide proof of legal residency in the state of New York for at least 12 consecutive months prior to the first day of classes.

SEMESTER

The academic year is divided into three parts: a 15 week fall semester, August - December; a 15-week spring semester, January - May; and summer sessions, June - August.

TRANSCRIPT

A transcript is your official educational record of each course you attempted and the grade you received while studying at City Tech. A complete transcript is prepared for you each semester.

WA GRADE

Administrative Withdrawal. The grade given when a student fails to comply with New York State laws for immunization against mumps, measles and rubella and has not returned a signed Meningococcal Meningitis form.

WAIVER	A procedure that allows students to request non-enforcement of a requirement.
WF GRADE	Withdrew Failing. The grade given when a student withdraws from a course after the deadline established by the college to receive an official withdrawal. The “WF” counts as an “F” when calculating your grade point average.
WN Grade	Withdrew, Never Attended. The grade given when a student never attended a class for which s/he is officially registered. The “WN” counts as an “F” when calculating your final grade point average...
WU GRADE	Unofficial Withdrawal. The grade given when a student stops attending a class and fails to file the appropriate withdrawal form with the Registrar’s Office, or if a student is absent more than 10% of the hours the course meets. The “WU” counts as an “F” when calculating your grade point average.
*WN GRADE	Withdrew, Never Attended. The grade given to a student who has never attended the class. This grade is applied the 5th week of the semester. It is not calculated in the GPA, and does not affect the student academically, but it does affect the student financially. Although financial aid will not pay for this course, tuition charges will be applied. For example, a student has 12 credits of which 9 credits shows attendance and 3 credits have the *WN grade. Financial aid will be calculated on 9 credits only. If a student has been given this grade in error, the student must contact the faculty member immediately. The faculty must submit a change of grade to correct this error. Any questions can be directed to the Registrar’s Office.

INDEX

Absences
Academic Advisement
Academic Dismissal
Academic Honors
Academic Integrity Standards
Academic Probation
Academic Standards Policy
Academic Testing
Admissions
Agencies (City, State and Federals)
Aid for Part-time Study (APTS)
Alumni Association
Appeal for Academic Dismissal
Appealing a Final Grade
Applications, Admissions
Applications, Financial Aid
Athletics and Recreation
ATM (Automatic Teller Machine)
Atrium Learning Center
Attendance
Banks (Off-campus)
Bicycles
Blackboard
Black Male Initiative
Bookstore and Café
Brooklyn Educational Opportunities Center
Bulletin Boards
Bursar
Bylaws, CUNY
Cafeteria
Campus Policies
Career and Transfer Services
Cellular Phones
Certification, Veterans
Change of Curriculum
Change of Name and/or Address
Child Care
Clubs and Organizations, Student
Collaborative Pre-College Programs
College Now
Complaints, Student
Computer Labs
Computer Usage Policy
COPE
Copy Machines
Counseling Services Center

Crime Statistics
Cum Laude
CUNY Skills Assessment Test
CUNY Bachelor's Degree Program
CUNY Language Immersion Program (CLIP)
CUNY Portal
CUNY Scholars Card
CUNY TIPPS
"D" and "F" Grades Policy
Dean's List
DegreeWorks
Dental Hygiene Clinic
Disabilities, Students with
Disciplinary Procedures
Dropping a Course
Drug, Tobacco and Alcohol Education Policy
Email, Student
Emergency College Closing
Emerging Scholars Program
ePermit
Eye Clinic
Fax Services (off-campus)
Federal Education Rights and Privacy Act (FERPA)
Federal Work-Study (FWS) Program
Fees
Final Grades
Financial Aid
Fire Emergencies
First Year Programs
Food Service
Frequently Asked Questions
Glossary
Grace Gallery
Grade Point Average (GPA)
Grades
Graduation
Grants
Hate Crimes Act
Health Risks, Alcohol and Tobacco
Health Services (see Student Wellness Center)
Henderson Rules
Honors Scholars Program
ID Cards
Illness/Injury (Emergency)
Immunization Requirements
Impoundment of Records
Incompletes

Information Desk
International Students Services
Learning Centers
Leave of Absence
Libraries, CUNY
Libraries, Public
Library, Ursula C. Schwerin
Loans
Lockers
Lost and Found
Lounges
LS-AMP
Magna Cum Laude
Meningococcal Meningitis
TLQP
Mid-semester Grades
National Society of Collegiate Scholars
New Student Center
New Tech Times (Student Newspaper)
Notary Services (off-campus)
Notice of Important Changes
NYPIRG
Off-Campus Resources
Online Registration
Orientation, New Student
Pay Phones
Pell Grant
Percy E. Sutton SEEK Program
Posting of Notices
President's Message
Printing Services (off-campus)
Privacy of Student Records
Public Safety
Readmission
Refunds
Registering for Courses
Registrar
Residency
Review of Records
Rights and Responsibilities, Student
Rules and Regulations for the Maintenance of Public Order
Schedule of Classes
Scholarships
Science and Technology Scholars Program
Sexual Misconduct Policy
Smoking Policy
Sports, Intramural

Statement of Non-discrimination
STEM Success
STEP
Student Activities
Student Activity Fee
Student Complaint Procedure
Student Computing Help Desk
Student Conduct Policy
Student Government Association (SGA)
Student Life and Development
Student Right-to-Know Act
Student Wellness Center
Study Abroad
Summa Cum Laude
Support Groups (see Counseling)
Table of Contents
TAP Award
Technology Learning Center
Technology Fee
Testing, Academic
Theatreworks
The Center for Student Accessibility
Transcripts
Tuition
Tuition Payment Plan
Tuition Payment Policy
Tutorials, Online
Tutoring (see Learning Centers)
Unofficial Withdrawal
Veterans Services
Vice President for Enrollment and Student Affairs' Message
Visas (see International Students)
Wireless Access
Withdrawals
Workplace Violence
Workshops (see Counseling)