Student Affairs at City Tech

Student Affairs at City Tech delivers high quality student support services and student development programs that equip our students with the social capital to have successful careers post-college and enhance their educational experience.

We do this by focusing on the following four tenets:

**Student Success.** Student Affairs serves as a partner with academic affairs to support students’ successful matriculation and ultimately degree completion. Thus, the overarching mission of Student Affairs is to support student success.

**Support and Advocacy.** Challenging and supporting our students as they grow and advocating for them as they navigate the college environment is a primary role of Student Affairs professionals.

**Student Engagement.** The research on college students supports the concept that students who are engaged actively in their college environment are more likely to be successful academically and persist to graduation.

**Compliance.** As there are several external and internal mandates that drive and shape many of our programs, knowing and applying regulations generated by federal, state, local governance, Board of Trustees, and/or funders that affect our plans is crucial to our success.

**Discipline, Students of Concern, Emergencies, and Students with Serious Illness**

Discipline and protocols for dealing with students in crisis and emergencies are necessary components in any community setting. At City Tech we have such protocols and below are instructions should you need to notify us that issues have arisen while you are interacting with students on campus.

**Conduct or Behavioral Issues –**
The student disciplinary process, outlined in the [CUNY Bylaws, Article XV](https://www.cuny.edu/about/academics/policies/), is used to investigate alleged violations of the [Rules and Regulations for the Maintenance of Public Order](https://www.cuny.edu/about/academics/policies/) (Henderson Rules) and other college policies.

If you have a student who is disruptive in class or exhibits behavior that would be considered a conduct issue you should:

- Contact Public Safety at 718-260-5550
- Complete the Student Affairs Incident Report online by [clicking here](https://example.com).

**Students of Concern –**
If you have a student that you are concerned about because they exhibit signs of emotional distress or other psychological issues you should:

Contact the Behavioral Intervention Team (BIT) at [bit@citytech.cuny.edu](mailto:bit@citytech.cuny.edu)

For more information about the BIT, please [click here](https://example.com).

**Emergencies –**
If you have an emergency situation in the classroom or encounter one on campus you should contact Public Safety at 718-260-5555.

**NOTE: Students who have a complaint or concern about another student may also complete the online Student Affairs Incident Report.**

**Student with Serious Illness –**
If you are contacted by a student informing you that they have contracted a communicable disease (i.e. chickenpox, measles, mumps, rubella, Hep A, Meningitis, Tuberculosis, MRSA, Pertussis), please notify the Office of Student Affairs immediately via phone at 718-260-5430 or email VP Marcela Armoza directly at [marmoza@citytech.cuny.edu](mailto:marmoza@citytech.cuny.edu). To view CUNY’s protocols for communicable disease, [click here](https://example.com).
Below is a list of City Tech and CUNY policies and procedures that may be pertinent to your work as faculty members.

**Academic Integrity**
We understand that you might encounter behaviors that could constitute academic dishonesty in your classroom and find it difficult to address or feel uncomfortable doing so. Our office will work with you and guide you through the process by explaining and exploring the options available to you. Academic dishonesty is prohibited at CUNY and is punishable by penalties, including failing grades, suspension, and expulsion. This policy outlines how the University deals with students who are accused of academic dishonesty. To view the CUNY policy for dealing with students who are potentially engaged in academic dishonesty, [click here](#).

**Federal Education Rights and Privacy Act (FERPA)**
At some point, you may get an inquiry from a parent or outside entity about a student in one of your courses. It is important to know that the College is obligated under FERPA to have policies that protect student record release and permits them the right to inspect and review their educational records, request the amendment of a record believed to be inaccurate or misleading, and to consent to disclosure of personally identifiable information in educational records, with some exceptions. For more information about CUNY’s FERPA policy, [click here](#).

**Student Death Protocol**
Although not a common occurrence, from time to time we have a student who passes away during the academic year and we understand this can impact you, especially if you are particularly connected to the student. In these cases the College has established the protocol to manage these situation:

1. The Vice President for Enrollment Management and Student Affairs is notified either by Public Safety or the reporting party.
2. The Vice President’s office notifies faculty members and other administrators.
3. The student is taken off of mailing and emailing lists and reclassified in the CUNYfirst system as an out-of-status student.
4. The Vice President’s office communicates with the family, makes arrangements for belongings to be retrieved from the College (if applicable).

**NOTE:** All communication with the family is directed through the Vice President’s office. If you have questions about this, please contact the Vice President’s office at 718-260-4999.

**Contact Information**
If you have questions about any of the protocols or policies listed above you may contact the Office of Student Affairs:

Corie McCallum, Student Conduct  
Office of Student Affairs  
Namm Hall, Room 322  
718.260.5430  
cmccallum@citytech.cuny.edu