



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.

The handbook is divided into six sections:

- **Frequently Asked Questions** provides answers to commonly asked questions.
- **Administrative Services** represents services that most students, if not all, will require.
- **What You Should Know About Grades** provides the knowledge you need to maintain your academic success at City Tech.
- **Where to Find Help and Resources** points you toward the encouragement and support you need to succeed in your academic and personal goals.
- **Student Life and Co-curricular Activities** contains information about student programs.
- **Campus Student Conduct, Rules and Regulations** contains bylaws, policies and procedures of City Tech concerning students.

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 web page for additional information.

CONVENIENT PHONE NUMBERS

Office	Room No.	Telephone (718) 260.
President	N319	5400
Provost and Vice President for Academic Affairs	N320	5560
Vice President for Administration and Finance	N310	5600
Vice President for Enrollment and Student Affairs	N300	4999
Special Counsel and Diversity & Compliance Officer	N325	4981
Dean of Curriculum and Instruction	N320	5560
Dean of the School of Liberal Arts and Sciences	N805	5008
Dean of the School of Professional Studies	N621	5345
Dean of the School of Technology and Design	V806	5525
Dean of Continuing Education and External Partnership	HB403	552.1180
Executive Director of Student Affairs	G414	5430
Admissions	NG17	5500
Advertising Design	N1113	5175
African-American Studies	A634	5205
Alumni Relations	N322	5006
AMP Research Program	V806	5529
Applied Mathematics	N711	5928
Architectural Technology	V818	5262
Athletics and Recreation	K214	5102
Atrium Learning Center	AG18	5874
Biological Sciences	P305	5088
Bookstore and Café	259 Adams St.	855.7339
Black Male Initiative	M210	4910
Building Superintendent	E206	5160
Bursar	NG06	5570
Business (Accounting, Marketing)	N1012	5773
Business Office	HB 11th Floor	473.8900
Career & Technology Teacher Education	M201	5373
Career Pathways - CAPRE DIEM	M208	5206
Chemistry/Chemical Technology	P618	5850
Child Care Center	G309	5192
Civil Engineering Technology	V433	5575
Collaborative Precollege Programs	M208	5212
College English As A Second Language	N503	5208
College Now	M208	5206
Communication Design	N1113	5175
Computer-Aided Advertising and Publishing	P100	5823
Computer Engineering Technology	V633	5885
Computer Labs Labs (Technology Enhancement Center)	G600	254.8565
Computer Science	N711	5380
Computer Systems Technology	N914	5170
Construction Management	V433	5575
Continuing Studies Center	HB 402	552.1170
COPE	G503	5187
Counseling	N108	5030
CUNY BA Program	A643	5254
CUNY Language Immersion Program	HB125	552.1114
Dental Hygiene	P201	5070
Dental Hygiene Clinic (Patient Appointments)	P200	5074
Developmental Mathematics	N710	5780
Developmental Reading	N525	5976
Electrical Engineering Technology	V733	5300
English	N512	5392
Entertainment Technology	V411	5588
Environmental Control Technology	E206	5160
Evening and Summer Sessions	NG07	5565

Office	Room No.	Telephone (718) 260.
Facilities Management	E206	5160
Financial Aid	NG13	5700
Financial Aid Web Lab	NG08A	5705
Freshman Year Program & CUE	N229	5967
Graphic Arts	P100	5823
Health Services Administration	M203	5957
Honors Scholars Program	M308	254.8668
Hospitality Management	N220	5630
Human Services	N401	5135
Humanities	A630	5018
ID Cards	N112	5519
Immunization Clinic	N622	5597
Immunization	NG17	5500
Industrial Design Technology	V514	5233
Information Services Center	N124B	5520
International Student Advisor	NG17	5500
Latin American Studies	A642	5018
Law and Paralegal Studies	N622	5124
Liberal Arts and Arts/Liberal Arts and Sciences	P616	5014
Library	A438	5470
Mathematics	N711	5380
Mechanical Engineering Technology	V514	5233
Microcomputer Business Systems	N914	5170
New Student Center (Academic Advisement, Career and Transfer Services)	N104	5013
New Tech Times (Student Newspaper)	A310	5453
Nursing	P505	5660
NYNEX Next-Step Program	V733	5300
Physics	N811	5276
Placement	NG08	5050
Public Safety (Emergencies, Lost and Found)	N109	5550
Radiologic Technology & Medical Imaging	P513	5360
Recruitment and Direct Transfer	N103	5508
Registrar	NG15	5800
Restorative Dentistry	P409	5137
Scholarships and Residency	NG09	5054
SEEK Program	M500	5660
Social Sciences	N611	5080
Speech, Theater and Performing Arts	A630	5018
Student Affairs	G414	5430
Student Computing Help Desk	N124 C	4900
Student Government Association	G400	5019
Student Life & Development (Student Activities)	G516	5391
Student Support Services Program	A237	5143
Student Wellness Center	P104	5910
Study Abroad	NG17	5500
Technology Learning Center	V217	5287
Telecommunications Engineering Technology	V733	5300
Testing	V203	5171
Theaterworks	V411	5588
Veterans Services	N108	5030
Vision Care Technology	P312	5298
Vision Care Technology Clinic	P300	5295
Undergraduate Skills Immersion Program	N229	5967

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A MESSAGE FROM THE PRESIDENT



On behalf of the 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. 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 who have the fortitude to seize them. City Tech can provide you with these opportunities if you take advantage of the College's academic offerings and support 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; programs in career and technical teacher education; and the liberal arts and sciences.

City Tech is a place where dedicated faculty, most having joined 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. A City Tech education is 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 anticipate 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 OF ENROLLMENT AND STUDENT AFFAIRS



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



New York City College of Technology

Fall 2009 Academic Calendar

Final version, approved 2/23/2009

August 2009

10	Monday	Deadline for filing appeals to Committee on Course & Standards
26–27	Wed – Thurs	Late in-person registration for fall semester
27	Thursday	Last day to drop classes with 100% tuition refund
28	Friday	Fall classes begin. Late registration (\$25 fee), Change of Program (\$18 fee)
29	Saturday	First session of Saturday classes
30	Sunday	First session of Sunday classes
31	Monday	Late Registration/Change of Program ends

September 2009

3	Thursday	Last day to drop classes with 75% tuition refund
5	Saturday	No Saturday classes
6	Sunday	No Sunday classes
7	Monday	COLLEGE IS CLOSED
10	Thursday	Last day to drop classes with 50% tuition refund
16	Wednesday	Last day to drop classes with 25% tuition refund
18–20	Fri – Sun	No classes
28	Monday	No classes
29	Tuesday	Classes follow Monday schedule

October 2009

5	Monday	Last day to complete spring & summer "I" grades
6	Tuesday	Filing period for January 2009 graduation opens Change of Curriculum period opens
12	Monday	COLLEGE IS CLOSED
14	Wednesday	Classes follow Monday schedule
26	Monday	Mid-semester evaluation begins

November 2009

2	Monday	Mid-semester evaluation ends – Rosters due 12:00 noon
11	Wednesday	Last day to withdraw with "W" grade (no penalty)
12	Thursday	Advisement & Registration begin – e-SIMS
26–27	Thurs – Fri	COLLEGE IS CLOSED
28–29	Sat – Sun	No classes

December 2009

11	Friday	Advisement ends – Registration continues Last day to withdraw with "WF" grade (failing) Filing period ends for graduation closes
14	Monday	Last meeting of Monday classes – Finals
15	Tuesday	Last meeting of Tuesday classes – Finals
16	Wednesday	Last meeting of Wednesday classes – Finals
17	Thursday	Last meeting of Thursday classes – Finals
18	Friday	Last meeting of Friday classes – Finals
19	Saturday	Last meeting of Saturday classes – Finals
20	Sunday	Last meeting of Sunday classes – Finals
21	Monday	Uniform finals
24–25	Thurs – Fri	COLLEGE IS CLOSED
28	Monday	Final grade rosters due 12:00 noon
31	Thursday	COLLEGE IS CLOSED

January 2010

1	Friday	COLLEGE IS CLOSED
4	Monday	Winter session begins
18	Monday	COLLEGE IS CLOSED
22	Friday	Winter session ends – finals
26	Tuesday	In-person registration
27	Wednesday	In-person registration
28	Thursday	Spring classes begin



New York City College of Technology

Spring 2010 Academic Calendar

Final version, approved 2/23/2009

January 2010

1	Friday	COLLEGE IS CLOSED
4	Monday	Winter session begins
		Last day to drop classes with 100% tuition refund is 12/30/09
6	Wednesday	Last day to drop Winter session classes with 50% tuition refund
8	Friday	Last day to drop classes with 25% tuition refund
11	Monday	Deadline for filing appeals to Committee on Course & Standards (students currently attending NYCCT)
14	Thursday	Last day to officially withdraw with a "W" grade – Winter session
18	Monday	COLLEGE IS CLOSED
22	Friday	Winter session ends
26	Tuesday	In-person registration
27	Wednesday	In-person registration
		Last day to drop classes with 100% tuition refund
28	Thursday	Spring classes begin
		Late registration (\$25 fee), Change of program (\$18 fee)

February 2010

1	Monday	Late registration/Program change ends
3	Wednesday	Last day to drop classes with 75% tuition refund
4	Thursday	Filing period for June graduation opens
10	Wednesday	Last day to drop classes with 50% tuition refund
12	Friday	COLLEGE IS CLOSED
13-14	Sat – Sun	No classes
15	Monday	COLLEGE IS CLOSED
16	Tuesday	Last day to drop classes with 25% tuition refund
18	Thursday	Classes follow Monday schedule

March 2010

1	Monday	Last day to complete fall "I" grades
12	Friday	Filing period for June graduation ends
23	Tuesday	Mid-semester evaluation begins
29-31	Mon – Wed	Spring recess (no classes)

April 2010

1-5	Thur – Mon	Spring recess (no classes)
6	Tuesday	Mid-semester evaluation ends, rosters due 12:00 noon
		Classes resume
19	Monday	Last day to officially withdraw with a "W" grade
20	Tuesday	Advisement & On-line (e-SIMS) registration fall & summer 2010 begins

May 2010

17	Monday	Last day of advisement (on-line registration continues)
		Last day to withdraw with "WF" grade (penalty)
18	Tuesday	Last meeting of Tuesday classes – Finals
19	Wednesday	Last meeting of Wednesday classes – Finals
20	Thursday	Last meeting of Thursday classes – Finals
21	Friday	Last meeting of Friday classes – Finals
22	Saturday	Last meeting of Saturday classes – Finals
23	Sunday	Last meeting of Sunday classes – Finals
24	Monday	Last meeting of Monday classes – Finals
27	Thursday	Final grade rosters due, 12:00 Noon
31	Monday	COLLEGE IS CLOSED

June 2010

2	Wednesday	Graduation
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FREQUENTLY ASKED QUESTIONS

1. Why must I take the CUNY Skills Assessment Test?

A minimum standard in reading, writing and mathematics is required throughout CUNY. The Assessment tests are useful to see if you meet these standards or require additional preparation for college-level courses. For additional information, contact the Office of Academic Testing, page 20, or visit www.citytech.cuny.edu/testing.

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

You can access the schedule of classes on-line by visiting the City Tech homepage at www.citytech.cuny.edu. Click on "Quick Links" and then select "e-Schedule" from the drop-down menu.

3. 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 their first semester at City Tech. (See Academic Advisement, page 20). Continuing students can review curriculum requirements found in the Student Degree Audit Program, ESP (Educational Student Planner) on-line 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. The catalog is available on-line at www.citytech.cuny.edu, click on "Quick Links" and then select "College Catalog" from the drop-down menu.

4. Can I register for extra credits?

Generally, as a full-time matriculated state resident, you can register for 12-18 credits at the full-time per-semester tuition rate. If you take more than 18 credits, you are required to pay an "accelerated study" fee. (See page 17)

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

If a course you need is already closed, you cannot register for the course unless, under certain circumstances, you receive permission from the department offering the course. This is called an over-tally.

6. How can I add or drop a class?

If you registered on-line using eSims during Early Advisement and Registration (EAR), you can add or drop a course using this same system until the late in-person registration period begins. (See the semester's academic calendar.) If you want to drop a course, don't just walk away. Talk to your instructor first and then check with your financial aid counselor to find out its impact on your current and future eligibility for financial aid. If you decide to drop the course, you must file a "Program Change" form with the Office of the Registrar by the official withdrawal deadline. The College's academic calendar is available on pages 6 and 7 of this handbook and on-line at

www.citytech.cuny.edu, click on “Quick Links” and then select “Academic Calendar” from the drop-down menu.

7. 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 you need. You can also view the books required for your courses by going to the campus bookstore website at www.citytech.bkstr.com.

8. 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 fourth, fifth and sixth floors between the Atrium and Namm Buildings, on the ground and main floors of the Atrium Building, and on the second floor of the Voorhees Building. Empty classrooms are also available.

9. If I have a disability, where do I go for services?

Contact the Student Support Services Program in Room A237 at 718.260.5143 for assistance. (See page 51)

10. 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.

11. 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 can 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 can see a counselor in the Counseling Services Center to discuss your options for continued studies.

12. How can I start or join a club?

There are over 50 student clubs that are divided into academic, cultural, social, religious and service organizations. You can join a favorite club or form a new one. To obtain the required forms, contact the Office of Student Life and Development in G516 at 718.260.5391.



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

It is strongly suggested that you speak with a financial aid counselor before dropping or withdrawing from any classes. When you drop courses, your financial aid eligibility may be affected. You risk losing your entire award or you could owe money to the College. It could affect both the semester in which you are currently enrolled and future semesters. 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.

14. If I take a course at another CUNY college on permit, how can I make sure that my financial aid awards will qualify for it?

After you register for the course, provide proof of an official transcript to the Office of Financial Aid indicating that you are registered for the course. Then, at the end of the semester, you must also present an official transcript to the Financial Aid Office with your final grade in order to determine your eligibility for the award.

15. I am a full-time student and was determined to be TAP-eligible by the NYS Higher Education Services Corporation. How come my tuition bill says 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 also must meet the program pursuit and academic progress requirements of the TAP program. Speak to your financial aid counselor for clarification.

16. 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) view hesc.com and change the college codes to #1405. For federal aid, view fafsa.ed.gov and change the college code to #002696

17. I want to repeat a course that I did not fail but want a better grade. Will financial aid pay for me to repeat a course that I already have a passing grade in?

New York State aid (TAP and APTS) will only pay for a repeated course if a higher grade is required for the major. Federal Pell Grant will pay for the repeated courses. The credits of the repeated courses will count towards "credits attempted" in the evaluation of academic progress for federal aid.

18. What is Federal Work-Study (FWS)?

Federal Work-Study is a federal grant that offers students the opportunity to earn money on campus or at a public or private non-profit organization. This money may be used to help pay for educational expenses. In addition, the work-study program can help students gain valuable work experience.

19. How can I receive a Federal Work-Study (FWS) award?

You must complete your financial aid applications and request consideration for FWS by checking the appropriate box on the FAFSA. FWS money is awarded on a first-come, first-served basis. It is important to apply early, no later than April 30th, for the upcoming summer session and academic year. When you receive your award letter from the College, it will indicate whether or not you have been awarded FWS.

20. How can I find out what services are available for Veterans?

Contact the Veterans Services Office in Namm 108 (Counseling Services Center) at 718.260.5030 or visit their website at www.citytech.cuny.edu/veterans. (See page 52)

21. How does withdrawing from courses affect my academic progress?

The courses you drop 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.

22. How long can I receive Financial Aid?

The New York State TAP program allows 8 semesters of awards for full-time undergraduate study. You can 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 can receive up to 10 TAP awards if they are SEEK-eligible and enrolled in a 4-year program.

The Federal programs, which include Pell Grant, SEOG, FWS and Direct loans, allow the student **who received federal aid prior to July 1, 2008**, to receive assistance for an indefinite period of time as long as the student is making satisfactory academic progress, with one exception. If the student received a Bachelor’s degree, s/he cannot receive a Pell Grant and SEOG.

Students who receive a Pell Grant for the first time on or after July 1, 2008, will be limited to a maximum of 18 semesters or the equivalent of 9 years of full-time Pell-scheduled awards.

23. 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.

24. 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.

25. 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.

26. Will I receive a tuition refund if I withdraw from courses or from the College?

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

There is no tuition refund for withdrawals filed after the first three weeks of the semester. Your official withdrawal (add/drop) form is date-stamped by the Office of the Registrar when submitted. The date stamped on the form will determine the amount, if any, of the tuition refund. (See the College academic calendar. The College's academic calendar is available on pages 6 and 7 of this handbook and on-line at www.citytech.cuny.edu, click on "Quick Links" and then select "Academic Calendar" from the drop-down menu.)

27. What should I do if I receive 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 go to have it cleared. It could be an unpaid balance, an overdue library book, etc. 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.

28. What is EAR (Early Advisement and Registration?)

EAR is the period where eligible continuing students are advised and may participate in Web-based registration via eSims. Web-based registration begins in November for the winter session and spring semester and in April



for the summer sessions and the fall semester. (See the College’s academic calendar for EAR dates. The academic calendar is available on pages 6 and 7 of this handbook or on-line at www.citytech.cuny.edu, click on “Quick Links” and then select “Academic Calendar” from the drop-down menu.)

29. Where can I get Veterans Certification?

The Office of the Registrar, NG15, handles certification of College attendance for those veterans who are eligible and provides information regarding payment of tuition and fees.

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

Contact the Office of the Registrar, NG15, and request a letter of attendance.

31. What if I fail to meet the academic requirements?

If you fall below the required index (see page 31), 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 on-line at www.citytech.cuny.edu. Click on “Quick Links” and select “College Catalog” from the drop-down menu.)

32. What if I think I received an unfair grade?

Speak with your instructor first. If you don’t 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 on-line at www.citytech.cuny.edu. Click on “Quick Links” and select “College Catalog” from the drop-down menu.)

33. What about attendance and absences?

You are expected to attend each class meeting. You may be absent without penalty for no more than 10% of the class instructional hours (including all courses with laboratory, clinical or fieldwork) during the semester. Unless a department has specified in writing a different attendance policy, this College policy shall govern as follows:

Class Meets	Allowable Absence
1 time per week	2 absences per semester
2 times per week	3 absences per semester
3 times per week	4 absences per semester, etc.

34. What if I stop attending a course?

Don’t just drop out. File an official withdrawal form with the Office of the Registrar, NG15. If you drop the course(s) within the first week of the class, that course will not appear on your transcript. If you withdraw from a course or from the College after the third week of classes, be sure you are within the drop deadline in order to receive a “W” grade (official withdrawal, without penalty) on your transcript. (See the College’s academic calendar for the deadline withdrawal date. The academic calendar is available on pages

6 and 7 of this handbook or on-line 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 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.*

35. How do I find out about bad weather or other emergency College closings?

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
WBL	107.5 FM
WCBS	880 AM or on-line at www.wcbs880.com
WFAS	1230 AM or on-line at www.wfasam.com 103.9 and 106.3 FM or on-line at www.wfasfm.com
WINS	1010 AM
WLIB	1190 AM
WOR	710 FM or on-line at www.wor710.com

In the event of severe weather conditions, call the City Tech general information line at 718.260.5000. A recorded message will be playing as of 5:30 a.m. providing information.

36. What is the difference between a "W," a "WU" 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 the "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 on-line 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 register 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.

For additional information, see “Grades” in the College catalog available on-line at www.citytech.cuny.edu. Click on “Quick Links” and select “College Catalog” from the drop-down menu.

37. Can I change the degree program I am enrolled in?

Yes. You can change your degree program 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.

38. 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.

Special 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.

39. 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 from 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 makeup form with the department. You will be charged a fee of \$25 if your application for a makeup exam is approved.

40. What is a 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.

41. 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 also request an unofficial copy of your transcript for yourself. Forms are available in the Office of the Registrar and on-line at www.citytech.cuny.edu. Click on “Quick Links,” select “Registrar” from the drop-down menu then select “Transcript Requests” from the menu on the left.

Transcripts sent to any unit of the City University of New York are free; a fee of \$7.00 is charged for all other copies. Make your check or money order payable to New York City College of Technology.

42. I think there is an error in my College record. What can I do?

You may request a review of your records if you would like to check on any of the following:

- received an incorrect grade
- received an incomplete ("I") that should have been changed to a grade at least one month prior to your filing the review request
- received a grade report with a missing grade
- are eligible for the Dean's List and it does not appear on your transcript.

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

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

FERPA affords students certain rights with respect to their educational record including, but not limited to, the right to inspect and review their educational records. (See page 89 for details.)

44. What does the course Academic Access101 (AA101) on my class schedule mean?

AA101 is an Introduction to College Life course. It is a one-credit course that provides freshmen students with an orientation to College life, assistance developing academic skills, and a positive support system to promote self-esteem and motivation toward career goals. The course will focus on critical-thinking skills, study skills, test taking, stress and anxiety management, career development and more. (Visit the Counseling Services Center, N108, for information.)

AA101 is not a required course for the academic programs. TAP and APTS (New York State financial aid) will not pay for it.

45. As a City Tech student, will e-mail service be available to me?

All currently registered students are provided e-mail service. You are automatically assigned a City Tech e-mail address that can be used to communicate with professors, students and College administrative offices. To find out your e-mail username, go to <http://www.campus.citytech.cuny.edu>, and click on "What's my e-mail login?" Enter your last name and the last four digits of your social security number, and then click on the button labeled, "What's my e-mail login". Your "Password" is your 6-digit date of birth typed without spaces or dashes. For example, January 6, 1985 is typed as 010685. You will be prompted to change your password after you login. It is strongly recommended that you change your password after your initial login.

Visit the Student Computing Services site located at <http://cis.citytech.cuny.edu> for frequently asked questions and general information relevant to students and computing. (See page 50.)

46. What are the tuition and fee requirements at City Tech?

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

New York State Residents

Full-time	12 to 18 credits/equated credits*	
	Per semester	\$2,300

**Students taking more than 18 credits per semester must pay the CUNY Accelerated Study Fee. (See the CUNY Accelerated Study Fee schedule below).*

Part-time	fewer than 12 credits/equated credits	
	Per credit	\$195

Non-State Residents

Per credit	\$415
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Non-Degree Students (space available only)

Resident	per credit	\$285
Non-State Resident	per credit	\$610
Senior Citizen	per semester or session	\$65

Non-Instructional Fees

Full-time/per semester	
Student Activity**	\$42.70
Student Government**	4.00
Clubs**	3.00
University Student Senate**	.85
NYPIRG (New York	4.00
Public Interest Research Group)***	
Technology Fee****	100.00
Consolidated Service Fee*****	15.00
Total	\$169.55

Part-time/per semester	
Student Activity**	\$16.35
Student Government**	1.50
Clubs**	1.50
University Student Senate**	.85
Technology Fee****	50.00
Consolidated Service Fee*****	15.00
Total	\$85.20

CUNY Accelerated Study Fee (Credits in Excess of 18)

Less than or equal to 2 credits	\$100
Greater than 2 credits but less than or equal to 4 credits	\$230
Greater than 4 credits but less than or equal to 6 credits	\$460
Greater than 6 credits	\$690

** These fees nor any part thereof are not refundable at any time.

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

**** The technology fee goes to maintain public labs; upgrade computer labs in academic departments; upgrade and expand software in academic programs, etc.

***** 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 financial aid need analysis, the immunization program and other student-related functions.

New York State Resident: A student who can provide proof of residing in the state of New York for at least 12 consecutive months prior to the first day of classes. For additional information, contact Scholarships and Residency Services in NG09 at 718.260.5054.

47. Is there a publication that will share College news, College events, reflecting my interests and concerns?

New Tech Times (the student newspaper) is published by students and for students to communicate with the College 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 to the Office of Student Life and Development, G516. If you would like to have an article published, e-mail it to newtechtimes@yahoo.com

Student News is a monthly newsletter published during the fall and spring semesters. It is prepared by the Information Services Center and may be used to publicize campus workshops, activities, events, achievements or other campus announcements. Students must get their articles approved by the Office of Student Life and Development before submitting them for publication in the *Student News*.

48. How do I apply for graduation?

Students should check their progress towards graduation often with their 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 Services Center, N124B. (See the College's academic calendar for graduation filing period dates. The academic calendar is available on pages 6 and 7 of this handbook or on-line at www.citytech.cuny.edu, click on "Quick Links" and then select "Academic Calendar" from the drop-down menu.)

Please Note: *Students are required to take and pass the CUNY Proficiency Examination (CPE), page 21, in order to graduate.*



ADMINISTRATIVE SERVICES

*The office hours listed in this section will change for
summer, intersession and holidays.
Call the office during these special times for open hours.*

Academic Advisement / New Student Center

Location: Namm Hall 104
Phone: 718.260.5013
Fax: 718.254.8274
E-mail: 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. – 3 p.m.
Director: Stephanie DeMarfio

New freshman and transfer students are advised in the Academic Advisement Center. Advisors discuss with you the results of your CUNY Freshman Skills Assessment Tests in reading, writing and mathematics and help you register for your first semester at City Tech. They answer questions you have about the academic and curriculum requirements of your chosen program of study and assist you in selecting and registering for the courses you need. If your career interest changes, the advisors will offer you career options and help you change your curriculum, if necessary.

Office of Academic Testing

Location: Voorhees Hall 203
Phone: 718.260.5171
Fax: 718.254.8520
E-mail: 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

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

CUNY Proficiency Examination (CPE) Required

Students in a degree program are required to meet the University's standard of competence in reading, writing and critical thinking before they may graduate. In order to graduate with an associate's degree, or transfer to a bachelor's degree program, you must pass the CPE.

The CPE is administered to students once they have earned 45 or more credits (60 credits for bachelor's degree students), are certified in the CUNY/ACT reading and essay exams, and have a GPA of 2.0 or higher.

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



Office of Admissions

Location: Namm Hall G 17
Phone: 718.260.5500
Fax: 718.260.5504
E-mail: admissions@citytech.cuny.edu
Website: www.citytech.cuny.edu/admissions
Hours: Mon., Wed., Thurs. 9 a.m. – 6:30 p.m.
Tues. 9 a.m. – 4:30 p.m.
Fri. 9 a.m. – 3 p.m.
Director: 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 can obtain application material and information on-line at
<http://www.citytech.cuny.edu/files/admissions/nondegree.pdf>

Students seeking admission to City Tech can initiate the on-the-spot admission process after April 1st for the summer and fall semesters and October 1st for the winter and spring semesters by reading the materials at www.citytech.cuny.edu/admissions/index.shtml and subsequently by 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 file through the University Application Processing Center.

Immunization Requirements

All students registering for six or more semester 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.

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 immunization clinics, contact Holly Burmeister in the Student Wellness Center (see page 59).

Office of the Bursar

Location:	Namm Hall G06
Phone:	718.260.5570
E-mail:	bursar@citytech.cuny.edu
Hours:	Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m. Tues. 9:30 a.m. – 6:30 p.m. Fri. 9:30 a.m. – 5:30 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, e-check, or from savings, you must pay on-line through your e-SIMS account. Fees are explained on-line. 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 Social Security number on all checks or money orders. Do not leave cash payments in the lockbox. A direct deposit into the student's bank account for financial aid refunds is offered to all students.

Tuition Payment Policy

Effective August 1, 2008

The College has put in place a change that we hope will make electronic payment of tuition bills easier than it has been in the past. No more standing in line or trying to get through on the phone!

You will now make these payments 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 can decide on the style of payment best suited to your circumstances.

Credit Cards are no longer accepted via telephone, fax, and mail or at the Bursar's Office. In the place of these frequently inconvenient methods, tuition payment may be made online via your e-SIMS account using any of the following methods:

- **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:** A 55 cent transaction fee is charged. An e-check electronically debits your checking or savings account.
- The TuitionPay Plan (EMS) at www.tuitionpay.com/cuny. Charges are explained on the website.

For payments for a prior semester, go to "past semester" on your e-SIMS account.

Other fee payments (non-instructional) may be made to the Bursar's Office, 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 these 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, fall and summer semesters. The AMS Plan is interest- and finance-charge free. The current enrollment fee is \$18 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.

Office of Financial Aid

Location:	Namm Hall G13
Phone:	718.260.5700
Fax:	718.254.8525
E-mail:	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

The Office of Financial Aid counsels students on financial aid and certifies awards for which they are eligible. Financial aid is available to full-time and part-time students who are U.S. Citizens or eligible non-citizens. For state aid, students are required to be New York State residents. The financial aid programs are listed below:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Academic Competitiveness Grants (ACG)
- Federal National Science and Mathematics Access to Retain Talent (SMART) Grants
- Federal Perkins Loans (Formerly National Direct Student Loans)
- William D. Ford Federal Direct and Plus Loans
- Federal Work-Study
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study Program (APTS)
- Peter F. Vallone Scholarship
- SEEK (Search for Education and Elevation through Knowledge)

The first step in applying for financial aid is to file the Free Application for Federal Student Aid (FAFSA) on the web at www.fafsa.ed.gov. After you have submitted your FAFSA, go to the link for New York State Residents on the FAFSA Submission Confirmation page and complete the TAP application. It is the fastest and easiest way.

Please visit our Web Lab in Namm Hall G08A if you need assistance in completing or submitting your financial aid applications. Financial aid

applications must be completed each academic year. To be eligible for financial aid, students must be enrolled in or accepted into an eligible degree granting or certificate program, must begin attendance, and must maintain satisfactory academic progress. If you have any questions pertaining to financial aid, see a financial aid counselor.

International Student Services

Location: Namm Hall G17
Phone: 718.260.5500
Fax: 718.260.5504
E-mail: vwillanueva@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



Office of the Registrar

Location:	Namm Hall G15
Phone:	718.260.5800
Fax:	718.254.8532
E-mail:	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:	Jerry Berrol

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 distributes the schedule of classes, and makes it available on the College website. To register, first consult with your major department academic advisor. After being advised, go online using eSims: <http://esims.cuny.edu/ny>. Register wherever you have access to the web.

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 record
- 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 can view the College catalog on-line 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. There is a fee to process this application.

Scholarships and Residency Services

Location:	Namm Hall G09	
Phone:	718.260.5054	
Fax:	718.254.8522	
E-mail:	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. – 3:00 p.m.
Director:	Olliver Davis	

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

New York State Residency. 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. Please contact the office if you have further questions.

WHAT YOU SHOULD KNOW ABOUT GRADES



Final 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	0.0

Unofficial Withdrawal

Instructors are required to maintain an accurate record of attendance for each session that a class meets. According to the College attendance policy, a student may be absent during the semester without penalty for 10% of the class instructional sessions, unless a department has specified in writing a different attendance policy. This applies to all courses, including laboratory classes, clinics and fieldwork.

Class Meets

- 1 time per week
- 2 times per week
- 3 times per week

Allowable Absence

- 2 absences per semester
- 3 absences per semester
- 4 absences per semester, etc.

Students who are absent for more than 10% of the hours the course meets are subject to a designation of WU (unofficial withdrawal with penalty) rather than a final grade.

Students who stop attending class without officially withdrawing are

also designated a “WU.” Students who never attend a course for which they have registered are designated a “WN.” The “WU” and “WN” count as an “F” in the computation of the GPA; therefore, failure to withdraw officially from a course, even if the student never attended, will have negative consequences and should be carefully avoided.

Every withdrawal (official or unofficial) can affect students’ 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.”

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 (you are passing – used in developmental courses)
- R** repeat (did not pass – used in developmental courses)
- I** incomplete; grade changes to “F” if course work 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 & rubella or has not returned a signed Meningococcal Meningitis response form to comply with NYS Public Health Laws

How to Calculate Your Grade Point Average (GPA)

Your grade point average (GPA) shows 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 figure out 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 POINTS	x	CREDITS	=	HONOR POINTS
PA 128	A	4.0	x	2	=	8.0
PS 101	A-	3.7	x	3	=	11.1
EG 101	B+	3.3	x	3	=	9.9
TS 330	B	3.0	x	3	=	9.0
DM 065	S	0.0	x	0	=	0.0
AF 201	B-	2.7	x	3	=	8.1
SP 101	C+	2.3	x	3	=	6.9
BY 101	C	2.0	x	4	=	8.0
BY 101L		0.0	x	0	=	0.0
AA101	D	1.0	x	1	=	1.0
PH 101	F	0.0	x	3	=	0.0
				Total Credits 25		Total Points 62.0

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

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; their purpose is to give you an idea of how you are doing early enough so that you can 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 - you failed to meet immunization and/or Meningococcal Meningitis requirements





ACADEMIC HONORS AND SPECIAL ACADEMIC PROGRAMS

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 Bachelor's degree graduates with a cumulative GPA of 3.25 but less than 3.5.

Magna Cum Laude: Honor awarded to Bachelor's degree graduates with a cumulative GPA of 3.5 but less than 3.8.

Summa Cum Laude: Honor awarded to Bachelor's degree graduates with a cumulative GPA of 3.8 or above

CUNY BACHELOR'S DEGREE PROGRAM

Location: Atrium 634
Phone: 718.260.5254
E-mail: meffinger@citytech.cuny.edu
Website: <http://web.gc.cuny.edu/cunyba/>
Hours: By appointment
Advisor: Dr. Marta Effinger-Crichlow

Through this program, an academically dedicated and self-directed student can 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 contact Dr. Effinger-Crichlow.

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

Location: Howard Building 125
Phone: 718.552.1114
Fax: 718.552.1113
E-mail: ggerena@citytech.cuny.edu
Website: www.citytech.cuny.edu/academics/continuinged
Hours: Mon. - Fri. 9 a.m. – 5 p.m.
Coordinator: 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; and daytime and evening classes are offered. There are three class cycles during the academic year. Eligible students can 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 matriculating students who have a grade point average of 3.5 or better with no failures, incompletes, Rs, WUs, WFs, 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.

HONORS SCHOLARS PROGRAM

Location: Midway Building 308
Phone: 718.254.8668
E-mail: honorsscholars@citytech.cuny.edu
Website: www.citytech.cuny.edu/academics/honors
Coordinator: Dr. Janet Liou-Mark
Assistant: 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.



NATIONAL SOCIETY OF COLLEGIATE SCHOLARS

Location: Namm Hall 725
Telephone: 718.260.5929
E-mail: jliou-mark@citytech.cuny.edu
Website: <http://websupport1.citytech.cuny.edu/Faculty/jlioumark>
Coordinator: Dr. Janet Liou-Mark

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.

Study Abroad

Location: Namm Hall G17
Phone: 718.260.5500
Fax: 718.260.5504
E-mail: 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.



WHERE TO FIND HELP AND RESOURCES

Centers and services will operate during the hours listed except summer, intersession and holidays, when hours will change.

Call the office during these periods for hours.

Bookstore and Café

Location: 259 Adams Street
Phone: 718.855.7339
Fax: 718.855.2549
E-mail: bookstore@citytech.cuny.edu
Website: www.citytech.bkstr.com
Hours: Mon. – Thurs. 9 a.m. – 7 p.m.
Fri. 9 a.m. – 1 p.m.
Sat. 9 a.m. – 1 p.m.
Check website for current hours
Manager: Melissa White

Your bookstore, located on campus for your convenience, is your source for used textbooks. We also carry a full line of school supplies, emblematic clothing and gifts. Payment can be made with 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. Visit your bookstore for details.

Career and Transfer Services

Location: Namm Hall 104
Phone: 718.260.5013
E-mail: helpu@citytech.cuny.edu
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. – 2:30 p.m.
Director: Stephanie De Marfio

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 make the right 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.

Children's Center

A Licensed Early Childhood Education Day Care Facility

Location: Namm Hall G14
General Building 309
Phone: 718.260.5191
Fax: 718.254.8528
E-mail: childcarectr@citytech.cuny.edu
Director: Wendy Woods

Our Children's Center (OCC) 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. The Center accepts Agency for Children Services (ACS) cases.

All fees are subsidized. The program accepts the following forms of payment: Agency for Children Services (ACS) Vouchers, Department of Social Service (DSS), Federal Block Grant, and private fees are on a sliding scale. OCC's staff will assist eligible students in applying for financial assistance for day care 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 service is 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.

COPE Program

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

The COPE (College Opportunity to Prepare for Employment) Program assists two distinct student groups: those receiving family assistance and students who have children and need assistance finding employment and adequate childcare. Case Managers/Employment Specialists are available to assist with job-search, résumé writing, interviewing skills, FREE dress attire, 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 disputes resolution (MDR). MetroCards are provided for the interview(s), upon securing employment and six months thereafter.

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 e-mail 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, Time Management and other subjects are held throughout the semester, as well as ongoing support groups for stress reduction, meditation, and gay and lesbian issues. Student privacy is respected.

Dental Hygiene Clinic

Location: Pearl Building 200
Phone: 718.260.5074
Hours: Patients are required to arrive at the start of the clinic and be prepared to stay seated for at least three hours.

Fall 2009 Clinic Schedule

Mon., Tues.	1 p.m.
Wed.	8 a.m. and 2 p.m.
Thurs., Fri.	8 a.m.

Spring 2010 Clinic Schedule

Mon., Tues.	8 a.m. and 1 p.m.
Wed., Thurs.	8 a.m. and 2 p.m.
Fri.	8 a.m.

Chair: Professor Joycelyn Dillon

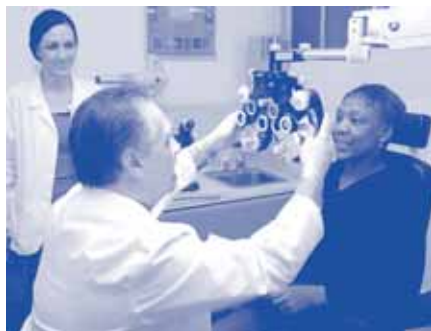
The Dental Hygiene Clinic at New York City College of Technology offers a variety of free and/or low-cost dental hygiene procedures for students, faculty, staff, alumni and community residents. Most services are free to senior citizens age 65 or over and to City Tech students, faculty and staff with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

Eye Clinic

Location: Pearl Building 300
Phone: 718.260.5295
Hours: Mon., Fri. 10am - 12:15pm
Chair: Professor Robert J. Russo

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 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.

Food Service

Namm Hall Cafeteria

Location: First Floor
Phone: 718.260.5354
Hours: Mon. – Thurs. 7:30 a.m. – 7 p.m.
Fri. 7 a.m. – 3 p.m.
Sat. 7 a.m. – 2 p.m.

Voorhees Hall Cafeteria

Location: Second Floor
Hours: Mon. – Thurs. 8 a.m. – 7 p.m.
Fri. 8 a.m. – 3 p.m.
Sat. closed

E-mail: Canteen_Dining@citytech.cuny.edu
Manager: Karon Smith - Karon.smith@compass-usa.com

Full service cafeterias are available in both locations. During non-operational hours of the cafés, snack foods and cold drinks are available from vending machines in the cafeteria and at strategic locations throughout the campus.

ID Cards

Location: Namm Hall 112
Phone: 718.260.5519

Hours: Wed. 10:30 a.m. – 2:30 p.m.
Thurs. 3 p.m. – 7 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: Henry Deteskey

ID cards are issued free of charge to new students after registration. At the beginning of each semester thereafter, returning students present proof of registration in order to have ID cards validated for the new semester. There is no charge for the validation sticker. A fee will be charged to replace a lost card.

Immigration Clinic

Location: Namm Hall 622

Phone: 718.260.5597

E-mail: mdonsky@citytech.cuny.edu

Hours: Mon. – Thurs. 9:30 a.m. – 6 p.m.

Fri. 9:30 a.m. – 4 p.m.

Sat. 10 a.m. – 4 p.m.

by appointment only

This center, staffed by attorneys, paralegals, students and volunteers, provides assistance to students and the community on immigration issues. Services are free and are provided by appointment only; no advice is given over the telephone or by e-mail.

Information Services Center

Location: Namm Hall 124B

Phone: 718.260.5520

E-mail: connect@citytech.cuny.edu: any question any time

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 Services Center serves as a central clearinghouse for information about City Tech's events, activities, services, location, policies and procedures.

The Center publishes the Student Handbook and the Student News. If you would like information about a particular College program, service, activity, achievement, etc., published or advertised on TV monitors, please contact the Center. Visit Information Services for flyers, brochures and other College-related materials and announcements. In addition, information on available apartments for rent may be left at the Center for posting.

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 centers.

Atrium Learning Center

Location: Atrium G 18
Phone: 718.260.5874
Director: Judith Rockway

Computer Usage Hours:

Mon. – Thurs. 9 a.m. – 9 p.m.
Fri. 9 a.m. – 5 p.m.
Sat. 11 a.m. – 6 p.m.

Tutoring Hours:

Mon. – Thurs. 10 a.m. – 8 p.m.
Fri. 10 a.m. – 3 p.m.
Sat. 12 noon – 5 p.m.

Technology Learning Center:

Location: Voorhees Hall 217
Phone: 718.260.5287
Coordinator: Ronald Slay

Hours:

Mon. and Thurs. 10 a.m. – 7 p.m.
Tues. and Wed. 10 a.m. – 9 p.m.
Fri. 10 a.m. – 4 p.m.
Sat. 12 noon – 5 p.m.

Library

Location:	Atrium Fourth and Fifth Floors (Entrance on the Fourth Floor)
Phone:	718.260.5470
Website:	http://library.citytech.cuny.edu
Hours:	Mon. – Thurs. 9 a.m. – 10 p.m. Fri. 9 a.m. – 7 p.m. Sat. 10 a.m. – 4 p.m.
Chief Librarian:	Darrow Wood

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 guide to library collections and services. Connect at <http://library.citytech.cuny.edu> to access not only the CUNY+ online catalog, but a wide range of journal and reference databases and research guides as well as news about library workshops, other services and special events.

To check out books in the City Tech library and access journal and reference databases from home, you must have a validated CUNY ID card previously activated at the circulation desk. At the circulation desk, you may also sign up for a group study room or find out if a copy of your textbook has been placed “on reserve” for in-library use. The library’s Internet lab and other computer workstations are available to access web-based resources and search the CUNY+ catalog.

The City Tech library participates in the CUNY Open Access network, which enables you to borrow books from other libraries of the City University of New York. CLICS, the university’s new book delivery services, makes it possible to have books from other CUNY libraries delivered to you at the City Tech Library.

Open Computer Labs/ Technology Enhancement Center

Location: General Building 600
Phone: 718.254.8565
Website: ITMS@citytech.cuny.edu
Hours: Mon. – Thurs. 9 a.m. – 9 p.m.
Fri. 9 a.m. – 7 p.m.
Sat. 10 a.m. – 6 p.m.
Director: Karen Lundstrom

The Technology Enhancement Center (TEC) is available to all students of New York City College of Technology. The main lab is a PC lab, and there is a separate, fully equipped Mac lab adjacent to G600. Most computers in both labs have multimedia capabilities and Web access. There is a separate scanner and printers available for your use.

Placement Office

Location: Namm Hall NG08
Phone: 718.260.5050
Fax: 718.254.8529
E-mail: employmentsvc@citytech.cuny.edu
Website: www.citytech.cuny.edu/placement
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: Adrian Griffith

The Placement Office provides employment opportunities, career development and placement services for students and graduates. The staff develops and sustains relationships with employers in the private, public and non-profit sectors that promote job opportunities for students and graduates. Contact this office if you need assistance with finding a part-time, full-time or summer job, preparing a résumé, composing a cover letter or thank you letter, or developing and implementing an effective job-search strategy. Jobs are listed on the office webpage and on-campus interviews and job fairs are scheduled during the semesters.

Public Safety and Emergency Closing

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

The Department of Public Safety works 24 hours a day to protect your personal safety and your possessions while you are on campus. If you encounter any difficulty or observe any suspicious activity, report it to the Public Safety Department (718.260.5550) immediately.

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

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.

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.

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 on-line at www.wcbs880.com
WFAS	1230 AM or on-line at www.wfasam.com 103.9 and 106.3 FM or on-line at www.wfasfm.com
WINS	1010 AM
WLIB	1190 AM
WOR	710 FM or on-line at www.wor710.com

Campus Security Statistics: As required under subsection 6433 of Article 129-A of the Education Law, you can 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>

SEEK Program

Location: Midway Building 500
Phone: 718.260.5680
Fax: 718.260.5699
E-mail: dclay@citytech.cuny.edu
Website: www.citytech.cuny.edu
Hours: Mon., Wed., Thurs. 9 a.m. – 7 p.m.
Tues. 9 a.m. – 5 p.m.
Fri. 9 a.m. – 3 p.m.
Director: Dorie B. Clay

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 in order to help students achieve academic success.

Student Computing Help Desk

Location: Namm Hall 124C
Phone: 718.260.4900
E-mail: helpdesk@campus.citytech.cuny.edu
Website: <http://cis.citytech.cuny.edu/sshelpdesk.htm>
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Coordinator: Jennifer Serrano
Director: David Miller

The Student Computing Help Desk is available to assist students with technology-related questions regarding CUNY Portal, Blackboard, e-Sims, Degree works, e-Permit, student email and Wireless network.

You must create a CUNY Portal account in order to access most of the on-line tools mentioned above. You can register for a CUNY

Portal Username by going to www.cuny.edu. Click on "Portal Login," then select "Register Now" and provide the required information. Please note that you will be required to enter your social security number. (The site is secured for data-security purposes.)

The Student Computing Help Desk is available via telephone, e-mail and in-person.



Student Support Services Program for Students with Disabilities

Location: Atrium 237
Phone: 718.260.5143
TTY: 718.260.5443
Fax: 718.254.8539
E-mail: lbuist@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/supportservices
Hours: Mon. – Fri. 9 a.m. – 5:45 p.m.
Director: Linda Buist

The Student Support Services Program (SSSP) addresses the academic/vocational needs of self-identified students with physical, learning or other disabilities, and those with temporary disabilities due to accidents or interim conditions. Services include tutorials, testing accommodations, a computer lab with assistive technology, sign language interpreters, and securing alternate format textbooks. SSSP also provides academic/ financial aid/VESID advisement for participants.

Veterans Services Office

Location: Namm Hall 108
Phone: 718.260.5030
E-mail: veteransclub@gmail.com
Website: www.citytech.cuny.edu/veterans
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. – 2:30 p.m.
Advisor: Paul Schwartz LCSW

The Veterans Service Office provides a designated space for veteran students to connect with other veterans, be provided with information and support to promote educational success and optimal social and emotional well-being. The Office collaborates with the Student Veterans Club to facilitate various veteran-related programs and events to build up the student veteran community and to educate the College community.



**STUDENT LIFE
AND
CO-CURRICULAR
ACTIVITIES**



Alumni Association

Location: Namm Hall 322
Phone: 718.260.5006
Fax: 718.254.8553
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
E-mail: alumni@citytech.cuny.edu
Website: www.citytech.cuny.edu/alumni
Director: Helen Covington

Former students and graduates, as well as current students, are encouraged to become involved in the City Tech Alumni Association. Many events are held throughout the academic year, including the annual Alumni Faculty-Staff Basketball Game, Job Expo, Reunion Celebrations and Harbor Cruise. The association also sponsors career development and other workshops for both graduates and current students, and a mentoring program for women students pursuing careers in fields in which they have been underrepresented.

You can learn more about the Alumni Association through its website or by visiting the Office of Alumni Relations, Namm Hall 322.

Athletics, Recreation, Intramural Sports and Fitness

Location: Klitgord Center (285 Jay Street)*
Phone: 718.260.5102
Fax: 718.260.5107
E-mail: athletics@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/athletics
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Interim Director of Athletics: Brenda Alexander
Sports Information Director: Micheal Bellamy

City Tech is a member of the National Collegiate Athletic Association (NCAA) Division III, the Eastern Collegiate Athletic Conference (ECAC), and the City University of New York Athletic Conference (CUNYAC). Since in the 2007-2008 academic year there have been twelve sanctioned varsity teams. The men's and women's

varsity teams include basketball, cross-country, indoor and outdoor track & field, tennis and volleyball, men's soccer and women's softball.

To be a member of one of these varsity teams, potential student athletes must be registered as full-time, four-year degree-eligible students. Students must be CUNY-certified in reading, writing and math and must maintain a 2.0 grade point average. The Athletic Department reserves the right with each individual team to raise the accepted GPA level as prescribed by that team's pre-participation contract.

The Recreation program is available to City Tech students, faculty, staff and alumni during the fall and spring semesters. The Intramural program offers competitive sports for students of all interests and ability levels.

Daily informal events include the use of the gym, recreation room and fitness center – all free of charge.

To use the facilities and participate in Recreation and Intramurals, an individual must have a valid City Tech ID card with the appropriate GYM activity sticker. In addition, the participant must be dressed in appropriate athletic gear that consists of t-shirt, shorts or sweats, socks and sneakers.

The College assumes no responsibility for the health status of participants; participation is at your own risk. All individuals are strongly advised to have medical clearance before engaging in physical activities.

To obtain additional information and the sports and recreation schedules, contact our office in K214 at 718.260.5102

**Location may change due to construction. For additional information, contact the Information Services Center in N124B at 718.260.5520.*



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

Location: Namm Hall 1123
Phone: 718.260.5181
Hours: Please call for hours
E-mail: mgiuliani@citytech.cuny.edu
Coordinator: Professor Maria Giuliani

Grace Gallery is the showcase for displaying the Advertising Design & Graphic Arts 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 Advertising Design & Graphic Arts 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.

NYPIRG (The New York Public Interest Research Group)

Location: General Building 411
Phone: 718.260.5045
Hours: Mon. – Fri. 10 a.m. – 7 p.m.
E-mail: ajeau@nypirg.org
ajeau@citytech.cuny.edu
Coordinator: Alexandra Jean

NYPIRG is a student-directed education and advocacy organization. NYPIRG teaches students the skills they need to be more effective citizens in our society. NYPIRG advocates 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.

Safe Zone Program for Gay, Lesbian, Bisexual & Transgender Students

Coordinators:

Daniel Fictum

Location: Student Life and Development, G516

Phone: 718.260.5391

Cynthia Bink

Location: Counseling Services Center, N108

Phone: 718.260.5030

Holly Burmeister

Location: Student Wellness Center, P104

Phone: 718.260.5910

The Safe Zone Ally Program is designed to provide a safe area for gay, lesbian, bisexual and transgender (GLBT) students, faculty and staff. Its purpose is to work toward ending homophobia, heterosexism, prejudice, discrimination and negative stereotyping as they relate to the GLBT community. Additionally, the program provides support to GLBT individuals.

Student Government Association

Location: General Building 400

Phone: 718.260.5019

E-mail: sgapresident@citytech.cuny.edu

Hours: See posted hours each semester

President: Evita Belmonte

The Student Government Association (SGA) represents students' campus needs and concerns to the faculty and administration. SGA executive officers include the President, Vice President, Secretary, Treasurer, Chief Justice, Social Director, part-time Evening Representative, and 12 Senators (four for each school). 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. Contact the Office of Student Life and Development (G516) if you would like to run for a position in SGA.

Office of Student Life and Development

Location: General Building 516
Phone: 718.260.5391
Fax: 718.260.5226
E-mail: studentlife@citytech.cuny.edu
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Director: Daniel Fictum

The office provides collaborative activities and learning experiences designed to support the personal, social and academic development of students as individuals and community members. The Student Life office will encourage you to get involved with College life outside of the classroom. Opportunities include participation in campus events and lectures, student governance and clubs, leadership development retreats and workshops, events planning, volunteerism and College-wide committees.

Students are encouraged to get involved by organizing and/or joining any of the more than 50 student clubs and organizations. Club hours are on Thursdays from 12:45 – 2:15 p.m. A club list for the academic year is available in the office.

New Student Orientation

New students, parents and other relatives are invited to attend the orientation program held prior to the start of classes each semester.



The program is coordinated by the Office of Student Life and Development to introduce new students to the College and College services. Students have the opportunity to meet with other students, faculty and staff, and begin making new friends during the fun and informative activities scheduled throughout the day.

Returning students interested in working with the program should contact the Office of Student Life and Development, G516.

Student Wellness Center

Location: Pearl Building 104
Phone: 718.260.5910
Website: www.citytech.cuny.edu/students/health
Hours: Mon., Tues., Thurs. 9 a.m. – 5 p.m.
Wed. 10 a.m – 6 p.m.
Fri. closed
Director: Holly Burmeister

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

- Glucose, cholesterol and blood pressure screenings
- Health education programs and seminars
- NYC-sponsored low-cost health insurance information
- Community referrals for clinical services
- Reproductive health services available through priority referral to Planned Parenthood
- Monthly reproductive health services through Planned Parenthood Mobile Medical Unit
- Monthly Smoking Cessation information and resources through Woodhull Medical
- Rapid on-site testing for HIV
- Monthly testing for sexually transmitted infections (STIs) through Brooklyn AIDS Taskforce
- Nutrition counseling and information
- Weekly chair massage
- Fitness classes for all fitness levels
- Vaccination services

We also provide an on-site registered nurse and weekly physician consultations. To schedule an appointment with the nurse or physician, call 718.260.5910 or stop by the office. We welcome walk-in appointments.

Theaterworks

Location: Voorhees Hall 411
Phone: 718.260.5588
Fax: 718.260.5591
E-mail: dsmith@citytech.cuny.edu
Website: www.gravesendinn.com
Director: Professor David Smith

Theatreworks, the resident theatre company at New York City College of Technology, is composed of student, alumni, faculty/staff and community members. Founded in 1974, Theatreworks has been recognized in media and theater circles for its commitment to professionalism in performance, technology and the advancement of multicultural casting and crews in plays, musicals, dance and 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 Theatreworks, call the Entertainment Technology Office in Voorhees 411 at 718.260.5588.



LOUNGES, WIRELESS ACCESS AND OTHER CONVENIENT STUDENT SERVICES

ATM Machines are located on the first floor in Namm Hall and in the Voorhees lobby.

Bicycle Racks are located at the Jay Street entrances to Namm Hall and the Voorhees Building.

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

Copy Machines are located on the first floor in Namm Hall, in the library (Atrium Building, fourth floor), and in the Voorhees Lobby. A copy-card is required to operate the copiers. Copy-cards can be purchased from the copy-card vending machine located near each copy machine.

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. Lockers in the Klitgord Center are available to students participating in sports and fitness recreation.

Participants are encouraged to bring their own locks and keys and to remove the lock and the contents of the locker at the end of the workout session. Staff members and the College are not responsible for items left in the locker rooms.

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, every floor of the Atrium, including a multipurpose lounge on the Atrium ground floor facing the outdoor garden, and 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 open in a pleasant wireless surrounding. Bring your laptops, iPods, phones and other techno gadgets for around-the-city-tech-clock connections.

Wireless Access is available throughout the Atrium, Environmental, General, Midway, Namm, Pearl and Voorhees Buildings. A student e-mail username and password are required to access the wireless network. For additional information, contact the Student Computing Help Desk in N124C at 718.260.4900.





CAMPUS STUDENT CONDUCT, RULES, POLICIES AND REGULATIONS

BYLAWS OF THE CITY UNIVERSITY OF NEW YORK ARTICLE XV - STUDENTS

to all students. It is a place for students to connect, relax and recharge

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 based on racial, ethnic, religious, sexual, political and economic differentiation. 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 in or in attendance at any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey the laws of the city, state and nation and the bylaws and resolutions of the board and the policies, regulations and orders of the college.

The faculty and student body at each college shall share equally the responsibility and the power to establish, subject to the approval of the board, more detailed rules of conduct and regulation in conformity with the general requirement of this article.

This regulatory power is limited by the right of students to the freedoms of speech, press, assembly and petition as applied to others in the academic community and to citizens generally.

Section 15.2 Student Organizations

Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of NYCCT or school at which they are enrolled or in attendance and with an office to be designated by the faculty of the college or school at which they are enrolled or in attendance: (1) the name and purpose of the organization, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary. However, no group, organization or student publication with a program against the religion, race, ethnic origin or identification or sex of a particular group shall receive support from any fees collected by the college or be permitted to organize or continue at any college or school. No organization, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the board.

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:

- 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.
- The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended or revoked may appeal such adverse action by such office or committee of student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures as set forth in section 15.3. Following such hearing the duly elected student government shall have the authority to set aside, decrease or confirm the adverse action.

Any person or organization affiliated with the college may file charges with the Office of Student Affairs alleging that a student publication has systematically attacked the religion, race, ethnic origin or sex of a particular group or has otherwise contravened the laws of the city, state or nation or any bylaw or resolution of the board or any policy, regulation or order of the college within a reasonable period of time after such occurrence. If the Office of Student Affairs determines, after making such inquiries as he/she may deem appropriate, that the charges are substantial, he/she shall attempt to resolve the dispute, failing which he/she shall promptly submit the charges to the faculty-student disciplinary committee or for disposition in accordance with the due process procedures of section 15.3 hereof.

If the committee sustains the charges or any part thereof against the student publication, the committee shall be empowered to (1) reprimand the publication or (2) recommend to the appropriate funding bodies the withdrawal of budget funds. The funding body shall have the authority to implement fully, modify or overrule the recommendations.

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.

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 Student Disciplinary Procedures

a. Any charge, accusation or allegation which is to be presented against a student and which, if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of Student Affairs promptly by the individual organization or department making the charge.

b. The chief student affairs officer or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:

- (i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action;
- (ii) refer the matter to conciliation; or
- (iii) prefer formal disciplinary charges.

Conciliation Conference:

The conciliation conference shall be conducted by the counselor in the Office of Student Affairs or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

- An effort will be made to resolve the matter by mutual agreement.
- If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
- If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer who will prefer disciplinary charges.

The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the incident or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

The notice shall contain the following:

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

A statement that the student has the following rights:

- to present his/her side of the story;
- to present witnesses and evidence on his/her behalf;
- to cross-examine witnesses presenting evidence against the student;
- to remain silent without assumption of guilt; and
- to be represented by legal counsel or an advisor at the student's expense.

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

Faculty-Student Disciplinary Committee Procedures

The following procedures shall apply at the hearing before the faculty student disciplinary committee:

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

After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student shall be given an opportunity to present his or her defense.

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 only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either 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 all persons who are to appear as witnesses, except the accused student.

The college shall make a record of each fact-finding hearing by some means, such as a stenographic transcript, a tape recording or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape or equivalent without cost.

The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

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

The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review testimony and evidence presented at the hearing and the papers filed by the parties.

At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student 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 committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's rights of appeal.

Where a student is represented by legal counsel the president of the college may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4 Appeals

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissal or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen 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 board committee as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5 Committee Structure

Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson. A quorum shall consist of three members.

The chairperson shall be selected by the president. At the president's discretion, a chairperson may be a staff or faculty member selected from another campus. The chairperson shall preside at all of the faculty-student disciplinary meetings, decide and make all rulings for the committee and shall be a voting member of the committee.

The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. 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 individual on the panel shall serve on the panel for more than two consecutive years.

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

Persons who are to be participants in the hearing 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.

Section 15.7 Suspension or Dismissal

The board reserves full power to dismiss or suspend a student or suspend a student organization for conduct which impedes, obstructs 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.

A president or full dean may in emergency or extraordinary circumstances, temporarily suspend a student or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3 to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to persons 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.

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**	\$42.70
Student Government**	4.00
Clubs**	3.00
University Student Senate**	.85
NYPIRG (New York Public Interest Research Group)***	4.00
Technology Fee****	100.00
Consolidated Service Fee*****	<u>15.00</u>
Total Fees	\$169.55

Part-time/per semester

Student Activity**	\$16.35
Student Government**	1.50
Clubs**	1.50
University Student Senate**	.85
Technology Fee****	50.00
Consolidated Service Fee*****	<u>15.00</u>
Total Fees	\$85.20

* Students taking more than 18 credits per semester must pay the CUNY accelerated study fee:

Less than or equal to 2 credits	\$100
Greater than 2 credits but less than or equal to 4 credits	\$230
Greater than 4 credits but less than or equal to 6 credits	\$460
Greater than 6 credits	\$690

** These fees nor any part thereof are not refundable at any time.

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

**** The technology fee goes to maintain public labs; upgrade computer labs in academic departments; upgrade and expand software in academic programs, etc.

***** 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 financial aid need analysis, the immunization program and other student-related functions.

New York State Resident: A student who can provide proof of having resided in the state of New York for at least 12 consecutive months prior to the first day of classes.

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

a. 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, including student government fee allocations and expenditures for conformance with the expenditure categories defined in Section 16.2 of this article and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate improper or inequitable.

b. A 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 governing board of the college association is composed of:
 - (i) The college president or his/her designee as chair.
 - (ii) Three administrative members appointed by the college president.
 - (iii) Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
 - (iv) Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which 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.
2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5 (b) (1)(iv) of these bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.
3. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

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, pages 73-76).
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 EDUCATIONAL 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 institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of university/college equipment and/or supplies.

4. Theft from, or damage to university/college premises or property, or theft of or damage to property of any person on university/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his 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 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 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.

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.

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 devices such as cell phones, text messaging devices, palm pilots, 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 orientations 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 web site, the Instructional Staff Handbook, the Student Handbook, and via 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 not guilty of the charge(s), the faculty member will submit a change of grade form to reflect the absence of any penalty.
- H) If the FSDC finds the student guilty of the charge(s), the faculty will submit a change of grade form that reflects the academic penalty, and the Vice President of Student Affairs shall implement the disciplinary sanctions against the student.
- I) 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.

WORKPLACE VIOLENCE: POLICY & PROCEDURES

The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the University community – students, faculty and staff – are expected to maintain a working and learning environment free from violence, threats of harassment, violence, intimidation, or coercion. While these behaviors are not prevalent at the University, no organization is immune.

The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Policy

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment.

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 applies particularly in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

Scope

All faculty, staff, students, vendors, contractors, consultants and others who do business with the University, whether in a University facility or off-campus location where University business is conducted, are covered by this policy. This policy also applies to other persons not affiliated with the University, such as former employees, former students and visitors. When students have complaints about other students, they should contact the Office of Student Affairs at their campus.

Definitions

Workplace violence is any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment, or the University's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

1. Disruptive behavior intended to disturb, interfere with, or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists).

2. Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).
3. Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively; or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interrupt such behavior as constituting evidence of intent to cause harm to individuals or property.
4. Possessing firearms, imitation firearms, knives, or other dangerous weapons, instruments, or materials. No persons within the University community shall have in their possession a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to University property without specific written authorization from the Chancellor or the college President, regardless of whether or not the individual possesses a valid permit to carry the firearm or weapon.

Reporting of Incidents

1. General Reporting Responsibilities

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the University community. Workplace violence should promptly be reported to the appropriate University official (see below). Additionally, faculty, staff and students are encouraged to report behavior that they reasonably believe poses a potential for workplace violence, as defined above. It is important that all members of the University community take this responsibility seriously to effectively maintain a safe working and learning environment.

2. Imminent or Actual Violence

Any person experiencing or witnessing imminent danger or actual violence involving weapons or personal injury should call the Campus Public Safety Office immediately, or call 911.

3. Acts of Violence Not Involving Weapons or Injuries to Persons

Any person who is the subject of a suspected violation of this policy involving violence without weapons or personal injury, or is a witness to such suspected violation, should report the incident to his or her supervisor, or in lieu thereof, to his or her respective Campus Public Safety Office. Students should report such incidents to the Office of Student Affairs at their campus or in lieu thereof, their campus Public Safety Office. The Campus Public Safety Office will work with the Office of Human Resources and the supervisor of the Office of Student Affairs on an appropriate response.

4. Commission of a Crime

All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law-enforcement agency.

5. False Reports

Members of the University community who make false and malicious complaints of workplace violence, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action and/or referral to civil authorities as appropriate.

6. Incident Reports

The University will report incidents of workplace violence consistent with the College Policies for Incident Reporting Under the Campus Security Policy and Statistical Act (Cleary Act).

Education

Colleges are responsible for the dissemination and enforcement of this policy as described herein, as well as for providing opportunities for training in the prevention and awareness of workplace violence. The Office of Faculty and Staff Relations will provide assistance to the campuses in identifying available training opportunities, as well as other resources and tools (such as reference materials detailing workplace violence warning signs) that can be incorporated into campus prevention materials for dissemination to the college community. Additionally, the Office of Faculty and Staff Relations will offer periodic training opportunities to supplement the college's training programs.

Confidentiality

The University shall maintain the confidentiality of investigations of workplace violence to the extent possible. The University will act on the basis of anonymous complaints where it has a reasonable basis to believe that there has been a violation of this policy and that the safety and well-being of members of the University community would be served by such action.

Retaliation

Retaliation against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating, or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

Approved by the Board of Trustees

June 28, 2004

POLICY AGAINST SEXUAL HARASSMENT

Policy Statement

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the incident of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the College to investigate the allegations.

Effective October 1, 1995, The City University's Board of Trustees adopted a new policy against sexual harassment. Any students experiencing incidents of sexual harassment may report their complaint to any of the following Sexual Harassment Awareness and Intake Committee Member:

MEMBERS

Coordinator
Ms. Helen Frank

DEPARTMENT

Counseling

PHONE

718.260.5733

Deputy Coordinator
Mr. Vincent De Fazio

Provost Office

5560

Members

Dean Sonya Jackson
Gilen Chan

Provost Office
Special Counsel and Diversity
& Compliance Officer

5560

Prof. Gail E. Williams
Prof. Neil Katz
Prof. Gwen Cohen Brown
Prof. Marta Effinger-Crichlow
Prof. Mark J. Noonan
Prof. Leonard Petrillo

Amelise Bohomme Student
Law & Legal Asst. Studies
Mathematics

4981

5143

5124

5380

5070

5205

5392

5175

Prof. Xin Zhou Wei
Prof. Catherine McManus

Advertising Design
& Graphic Arts
Electrical Eng. Tech.
Nursing

5300

5660

Rita Uddin
Lionel Presume
Ms. Nancy Soto

Computer Information Services 5160
Public Safety 5550
Classified staff 718.473.8960

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- 2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual; or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or coworkers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Examples of Sexual Harassment

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo harassment) include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

D. Consensual Relationships

Amorous, dating or sexual relationships that might be appropriate in other circumstances pose inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers can include: a student or employee feeling coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; conflicts of interest arising when a faculty member, supervisor, or other member of the University community is required to evaluate the work of, or make personnel or academic decisions with respect to, an individual with whom he or she is having a romantic relationship; students or employees perceiving that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this section, an individual has "professional responsibility" for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon other academic or employment opportunities.

E. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

F. False and Malicious Accusations

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

G. Procedures

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

H. Enforcement

There is a range of corrective actions and penalties available to the University for violations of this policy. Students, faculty, or staff who are found, following applicable disciplinary proceedings, to have violated this Policy are subject to various penalties, including termination of employment and permanent dismissal from the University.

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-ll 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-ll Felony	3 to life
Sodomy 1st Degree	A-ll Felony	3 to life
Sexual Abuse 1st Degree	C Felony	1-15 years
Aggravated Sexual Abuse 1st Degree	A-ll 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-l Felony	20 to life
Kidnapping 2nd Degree	A-ll 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-ll 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-ll 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-l Felony	20 to life
Arson 2nd Degree	A-ll 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-ll 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-ll 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 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 officials 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 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, e-mail 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, tri-semester, 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 post-secondary 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 general 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.

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 390,000 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, P104 or visit

www.citytech.cuny.edu and click on Student Wellness Center and "links."

NO SMOKING

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.

CITY TECH IS A SMOKE FREE CAMPUS



PLEASE OBSERVE

THE CITY UNIVERSITY OF NEW YORK — STUDENT COMPLAINT PROCEDURE

(Effective February 1, 2007)

Abridged for this handbook. Full contents of The City University of New York Student Complaint Procedures is printed in the 2007-2009 College catalog, pages 47 & 48.

Procedures for Handling Student Complaints About Faculty Conduct in Academic Settings.

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 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.

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

Abridged for the handbook. Full contents of the University's policy pertaining to acceptable use of computer resources is printed in the 2007-2009 College catalog.

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 Harassment Policy

Policy on Maintenance of Public Order

Web Site Privacy Policy

Gramm-Leach-Bliley Information Security Program

University Policy on Academic Integrity

Information Security policies

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

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, e-mail 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.

Statement of Non-discrimination

New York City College of Technology is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender status, marital status, disability, genetic predisposition or carrier status, alienage or citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs, and administration of educational policies.

Gilen Chan is the College's affirmative action officer and coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Ms. Chan also is the College coordinator for the Americans with Disabilities Act and Section 504, which prohibits discrimination on the basis of disability.

Her office is located in Namm 325 and her telephone number is 718.260.4981.

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.

Glossary: Your Guide to College Terms

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. (See page 14 for policy on “D” and “F” grades).
CUNY CERTIFICATION	Prior to registration, new first-time freshmen or transfer students entering City University are required to take the CUNY skills-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. (See page 30 to calculate your average).

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, non-payment 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 the section of courses on your information sheet for which you have taken and 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 201 before you pass Biology 101.

PROBATION, ACADEMIC

If your cum GPA falls below a certain level, you will be placed on academic probation.

RESIDENT, N.Y. 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.

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.

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Fall 2009 Class Meeting Grid

You can use this grid to help you remember the dates that your class will meet during the semester.

For Example: Monday classes will meet on the dates indicated in the Monday column.

- The first class meeting is Monday, August 31st
- The second class meeting is Monday, September 14th
Classes do not meet on Monday, September 7th because the College is closed for the Labor Day holiday.
- The third class meeting is Monday, September 21st
- The fourth class meeting is Tuesday, September 29th, etc.

The Fall 2009 semester begins on Friday, August 28th

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1	Aug 31	Sept 1	Sept 2	Sept 3	Aug 28	Aug 29	Aug 30
Week 2	Sept 14	Sept 8	Sept 9	Sept 10	Sept 4	Sept 12	Sept 13
Week 3	Sept 21	Sept 15	Sept 16	Sept 17	Sept 11	Sept 26	Sept 27
Week 4	Sept 29*	Sept 22	Sept 23	Sept 24	Sept 25	Oct 3	Oct 4
Week 5	Oct 5	Oct 6	Sept 30	Oct 1	Oct 2	Oct 10	Oct 11
Week 6	Oct 14**	Oct 13	Oct 7	Oct 8	Oct 9	Oct 17	Oct 18
Week 7	Oct 19	Oct 20	Oct 21	Oct 15	Oct 16	Oct 24	Oct 25
Week 8	Oct 26	Oct 27	Oct 28	Oct 22	Oct 23	Oct 31	Nov 1
Week 9	Nov 2	Nov 3	Nov 4	Oct 29	Oct 30	Nov 7	Nov 8
Week 10	Nov 9	Nov 10	Nov 11	Nov 5	Nov 6	Nov 14	Nov 15
Week 11	Nov 16	Nov 17	Nov 18	Nov 12	Nov 13	Nov 21	Nov 22
Week 12	Nov 23	Nov 24	Nov 25	Nov 19	Nov 20	Dec 5	Dec 6
Week 13	Nov 30	Dec 1	Dec 2	Dec 3	Dec 4	Dec 12	Dec 13
Week 14	Dec 7	Dec 8	Dec 9	Dec 10	Dec 11	Dec 19	Dec 20
Week 15	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18		

Note: Saturday and Sunday classes only meet for 14 weeks during the Fall 2009 semester.

***Tuesday, September 29th - Classes Follow a Monday Schedule.**

****Wednesday, October 14th - Classes Follow a Monday Schedule.**

Spring 2010 Class Meeting Grid

You can use this grid to help you remember the dates that your class will meet during the semester.

For Example: Monday classes will meet on the dates indicated in the Monday column.

- The first class meeting is Monday, February 1st
- The second class meeting is Monday, February 8th
- The third class meeting is Thursday, February 18th

Classes do not meet on Monday, February 15th because the College is closed for the President's Day holiday.

- The fourth class meeting is Monday, February 22nd, etc.

The Spring 2010 semester begins on Thursday, January 28th

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1	Feb 1	Feb 2	Feb 3	Jan 28	Jan 29	Jan 30	Jan 31
Week 2	Feb 8	Feb 9	Feb 10	Feb 4	Feb 5	Feb 6	Feb 7
Week 3	Feb 18*	Feb 16	Feb 17	Feb 11	Feb 19	Feb 20	Feb 21
Week 4	Feb 22	Feb 23	Feb 24	Feb 18	Feb 26	Feb 27	Feb 28
Week 5	Mar 1	Mar 2	Mar 3	Feb 25	Mar 5	Mar 6	Mar 7
Week 6	Mar 8	Mar 9	Mar 10	Mar 4	Mar 12	Mar 13	Mar 14
Week 7	Mar 15	Mar 16	Mar 17	Mar 11	Mar 19	Mar 20	Mar 21
Week 8	Mar 22	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27	Mar 28
Week 9	Apr 12	Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11
Week 10	Apr 19	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18
Week 11	Apr 26	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25
Week 12	May 3	Apr 27	Apr 28	Apr 29	Apr 30	May 1	May 2
Week 13	May 10	May 4	May 5	May 6	May 7	May 8	May 9
Week 14	May 17	May 11	May 12	May 13	May 14	May 15	May 16
Week 15	May 24	May 18	May 19	May 20	May 21	May 22	May 23

***Thursday, February 18th - Classes Follow a Monday Schedule.**

Fall 2009 Monthly Planner

July 2009

October 2009

August 2009

November 2009

September 2009

December 2009

Spring 2010 Monthly Planner

January 2010

April 2010

February 2010

May 2010

March 2010

June 2010

Contacts

Name _____

Home (____) _____ - _____ Cell (____) _____ - _____

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