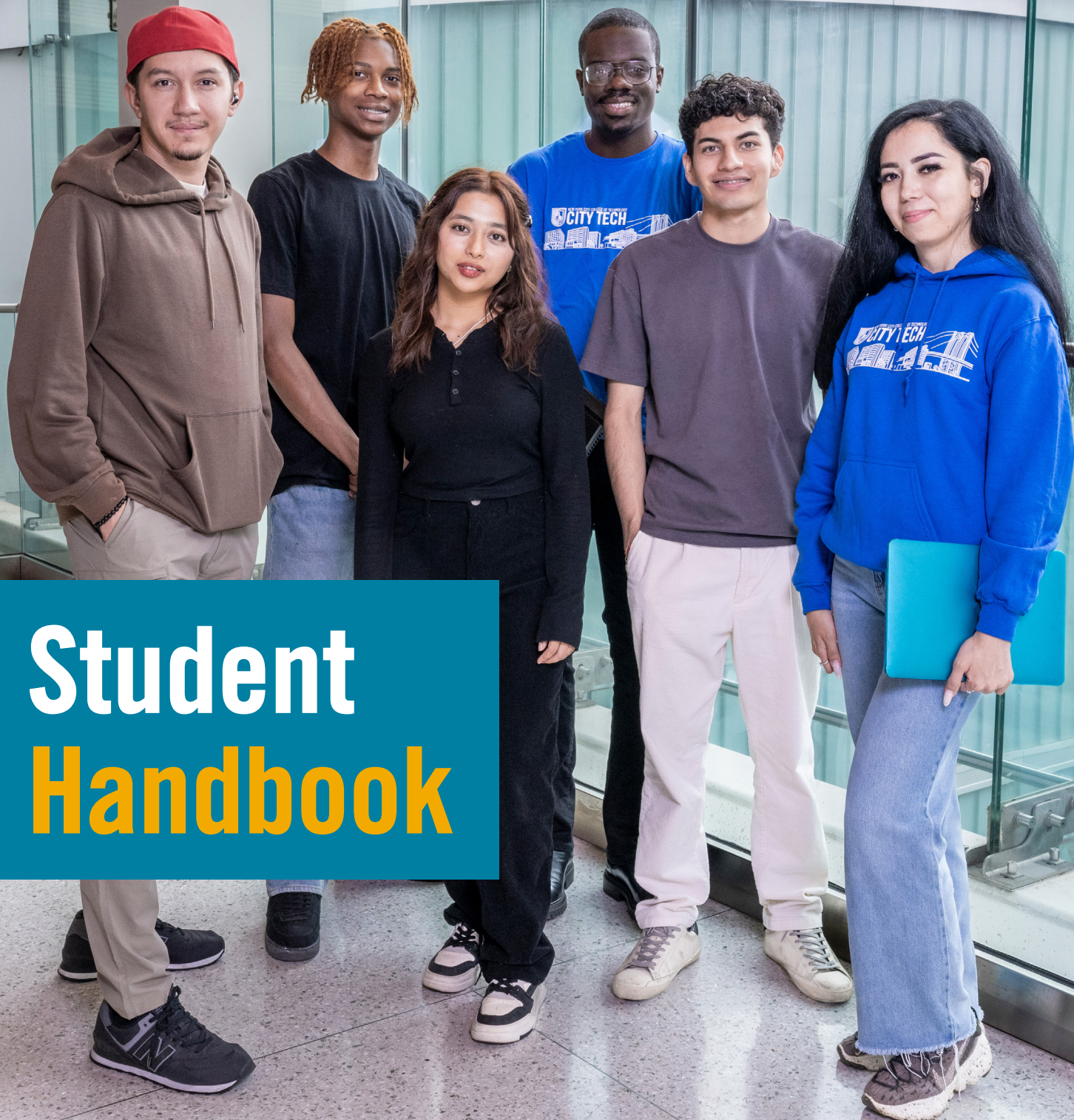




NEW YORK CITY COLLEGE OF TECHNOLOGY  
**CITY TECH**



# Student Handbook





## About

This Student Handbook is your go-to guide for navigating City Tech. Created to complement the [College Catalog](#), the handbook is designed to help you understand and access academic and campus resources. For more information, please refer to the College Catalog or visit each office's website.

**This handbook is divided into the following chapters:**

- Student Services
- Other Services
- Academic Programs
- Technology Resources
- Tuition and Fees
- Financial Aid
- Grades
- Off-Campus Resources
- Rules, Regulations, Policies, and Procedures
- Glossary

**Note:** *The Student Handbook is published by the office of the Vice President of Enrollment Management and Student Affairs. The information contained in the Student Handbook is subject to change.*

# WELCOME TO CITY TECH

## Introduction



**Russell K. Hotzler, Ph.D.**  
President  
Namm Hall, room N-319  
718-260-5400  
[RHotzler@citytech.cuny.edu](mailto:RHotzler@citytech.cuny.edu)

## Letter from the President

At the college's founding in 1946, its mission was to provide New York with the skilled workforce it needed to thrive in the post-war economy. City Tech is the designated college of technology for the City University of New York, CUNY, and one of the most diverse colleges of technology in the United States, roles we are proud to fill.

Where can Tech take you? To find out, I invite you to join me on a brief tour of our campus at the foot of the Brooklyn Bridge.

City Tech's new 360,000 square-foot academic complex is home to our programs in clinical health care and the sciences, in addition to a beautiful theater, fitness center, and gym, upon completion. This new building represents a significant investment by the state of New York. But a building is only as good as what happens within it.

Our state-of-the practice labs and smart classrooms serve programs including restorative dentistry, dental hygiene, radiologic technology and medical imaging, nursing, health services administration, Human Services, biology and chemistry. Students in our healthcare programs graduate to careers of enormous importance to society. Our program in biomedical informatics enables a new generation of scientists and healthcare workers to meet the challenges of today and of the future.

City Tech is the epicenter of STEM education in CUNY, so it was natural for the college to participate in a new partnership with Cold Spring Harbor Laboratory. The DNA Learning Center NYC at City Tech provides opportunities for our students to pursue cutting-edge research projects and internships, and also serves the greater community, by enabling New York City school students to explore DNA science and its impact on human health and society.



Inside the Namm Complex, you'll find our Hospitality Management program, whose students receive first-rate practical training in our kitchens and in their expanded learning laboratory of New York City. You'll find Computer Systems Technology majors preparing for careers in programming, software development, networking and security. For a story told in color and moving pixels, venture over to the Communication Design Department, and see students engaged in preparation for careers as art directors, illustrators, and graphic, motion, and web designers.

Travel down Jay Street to discover Voorhees Hall, home to our groundbreaking Architectural Technology Department, helping to reimagine our built environment. In the same building, find individuals training to supervise those projects and maintain our city's infrastructure, in our Construction Management and Civil Engineering Department. Go backstage with our Entertainment Technology Department to see students learning the art of scenery, lighting, sound, video and show control technology, or students preparing to manage new forms of interactive media critical to our information age economy, in our program in Emerging Media Technology. Consult our faculty in the department of Computer Engineering Technology for expertise on Robots, Cyber-Security, and Artificial Intelligence.

En route to an Associate or Bachelor's degree, our students benefit from coursework in the liberal arts, which rounds out their education and strengthens core skills. In addition, students have the opportunity to pursue an academic minor in a range of liberal arts and humanities areas of study, enabling them to explore other areas of interest and expand opportunities after graduation.

Where can Tech take you? Whether you are beginning your college degree, continuing your education, or re-envisioning your career, our unique degree programs offer not only a college degree, but also a professional path and identity. See for yourself how City Tech can help you build the future you are imagining.

Russell K. Hotzler,  
President



**Marling Sone, EdD**  
Vice President of Enrollment Management  
and Student Affairs  
Namm Hall, room N-325  
718-260-5430  
[VPSA@citytech.cuny.edu](mailto:VPSA@citytech.cuny.edu)

## Letter from the Vice President of Enrollment Management and Student Affairs

It is an honor to support your success at City Tech. As your Vice President of Enrollment Management and Student Affairs (EMSA), I am deeply committed to supporting your dedication to your education. I have invested almost three decades of my professional career to empowering City Tech students to achieve their educational goals. Working closely with diverse student populations has been the most rewarding and impactful aspect of my career. City Tech students have profoundly contributed to my knowledge and understanding about the experiences, challenges, and barriers that prevent them from completing their education. These experiences inform my leadership and advocacy approaches, ensuring all students have access to the resources they need to succeed. Student success translates into social and economic mobility, contributing to uplifting our communities.

I recognize that your education at City Tech is influenced by many factors. Therefore, I consistently aim to cultivate and maintain a culture of commitment and inclusiveness where every student can thrive. I value you! The College values you! Your voices matter, and we are here to listen and support you every step of your journey. Student Success is at the heart of everything we do, and I am privileged to be part of a team that believes in your potential.

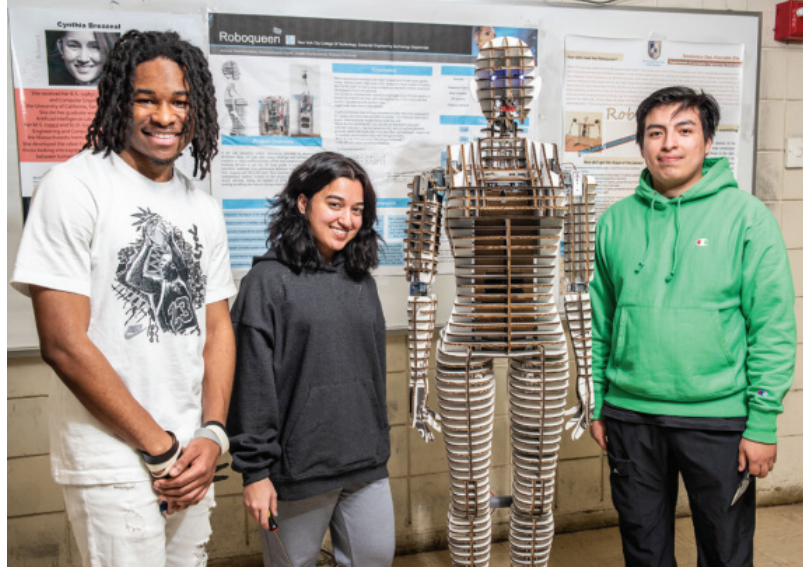
The EMSA team, along with the rest of the College community, understand that your college experience is about more than just academics; it's about personal growth, community, and the connections you make along the way. My team is here to guide you. Whether you are seeking guidance or advisement about your major, counseling services, extracurricular activities, such as joining or starting a club, information about emergency grants, just to name a few, we are here to help you navigate your path to achieving your goals.

Remember, we can't go to you, you must come to us! Explore and learn more about all the resources the College has to offer you.

Thank you for being part of the City Tech family. Together, let's create an enriching and transformative experience that will shape your future for years to come.

Marling Sone,  
Vice President of Enrollment Management  
and Student Affairs





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# STUDENT SERVICES

## Chapter 1

### Academic Advising

**Website:** [citytech.cuny.edu/advisement/](http://citytech.cuny.edu/advisement/)

**Faculty Advisors:** [citytech.cuny.edu/advisement/virtual-advisors.aspx](http://citytech.cuny.edu/advisement/virtual-advisors.aspx)

This website is designed to help you take charge of your college planning and gain a better understanding of what to expect each year of college attendance. Also, view faculty advisors from specific departments for academic advising.

### Academic Technologies and Online Learning (AtoL)

**Location:** General Building, room G-601

**Phone:** 718-254-8565

**Email:** [AtoL@citytech.cuny.edu](mailto:AtoL@citytech.cuny.edu)

**Website:** [citytech.cuny.edu/atoL](http://citytech.cuny.edu/atoL)

**Hours:** Monday – Friday, 9:00am – 5:00pm

**Director:** Jose Diaz

The Department of Academic Technologies and Online Learning is dedicated to inspiring and empowering educators to excel in their pedagogical practices. Under the guidance of our provost and with the support of the Online Learning Advisory Council (OLAC), we are committed to creating a vibrant and collaborative learning community. This community embraces innovation, diversity, and evidence-based teaching strategies. Through professional development, mentorship, and resourceful support, we aim to enhance the educational experience for both educators and students, ultimately contributing to a culture of continuous improvement in teaching and learning.

### Admissions Office

**Location:** Namm Hall Ground, room NG-17

**Phone:** 718-260-5500

**Email:** [Admissions@citytech.cuny.edu](mailto:Admissions@citytech.cuny.edu)

**Website:** [citytech.cuny.edu/admissions/](http://citytech.cuny.edu/admissions/)

**Hours:** Monday – Tuesday, 9:00am – 5:00pm

Wednesday, 9:00am – 6:30pm

Thursday, 9:00am – 5:00pm

Friday, 9:00am – 5:00pm

**Manager:** Shereese Archie-Blackman

The mission of the Office of Admissions is to recruit, admit, and serve an eligible and diverse urban population. Through multiple admission and recruitment strategies, the Office of Admissions works to ensure that eligible students have access to a high quality technological and professional education. City Tech prides itself on making a difference in our students' lives. Freshmen and Transfer students can apply quickly and easily online using the CUNY Application. City Tech has rolling admissions; however, applications should be filed early.



Students may initiate the on-the-spot admission process after April 14th for the Summer and Fall semesters and October 13th for the Winter and Spring semesters by following the instructions found at [citytech.cuny.edu/directadmissions/](http://citytech.cuny.edu/directadmissions/).

**Immunization Requirements:**

All students registering for six or more credit hours must comply with the New York State Public Health Laws. In order to register for classes at City Tech you must submit documented proof of immunity against measles, mumps and rubella to the Office of Admissions. Official notes from physicians, properly filled out immunization record books, and/or laboratory titer reports constitute acceptable forms of documentation. All information can be found on our Immunization page at [citytech.cuny.edu/admissions/immunization-requirements.aspx](http://citytech.cuny.edu/admissions/immunization-requirements.aspx).

In addition, students must complete the Meningococcal Meningitis acknowledgement electronically or submit the response form to the office. 5 Persons born prior to January 1, 1957 are exempt from the measles, mumps and rubella immunization requirements, but still must complete the Meningococcal Meningitis Response form. For information regarding veterans’ waivers, medical waivers/exemptions and religious exemptions, call or email the Admissions Office.

**Alumni Association**

**Location:** Pearl Building, room P-503  
**Phone:** 718-260-5006  
**Hours:** Monday – Friday, 8:30am – 4:30pm  
**Email:** [Alumni@citytech.cuny.edu](mailto:Alumni@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/alumni/](http://citytech.cuny.edu/alumni/)  
**Director:** Trang Le-Chan

The Alumni Association site is designed to make it easier than ever for alumni to learn more about all of the services available to City Tech’s more than 90,000 graduates. This affirms the College’s conviction that learning is a lifelong process and that its service to students does not end at graduation. Through its Alumni Association City Tech aims to enrich the lives of all who have earned their degrees here long after they have put away their caps and gowns.

One of the main goals of the Alumni Association is to maintain communication with Alumni to continue to provide them with the most relevant services. Through the Keep in Touch form, you can easily update your records and share your thoughts on how City Tech can better serve you and other alumni. Through News and Events you can learn all about upcoming special events for alumni, and access City Tech’s Connections magazine.

The City Tech Alumni Association has developed various mediums to keep its Alumni informed about the workings of the Association. We invite you to follow us on LinkedIn, Facebook, Twitter, Instagram, and Pinterest. Also, many of our events and meetings will be streamed on Periscope. Periscope allows all to be a part of the action and communicate directly with us as we enjoy our events and seminars.

**Atrium Learning Center**

**Location:** Library Building Ground, room LG-18  
**Phone:** 718-260-5874  
**Email:** [JRockway@citytech.cuny.edu](mailto:JRockway@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/alc/services.aspx](http://citytech.cuny.edu/alc/services.aspx)  
[tutor.com](http://tutor.com) (online tutoring available 24/7)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Director:** Judith Rockway

The Atrium Learning Center aims to assist students in managing the college’s academic standards and in succeeding in their adjustment to the learning environment. It provides a wide range of academic support to City Tech students. Computer facilities, subject tutoring assistance, biological sciences equipment, and studying areas are available for use for students with validated City Tech ID cards.

**Online Bookstore**

**Phone:** 718-260-4999  
**Text:** 929-226-0004  
**Email:** [VPSA@citytech.cuny.edu](mailto:VPSA@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/bookstore/](http://citytech.cuny.edu/bookstore/)

City Tech is pleased to offer students an innovative solution to purchase course materials, presented in collaboration with Akademos by VitalSource, our official online bookseller.

Powered by TextbookX, the online store provides a variety of physical and digital textbook formats as well as supplies for your classes. New, used, eBook, and rental textbook formats are all available, and there is a price-match guarantee on new books. Log in with your CUNYfirst credentials, click a course, and place your order. Textbooks and supplies will be shipped to your home or campus; digital course material access will be emailed. You can also track your order for delivery status and updates, return any books or course materials that you no longer need, and sell your books back on the Akademos Marketplace.

**Bursar’s Office**

**Location:** Namm Hall Ground, room NG-06  
**Phone:** 718-260-5143  
**Email:** [Bursar@citytech.cuny.edu](mailto:Bursar@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/bursar/](http://citytech.cuny.edu/bursar/)  
**Hours:** Monday – Friday, 9:00am – 3:00pm  
**Director:** Christine Clements

The Bursar's Office of City Tech maintains the financial records related to student activity at the college, receives payments from both students and employees, and distributes paychecks and other payments due to students and employees. The Bursar's Office strives to provide superior customer service and support. Highest among our goals is to make interaction with the Office administrative procedures as seamless as possible. The Bursar's Office is responsible for the collection of tuition and fees for City Tech.



# Campus Tours

**Website:** [citytech.cuny.edu/campus-tours/index.aspx](http://citytech.cuny.edu/campus-tours/index.aspx)

City Tech is the largest public college of technology in New York State and a national model for technological education. Visiting the campus is a great way to learn about the college and all that we have to offer. Our campus tour and information session will provide you with information about our admissions requirements, academic programs, support services, and facilities. Our tours are typically 60 - 90 minutes long and begin with a brief information session. Reservations are required and can be made by clicking and registering here.

These tours are for individual prospective students (may be accompanied by up to two guests), not groups. For group tours, please go to the Group Tours page to submit a request.

If you are unable to attend one of our scheduled tours/information sessions, please feel free to contact the office to speak with an Admissions Counselor for information about admission requirements.

# Center for Student Accessibility

**Location:** Library Building, room L-237  
**Phone:** 718-260-5143  
**Fax:** 718-254-8539  
**Email:** [Accessibility@citytech.cuny.edu](mailto:Accessibility@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/accessibility/](http://citytech.cuny.edu/accessibility/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Manager:** Linda Rivera

The Center for Student Accessibility is the disabilities service provider at City Tech. The Center provides support to enrolled students who have documented permanent or temporary disabilities. The Center's primary mission is to support the educational goals for enrolled students with disabilities through access, empowerment, resources, advocacy, collaboration and outreach throughout the college, the University and the community at large. The Center aids in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations.

In addition to providing services and reasonable accommodations to students with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, the Center for Student Accessibility works closely with faculty and staff in an advisory capacity and assists in the development of reasonable accommodations that allow students with disabilities full participation in all the programs and activities offered at City Tech while meeting the academic standards maintained by the college.

# City Tech Writing Center (CTWC)

**Location:** General Building, room G-608  
**Email:** [WritingCenter@citytech.cuny.edu](mailto:WritingCenter@citytech.cuny.edu)  
**Website:** [openlab.citytech.cuny.edu/ctwritingcenter/](http://openlab.citytech.cuny.edu/ctwritingcenter/)  
**Hours:** Monday – Friday (online and in-person appointments)  
**Director:** Joseph Franklin

The City Tech Writing Center (CTWC) is a collaborative space dedicated to fostering the growth of student writers. We offer one-to-one tutoring, workshops, and resources for all disciplines and modalities – including for writing outside of academia – to help our writers develop skills they can carry into their professional futures.

At the heart of our approach is the belief that every writer, regardless of experience or expertise, needs a reader. With this guiding philosophy, CTWC tutors aim to lead with listening and accommodate each writer with an approach suitable to their context. Whether you're at the initial brainstorming or final revision stage of your writing, we are excited to hear what you have to say. We strive to create an environment where writers feel truly heard and are encouraged to articulate and understand their thoughts with greater clarity as we work together to demystify the work of writing.

- For students, we offer:**
- One-on-one tutoring. see the WC Online link on the right to book an appointment.
  - Specialized writing workshops. topics include how to revise an essay, how to get started when you're stuck, and how to keep a reader engaged.
  - Online resources. these include both video and text-based resources for help reading and understanding assignments, drafting papers, using gender-inclusive language, revising, and proofreading. Check out the links under Tools & Resources.

# Counseling Services Center

**Location:** Namm Hall, room N-108  
**Phone:** 718-260-5030  
**Email:** [Counseling@citytech.cuny.edu](mailto:Counseling@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/counseling/](http://citytech.cuny.edu/counseling/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Manager:** Robert Timmins

The Counseling Services Center provides free and confidential counseling to City Tech students in-person, by phone, and by video. Services include individual counseling for academic, career and personal challenges and crisis intervention. We also provide support groups, referrals to campus and community resources, workshops and faculty/staff consultation. We might not have all the answers, but we will listen to concerns, give answers when we have them, and direct students to help.

# Dental Hygiene Patient Care Clinic

**Location:** Academic Building, room A-708  
**Phone:** 718-260-5074  
**Email:** [DentalHygiene@citytech.cuny.edu](mailto:DentalHygiene@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/dental/clinic.aspx](http://citytech.cuny.edu/dental/clinic.aspx)  
**Hours:** View website for latest hours  
**Department Chair:** Anna Matthews

Dental Hygiene students obtain the practicum hours necessary for dental hygiene licensure at City Tech on campus in the patient care clinic. All patient care is provided under the supervision of licensed Dental Hygienists and Dentists. The City Tech patient care clinic provides oral health services to the surrounding tristate area.

The Dental Hygiene program encourages potential students to schedule a dental hygiene appointment and see the process of care provided to the community.

# Office of the Vice President of Enrollment Management and Student Affairs

**Locations:** Namm Hall, room N-300  
Namm Hall, room N-325  
**Phones:** 718-260-4999 (N-300)  
718-260-5430 (N-325)  
**Email:** [VPSA@citytech.cuny.edu](mailto:VPSA@citytech.cuny.edu)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Vice President of Enrollment Management and Student Affairs:** Dr. Marling Sone  
**Assistant Vice President for Enrollment Management:** Tasha Rhodes  
**Administrative Executive Assistant:** Delores Perkins  
**Administrative Executive Coordinator:** Paola Garcia Sanchez

Our mission is to create an inclusive student experience through holistic and empathic support from pre-enrollment through graduation. We are committed to the wellbeing and success of all students and strive to cultivate an environment where they are valued and empowered to achieve their fullest potential.

The Division of Enrollment Management and Student Affairs will drive the transition to becoming a more student-centered campus, transforming the student experience through consistent, empathic, and holistic support. We aim to promote diversity, equity, and inclusion, fostering strong connections that empower students to realize their full potential to flourish from admission to graduation - and beyond.

# Financial Aid Office

**Location:** Namm Hall Ground, room NG-13  
**Phone:** 718-260-5700  
**Fax:** 718-254-8525  
**Email:** [FinancialAid@citytech.cuny.edu](mailto:FinancialAid@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/financial-aid/](http://citytech.cuny.edu/financial-aid/)  
**Hours:** Monday – Tuesday, 9.00am – 5:00pm  
Wednesday, 9:30am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Director:** Anita Ramharack

There are many costs associated with attending college, such as tuition, fees, books, supplies and travel to and from school. Financial aid is money that comes from the federal, state and city governments to help you meet the cost of attending college. The main goal of the Financial Aid Office is to ensure that all eligible City Tech students get the financial resources they need.

- We help students with the following:**
- Applying for financial aid
  - Resolving problems with financial aid
  - Planning for educational expenses
  - Special circumstances including unemployment, death in family etc.

In order for us to assist you, you must take the first step! Your eligibility for financial aid can only be determined from the information you provide on your financial aid applications. If you want financial aid, you must apply for financial aid even if you think you might not be eligible. To learn more about what types of financial assistance are available and how to apply, check out our website.

# Grace Gallery: City Tech’s Showcase for Art and Design

**Location:** Namm Hall, room N-1123  
**Email:** [CommunicationDesign@citytech.cuny.edu](mailto:CommunicationDesign@citytech.cuny.edu)  
**Website:** [openlab.citytech.cuny.edu/gracegallery/](http://openlab.citytech.cuny.edu/gracegallery/)  
**Hours:** 10:00am – 5:00pm (open only during exhibitions)  
**Coordinator:** Sara Wooley

Grace Gallery is the showcase for displaying the Communication Design Department's artistic activity as well as activity from the metropolitan area. The gallery is named for Grace Halpin, the first woman faculty member in the Department. Twelve new exhibits of art and design are mounted each year (six of these are student work) and are open to the college community.



## International Student Services (OISS)

**Location:** Namm Hall Ground, room NG-17  
**Phone:** 718-260-5509  
**Email:** [Vanessa.Villanueva31@citytech.cuny.edu](mailto:Vanessa.Villanueva31@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/international](http://citytech.cuny.edu/international)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Manager:** Vanessa Villanueva

Annually, City Tech celebrates the diversity of our student population from around the world, representing over 148 countries.

At the Office of International Student Services (OISS) we promote diversity and highlight the importance, as well as the value of international and cross-cultural exchange. Additionally, OISS offers support throughout your academic journey at City Tech. Through counseling and advisement, we provide you with in depth assistance on F-1/J-1 status rules and regulations, compliance, immigration policy updates, employment options, personal matters, student life at the college and information about living in New York City.

OISS is available to assist in transitioning you into a new environment. We help and encourage you to make connections with peers and the administration who will share in your experience as a City Tech student.

## New Student Advisement and Registration

**Location:** Namm Hall, room N-104  
**Phone:** 718-260-5013  
**Email:** [Advisement4u@citytech.cuny.edu](mailto:Advisement4u@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/star/](http://citytech.cuny.edu/star/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday, 9:00am – 5:00pm  
**Director:** Phung Nguyen

The New Student Advisement and Registration team focuses on first-semester advisement and registration for incoming freshman students. Once students begin their academic pursuits, we also help them transition from the first semester to the second semester by offering our students workshops designed to help them navigate the tools needed for registration: CUNYfirst, Degreeworks, and Schedule Builder. As academic advisors, we aim to be student-centered and use a holistic approach when meeting students.

## New York Public Interest Research Group (NYPIRG)

**Location:** General Building, room G-411  
**Phone:** 718-260-5045  
**Email:** [CityTech@nypirg.org](mailto:CityTech@nypirg.org)  
**Website:** [nypirg.org/](http://nypirg.org/)  
**Hours:** Monday – Friday, 10:00am – 6:00pm

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

## Online Bookstore

**Phone:** 718-260-4999  
**Text:** 929-226-0004  
**Email:** [VPSA@citytech.cuny.edu](mailto:VPSA@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/bookstore/](http://citytech.cuny.edu/bookstore/)

City Tech is pleased to offer students an innovative solution to purchase course materials, presented in collaboration with Akademos by VitalSource, our official online bookseller.

Powered by TextbookX, the online store provides a variety of physical and digital textbook formats as well as supplies for your classes. New, used, eBook, and rental textbook formats are all available, and there is a price-match guarantee on new books. Log in with your CUNYfirst credentials, click a course, and place your order. Textbooks and supplies will be shipped to your home or campus; digital course material access will be emailed. You can also track your order for delivery status and updates, return any books or course materials that you no longer need, and sell your books back on the Akademos Marketplace.

## Our Children’s Center

**Locations:** General Building, room G-309  
Namm Hall, room G-14  
**Phone:** 718-260-5192  
**Email:** [ChildCareCtr@citytech.cuny.edu](mailto:ChildCareCtr@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/occ](http://citytech.cuny.edu/occ)  
**Hours:** See hours on website  
**Director:** Ansil Baptiste

Our Children’s Center offers diverse programs including preschool, 3K, UPK, after-school, and Saturday school. We cater to children aged 2-12 years. Our curriculum implements a play-based curriculum to support developmental milestones. We also provide meals and support families with financial assistance options. This center serves student parents, faculty, staff, and the community, ensuring a nurturing environment for children’s growth.

# Professional Development Center (PDC)

**Location:** Library Building, room L-114  
**Phone:** 718-260-5050  
**Email:** [PDC@citytech.cuny.edu](mailto:PDC@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/pdc](http://citytech.cuny.edu/pdc)  
**Hours:** Monday – Wednesday, 9:00am – 5:00pm  
Thursday, 9:00am – 6:00pm  
Friday, 9:00am – 4:00pm  
**Manager:** Tanika Bashir

City Tech’s Professional Development Center (PDC) - Career Services, support students and alumni by cultivating essential competencies necessary to make informed decisions to achieve their career goals. Working closely with the Office of Public Affairs and Partnerships, PDC facilitates interaction among undergraduate students, graduate students, alumni, employers, and organizations to create access and opportunities, which help students pursue their personal and professional objectives.

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

## Public Safety

**Location:** Namm Hall, room N-109  
**Phones:** 718-260-5550  
718-260-5555 (emergencies)  
**Email:** [PublicSafety@citytech.cuny.edu](mailto:PublicSafety@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/public-safety/](http://citytech.cuny.edu/public-safety/)  
**Director:** Chief Jessica Marrero

City Tech's main campus grounds, the contiguous geographic perimeter of the main campus, the off-campus sites, the entry gates, and the parking areas are patrolled on a 24-hour basis by Public Safety Officers. Public Safety Officers are sworn law enforcement/NYS Peace Officers under Criminal Procedure Law 2.10 subsection 79 and have the power to make arrests in compliance with New York State Criminal Procedure Law Peace Officers Law. Public Safety Peace Officers receive training in accordance with the New York State Division of Criminal Justice Services (NYS DCJS). Officers also participate in continual in-service training to maintain state compliance. At City Tech, incidents of a criminal nature that are reported to a Peace Officer are referred, with the complainant's consent, to the NYPD. The Public Safety Department conducts administrative investigations involving CUNY policies, rules and regulations. These investigations may involve students, staff, and visitors on college property. Appropriate referrals necessitating further review and action may be made to Student Affairs and/or Human Resources.

## CUNY Alerts

To inform the college community of emergencies and unplanned campus closures, City Tech uses CUNY Alert, a text, email, and/or voice message notification system. Make sure that you are subscribed to receive these important communications!

- On a regular basis, students, faculty and staff should:**
- Verify that you are enrolled in CUNY Alert.
  - Check your notification settings to ensure that you receive messages via your preferred method (example: text), at the correct phone number and/or email address.

- Students, faculty, and staff with CUNYfirst access:**
- Access CUNY Alert notification preferences by logging in to CUNYfirst, then selecting the CUNY Alert tile.
  - Be sure to specify City Tech as your CUNY institution in your CUNY Alert profile.

For complete information regarding CUNY Alert, please visit [cuny.edu/cuny-alert](http://cuny.edu/cuny-alert).

## 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.

## ID Station

**Location:** Namm Hall, room N-112  
**Website:** [citytech.cuny.edu/public-safety/id-card.aspx](http://citytech.cuny.edu/public-safety/id-card.aspx)

New students, faculty and staff may obtain an identification card at the ID station at Namm-112. While on campus, students, faculty, and staff must possess a City Tech ID Card. The ID card is the property of City Tech and must be presented upon request of a College official. For lost/stolen cards, individuals may obtain a replacement at the Bursar Office NG-06 for \$15.00. Upon payment, bring your receipt to the Public Safety ID office Namm-112. If you are no longer a student/faculty/staff, your ID card must be returned to the Public Safety Department.

- For a replacement ID, please bring the following:**
- Form of Photo ID.
  - Proof of registration for the current semester (such as a course schedule). Please make sure that your Empl ID, Last Name and First Name are visible.
  - Proof of payment of \$15 replacement fee.

## Illness/Injury

If you need immediate attention because of illness or injury, call the emergency number: 718-260-5555.



## Lost and Found

**Location:** Namm Hall, room N-109

Lost or found something? Stop by the Public Safety Office in Namm Hall N-109, or call 718-260-5550.

## Recreation and Intramural

**Location:** Academic Building, room LL-112  
**Phone:** 718-260-5102  
**Email:** [Athletics@citytech.cuny.edu](mailto:Athletics@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/athletics](http://citytech.cuny.edu/athletics)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Specialist:** Brenda Alexander

The Recreation and Intramural program provide leisure-time activities for students, faculty, staff and alumni. Special classes include fitness, martial arts and dance. Schedules are posted throughout the college. For further information, come to the Recreation Office.

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

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

## Fitness Center

The City Tech Fitness center provides many options in your fitness routine can help strengthen your heart, lungs, and muscles, while boosting your stamina, improving your balance, and burning a lot of calories.

## Registrar’s Office

**Location:** Namm Hall, room G-15  
**Phone:** 718-260-5800  
**Email:** [Registrar@citytech.cuny.edu](mailto:Registrar@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/registrar/](http://citytech.cuny.edu/registrar/)  
**Hours:** Monday, Tuesday, 9:00am - 5:00pm  
Wednesday, 9:30am - 6:30pm  
Thursday-Friday, 9:00am-5:00pm  
**Director:** Derwent Dawkins

The mission of the Registrar's Office is to maintain the integrity of its educational records and provide administrative support for the college's diverse urban community in a manner that is efficient, professional, and ethical.

**In fulfilling this mission, the primary goals of the Registrar's Office are to:**

- Maintain accurate academic and enrollment records for its past and present student population, and provide data from these records when appropriate.
- Conduct an efficient registration and scheduling process each semester that delivers the college's curriculum in compliance with its policies and regulations.
- Provide administrative support to students as they work towards degree completion, as well as certify them for graduation in a timely matter.

Our staff is committed to serving students, with technology as an essential resource in meeting your needs. Please visit our menu to read further about the services we provide our students.

## Scheduling Testing Advisement Registration (STAR)

**Location:** Namm Hall, room N-104  
**Phone:** 718-260-5013  
**Email:** [Advisement4u@citytech.cuny.edu](mailto:Advisement4u@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/star/](http://citytech.cuny.edu/star/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Director:** Lourdes Smith

Scheduling Testing Advisement Registration (STAR) is a comprehensive advisement office that welcomes and offers enrollment support to new entering students and incoming transfer students. Academic advising is student centered and holistically supports students with advisement tools such as Degree Works and CUNYfirst to successfully progress in their desired City Tech major.

For virtual incoming freshman walk-in advisement, please contact our office at (718) 260-5013 or via Virtual Office: Meeting ID: 960 7591 0891, Passcode: 281923. For in-person incoming freshman walk-in advisement, please visit our office at 300 Jay Street, N-104.

# Scholarships and Residency Services

**Location:** Namm Hall Ground, room NG-08  
**Phone:** 718-260-5054  
**Fax:** 718-254-8522  
**Email:** [ScholarshipSVCS@citytech.cuny.edu](mailto:ScholarshipSVCS@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/scholarships/](http://citytech.cuny.edu/scholarships/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm

We help students navigate the numerous scholarships available and encourage them to apply. Scholarship eligibility is determined upon entrance into the college - based on academic strengths and financial need (if applicable). We continue to monitor eligibility throughout each student’s career at the college.

# Student Complaints and Grievances

**Phone:** 718-260-4975  
**Email:** [ABurns@citytech.cuny.edu](mailto:ABurns@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/current-student/complaints/](http://citytech.cuny.edu/current-student/complaints/)  
**Manager of Student Advocacy & Accountability:** Angela P. Burns

The college recognizes its responsibility to provide students with a procedure for addressing complaints about administrators and staff. Examples of these complaints might include incompetent or inefficient service, neglect of duty, or conduct unbecoming of the staff. Please note that there are college and university policies and procedures that concern ADA complaints, discrimination complaints, sexual harassment, and faculty conduct complaints.

# Student Life and Development

**Location:** General Building, room G-516  
**Phone:** 718-260-5391  
**Email:** [StudentLife@citytech.cuny.edu](mailto:StudentLife@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/student-life](http://citytech.cuny.edu/student-life)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Director:** Chris Daversa

The Office of Student Life and Development supports the mission of City Tech through the intentional design and implementation of developmental activities, experiences, and services that foster a supportive, challenging and nurturing environment. Student Life provides opportunities for City Tech students to engage in purposeful and transformative learning to prepare them to be active learners, successful graduates, and engaged global citizens.

# Clubs and Student Organizations

**Website:** [citytech.cuny.edu/clubs/](http://citytech.cuny.edu/clubs/)  
**Hours:** Club hours are Thursdays, 12:45pm – 2:15pm (during fall/spring terms)

City Tech clubs are an integral part of college life because they allow students with common interests to come together and work toward a common goal. They are also a great way to meet your peers, get to know the college, expand your college education beyond the classroom, and participate in student-sponsored social events on campus.

# N.E.S.T. Food Pantry

**Location:** General Building, room G-414  
**Hours:** Monday, 12:00pm – 4:00pm  
Tuesday, 10:00am – 3:00pm  
Wednesday, 2:00pm – 6:00pm  
Thursday, 11:00am – 3:00pm  
**Website:** [citytech.cuny.edu/student-life/food-pantry.aspx](http://citytech.cuny.edu/student-life/food-pantry.aspx)  
**Coordinator:** Gerson Ramirez

Every week, the N.E.S.T. Food Pantry serves students and their families perishables and non-perishable products, such as fruits, vegetables, canned food, and dried goods. We adopted a market style pantry to allow students to select their preferred products of choice.

Volunteer opportunities include assisting with the unloading of deliveries, restocking and organizing of shelves. For further information regarding volunteer opportunities, you can contact Mr. Gerson Ramirez at [Gerson.Ramirez38@citytech.cuny.edu](mailto:Gerson.Ramirez38@citytech.cuny.edu) or Kaylley Rames at [Kaylley.Ramales11@citytech.cuny.edu](mailto:Kaylley.Ramales11@citytech.cuny.edu).

# New Student Orientation

**Website:** [citytech.cuny.edu/orientation/](http://citytech.cuny.edu/orientation/)

City Tech’s New Student Orientation (NSO) program gets you ready for a successful college experience. Through the NSO program, students and their families learn about a variety of City Tech offerings. To assist in making the transition to college as smooth as possible, the NSO offers a day of informative presentations and engaging activities to prepare you for college life.

At the NSO, you and your family will become acquainted with academic support, technology services and student life and development opportunities on campus. Additionally, you’ll get to know our administrators, deans, and staff, while establishing relationships with other City Tech students.



## New Tech Times Student Newspaper

**Location:** General Building, room G-517

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

## Peer Support Initiative

**Website:** [citytech.cuny.edu/peer-support/](http://citytech.cuny.edu/peer-support/)

Through the Peer Support Initiative, Peer Navigators aim to provide support, guidance, and resources to students to help them navigate various aspects of college life successfully. This includes navigating through campus resources, understanding college policies and procedures, and accessing mental health and wellness services. Peer navigators help students adjust to college life, overcome challenges, and achieve their academic and personal aspirations. Overall, the goal is to foster a supportive and inclusive City Tech community where students feel empowered to thrive academically, socially, and personally.

## Student Government Association (SGA)

**Location:** General Building, room G-400  
**Phone:** 718-260-5019  
**Email:** [SGAPresident@citytech.cuny.edu](mailto:SGAPresident@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/sga/](http://citytech.cuny.edu/sga/)

The Student Government Association is the representative body for students on all college policy issues. SGA strives to advocate on behalf of the students for administration, faculty, student organizations and the college community. As representatives for the students, we provide an opportunity for students’ views to be expressed and heard. The body is comprised of seven executive officers and thirteen senators. The primary function of Student Government is to uphold our rights as students. We are responsible for allocating and managing the student activity fee and assisting all clubs and organizations.

## Student Success Center

**Location:** Library Building, room G-18R  
**Phone:** 718-260-5570  
**Email:** [StudentSuccessCenter@citytech.cuny.edu](mailto:StudentSuccessCenter@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/ssc/](http://citytech.cuny.edu/ssc/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Director:** Dorie Clay

The mission of the Student Success Center is to connect City Tech students to personalized guidance, resources, and support to foster persistence and retention to timely degree attainment. Employing a holistic approach, the SSC will position students to thrive as active, engaged, and informed participants in their educational journey.

### Academic Reboot @ City Tech:

Academic Reboot is a comprehensive program that helps students who need support meet academic standards and get back on track. Students who are placed on Academic Alert, Academic Probation, Continued Probation, or have been readmitted to the college after appealing an Academic Dismissal, are eligible to participate in this program. The Academic Reboot Program includes: (Re)Boot Camp, an Individual Reboot Plan, a Learning Style Assessment and corresponding study strategies, a dedicated Success Coach, regular check-ins throughout the semester, registration guidance, engagement support, study group facilitation, SAP Appeal Assistance (for Financial Aid), and a semester-end celebration for successful participants. All students eligible for the program receive an invitation via email. If you think you are eligible, but did not receive anything please contact us [StudentSuccessCenter@citytech.cuny.edu](mailto:StudentSuccessCenter@citytech.cuny.edu)

### City Tech Boost!:

Is a workshop for students beginning their first semester of college at City Tech. Complementing the information given to students during orientation, City Tech Boost! helps new students prepare for the challenges and adventures they will encounter as they begin their new journey in college.

### Emergency Resource Support:

Students who are facing difficulties with money, food, housing, or legal issues can work with our Emergency Resource Coordinators to access various resources and services, on and off-campus. Coordinators have in-depth knowledge of how to apply for and access these resources, and will walk students through the process, as well as answer questions to make the process go smoothly. All services are confidential. Some of these resources are listed on our Emergency Resources & Service page, but we encourage students to reach out to one of our Coordinators for a full list of resources and guidance with application processes. Make an appoint with an Emergency Resource Coordinator today by emailing us [StudentSuccessCenter@citytech.cuny.edu](mailto:StudentSuccessCenter@citytech.cuny.edu) or dropping by the Center.

**MoneyWi\$e:**

Everyone wants to get some of that paper, but then what? How do you actually save money and accumulate wealth? Learning how to deal with finances can be tricky, but we want to help! The Student Success Center’s MoneyWi\$e Program invites students to a series of workshops, hosted by the financial planning professionals, that covers financial topics such as: credit cards, debt, payday apps, investing, understanding paycheck deductions, and the ins and outs of responsible money management. Peer MoneyWi\$e Advisors will work with students individually and in small groups to reinforce concepts from the workshops. Students who participate in all five workshops will receive a savings account start-up deposit and be entered in a raffle to win a grand prize.

**One-on-One Coaching:**

Students can find personal, individualized support with a Success Coach from the Student Success Center. Coaches are trained to help students find long-term strategies and solutions to a variety of issues, such as: difficulty communicating with professors, being overwhelmed with schoolwork and personal responsibilities, accountability, confusion about next steps, inability to locate campus resources, and much more. Make an appointment with a Success Coach today by emailing us [StudentSuccessCenter@citytech.cuny.edu](mailto:StudentSuccessCenter@citytech.cuny.edu) or dropping by the Center.

**SAP Appeal Assistance:**

Students who struggle to keep their grades up, may eventually find themselves having difficulty maintaining their financial aid status. Federal and State regulations dictate that students must maintain Satisfactory Academic Progress (SAP) in order to continue receiving financial aid for college. Students in danger of losing their financial aid eligibility are given the chance to appeal the decision. Coaches in the Student Success Center are here to assist any student who needs help putting together their SAP Appeal submission. Make an appointment with a Success Coach today by emailing us [StudentSuccessCenter@citytech.cuny.edu](mailto:StudentSuccessCenter@citytech.cuny.edu) or dropping by the Center.

**Student Wellness and Counseling Center**

**Location:** Academic Building, room ALL-110  
**Phone:** 718-260-5910  
**Email:** [WellnessCenter@citytech.cuny.edu](mailto:WellnessCenter@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/wellness-center](http://citytech.cuny.edu/wellness-center)  
[citytech.cuny.edu/counseling/](http://citytech.cuny.edu/counseling/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm

The Student Wellness Center is dedicated to helping City Tech students achieve academic success by supporting their physical, mental and emotional well-being. The center offers free services and programs designed to help our students reach their academic goals, maintain and/or improve their well-being, and make healthier life choices. We believe that healthy students are better able to learn and that when students make informed, conscious decisions about their health, everyone - students, families and communities - thrives.

**Theatreworks**

**Location:** Voorhees Hall, room V-203  
**Phone:** 718-260-5588  
**Email:** [SBrandt@citytech.cuny.edu](mailto:SBrandt@citytech.cuny.edu)  
**Website:** [citytechtheatreworks.org](http://citytechtheatreworks.org)  
**Hours:** Monday – Thursday, 10:00am – 2:00pm  
**Manager:** Miguel Valderama

City Tech Theatreworks is the campus producing organization which presents live events to the college and broader community on and off campus, and online. Past productions have included theatre, comedy and variety productions, concerts, staged readings, themed attractions, operas, dance performances, fashion shows and many other types of live performance.

Founded in 1974, the organization is composed of students, alumni, faculty, staff and community members, all of whom have performance opportunities. Since 1999, the major production each year is the Gravesend Inn, a haunted attraction staffed by students and presented to thousands of campus and community members. Additionally, Theatreworks partners on a regular basis with professional presenting organizations and hosts them on campus to work with and present to City Tech students.

**Ursula C. Schwerin Library**

**Location:** Library Building Fourth Floor  
**Circulation:** 718-260-5470  
**Reference:** 718-260-5485  
**Voice Mail:** 718-260-5497  
**Website:** [library.citytech.cuny.edu](http://library.citytech.cuny.edu)  
**Hours:** Monday – Thursday, 9:00am – 9:00pm  
Friday, 9:00am – 7:00pm  
Saturday, 10:00am – 5:00pm  
**Chief Librarian and Department Chair:** Junior Tidal

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

The library website, accessible from the City Tech homepage, is an important access point for library collections and services. Connect at [library.citytech.cuny.edu](http://library.citytech.cuny.edu) to access the CUNY library catalog, databases for journal, magazine, newspaper and encyclopedia articles research guides and tutorials. Follow the City Tech library @citytechlibrary and read the LibraryBuzz blog at [openlab.citytech.cuny.edu/library](http://openlab.citytech.cuny.edu/library) for updates on library services and events.



Reference librarians are available to help students with research questions both in person and by phone when the library is open, and via chat any time: [library.citytech.cuny.edu/help/ask/index.php](http://library.citytech.cuny.edu/help/ask/index.php)

To check out books in the City Tech library and access journal and reference databases from home, you must have a CUNY ID card. At the circulation desk, you may also check out a key for a group study room or borrow a cmathopy of your textbook on reserve for in library use. The Library’s computer workstations are available to access the internet, use Microsoft Office applications and print up to 150 pages per week for free.

## Veterans Support Services

**Location:** Library Building, room L-236  
**Phone:** 718-260-4980  
**Emails:** [Veterans@citytech.cuny.edu](mailto:Veterans@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/veterans/](http://citytech.cuny.edu/veterans/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Coordinator:** Cody Tchou

The Office of Veterans Support Services is committed to providing a dedicated space where veterans, active-duty service members, and their families can access a range of resources and support to ensure a smooth transition into the academic world and beyond. We aim to support military-affiliated students through academic guidance, peer connections, and the coordination of essential services. We honor your committment to our country and are here to empower your journey towards academic success and personal growth.

## Vision Care Technology Program Eye Clinic

**Location:** Academic Building, room A-812  
**Phone:** 718-260-5298  
**Fax:** 718-254-8521  
**Email:** [VisionCare@citytech.cuny.edu](mailto:VisionCare@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/business/ophthalmic-dispensing-aas.aspx](http://citytech.cuny.edu/business/ophthalmic-dispensing-aas.aspx)  
**Hours:** Monday, 8:45am – 10:45am  
Wednesday, 11:45am – 1:45pm  
**Director:** Steven Indelicato

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





# OTHER SERVICES

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## Chapter 2

### Convenient Services

**ATMs:**

Located on the first floor in Namm Hall.

**Bicycle Racks:**

Located at Namm Hall and Vorhees Hall entrances.

**Bulletin Boards:**

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

**Cafeteria:**

Student food service facilities for day and evening students are located on the main floor of Namm Hall and the second floor of Voorhees Hall. Vending machines are also located at these locations. Special catering is available for college activities and events.

**Lockers:**

An extremely limited number of lockers are available. These lockers are reserved for and issued to day students who are enrolled in programs that require the storage of laboratory clothing and laboratory materials. Students enrolled in such laboratory courses should inquire of the department laboratory personnel as to the issuance of lockers.

Lockers are assigned to students for the academic year only and must be vacated prior to the last day of the spring semester. Property remaining in lockers after that date will be removed and discarded. The college is not responsible for property stored in these lockers.

**Student Lounges:**

Lounges are available in each of the college buildings. They are open during the day and evening sessions for the convenience of all students. They must therefore be used in a considerate and proper manner at all times so that others are not deprived of their use. See the building directories or check with the building coordinators for the locations of the lounges.



# ACADEMIC PROGRAMS

## Chapter 3

### Accelerate, Complete, Engage (ACE)

**Location:** Environmental Building, room E-203  
**Phone:** 718-254-8624  
**Email:** [JoinACE@citytech.cuny.edu](mailto:JoinACE@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/ace](http://citytech.cuny.edu/ace)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Director:** Kwesi Samuels

ACE at City Tech is a comprehensive program designed to help students complete their academic journey to the bachelor's degree on time. Modeled on our Accelerated Study in Associate Programs (ASAP), ACE provides a range of financial, academic, and personal support, including intensive academic advisement and career development, and tuition, textbook, and transportation assistance. Think of the City Tech ACE team as trusted guides here to help you stay on track and graduate on time.

#### Program Perks:

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

### Accelerated Study in Associate Programs (ASAP)

**Location:** Environmental Building, room E-203  
**Phone:** 718-254-8624  
**Email:** [JoinASAP@citytech.cuny.edu](mailto:JoinASAP@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/asap](http://citytech.cuny.edu/asap)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Director:** Kwesi Samuels

ASAP is designed to help motivated students earn their Associate degree as quickly as possible, with a goal of graduating at least 50% of students within three years or less. ASAP at City Tech emphasizes enriched academic, financial and personal supports including comprehensive and personalized advisement, career counseling, tutoring, tuition waivers, MTA MetroCards and additional financial assistance to defray the cost of textbooks. Students enrolled in a program that awards an associate degree followed by a baccalaureate degree (2+2) are eligible for ASAP.

#### Program Perks:

- A free monthly MetroCard.
- Textbook assistance to reduce (or eliminate) the cost of textbooks.

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

## Black Male Initiative Program (BMI)

**Location:** Pearl Building, room P-501  
**Phone:** 718-260-4910  
**Fax:** 718-260-5791  
**Email:** [SJohnson@citytech.cuny.edu](mailto:SJohnson@citytech.cuny.edu)  
**Hours:** Monday – Friday, 10:00am – 6:00pm  
**Director:** Dr. Reginald Blake

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

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

## Bridging the Gaps Program/STEP Program

**Location:** Pearl Building, room P-613  
**Phone:** 718-260-5207  
**Fax:** 718-260-5503  
**Email:** [MHernandez@citytech.cuny.edu](mailto:MHernandez@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/btg-step/](http://citytech.cuny.edu/btg-step/)  
**Hours:** Tuesday – Saturday, 7:00am – 2:00pm  
**Director:** Alana Kim

Science and Technology Entry Program (STEP) is a New York State Education Department (NYSED) grant funded program that aims to increase underrepresented and economically disadvantaged students in STE(A)M and licensed profession. We serve 7th through 12th grade and offer standardized test prep workshops such as Common Core Prep (ELA/ Reading and Writing, Math/ Algebra I and II, Trigonometry, Web Development/ Programming, Video Game Design, Chemistry and Robotics (STEAM)).

## College Now

**Location:** Pearl Building, room P-613  
**Phone:** 718-260-5206  
**Fax:** 718-260-5503  
**Email:** [CollegeNow@citytech.cuny.edu](mailto:CollegeNow@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/collegenow/](http://citytech.cuny.edu/collegenow/)  
**Hours:** Tuesday – Saturday, 10:00am – 6:00pm  
**Director:** Matthew Brittain

CUNY's College Now program enables NYC DOE high school students to develop academic momentum toward a college degree, envision options for their future, make informed choices about college and learn how their education can lead to rewarding careers. College Now at City Tech offers students from designated high schools the opportunity to enroll in college credit-bearing courses and STEM research opportunities FREE of cost. Classes meet after the regular high school day and/or on Saturday on the City Tech campus.

## CUNY Baccalaureate for Unique and Interdisciplinary Studies

**Location:** Namm Hall, room N-426  
**Email:** [IWestengard@citytech.cuny.edu](mailto:IWestengard@citytech.cuny.edu)  
**Website:** [cunyba.cuny.edu](http://cunyba.cuny.edu)  
**Hours:** By appointment  
**Director:** Laura Westengard

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

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



## CUNY EDGE

**Location:** General Building, room G-503  
**Phone:** 718-260-5187  
**Email:** [CUNYEdge@citytech.cuny.edu](mailto:CUNYEdge@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/edge/](http://citytech.cuny.edu/edge/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Director:** Fausta Campusano

CUNY EDGE (Educate, Develop, Graduate and Empower), formerly known as the COPE program, is funded and operated in partnership between the New York City Human Resources Administration (HRA) and CUNY to provide matriculated CUNY students with the supports they need to succeed in college, secure sustainable employment, and to become civically engaged members of society.

The crux of the CUNY EDGE program comprises academic, personal, and career advisement services. The goal is to promote a culture of academic excellence to support students receiving public assistance to persist to graduation. The program provides ongoing individualized planning and advising to help students achieve timely graduation and secure meaningful and sustainable employment.

## CUNY Explorers

**Location:** Namm Hall, room N-506  
**Phone:** 718-260-5967  
**Email:** [ISilva@citytech.cuny.edu](mailto:ISilva@citytech.cuny.edu)  
**Website:** [cuny.edu/academics/current-initiatives/k16/explorers](http://cuny.edu/academics/current-initiatives/k16/explorers)  
**Hours:** Monday – Friday, 8:00am – 4:00pm  
**Director:** Ilia Silva

Every year a team of 15 college students are recruited, selected and trained to assist with the program and are awarded a stipend for participation. CUNY Explorers ensures that 6th-10th grade NYCPS students have a college experience. The college campus visit promotes academic knowledge, career opportunities while building early college skills. Through age-appropriate and customized visits, CUNY Explorers reinforces the message that all students can go to college, college is affordable, and students can take steps now to achieve their college goals

## CUNY Language Immersion Program (CLIP)

**Location:** Pearl Building, room P-416  
**Phone:** 718-552-1114  
**Email:** [CLIP@citytech.cuny.edu](mailto:CLIP@citytech.cuny.edu)  
**Website:** [www.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/cuny-language-immersion-program-clip/](http://www.cuny.edu/academics/academic-programs/model-programs/cuny-college-transition-programs/cuny-language-immersion-program-clip/)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Director:** Gilberto Gerena

CLIP is a low-cost university program serving CUNY ESL students who have been accepted to one of the CUNY colleges; took the College Placement Test (Accuplacer); and need to enroll in an ESL program/class to improve their English reading/writing skills to achieve proficiency.

## CSTEP

**Location:** Pearl Building, room P-613  
**Phone:** 718-260-5216  
**Email:** [CSTEP@citytech.cuny.edu](mailto:CSTEP@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/cstep](http://citytech.cuny.edu/cstep)  
**Hours:** Tuesday – Saturday, 7:00am – 2:00pm  
**Director:** Alana Hyun Kim

CSTEP is a student success program designed to provide transfer students from underrepresented populations and economically disadvantaged backgrounds with the support needed to succeed in college.

## CUNY LEADS

**Location:** Library Building, room L-237  
**Phone:** 718-260-5187  
**Email:** [Accessibility@citytech.cuny.edu](mailto:Accessibility@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/accessibility/cuny-leads.aspx](http://citytech.cuny.edu/accessibility/cuny-leads.aspx)  
**Hours:** Monday – Friday, 9:00am – 5:30pm  
**Specialist:** Linda Buist

CUNY LEADS is a unique program of CUNY created to provide students with disabilities the skills to make realistic academic and career choices that will result in successful career outcomes.

**LEADS students receive individualized academic and career guidance and training for the world of work in areas including, but not limited to:**

- Academic advisement
- Career counseling
- Resume preparation assistance
- Interview preparation assistance

- Internship assistance
- Job seeking assistance
- Advocacy skills
- Referral assistance with ACCES/VR

Start planning your transition from school to work with the LEADS Advisor through professional networking, internship and employment opportunities.

## CUNY Service Corps

**Location:** Library Building, room L-114  
**Phone:** 718-260-5846  
**Email:** [ServiceCorps@citytech.cuny.edu](mailto:ServiceCorps@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/servicecorps/](http://citytech.cuny.edu/servicecorps/)  
**Hours:** Monday – Friday, 9:00am – 4:30pm  
**Director:** So Lan Liang

The Service Corps gives students like you the chance to improve New York City's future — while gaining real-world work experience. Students commit to serving in the program for one year from the Fall 2018 through Spring 2019 semesters for 11-12 hours per week. To find out more about the program's eligibility criteria, please visit [cuny.edu/servicecorps](http://cuny.edu/servicecorps).

## First Year Programs

**Location:** Namm Hall, room N-506  
**Phone:** 718-260-5967  
**Email:** [FirstYear@citytech.cuny.edu](mailto:FirstYear@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/fyp](http://citytech.cuny.edu/fyp)  
**Hours:** Monday – Friday, 9:00am – 5:00pm  
**Director:** Lauri Aguirre

First Year Programs’ mission is to help new students reach their academic and professional goals by welcoming them into City Tech's college community. Our faculty, staff, and peer mentors support students' transition to college, foster their academic skills, and work with them to create a successful pathway to the future. First Year Programs forwards the goals of the college by creating an inclusive environment where all students feel supported, valued, and encouraged to succeed.

### City Tech 101: Introduction to College Workshop:

Students can join our free City Tech 101: Introduction to College workshop, an enhanced orientation workshop that introduces new students to the skills and knowledge they need for college success.

### Math Prep Workshops:

Free Math Prep workshops provide incoming and current students a preview of select mathematical concepts right before they enroll in full-semester math courses in Quantitative Reasoning, Trigonometry, Pre-Calculus, and Calculus I and II courses.

### First Year Learning Communities:

First Year Learning Communities enroll the same first-year students into two or more courses centered around similar learning and career goals. Students are placed into cohorts that explore career-centered and educational experiences through paired first-year English or Math courses and a paired City Tech 101 workshop.

### The Companion:

Students also have access to The Companion, our college publication that offers comprehensive information and activities to support student success. Its chapters offer step-by-step strategies and tips that help students maximize learning.

### Peer Mentoring Program:

First Year Programs' Peer Mentoring Program supports first year students’ transition to college by pairing new students acclimating to college life with experienced student leaders.

## Honors Scholars Program

**Location:** Pearl Building, room P-511  
**Phone:** 718-254-8668  
**Email:** [HonorsScholars@citytech.cuny.edu](mailto:HonorsScholars@citytech.cuny.edu)  
**Website:** [honors.citytech.cuny.edu](http://honors.citytech.cuny.edu)  
**Hours:** Monday – Thursday, 10:00am – 3:00pm  
**Director:** Reneta Lansiquot-Panagiotakis

The Honors Scholars Program is dedicated to providing academically talented students with opportunities to further develop their intellectual potential. Honors Scholars participate in a collaborative community designed to motivate and challenge talented students and to foster a life-long dedication to learning. Honors Scholars have the privilege of registering early for classes as well as the opportunity to take part in co-curricular activities such as field trips, workshops, research, enriched coursework for honors credit, graduate school prep, and masterclasses.

## MathStart/JumpStart

**Location:** General Building, room G-310  
**Phone:** 718-254-8633  
**Email:** [MathStart@citytech.cuny.edu](mailto:MathStart@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/mathstart](http://citytech.cuny.edu/mathstart)  
**Hours:** Monday – Thursday, 9:00am – 5:00pm  
**Director:** Kwesi Samuels

Math Start offers students the opportunity to demonstrate proficiency in developmental mathematics. Through rigorous coursework, Math Start students increase their understanding of math, prepare for credit-bearing coursework, and strive to meet CUNY’s math proficiency milestone.



**Program Perks:**

- Free unlimited MTA MetroCard
- Save tuition and financial aid money
- Small class sizes with instructor and tutor support
- College, career and campus life advisement
- Pathway into ASAP (Accelerated Study in Associate Programs) — contingent on academic major

National Society of Collegiate Scholars (NSCS)

**Location:** Pearl Building, room P-511  
**Phone:** 718-254-8668  
**Email:** [Reneta.Lansiquot-Panagiotakis94@citytech.cuny.edu](mailto:Reneta.Lansiquot-Panagiotakis94@citytech.cuny.edu)  
**Website:** [honors.citytech.cuny.edu/nscs](http://honors.citytech.cuny.edu/nscs)  
**Hours:** Monday – Thursday, 10:00am – 3:00pm  
**NSCS Chapter Co-Director:** Reneta Lansiquot-Panagiotakis  
**NSCS Chapter Co-Director:** Tamrah Cunningham

Over two decades ago, Dr. Janet Liou-Mark and then-student Reneta Lansiquot initiated City Tech’s chapter of the National Society of Collegiate Scholars (NSCS). As the sole honor society on campus, NSCS acknowledges high-achieving students from all academic disciplines. NSCS not only recognizes the accomplishments of high achievers early in college, but engages them through scholarship, leadership, and service opportunities making their college experience more rewarding and preparing them for a bright future. NSCS is accredited with the Association of College Honor Societies (ACHS), the nation’s only certifying agency for college and university honor societies.

National Society of Leadership and Success (NSLS)

**Location:** General Building, room G-509  
**Email:** [SBun@citytech.cuny.edu](mailto:SBun@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/student-life/nsls.aspx](http://citytech.cuny.edu/student-life/nsls.aspx)  
**Advisor:** Siev Bun

The NSLS is an organization that provides a life-changing leadership program that helps students achieve personal growth, career success and empowers them to have a positive impact in their communities.

We are dream supporters – we build leaders, support people in achieving their dreams, and better the world in the process. We get people to ask the all-important question, ‘What would you do if you knew you couldn’t fail?’ and then give students the tools they need to drive their future forward, establish themselves as leaders among their peers and build real-work skills that will help them excel in the workplace.

Percy E. Sutton SEEK Program

**Location:** Namm Hall, room N-401  
**Phone:** 718-260-5680  
**Email:** [SEEK@citytech.cuny.edu](mailto:SEEK@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/seek/](http://citytech.cuny.edu/seek/)  
**Hours:** Monday – Tuesday, 9:00am – 5:00pm  
Wednesday, 9:00am – 6:30pm  
Thursday – Friday, 9:00am – 5:00pm  
**Director:** Paul Dorestant

The Percy Ellis Sutton SEEK program at City Tech recognizes the potential in every student, regardless of his or her educational and economic background. Our program introduces students to the culture of higher education and provides services and resources intended to help students envision themselves as successful student learners.

**Mission:**

- Provide students with the tools they need to create their own success.
- Empower students to assume greater responsibility for their learning and their lives.
- Enhance students’ awareness of themselves.
- Foster among students a sense of identity and community within the SEEK program and the college at large.

We believe that through the partnership formed by the students’ hard work and our program’s support, students will become active, engaged learners who graduate from college and pursue fulfilling, productive, and healthy lives.

Study Abroad

**Website:** [citytech.cuny.edu/study-abroad/](http://citytech.cuny.edu/study-abroad/)

City Tech students are eligible to participate in the 166 programs in 51 countries managed by colleges of CUNY. In some cases, federal financial aid for which the student is eligible may be usable in these programs, if coursework to be completed is applicable to the student’s degree program. For information about these CUNY programs, please go to [www1.cuny.edu/sites/studyabroad/](http://www1.cuny.edu/sites/studyabroad/).

Students should make study abroad decisions only after discussion with a departmental advisor, to be sure they understand the impact of their decision on their degree completion.

# Undergraduate Research

**Location:** Pearl Building, room P-502  
**Phone:** 718-260-5433  
**Email:** [UndergraduateResearch@citytech.cuny.edu](mailto:UndergraduateResearch@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/research](http://citytech.cuny.edu/research)  
**Hours:** Monday – Thursday, 10:00am – 4:00pm  
**Director:** Hamid Norouzi

The goal of City Tech’s Undergraduate Research program is to ensure that all students have access to undergraduate research opportunities. We are committed to the principle that research is a learning experience leading to deeper understanding of concepts taught in the classroom, through their application to discover new knowledge or solve societal problems.

- We strive to support:**
- Undergraduates by connecting them with faculty mentors, providing professional development and opportunities to show case and celebrate their work.
  - Faculty mentors by advertising their research interests, providing mentorship on mentoring, fund raising in order to provide additional resources, guidance on incorporation of research into the curriculum, and recognition of their contributions.

The Office of Undergraduate Research oversees several undergraduate research programs and opportunities at City Tech, including:

## Emerging Scholars Program (ESP)

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

## Louis Stokes Alliances for Minority Participation (LSAMP)

Fellowship research program with funded opportunities for students to complete laboratory research with a faculty mentor. Students must be US Citizen or Permanent Resident; be enrolled full-time with a GPA of at least 2.5, with a maximum of 45 credits completed prior to the start of the Spring 2024 semester; and participate in a STEM-related research project. Students cannot participate in both the Emerging Scholars Program (ESP) and LSAMP in the same semester.

## CUNY Immersive Research Experience (CIRE)

Provides funded research experiences for baccalaureate degree students over a one-year period. Full-time rising junior and rising seniors in qualifying STEM programs may participate. Students and faculty should commit to being part of the program for one full academic year plus the summer. Students must maintain full-time enrollment status while in the program. The goal of the program is to encourage undergraduate participation in authentic research, to increase persistence in STEM disciplines (including social and behavioral sciences), and to prepare advanced undergraduate students for graduate programs and the professional workforce.

## CUNY Research Scholars Program (CRSP)

Provides funded laboratory experiences for associate degree students (or baccalaureate students with less than 50 credits completed) over a one-year period. The goal of the program is to encourage undergraduate students to participate in authentic research and to increase persistence in STEM disciplines.



# TECHNOLOGY RESOURCES

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## Chapter 4

### AtoL Labs

**Locations:** General Building, room G-600, General Open Lab  
Vorhees Hall, V-217, High Tech Open Lab  
**Hours:** View hours on website  
**Email:** [AtoL@citytech.cuny.edu](mailto:AtoL@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/atol/labs.aspx](http://citytech.cuny.edu/atol/labs.aspx)

The G-600 and V-217 labs are open computer labs available to all City Tech students. All computers have Internet access. If computer audio is needed, please bring a headset, as we cannot loan out headsets due to COVID safety requirements. We do not provide technical support for your devices.

By using our computer labs, you agree to abide by our policies listed below. If you cannot abide by the Rules and Regulations of our labs, you will be asked to leave and/or be subjected to involvement by campus authorities. Please be respectful to your fellow classmates and staff members.

#### Policy:

- City Tech students must enter their City Tech credentials to access the lab computers.
- Students are allowed to print up to 30 pages a day combined in G-600 & V-217.
- Please respect your AtoL (Academic Technologies and Online Learning) facilities.
- Eat food and drink beverages outside of these labs.
- Please be courteous to your fellow students by:
  - Using the computers for academic use only. Other students need to use computers as well.
  - Keeping your voice down, no loud conversations.
  - Answering your phone calls outside the lab.
  - Lowering your devices' volume to appropriate levels so as not to disturb others.
  - Keeping the lab clean. Please take your trash with you.
- Children and pets are not permitted in the lab.
- Vandalism of campus property will not be tolerated; campus authorities will be notified.
- Pornography is not permitted in the lab. Offenders will be reported to campus authorities.
- Please use your (wired) headsets when using the lab computers for online class sessions (headsets will not be provided).

#### Disclaimers:

- The lab is not responsible for lost properties.
- After 30 minutes, all unattended items will be considered lost & found.
- Please visit Public Safety for inquiries.
- We have the right to monitor all computers.
- During intersession, our lab hours may vary.
- Computers will automatically log off after 15 minutes of being idle.
- All files and information saved onto the computer will be deleted upon log off.
- Computers are set to turn off automatically 10 minutes before closing. Please save all your work and remember to log off when you are done.
- Labs are closed when there are no classes scheduled.

# Brightspace

**Website:** [citytech.cuny.edu/atol/student-brightspace.aspx](http://citytech.cuny.edu/atol/student-brightspace.aspx)  
**Log in:** [brightspace.cuny.edu](http://brightspace.cuny.edu)

Brightspace is a cloud-based learning management system (LMS) that runs blended and fully online courses. It comprises three integrated platforms: learning environment, learning repository, and ePortfolio. It was developed by D2L and designed to provide the tools necessary for content creation, assignment submissions, communication, and assessment by combining a collaborative and interactive virtual learning environment.

You can access Brightspace by entering your CUNY credentials, including your username and password, on the login page at [brightspace.cuny.edu](http://brightspace.cuny.edu).

This secure authentication process grants student’s entry to an integrated online learning platform where you can engage with course content, communicate with instructors, and track their academic progress. The straightforward login procedure ensures quick and convenient access to the educational resources provided by Brightspace within the CUNY system.

## Brightspace FAQ

### How do I download class content?

1. Log in to Brightspace.
2. Click on the course you want to access content from.
3. Select the tab labeled **Content, Material**, or something similar.  
*Note: Instructors can label their content differently.*
4. Find the material you want to download and click on the arrow next to it.
5. Select the **Download** button.

*Note: It is up to your instructor to make content downloadable.*

### How do I find my courses?

- Easily find your online courses after logging in to Brightspace from either the Course Selector or the My Courses widget.

### How do I edit my user profile?

1. Click on your name located on the top right corner.
2. Select **Profile** and change the necessary information such as your profile picture, tagline, and interests/hobbies.

For other questions on Brightspace, contact Academic Technologies and Online Learning (ATOL) at [AtoL@citytech.cuny.edu](mailto:AtoL@citytech.cuny.edu), 718-254-8565 or visit the General Building, room G-601.

# CUNYfirst

**Website:** [citytech.cuny.edu/cunyfirst/](http://citytech.cuny.edu/cunyfirst/)  
**Log in:** [home.cunyfirst.cuny.edu/](http://home.cunyfirst.cuny.edu/)

As a student, CUNYfirst enables you to view your academic information and conduct enrollment and financial aid-related activities. Registering for classes and modifying your schedule are done through CUNYfirst.

You can access CUNYfirst by entering your CUNY credentials, including your username and password, on the login page at [home.cunyfirst.cuny.edu/](http://home.cunyfirst.cuny.edu/).

## CUNYfirst FAQ

**FAQ website:** [cunyithelp.cuny.edu/](http://cunyithelp.cuny.edu/)

### How do I activate my CUNYfirst account?

1. Visit [managellogin.cuny.edu](http://managellogin.cuny.edu).
2. Click **Activate your CUNY Login Account**.
3. Enter: First & Last Names, Date of Birth (MM-DD-YYYY), Last 4 digits of your Social Security or CUNY Assigned ID Number.
4. Select checkbox (I am not a robot), click **Continue**.
5. Confirm Account Email Address, review email address and click **Continue** or Enter new email address, confirm, and click **Continue**.
6. Navigate to your Inbox (check your Spam/Junk Folder) and open email “CUNY Login Account Activation” and click the link.  
*Note: Verify images, if prompted.*
7. Create Account Password. Enter a CUNY Login password that MUST contain at least eight characters.
  - o 1 UPPERCASE letter.
  - o 1 lowercase letter.
  - o 1 number or symbol.
8. Confirm your password, then click **Continue**. Your CUNY Login Account is Activated.
9. Enter Account Mobile Phone Number.
10. Enter and confirm Phone Number (no dashes) and click Continue (Enter number ONLY on lines 2 & 4) (allow for future account authentication via text messages).
11. Choose **Security Questions and Answers**.
12. Select and answer five challenge questions of your choosing. Then click **Continue**.

*Note: A CUNY Login Account confirmation email will be sent to the email address indicated at the start of the account process.*



How do I log in my CUNYfirst account?

- 1. Enter [cunyfirst.cuny.edu](http://cunyfirst.cuny.edu) in your browser’s address bar.
- 2. Enter your CUNY Login Username (**firstname.lastname##@login.cuny.edu**) and Password and click the **Log In** button.

***Note:** Faculty, staff, and students are assigned a unique username and create their own password. Do not share this information with anyone.*

I forgot my CUNYfirst username, what do I do?

- Visit [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu), click **Forgot Username** and follow the prompts.

How do I view my grades?

- 1. Log in your CUNY Login (CUNYfirst) account.
- 2. From the CUNYfirst Home page click on: **Student Center**.
- 3. Click on **Academic Records**.
- 4. Click on **View Grades**, select the term to continue. The **View Grades** display the term’s Official Grades.

How do I apply for graduation online?

Students can use self-service to apply for graduation online. Students should apply for graduation in the term prior to the term from which you intend to graduate.

- 1. Click the **Student Center** tile.
- 2. Click the **Graduation** tile.
- 3. Click the **Apply for Graduation** link.

***Note:** Only those students who are eligible to graduate by the selected term will be able to continue with their graduation application.*

- 4. From the **Expected Graduation Term** dropdown box, select the term for which you anticipate completing all the requirements.
- 5. Click the **Continue** button.
- 6. On the Verify Graduation Data page, click the Submit Application button.
- 7. The **Submit Confirmation** page displays.

For other questions on CUNYfirst, contact the City Tech Student Computing Helpdesk at [StudentHelpdesk@citytech.cuny.edu](mailto:StudentHelpdesk@citytech.cuny.edu), 718-260-4900 or visit the Library Building, room L-114.

DegreeWorks

**Email:** [DegreeWorks@citytech.cuny.edu](mailto:DegreeWorks@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/registrar/degreeworks.aspx](http://citytech.cuny.edu/registrar/degreeworks.aspx)  
**Log in:** [degreeworks.cuny.edu](http://degreeworks.cuny.edu)

DegreeWorks is an easily accessible and user-friendly advisement tool. It compares your academic achievement to your major requirements as found in the College Catalog. It is aimed to help students progress through their degree plan efficiently.

It is strongly recommended that students meet regularly with their academic advisor to review the information displayed on their DegreeWorks audit.

You can access DegreeWorks by entering your CUNY credentials, including your username and password, on the login page at [degreeworks.cuny.edu](http://degreeworks.cuny.edu).

When using DegreeWorks, students will be able to:

- View all requirements for their degree.
- View how completed and in-progress courses apply to their degree requirements.
- Identify courses needed to complete their degree.
- View their grades and academic standing.
- View their overall GPA.
- Utilize What-If audits to view requirements if intending to change their major.
- View which credits would be applicable to another major or transferrable to another CUNY school.

***Note:** DegreeWorks is not your official transcript. DegreeWorks is a guide to assist you as you work with your academic advisor to plan toward the completion of your degree.*

DegreeWorks FAQ

**FAQ Website:** [citytech.cuny.edu/registrar/degreeworks.aspx](http://citytech.cuny.edu/registrar/degreeworks.aspx)

How can I access DegreeWorks?

- DegreeWorks is accessible through the Advisement/Transcript area of your CUNYfirst Student Center or through the DegreeWorks page.

When should I look at my DegreeWorks Audit?

Several times a semester. You should always review your Audit:

- Before you meet with your academic advisor to discuss registration for an upcoming semester.
- After you register--to ensure that the courses you selected applied to your requirements like you thought they would, and that all of your scheduled courses apply to your major.
- After your grades for each semester are posted.
- Anytime you make a change to your schedule, or have questions about what you need to complete your degree.
- Whenever you are considering changing your major. You will want to check your current Audit to see where you stand, and then use the “What if?” tool to check out other majors.

**How current will my information be in DegreeWorks?**

- Registration information (i.e., grade changes, or classes added/dropped) is refreshed each night. Curriculum/Major changes are refreshed weekly.

**How is my DegreeWorks Audit different from my transcript?**

- Our Audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official college record and provides a chronological list of courses you completed in semester order, and other academic information. Your official transcript must be requested from the Office of the Registrar.

**What is the “What If” feature?**

- “What if” is an option on the Audit that allows students to look at how the courses they have taken would apply toward other majors. It does not change your major or your course history; it just allows you to see how your courses would apply if you decided to change your major.

**Can I see how my requirements I have fulfilled or have left to fulfill?**

- Yes. DegreeWorks is laid out in block format displaying degree, skills, general education, and major requirements. Look for unchecked boxes to identify requirements that you still need to complete and green check marks for requirements you have already fulfilled.

**What courses can I use to fulfill my additional flexible common core requirement?**

- The additional flexible common core requirement can be fulfilled by any course within the flexible core categories: World Cultures and Global Issues, U.S. Experience in its Diversity, Creative Expression, Individual and Society, or Scientific World unless otherwise specified. For more information on your general education, please see the Pathways area of the DegreeWorks site.

**DegreeWorks placed one of my courses in two different places. Is that okay?**

- In most cases, yes. DegreeWorks is programmed to recognize that some courses can fulfill more than one requirement. For example, if your major requires BIO 1101 this course can be used to fulfill both your major requirement and your general education requirement. If you have any concerns about your Audit, check the requirements for your major in the College Catalog, before contacting your academic advisor.

For other questions on DegreeWorks, contact the DegreeWorks team at [DegreeWorks@citytech.cuny.edu](mailto:DegreeWorks@citytech.cuny.edu).

# Device Loan Requests/Returns

**Phone:** 718-260-4900  
**Email:** [StudentHelpdesk@citytech.cuny.edu](mailto:StudentHelpdesk@citytech.cuny.edu)  
**Website:** [citytech.cuny.edu/device-loan/](http://citytech.cuny.edu/device-loan/)

If you are currently registered at City Tech and do not have access to a computer or internet, do not worry. City Tech can loan you a Chromebook or iPad, as well as a T-Mobile Hotspot.

In collaboration with CUNY, City Tech is providing devices under the technology loan program. The loan period is the duration of your enrollment at City Tech.

# Free Software

**Website:** [it.citytech.cuny.edu/servicecatalog/Categories/GetService/17](http://it.citytech.cuny.edu/servicecatalog/Categories/GetService/17)

All enrolled students have access to the Office 365 suite of applications (ex. Word, Excel, PowerPoint). In addition, there is a variety of other software available to students. Visit our website for the list of free software.

# Student Computing Helpdesk

**Location:** Library Building, room L-114  
**Phone:** 718-260-4900  
**Email:** [StudentHelpdesk@citytech.cuny.edu](mailto:StudentHelpdesk@citytech.cuny.edu)  
**Website:** [it.citytech.cuny.edu](http://it.citytech.cuny.edu)  
**Hours:** Monday – Friday, 9:00am – 6:00pm  
**Service Desk Manager:** Tremmelle Thomas

Desktop Support is provided to faculty and staff, for CUNY-tagged devices. The Administrative Service Desk provides services including, but not limited to hardware and software installation and trouble-shooting, desktop setups, peripheral setups and support for College and University IT resources.

Contact the Helpdesk for general information and assistance relating to IT services and resources on campus.



# Student Email

**Website:** [it.citytech.cuny.edu/servicecatalog/Categories/GetResourcesService/46](https://it.citytech.cuny.edu/servicecatalog/Categories/GetResourcesService/46)  
**Log in:** [www.office.com/](https://www.office.com/)

As a City Tech student, you have an official City Tech Microsoft Outlook email account. It is very important that you check your campus email every day, so you receive communications from your professors and college offices.

To access your City Tech student email, please log in your Microsoft 365 account via [office.com/](https://office.com/).

## Accessing Student Email

### New Users (if you have never logged in to your City Tech email account):

1. Look up your User ID at [it.citytech.cuny.edu/email-lookup/](https://it.citytech.cuny.edu/email-lookup/).  
***Note:** Your default is password is your first initial of first name UPPERCASE + first initial of last name lowercase + MMDDYYYY + last 4 of your EMPL ID. For example: If your name is John Doe and your date of birth is 01/06/1986 and the last four digits of your EMPL ID are 1234, your password is —> Jd010619861234 (no spaces OR dashes). Password: (for all other students) Use the password you created.*
2. Log in your City Tech email using the entire email address as the User ID.
3. You will be prompted to change your default password and set up Multi-factor Authentication (MFA).
4. Once you are in the MS 365 account, select the **Outlook icon** on the left to load your City Tech email.

### All Other Users (if you have logged in to your City Tech email before):

1. Log in to your City Tech email.
2. If you have forgotten or do not know your User ID, look it up at [it.citytech.cuny.edu/email-lookup/](https://it.citytech.cuny.edu/email-lookup/).
3. If you have forgotten your password, go to [login.microsoftonline.com/](https://login.microsoftonline.com/) and click **Can't access your account**, select **Work or school account** and follow the instructions on the screen.
4. Once you are in the MS 365 account, select the **Outlook icon** on the left to load your City Tech email.

## Student Email FAQ

**FAQ website:** [it.citytech.cuny.edu/servicecatalog/Categories/GetResourcesService/46](https://it.citytech.cuny.edu/servicecatalog/Categories/GetResourcesService/46)

### What are some features of your email?

- OneDrive for Business with 1TB of online file storage.
- Control spam and viruses through filtering.
- Microsoft Office Suite downloadable free for PCs, MACs, and smart phones (up to 5 devices).
- Keep your account even after you graduate.

***Note:** The OneDrive for Business and Microsoft Office Suite is only available for active City Tech students. These features are no longer available after you graduate or become an inactive student.*

### How do I change my email password?

1. Go to [login.microsoftonline.com](https://login.microsoftonline.com/) and log in your MS 365 student email account.
2. Click on the **setting icon** located on the upper right-hand side of the page.
3. Under Password, click on **Change your password**.
4. Type in the current password you have for your account within the Old password box.
5. Type in your new password within the Create new password box.
6. Once again, type in your new password within the Confirm new password box, then click **Submit**.

### Will I still have access to OneDrive and MS Office 365 applications after I graduate?

- No, you will lose access to One Drive and Microsoft 365 applications once you graduate with your Associate's or Bachelor's degree. Please backup all your documents and other files before your graduation date.

### I forgot my email password and did not perform the verification process; how do I access my email?

- If you have any issues with resetting your account, please contact the Student Computing Helpdesk at 718-260-4900 or via email at [StudentHelpdesk@citytech.cuny.edu](mailto:StudentHelpdesk@citytech.cuny.edu).

For other questions on your student email, contact the Student Computing Helpdesk at [StudentHelpdesk@citytech.cuny.edu](mailto:StudentHelpdesk@citytech.cuny.edu), 718-260-4900, or visit the Library Building, room L-114.

# Wi-Fi

**Website:** [it.citytech.cuny.edu/servicecatalog/Categories/GetService/9](https://it.citytech.cuny.edu/servicecatalog/Categories/GetService/9)

City Tech provides wireless networks throughout the campus.

## Accessing Wi-Fi

### City Tech Wi-Fi:

Use this for most activities relating to Internet access. Log on with your City Tech AD username and password. This unsecured wireless connection is one you can access without an encryption security key.

- **SSID:** CityTech-Wifi
- **SECURITY KEY:** (no security key required)

### NYCCT Wi-Fi:

This secured wireless network should be utilized ONLY when a secondary level of security is required in network communication. Access to college internal resources, such as servers and systems involving data, should be accessed through the secured network. All devices connecting to the secured network will be required to authenticate and adhere to device policies.

- **SSID:** NYCCT
- **SECURITY KEY:** (NewYorkCityCollegeOfTechnology)

### Eduroam:

You can use this network on most CUNY campuses. Log on to Eduroam using your CUNYfirst username and password.

### Guest Wireless:

While visiting City Tech, campus guests can connect to the unsecured network, but must obtain credentials before doing so.

Student guests and visitors should be directed to the Student Helpdesk or Library to obtain on-the-spot wireless Guest credentials for accessing Library resources.

Guests for Faculty and staff, Consultants, and other constituents should be directed to the Administrative Helpdesk, located in N-901. Faculty guests during non-business hours should visit the Student Helpdesk or the Library for on-the-spot wireless Guest credentials.

## Wi-Fi FAQ

### How do I connect to City Tech Wi-Fi using a mobile device?

1. Connect your device to City Tech Wi-Fi network.
2. Open a browser, enter [ecsa.citytech.cuny.edu](https://ecsa.citytech.cuny.edu).
3. Click **Faculty, Staff and Students**.
4. Enter Username (Firstname.Lastname).
5. Enter Password (City Tech AD password).
6. Click **Continue** and wait for progress bar to complete your network connection.

***Note:** Your City Tech AD password EXPIRES every 6 months. You will receive email notifications to reset the password via your City Tech student email account.*

### How do I connect to NYCCT Wi-Fi using a Windows computer?

***Note:** You must have and updated antivirus on your device before attempting to connect to NYCCT network.*

1. Connect your device to **NYCCT** Wi-Fi network.
2. Enter the security key – **NewYorkCityCollegeOfTechnology**.
3. Click **Connect**.
4. Open a browser, enter [ecsa.citytech.cuny.edu](https://ecsa.citytech.cuny.edu).
5. At the Registration screen, click **Faculty, Staff and Students**.
6. Enter Username (Firstname.Lastname).
7. Enter Password (City Tech AD password).
8. Click **Continue**.
9. Download and run the Dissolvable Agent, and click **Register** when prompted.
10. Wait for progress bar to complete your network connection.
11. At “You are now connected to CityTech’s secured network!” screen, click **Finish**.

***Note:** Your City Tech AD password EXPIRES every 6 months. You will receive email notifications to reset the password via your City Tech student email account.*



### How do I connect to NYCCT Wi-Fi using an Apple computer?

**Note:** You must have and updated antivirus on your device before attempting to connect to NYCCT network.

1. Connect your device to **NYCCT** Wi-Fi network.
2. Enter the security key – **NewYorkCityCollegeOfTechnology**.
3. Click **Join**.
4. Open a browser, enter [ecsa.citytech.cuny.edu](https://ecsa.citytech.cuny.edu).
5. Click **Faculty, Staff and Students**.
6. Enter Username (Firstname.Lastname).
7. Enter Password (City Tech AD password).
8. Click **Continue**.
9. Download and run the Dissolvable Agent, and click **Register** when prompted.
10. Wait for progress bar to complete your network connection.
11. At “You are now connected to CityTech’s secured network!” screen, click **Finish**.

**Note:** Your City Tech AD password *EXPIRES* every 6 months. You will receive email notifications to reset the password via your City Tech student email account.

For other questions on City Tech Wi-Fi, contact the Student Computing Helpdesk at [StudentHelpdesk@citytech.cuny.edu](mailto:StudentHelpdesk@citytech.cuny.edu), 718-260-4900, or visit the Library Building, room L-114.





# TUITION AND FEES

## Chapter 5

**Website:** [citytech.cuny.edu/admissions/tuition-general.aspx](http://citytech.cuny.edu/admissions/tuition-general.aspx)

The college reserves the right to change tuition, fees and charges after publication of the catalog, bulletin and any registration material issued by the college, to reflect changes made by the Board of Trustees of The City University of New York. These changes may be made without prior notice and at any time.

In the event of an increase in the fees or tuition charges, payments already made to the college will be treated as partial payment and notification will be sent to the student of the additional amount due and the time and method of payment. In the event of an overpayment, the appropriate amount will be refunded.

All tuition and related fees are due at the point of registration. This includes any and all financial aid awards to be used as tuition funding.

For questions on City Tech tuition and fees, contact the Admissions Office at [Admissions@citytech.cuny.edu](mailto:Admissions@citytech.cuny.edu), 718-260-5500 or visit Namm Hall Ground, room NG-17.

## New York State Residency for Tuition Purposes

**Website:** [citytech.cuny.edu/residency/index.aspx](http://citytech.cuny.edu/residency/index.aspx)

Students may qualify for the resident tuition rate if they have continuously maintained their residence in the state of New York for a period of twelve consecutive months before the first day of classes. Students who are undocumented or out-of-status aliens and those who are not residents of New York State may be eligible for the lower tuition rate, if they meet certain conditions.

To make it possible for veterans who were not New York State residents prior to their military service to attend CUNY and live in New York for the required period to establish New York State residency, a new CUNY policy has been enacted. Under this new policy, veterans will be charged in-state tuition for the first eighteen months of their attendance at CUNY. This should give veterans more than enough time to establish residency under CUNY's guidelines, which require proof of residency in New York for one year and an intent to reside in New York State permanently. If the veteran does not establish residency after 18 months, he/she will no longer be entitled to pay the resident tuition rate.

### Important Note:

A residency form with all the required documentation must be submitted to the Office of Scholarships and Residency Services (Namm G-09) on or before the last day of the semester in question. The college will not review any residency determination unless the request for the review is made in writing, and all the required documentation is submitted (including completed CUNY Residency Form). Students requesting residency status for tuition purposes are expected to be aware of the requirements necessary to qualify for the in-state residency. The college will not make residency determinations retroactively and will not issue refunds to students even in cases where they would have qualified for the resident rate if they had submitted timely documentation.

For questions on residency, contact the Office of Scholarships and Residency Services at [Residency@citytech.cuny.edu](mailto:Residency@citytech.cuny.edu), 718-260-5054, or visit Namm Hall, room NG-09.



# Tuition Rates

## Resident Students

(These rates are effective starting Spring 2023)

Full-time Matriculated	\$3,465/semester
Part-time Matriculated	\$305/credit
Online Degree Program	\$305/credit
Non-degree	\$445/credit
Senior Citizen Fee	\$65/semester or session

## All Non-Resident Students

(These rates are effective starting Spring 2023)

Full-time or Part-time Matriculated	\$620/credit
Online Degree Program	\$350/credit
All Non-degree	\$915/credit

## Undocumented and Out-of-Status Aliens

All CUNY colleges charge students who are undocumented or out-of-status aliens the non-resident tuition rate. This change is being made to comply with Federal law, specifically the Illegal Immigration Reform and Immigrant Responsibility Act, which requires public colleges and universities to charge undocumented or out-of-status aliens the same rate of tuition as that charged out-of-state U.S. citizens and residents.

# Non-Instructional Fees

## Full-Time Students

(12 or more credits and/or remedial contact hours per semester)

Student Activity Fee	\$59.20
Technology Fee	\$125.00
University Student Senate Fee	\$1.45
Consolidated Service Fee	\$15.00
Total Fees	\$200.65

## Part-Time Students

(Fewer than 12 credits and/or remedial contact hours per semester)

Student Activity Fee	\$23.35
Technology Fee	\$62.50
University Student Senate Fee	\$1.45
Consolidated Service Fee	\$15.00
Total Fees	\$102.30

All Students (Including Non-Degree and Senior Citizens)

Consolidated Service Fee	\$15.00
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Student activity fees (other than NYPIRG), University student senate fee and the consolidated service fee or any part thereof are not refundable at any time.

The \$4.00 NYPIRG fee, which is included in the student activity fee, may be refunded only by written request to NYPIRG. You may pick up the appropriate form at the NYPIRG office in the General Building, room G 516.

Other Fees and Charges

Special Fees

Freshman Application Fee Non-refundable	\$65
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Transfer Application Fee Non-refundable (for non-CUNY transfers and CUNY transfers who have had a break in attendance of one semester or more)	\$70
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Transcript Fee: Transcript fee will be waived between units of The City University of New York.	\$7
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Special Examination Fee: Additional processing fee is required for an online transcript request	\$25
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(Each additional)	\$5
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When a student requests an examination at a time other than the scheduled time and permission is granted by the College, a special examination fee is charged. However, there is a maximum fee of \$35 per semester.

Duplicate Identification Fee	\$10
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A charge for replacement of I.D. cards Duplicate Bursar Receipt/Bill Fee	\$5
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A charge for each bursar receipt bill Duplicate Diploma Fee A charge to students for each duplicate diploma or certificate	\$30
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Re-admission Fee: A charge to students who are readmitted to the college after an absence of one or more semesters (exclusive of summer session), applied to the first term bill.	\$20
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Penalty Fees

Late Registration Fee: Charge for registration after the close of the official registration period. Under exceptional circumstances, the college may extend the official registration period.	\$25
Program Change Fee: Each of the following is considered to be a program change: adding a course or courses, dropping and adding a course or courses, changing from one section of a course to another section of the same course. The program change fee is waived when the college assumes responsibility for the change.	\$18
Non-Payment Service Fee: Students who are delinquent in paying tuition and fees will be required to pay this fee in addition to all outstanding bills to regain the privileges of good fiscal standing with the college which include the right to attend classes and access to one’s student records. If the student is required to pay a readmission fee, the nonpayment service fee shall be in addition, if appropriate.	\$15
Return Check Fee: Checks returned unpaid to the college by a financial institution, no matter the amount or reason for the return, will automatically incur a \$20.00 reprocessing fee in addition to the original obligation. The Business Office will attempt to notify the student or former student who submitted the returned check to provide information on making payment. The Bursar’s Office will no longer accept checks in payment of tuition or fees, even if the student or former student wishes to use someone else’s check. If the financial institution supplies a letter to the college admitting error on its part, the student will have his/her check writing privileges restored.	\$20

Miscellaneous Charges

In addition to those charges listed, there are other charges for overdue library books, replacement charges for keys and locks and breakage charges for repair or replacement of any college laboratory equipment damaged or lost.

Outstanding Balances

Outstanding semester balances may be paid in cash, check or money order. The use of a personal check for a previous semester balance will delay the clearance of the student’s record for ten (10) business days.

A student who fails to pay tuition or other obligations will be denied access to his/her records and will be prevented from registering in the future. The account will be turned over to the college’s collection agency for appropriate action.

The student will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amount you owe the college. Please note that non-payment or a default judgment against your account may be reported to credit bureaus and reflected in your credit report.

Tuition Payment Options

Website: [citytech.cuny.edu/bursar/tuition-payment.aspx](http://citytech.cuny.edu/bursar/tuition-payment.aspx)

In Person

Students can pay their tuition and fees in person using cash, check or money order at the Bursar Office, located in the Namm Hall Ground, room NG-06.

By Mail

Students can pay their tuition using a check or money order that is made payable to "New York City College of Technology" or "NYCCT". In the, "Memo" or "For" section, please be sure to include your full name, your CUNYfirst EMPLID and the semester for which your payment is for.

**Please mail the check or money order to the address below:**  
New York City College of Technology  
Office of Bursar, NG-06  
300 Jay Street  
Brooklyn, New York 11201

Bursar Drop Box

A payment by check or money order can be dropped off in the Bursar drop box slot located next to the Bursar Office door, Namm Hall Ground, room NG-06.

## eCheck

Students may pay their outstanding balance via CUNYfirst with an electronic check, which will debit a checking or savings account.

## Credit Card Payments

Students may also pay by credit/debit card. Visa, MasterCard, American Express, and Discover are accepted.

**Keep in mind:**

- There is a non-refundable 2.65% service fee (of the payment amount) for a credit/debit card payment.
- No fee is charged for an E-Check transaction.
- When making E-Check payments, students must wait 7 business days for the hold to be removed.
- Visit the Bursar’s Office website to learn how to make an online payment

**To make an online payment, see the procedure below:**

1. Log in CUNYfirst.
2. Click the **Student Center** tile.
3. Click the **Financial Account** tile.
4. On the Account Balance page, click the **Make a Payment** link.  
***Note:** You may have to allow for Pop-ups.*
5. Click the **View & Pay Accounts** tab.
6. Click the **Make a Payment** button.
7. Select the account(s) you plan to pay by clicking on the related checkbox.  
***Note:** If you are making a payment only to NYCCT, deselect all other schools. You can choose to pay the entire amount in the payment amount box or you can enter the amount you wish to pay next to the school you want to pay for.*
8. Select the appropriate payment method from the Pay Using: dropdown list.  
***Note:** For e-check payments, please enter your bank account and routing numbers carefully, a \$20.00 fee will be applied to your account for a returned EFT payment.*
9. Click the **Next** button.
10. Enter the necessary account and payment method information.
11. Click the **Continue** button.
12. Review your information and then click the **Confirm** button to submit the payment.

Online payments for balances prior to 2012 need to be verified by the Bursar Office before a payment can be made. Student needs to claim their CUNYfirst account and then contact the Registrar’s Office in regards to activating their account.

## Refund Policy

### Refund Policy (Tuition and Accelerated Study Fee)

The official date of the student's withdrawal is the date on which the program change or withdrawal forms are filed with the college, not the last date of attendance in class. The official withdrawal date serves as the basis for computing any refund granted the student. No portion of the student activity fee, special fees or penalty fees is refundable, except in cases where the student's registration or courses are canceled by the college.

### Military and Peace Corps Refund Policy

**The following principles govern refunds to students withdrawing for military or Peace Corps service:**

- Military service must be documented with a copy of induction or military orders. Peace Corps service must be documented.
- In order to obtain a grade, a student must attend approximately eleven (11) weeks of the semester (five weeks for summer session). No refund will be made to a student who has been assigned a grade regardless of whether the grade is passing or failing.

**In instances where students who have enlisted in the armed services or Peace Corps do not attend for a sufficient time to qualify for a grade but continue in attendance to within two weeks of induction, refund of tuition and all fees, except application fee, will be made as follows:**

- Withdrawal before beginning of the fifth calendar week of the semester (third calendar week for summer session) after scheduled opening date of session is 100%; withdrawal thereafter is 50%.

# FINANCIAL AID

## Chapter 6

**Website:** [citytech.cuny.edu/financial-aid/](https://citytech.cuny.edu/financial-aid/)

City Tech participates in all federal and state financial aid programs. Financial aid is available to students in the form of grants, loans and work-study. Grants provide funds that do not have to be repaid. Loans must be repaid. Federal Work-Study consists of part-time employment, either on campus or in an outside agency. Full-time students are best positioned to capitalize on the maximum awards. For financial aid purposes, a student is considered to be full-time if he or she is registered for a minimum of 12 credits/units or the equivalent or equated credits/units within the semester. A student is considered part-time if he or she is registered for fewer than 12 credits/units or equated credits/units during a semester.

For questions on Financial Aid, contact the Financial Aid Office at [financialaid@citytech.cuny.edu](mailto:financialaid@citytech.cuny.edu), 718-260-5700 or visit Namm Hall Ground, room NG-13. The Financial Aid Office provides services via Zoom, in-person and email. Our staff will be available to answer your financial aid questions. The office will respond to your email within 3-5 business days. Please continue to check our website often for any changes in processing time and email response time.

**City Tech's online Financial Aid website serves as a student resource for financial aid information of all types. You can:**

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

**Disclaimers:**

- All documents must be uploaded by using student forms. Any documents sent by mail, email, or fax will not be reviewed.

## Types of Financial Aid

### Grants

Grants provide funds that do not have to be repaid. Grants include:

**Aid for Part-time Study (APTS):**

APTS provides assistance to full-time students who have not exhausted their TAP eligibility (see next page for TAP information). In order to be eligible, a student must be a New York State resident and enrolled in at least six contributory credits, of which three must be non-remedial.

**CUNY Student Tuition Assistance (CUSTA):**

Students who are otherwise eligible for a maximum TAP award but whose award is reduced because they have received four semesters of payment may be eligible for a CUSTA award of up to \$100 per semester.

**Federal Pell Grant:**

**Website:** [citytech.cuny.edu/financial-aid/grants.aspx](https://citytech.cuny.edu/financial-aid/grants.aspx)

Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. For many students, a Pell Grant provides a foundation of financial aid to which other aid may be added.



Effective July 1, 2012, eligibility for the Pell Grant is limited to 12 semesters of fulltime payments or its equivalent. Students can track their remaining Pell Grant eligibility on the National Student Loan Data System on [studentaid.ed.gov](http://studentaid.ed.gov) or through their Student Aid Report (SAR).

Awards for the academic year will depend on program funding. To be eligible, students must continue to make satisfactory academic progress and must not owe any repayment on prior Federal Pell Grants, received more than twelve semesters of full- time Pell payments, or be in default of any Federal student loans.

Disbursement information is published each academic year in the “Financial Aid Payment Calendar,” available at the Financial Aid Office and online. Students are paid by check, the CUNY Scholar Support Prepaid card, or by direct deposit.

To qualify for any federal financial aid payments, students must actually begin attending classes. Before disbursing Pell awards, enrollment status is verified. The credits for any course that a student never attended (WN grade) are not counted in calculating the enrollment status. Classes dropped after the financial aid certification date (between the 8th and 21st day of classes; WD grade) may still be counted toward student enrollment status and financial aid eligibility.

Summer Pell awards are funded from the remaining funds of the prior academic year or from funds awarded for the upcoming academic year. For more information, visit our website or download the Summer Session Information Guide, published each year, or pick up a copy at the Financial Aid Office, Namm Hall Ground, room NG-13.

**Federal Supplemental Educational Opportunity Grants (FSEOG):**

**Website:** [studentaid.gov/understand-aid/types/grants/fseog](http://studentaid.gov/understand-aid/types/grants/fseog)

FSEOG is for undergraduates with exceptional need who have not earned a bachelor’s or professional degree. As with other grants, FSEOG does not have to be paid back.

**New York State Tuition Assistance Program (TAP):**

**Website:** [ny.gov/services/apply-new-york-state-tap](http://ny.gov/services/apply-new-york-state-tap)

This grant is awarded to New York State residents who are enrolled full-time in a degree granting program and meet the income criteria.

**Part-Time TAP:**

**Website:** [hesc.ny.gov/find-aid/nys-grants-scholarships/part-time-tuition-assistance-program-tap/](http://hesc.ny.gov/find-aid/nys-grants-scholarships/part-time-tuition-assistance-program-tap/)

Part-time students at approved schools in New York State who were first-time, fulltime freshmen in the 2006-07 Academic Year or later may be eligible for Part-Time TAP beginning. To apply, the student must complete the FAFSA and TAP applications.

## Scholarships

**Website:** [citytech.cuny.edu/scholarships/index.aspx](http://citytech.cuny.edu/scholarships/index.aspx)

City Tech offers a variety of scholarships to entering freshmen, continuing and transfer students. Many of these scholarships are based on academic merit and/or financial need.

Students who wish to be considered for need based scholarships must file the current year’s Free Application for Federal Student Aid (FAFSA). Receipt of a scholarship may affect the amount of state or federal aid for which you may be eligible. All scholarships and awards are subject to financial availability. General Scholarships include:

**Benjamin Namm Scholarship:**

Established in memory of Major Benjamin H. Namm, one of the founders of the college. Students must have a GPA of 2.3 or higher. Special consideration will be given to those with learning disabilities.

**Benjamin Namm Distinguished Scholar Scholarship:**

Established in memory of Major Benjamin H. Namm, one of the founders of the college. High school students must have a GPA of 80 or higher, including three years of English and math. Continuing and transfer students must have a GPA of 3.25 or higher and have completed 60 credits as well as all courses attempted each semester.

**Francis Ashworth Scholarship:**

Established by a bequest from the Francis Ashworth estate for students enrolled in School of Technology & Design majors. GPA of 3.2 or higher required.

**Martin & Sharon Jaffe Scholarship:**

Established by City Tech alumnus and Foundation Board Chairman Martin Jaffe and wife, Sharon, also a City Tech graduate, for an incoming freshman with a high school GPA of 90 or higher and SAT score of 1050 or higher, or a transfer or continuing student with a GPA of 3.7 or higher.

**Presidential Scholarship:**

Established by the City Tech Foundation to attract emerging scholars to baccalaureate programs. Incoming freshmen must have a high school GPA of 90 or higher, rank in the top 20 percent of their class, and have an SAT score of 1080 or higher. A personal statement is required.

**William Volckhausen Memorial Scholarship:**

Established in memory of former City Tech Foundation board member William Volckhausen by his wife, Grace Lyu Volckhausen, to provide a full-tuition scholarship and other financial support to recipients. A GPA of 3.2 or higher is required.

# Federal Work-Study Program

**Website:**     [citytech.cuny.edu/financial-aid/work-study.aspx](http://citytech.cuny.edu/financial-aid/work-study.aspx)

The Federal Work-Study (FWS) Program provides an opportunity for students to be placed in a part-time job that will accommodate their academic schedule during the school year. FWS is awarded to students with high need. Applicants must have a FWS award and must be enrolled at least half-time (6 real or equated credits). The Financial Aid Office arranges jobs on and off campus, with public or private nonprofit agencies, for up to 20 hours a week and hosts orientation and placement sessions throughout the year. At these sessions, the work-study program is explained and students receive help with the job selection process. Students must stop working when they have earned their total award.

To apply for Federal Work Study, you must file the Free Application for Federal Student Aid (FAFSA). Based on the FAFSA, CUNY packaging criteria, and financial needs, students may be allocated a Federal Work-Study offer for the fall/spring semesters. It is important to file FAFSA early because funds are limited and offered on a first-come, first-served basis.

# Federal Perkins Loan

**Website:**     [www.citytech.cuny.edu/financial-aid/loans.aspx](http://www.citytech.cuny.edu/financial-aid/loans.aspx)

Loans are available to students who are maintaining satisfactory academic progress and are enrolled at least half-time (6 credits) in an approved post-secondary institution. Students must complete the FAFSA to apply. To qualify, they must complete an “entrance interview” online at [heartlandecsi.com/](http://heartlandecsi.com/) for each academic year for which they are receiving the Perkins loan. Generally, only continuing students with 28 or more cumulative credits and a minimum Grade Point Average (GPA) of 2.0 are awarded Perkins Loans.

The current interest rate of 5% is not charged while students are enrolled for at least half-time study. Once students graduate, stop attending the college, or cease to be at least half-time, they must complete an “exit interview” online at [heartlandecsi.com/](http://heartlandecsi.com/). Repayment begins nine months later, at which time interest will be charged, and students are responsible for repaying the principal and the interest that accrues during the period of repayment. The period of repayment may extend over of ten years or may be shorter or can be extended during periods of hardship. For example, students can apply for a postponement or deferment of payment for a given period of time due to loss of a job. Students can also qualify for cancellation of all or part of the loan repayment for service in fields such as teaching, law enforcement and nursing.

Student’s obligation to repay may be partially or totally discharged in the event of death, total and permanent disability, school closures or bankruptcy.

If students fail to make a scheduled payment when due or fail to apply for a postponement, deferment or cancellation in a timely manner, or do not comply with the terms and conditions of any loan, the college can declare the loan in default. When a loan goes into default, the student is no longer eligible for additional federal financial aid until the default is cleared and the loan is rehabilitated. Students

may rehabilitate a defaulted Perkins loan by requesting rehabilitation and by making voluntary, on-time monthly payments, as determined by the school, each month for nine consecutive months.

There are three kinds of Direct Loans available through City Tech:

## William D. Ford Federal Direct “Subsidized”:

For students who qualify for a Subsidized Loan, the federal government pays the interest on the loan while students are in school and during the six-month grace period after graduation or falling below half-time enrollment, on loans made prior to July 1, 2012. However, new Direct Subsidized loans made from July 1, 2012 to July 30, 2014 are not eligible for subsidized interest benefits during the six-month grace period after graduation or falling below half-time enrollment. Interest accrues during the grace period and is capitalized if unpaid by the borrower.

## William D. Ford Federal Direct:

“Unsubsidized” Loan is not awarded on the basis of need. If students qualify for an unsubsidized loan, they will be charged interest from the time the loan is disbursed until it is paid in full. Students can choose to pay the interest or allow it to accumulate. If students allow the interest to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of the loan and will increase the amount that has to be repaid. If the interest is paid as it accumulates, students will have less to repay in the long run.

## William D. Ford Federal Direct Parent Loan:

For Undergraduate Students (PLUS) is a loan that parents of dependent students can borrow to pay for their education.

**Note:** *If your parents don’t qualify for a PLUS Loan, you might be able to get additional funds up to the amount listed as an independent undergraduate student.*



# Federal Student Aid Eligibility

**To receive aid from any of the federal student aid programs, a student must meet all of the following conditions:**

- Demonstrate financial need, except for Direct Unsubsidized and PLUS Loans.
- Have a high school diploma or equivalent or have been home schooled.
- Be enrolled or accepted for enrollment as a student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security number (unless student is from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau).
- Meet satisfactory academic progress standards.
- Certify that federal student aid will be used only for educational purposes.
- Certify that the student is not in default on a federal student loan and that he or she does not owe money on a federal student grant.
- Be in compliance with Selective Service registration regulations (males only).
- Meet enrollment status requirements.
- Resolve any drug conviction issue.
- Not receive more than twelve semesters of full-time Federal Pell Grant payments; such students are ineligible for additional Federal Pell Grant and Federal SEOG.
- Meet all admissions and academic advisement requirements.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for a student who has been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If the student has lost federal student aid eligibility due to a drug conviction, he or she can regain eligibility by passing two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education. Students subject to involuntary civil commitment after completing a period of incarceration for a forcible or non-forcible sexual offense are ineligible to receive Federal Pell Grants.

Students ineligible for federal aid should still complete the FAFSA to see if they may be eligible for non-federal aid from states and private institutions. When students regain eligibility during the award year, they should notify their financial aid administrators immediately. Students convicted of a drug related offense after submission of the FAFSA may lose eligibility for federal student aid, and might be liable for returning any financial aid received during the period of ineligibility.

# Financial Need and Expected Family Contribution (EFC)

Financial aid eligibility is based on financial need (except for unsubsidized Federal Direct Loan and PLUS Loan). When students apply for federal student aid, the information reported on the FAFSA is used in a formula established by the U.S. Congress that calculates the Expected Family Contribution (EFC). The EFC is the amount the student and parents (if the student is dependent) are expected to contribute toward the student’s education. If the EFC is within a certain range, students are eligible for a Federal Pell Grant.

The EFC is used to determine financial need. When CUNY receives a student’s FAFSA information from the Department of Education, CUNY develops the student’s budget or cost of attendance. The budget is based on whether the student lives with the parents or away from home and if the student will attend college for one full academic year (9 months) or one semester (4.5 months).

The EFC is subtracted from the Cost of Attendance (COA). The remainder is financial need. The “financial need” equals the COA minus the EFC. The student may not receive financial aid in excess of his financial need. In other words, the student’s financial need is the maximum amount of financial aid, including Federal Subsidized Direct Loan the student may receive for an academic year. Besides determining the amount the student can receive from the Pell Grant, the federal EFC is also used to determine eligibility for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS) and the Federal Perkins loan.

# SAR Submission Policy

All students’ correct and complete FAFSA information (SAR) must be processed by the U.S. Department of Education and received by the school before the last day of enrollment to be eligible for federal financial aid. If a student is advised that his/her FAFSA information is subject to verification, the student must submit all requested documents to the financial aid office and the information must be processed and finalized with the U.S. Department of Education within 120 days of the student’s last day of attendance. Failure to submit the required documentation may result in loss of Federal Financial Aid. The Office of Financial Aid will notify students of any changes to EFC or Cost of Attendance via email at their official City Tech email addresses.

# Study Abroad

Students who enroll in an overseas program of study approved by the college are eligible to receive federal financial aid and, in some cases, state aid. The coursework for which they enroll must be applicable to their degrees.

# New York State Tuition Assistance Program (TAP) Eligibility

**To be eligible for a TAP award, a student must:**

- 1. Be matriculated in an approved program of study and be in good academic standing. A matriculated student is one who has registered for courses and other academic activities that are recognized as contributing toward fulfilling the requirements for a specific degree or New York State recognized Certificate of at least 24 credits.
- 2. Declare a degree major no later than 21 days from the start of the semester concerned. For the specific deadline please refer to the academic calendar at <https://www.citytech.cuny.edu/registrar/academic-calendar.aspx>. This also includes the progression from associate to baccalaureate;
  - a. Upon completion of 30 credits, if enrolled in a two-year program (associate degree);
  - b. Upon completion of 60 credits, if enrolled in a four-year program (baccalaureate degree)
- 3. Be enrolled for at least twelve (12) credit hours per semester, made up of remedial and non-remedial courses that are creditable towards the degree. This definition excludes courses not directly creditable toward the student’s degree, including AAA 1010. Please note the accelerated rate of credit accrual for subsequent payments beyond the minimum twelve credits. This is shown in the charts at the end of this section.
- 4. Be a U.S. citizen or eligible non-citizen.
- 5. Have graduated from a high school in the U.S., or earned a GED, or passed a federally approved Ability to Benefit test as defined by the Commissioner of the State Education Department.
- 6. Not be in default on a student loan.
- 7. Meet income eligibility limitations.

After receiving their first state award, students will continue to be eligible for further payments if they meet both PROGRAM PURSUIT and ACADEMIC PROGRESS requirements as outlined under NYS

## New York State Academic Progress Standard TAP Eligibility Requirements

**Good academic standing for undergraduates:**

- Education law requires a student whose first award year is in 2010-11 and thereafter to meet new standards of satisfactory academic progress (SAP). Those meeting the definition of “remedial student” are not subject to the new academic standards, but remain on the 2006 SAP chart. For purposes of determining whether students shall be considered remedial, the following definition has been enacted:

**“Remedial student” is defined as a student:**

- a. whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the college and approved by the State Education Department (SED); or
- b. who was enrolled in at least six semester hours of non-credit remedial courses, as approved by the SED, in the first term he or she received a TAP award; or
- c. who is or was enrolled in an opportunity program (HEOP, EOP, SEEK CD).

Students may continue to receive TAP if they meet both program pursuit and academic progress requirements (see the College Catalogue).

# Important Notes on New York State Financial Aid Eligibility

Academic Progress Standards.

- New York State financial aid will pay for a repeated course only when a student received a prior failing grade, or if the major requires a higher grade than the student received in a particular course to satisfy degree requirements.
- Students cannot receive TAP if they are enrolled in only remedial courses. For the first TAP payment, a student must be full-time and must carry at least twelve (12) contributory credits, of which three (3) must be non-remedial. For the second through the final TAP payment, the student must be full-time and carry at least six (6) nonremedial credits, but must have accrued considerably more credits to qualify for the next payment.
- The appeal process is an option for students who become ineligible for New York State financial aid because they do not meet the “C” average (2.0) requirement for TAP payments five through ten (see Academic Progress Chart above), or because they have not met some other requirement for good academic standing as outlined above.
- The appeal is filed by completing a TAP/ APTS Waiver Application for the semester the student is not in compliance with academic regulations. The waiver application form with supporting documentation is then submitted to the Office of Student Affairs in the Namm Building, room 322, for consideration by the Committee on Financial Aid Standing. Regulations allow a student to receive more than one waiver when it specifically relates to the “C” average requirement, and another onetime waiver, specifically addressing the good academic standing requirement. If the waiver is approved, the student will regain TAP eligibility for the semester for which the waiver is granted.

## Part-Time TAP Eligibility

**To be eligible for Part-Time TAP, a student must:**

- Be a first-time freshman in the 2006-07 Academic Year, or thereafter.
- Have earned 12 credits or more in each of the two consecutive preceding semesters, for a minimum total of 24 credits earned.
- Maintain a minimum of a “C” average (2.0 on a 4.0-point scale).  
be a U.S. citizen or eligible non-citizen; be a legal resident of NYS; be registered for 6-11 required credits per semester; not be in default of a student loan and meet income eligibility limitations of TAP.

# Applying for Federal and New York State Financial Aid

Students should complete three financial aid applications:

## 1. Federal Student Aid

The first application is the Free Application for Federal Student Aid (FAFSA), which can be found online at [www.fafsa.gov](http://www.fafsa.gov). To begin, students should apply for a federal student aid identification (FSAID) at <https://studentaid.gov/>, which allows students to apply, make corrections and access their federal financial aid information easily. Parents of dependent students should also apply for an FSAID. The college code for City Tech is 002696 and should be indicated on the FAFSA.

The FAFSA is an application for Federal Pell Grant, Federal Work-Study, Federal Perkins Loan and Federal Supplemental Educational Opportunity (FSEOG) Grants. Students applying for Federal Direct Loans must complete both the FAFSA and the Direct Loan Processing Form. If a student does not wish to file online, he or she may file the paper FAFSA by going to <https://studentaid.gov/h/apply-for-aid/fafsa>. The paper FAFSA must be completed, signed and mailed to the processor. This process will take approximately 2 to 3 weeks.

## 2. New York State Tuition Assistance Program (TAP)

The second financial aid application is for the New York State Tuition Assistance Program (TAP). Students can apply for TAP through the link for New York State residents on the FAFSA on the web Submission Confirmation Page. They will be asked to establish a PIN for TAP which allows them to apply for TAP, keep track of application information and make changes. The TAP college code for City Tech is 1405. Students who file the TAP application are considered for New York State financial assistance programs (TAP, Aid for Part-time Study {APTS}, Part-time TAP {PTAP}). Those who use a paper FAFSA to apply for federal aid may still choose to complete the TAP application on the web at [www.hesc.ny.gov](http://www.hesc.ny.gov). Approximately 3-4 business days after submitting the FAFSA, the student will receive an email message to go to [www.hesc.ny.gov](http://www.hesc.ny.gov) to complete the TAP web-based application. Students who choose not to apply online will receive an Express TAP Application (ETA) in the mail.

## 3. CUNY Supplement Form

The third application is the CUNY Supplement Form. Students should log into the CUNY Portal to complete the CUNY Financial Aid Supplement online. It is used to calculate Aid for Part-time Study (APTS), and Federal Perkins Loan. Students who do not wish to receive APTS or a Federal Perkins Loan do not have to complete the CUNY Supplement Form.

When the FAFSA is processed, students receive a Student Aid Report (SAR) from the U.S. Department of Education via email or by mail if the student did not provide an email address. The SAR displays the information submitted on the FAFSA including the Expected Family

Contribution (EFC). See the section on “Financial Need and Expected Family Contribution (EFC)” below. Students should review the SAR to make sure the financial and biographic information are correct and make corrections as soon as possible online. Alternatively, students can come to the financial aid office with supporting documentation to make changes. Students should check their CUNYfirst account “Student Services Center” to-do list for a complete list of requested documents. Students also receive an email from the New York State Higher Education

## Applying for Aid Is an Annual Process

Students must file for financial aid annually starting in October for the upcoming academic year (summer, fall and spring terms).

Students may also go to the financial aid application review site/web lab, located in Namm Hall, room NG08A, if they need assistance in completing their applications. Please call 718.260.5700 or go to the City Tech financial aid website located at [www.citytech.cuny.edu/financial-aid/](http://www.citytech.cuny.edu/financial-aid/) to check office hours.

## In Cases of Unusual Circumstances

If a student is required to provide parental data on the FAFSA, but cannot because of extreme circumstances that have caused involuntary separation from his/ her parents, the student should see a financial aid counselor and ask about dependency reclassification. The student must follow the process given on the “Dependency Reclassification Appeal Form.” In addition, if the student or the student’s family has experienced a change in situation from the prior year, such as loss of employment, separation of parents or some other hardship, the student should see a financial aid counselor to review the federal financial aid application and the family’s current finances. This process of review may lead to an income adjustment that more closely reflects the current circumstance. The student must complete the FAFSA first, using the income for the year as requested on the application and inquire about an income reduction. The student must follow the guidance given on the “Income Adjustment Request Form.” Both the “Dependency Reclassification Appeal Form” and the “Income Adjustment Request Form” are located on the financial aid website at [www.citytech.cuny.edu/financial-aid/forms.aspx](http://www.citytech.cuny.edu/financial-aid/forms.aspx).

## Referral of Fraud Cases

Any student, employee, or other individual suspected of misreporting information or altering documents to fraudulently obtain federal funds will be reported, with all evidence gathered, to the Office of Inspector General.



# Federal Satisfactory Academic Progress (SAP) Standard

Students must be making satisfactory academic progress towards completing their degree in order to remain eligible for federal financial aid at City Tech.

There are three components to City Tech’s satisfactory academic progress standard:

### 1. Minimum GPA:

Students must achieve at least the GPA required to meet the college’s minimum retention standard listed below; students enrolled in a program of more than two years must have a GPA of at least a 2.0 or equivalent or must have an academic standing consistent with the College’s graduation requirements.

While students are enrolled at City Tech, their academic performance is continually evaluated. Evaluation is based on cumulative Grade Point Average (GPA). Students who do not meet the college’s minimum retention standard below, may run the risk of academic probation or dismissal.

### Minimum Retention Standard:

Credits or Units Attempted	Minimum GPA
0.5 - 12	1.50
13 - 24	1.75
25 - upward	2.00

### 2. Maximum Time-frame:

Students may not attempt more than 150% of the credits/units normally required for completion of their degree. Students pursuing a two-year degree program (requiring 60 credits or units) fail to meet academic progress if they attempt 90 or more credits/ units. Students pursuing a four year degree program (requiring 120 credits or units) fail to meet academic progress if they attempt more than 180 credits/units.

### 3. Pace of Progression:

For students pursuing an associate or baccalaureate degree, accumulated or earned credits must be equal to or greater than a certain percentage of the total credits attempted according to the following tables:

#### Associate Degrees (Two-Year Programs)

Attempted Credits	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90
Earned Credits	0	0	2	4	6	13	19	23	27	33	39	44	49	55	61

#### Baccalaureate Degrees (Four-Year Programs)

Attempted Credits	15	30	45	60	75	90	105	120	135	150	165	180
Earned Credits	0	5	16	27	42	50	63	72	84	95	110	120

All students (whether aid recipients or not) will be measured against each of the three SAP components at the end of the spring term to determine eligibility for federal financial aid for the upcoming award year.

## Financial Aid Suspension

Students who fall below the college’s GPA standard, exceed the maximum time frame, or fail to meet the pace of progression standard, will be placed on financial aid suspension and lose their eligibility to receive federal financial aid. Such students will remain ineligible for federal financial aid until they take actions that meet the appropriate academic progress standard.

## Right to Appeal

Students who have been placed on federal financial aid suspension may appeal to the Committee on Financial Aid Standing to regain their eligibility to receive federal student aid. Students may appeal any component of the satisfactory academic progress standard they have not been able to meet including not meeting the minimum GPA and exceeding the maximum time frame for program completion.

An appeal must be based upon mitigating circumstances resulting from events such as, personal illness or injury, illness or death of a family member, recent loss of employment, or changes in the academic program. The appeal must include an explanation of why the student failed to make satisfactory academic progress and what has changed in the student’s situation to allow him to meet

the appropriate academic progress standard in future evaluation. The student must also submit proof and documentation of mitigating circumstances.

The Committee on Financial Aid Standing will determine whether the documentation shows that a student experienced mitigating circumstances. If the Committee on Financial Aid Standing determines that the student has a reasonable chance of regaining academic eligibility, the Committee will grant the appeal.

## Financial Aid Probation

As part of granting an appeal, the Committee determines whether the student is able to regain academic eligibility in one semester, or needs more than one semester to regain eligibility. If the college determines that a student should regain his or her academic standing in one semester, the student’s financial aid will be reinstated for the semester (probationary semester), and the college will evaluate the student’s academic progress at the end of the probationary semester to determine if the student has regained his academic standing. If the student meets the academic requirements, he or she will continue to receive federal financial aid. If a student fails to meet the academic requirements at the end of the probationary semester, his financial aid will be suspended.

If the college determines that the student needs more than one semester to regain academic eligibility, the college will develop an academic plan with the student and reinstate the student’s financial aid for the probationary semester (initial semester). At the end of the initial probationary semester, the college will review the student’s academic progress to determine if he or she has fulfilled the requirements of his academic plan. If the student meets the requirements of the academic plan, he or she will continue to receive federal financial aid on a monitored, semester-by-semester basis until the next scheduled academic progress evaluation.

There is no limit on the number of times a student may go through the financial aid appeals procedure. Although a student may file only one appeal per payment period (semester), additional appeals to extend financial aid probation to subsequent semesters are allowed. As in the original appeal, the student would indicate the mitigating circumstances, the reasons why satisfactory academic progress was not achieved, and what has changed that will ensure the student will be able to meet satisfactory academic progress at the next evaluation. If a student fails to meet the conditions of an approved academic plan, he or she may submit an additional appeal to modify or adjust the plan for the subsequent payment period(s) documenting any unusual circumstances that prevented him or her from meeting the goals established by the original plan. The Committee on Financial Aid Standing may approve or decline the subsequent appeal or may create an updated plan based on the information submitted.

## Re-Establishing Eligibility

Other than having eligibility restored through filing a successful appeal, students on financial aid suspension may regain eligibility only by taking action that brings them back into compliance with the appropriate progress standard. The mere passage of time is insufficient to restore federal financial aid eligibility to students who have lost eligibility due to not meeting the satisfactory academic progress standard. Therefore, students may not re-establish eligibility solely by leaving City Tech for at least one year because this action alone does not bring students into compliance for federal financial aid academic progress standards.

Students who choose to remain enrolled without receiving federal financial aid may request a review of their academic record after any term in which they were on financial aid suspension to determine if they re-attained the appropriate standard. Students on financial aid suspension at the beginning of the academic year for not meeting one or more components of the college’s satisfactory academic progress standard, but who meet them at some point later in the academic year, may regain federal financial aid.

## Determining Attempted Credits and Accumulated Credits and Applying Credits to SAP

Attempted credits pertain to the courses and credits that must be included in the quantitative measure of progress to calculate pace of progression and maximum time frame. The accumulation of attempted credits usually reflects the semester course enrollment maintained in a student’s permanent record at City Tech and will usually reflect a student’s enrollment as of the Form A date (last day of “drop period”). Accumulated credits should reflect credits that the student has earned towards the completion of the degree program in which the student is enrolled. In measuring satisfactory academic progress, certain types of courses, situations, and procedures may affect a student’s GPA and pace of progression and are treated in the following way:

### Remedial Courses:

Since remedial courses and the remedial component of developmental and compensatory courses do not carry degree credit, the non-credit component of these courses is not included in the total cumulative attempted credits or accumulated credits for determining pace of progression. However, the credit-bearing portion of compensatory or developmental courses is included in cumulative earned and/or attempted credit totals for determining pace.

### Withdrawals:

Since the Form A date usually reflects a student’s course load for the term, classes that are dropped during the program adjustment period are not included as cumulative attempted credits. Withdrawals which are recorded on a student’s permanent record are included as cumulative attempted credits and have an adverse affect on a student’s ability to meet the pace of progression standard.

**Note:** *Retroactive “non-punitive” administrative withdrawal activity may require students to repay any assistance received as a result of enrollment at the time of receipt of assistance funds.*

### Incomplete Grades:

Courses with incomplete grades are included as attempted credits. However, these courses cannot be used as credits accumulated toward the degree. If a student later receives a letter grade above an F in an incomplete course, that course can then be included in the accumulated credits that determine eligibility for the term and subsequent terms within the academic year.

**Repeated Courses:**

Successfully completed courses can generally be accepted toward degree requirements once. However, each time a student attempts a course, even if that course is part of a forgiveness or amnesty policy whereby credits attempted and grades earned in prior semesters are excluded from the GPA, it must be included as part of the cumulative attempted credit record for the measuring of pace of progression. Therefore, repeated courses, regardless of the prior grade, may make it more difficult to meet the pace of progression standard.

**Note:** Revised regulations allow students to receive federal financial aid for one repeat of a previously passed course as long as students are again receiving credit for the course. Should students subsequently fail the course, any additional attempt of that course cannot be included in students' enrollment status for federal financial aid. There is no regulatory limit on the number of times students may be paid to retake a failed course unless they have also previously passed the course.

**Transfer of Credit:**

Transfer students have their status initialized for measuring satisfactory academic progress by counting the transfer credits accepted toward the degree as both credits attempted and credits earned.

## Treatment of Non-Standard Situations

**Readmitted Students:**

Upon readmission after any period of non-re-enrollment, students' academic progress standing is re-evaluated as it was at the end of the last semester of attendance at City Tech. If students take action during the period of non-re-enrollment at City Tech to improve academic progress, such as successfully completing transferrable courses at another institution, it is factored into the academic assessment. If students do not take any action to meet the academic standard, or if it was not sufficient to meet the academic progress standard, they will remain on financial aid suspension and must file a successful appeal to re-establish eligibility.

**Second Degree Students:**

Students enrolling for a second baccalaureate or associate degree have their pace of progression status initialized for purposes of satisfactory academic progress measurement by using the number of credits determined to be acceptable toward the degree as both the students' cumulative attempted credits and cumulative earned credits. Students who completed 4-year degrees are not eligible to receive a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant (FSEOG).

**Change of Major:**

Students who change their major within the same degree or certificate program have their academic progress standard (maximum time frame) initialized as the number of credits accepted, number of credits earned, and the number of credits attempted toward the new degree.

## Change of Degree

For students changing objectives and pursuing different degrees or certificates, academic progress (maximum time frame) is evaluated based on the time frame established for the new degree or certificate.

## Financial Aid FAQ

**FAQ website:** [citytech.cuny.edu/financial-aid/faqs.aspx](http://citytech.cuny.edu/financial-aid/faqs.aspx)

**Do I have to apply for financial aid every year?**

- Yes. The FAFSA is available every October 1st of the academic year. City Tech has an early priority deadline of March 31st.

**Is financial aid offered in the winter session?**

- Yes. Financial aid is offered in the winter. Please stop by or visit a financial aid counselor on ZOOM for more information.

**How do I apply for scholarships?**

- There are a variety of scholarships available to students. Please search [studentaid.gov/understand-aid/types/scholarships](http://studentaid.gov/understand-aid/types/scholarships) for more information. We also have a scholarship and residency office.

**Why hasn't my financial aid been applied to my bill?**

- You may have one or more outstanding requirements on your "To Do" list on CUNYfirst. Please visit [www.citytech.cuny.edu/financial-aid/docs/announcements/Guide to CUNYFirst%202020\\_FINAL.pdf](http://www.citytech.cuny.edu/financial-aid/docs/announcements/Guide_to_CUNYFirst%202020_FINAL.pdf) and read the section on Viewing your "To Do" list and submit your documentation.

**Where is my TAP?**

- You may check the status of your TAP on CUNYfirst. Your TAP is only approved once it goes from "Estimated" to "Initiated". If you still encounter that your TAP reflects "estimated" please ensure you have the correct school code on your TAP application. The TAP school code is 1405. If you have further questions about TAP please reach out to [TAPinfo@citytech.cuny.edu](mailto:TAPinfo@citytech.cuny.edu).

**What is verification?**

- Once you submit your FAFSA you may or may not be selected for a process called verification. It is a random process where 1 out of every 3 students are selected to be verified. It is a process your school uses to confirm the data you reported on your FAFSA is accurate. If you're selected for verification, your school will request additional documentation that supports the information you reported. It is important you follow up with our office with the appropriate documentation.

**Will I receive a financial aid refund?**

- You are only eligible for a refund if you have enough financial aid to cover your full tuition and fees and have left over funds remaining.

**What is the difference between a disbursement and a financial aid refund?**

- A disbursement is when your financial aid is transferred to Student Financial Services to pay your bill. A refund is any aid that exceeds your bill and is released to you.



**What is a book advance?**

- The Book Advance payment is to be used for your books, supplies, or other educational related items.

**Will my financial aid be affected if I withdraw from a class or all of my classes?**

- There are situations where withdrawing from classes can impact your financial aid. Please make sure you speak to a representative if you have questions pertaining to withdrawing from classes.

**I currently have a loan with another school, how can I defer it?**

- You will need to file an in-school deferment form. Please reach out to the office of the Registrar for more information. On December 22, 2021, the COVID-19 emergency relief measures were extended on ED-owned federal student loans through August 31, 2022.

**How many credits do I need to take in order to apply for a Direct Loan?**

- You will need to take a minimum of 6 credits

**Is the office open? How can I get in touch with a representative?**

- The Financial Aid Office is open and we provide in-person and virtual services. For in-person and virtual hours of operation please visit our [citytech.cuny.edu/financial-aid/](https://citytech.cuny.edu/financial-aid/).

For other questions on financial aid, contact the Financial Aid Office at [FinancialAid@citytech.cuny.edu](mailto:FinancialAid@citytech.cuny.edu), 718-260-5700 or visit Namm Hall Ground, room NG-13.





# GRADES

## Chapter 7

**Website:** [citytech.cuny.edu/registrar/grade-policies.aspx](http://citytech.cuny.edu/registrar/grade-policies.aspx)

**The following procedures and policies apply to both degree and non-degree students:**

- Any student record sent from another CUNY college must include a grade for each course for which a student has been officially registered and in attendance through the third academic week of the semester.
- No grade, including “W” (withdrawal), will be recorded during the first program adjustment period which is commonly considered the drop-and-add period. A withdrawal after the program adjustment period and before two thirds of the semester has elapsed will be assigned the grade of “W”.

Students should consult with their advisor and with the Office of Financial Aid prior to withdrawing to determine what effect it may have on their degree completion and financial aid. Withdrawals can be made online in CUNYfirst or inperson at the Office of the Registrar.

No withdrawals from remedial courses will be permitted except in cases of administrative adjustment or, in exceptional circumstances, an approved leave of absence. Students seeking to withdraw from a remedial course must obtain the appropriate form at the registrar’s office and must secure all necessary signatures. All courses or credits for which the student is officially registered at the program adjustment period of each semester (after the drop-and-add period) shall be considered attempted credits. In addition, in some departments, faculty establish special grading policies to ensure that students achieve minimum competency in their major in order to meet graduation, licensure and internship requirements.

For questions on grades, contact the Registrar’s Office at [registrar@citytech.cuny.edu](mailto:registrar@citytech.cuny.edu), 718-260-5800, or visit Namm Hall Ground, room NG-15.

# Grade Averages

## Grade Point Average

At the end of each semester, students may view their final semester grades, grade point average (GPA) and cumulative grade point average (total GPA for all semesters you have been in attendance at the college).

The possible grades you might receive are:

Letter Grade	Numerical Grade Range	Quality Points (QPA)
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

**Note:** WF grades are discontinued as of Winter Session 2020. Please refer to Late Course Withdrawal for more information on withdrawing from a course after the deadline. Effective Fall 2021 WU grades are no longer computed in your GPA.

The following grades do not have quality points and are not computed in your GPA:

W	Official withdrawal (no penalty. Will print on transcript)
WA	Administrative withdrawal (no penalty)
WN	Unofficial withdrawal (never attended – no academic penalty. Will print on transcript)
WU	Withdrew unofficially (participated at least once in an academically related activity. No academic penalty. Will print on transcript)
WD	Withdraw drop (non-punitive grade assigned to a student when a class is dropped after the financial aid certification date but before the withdrawal period. Will not print on transcript.)
S	Satisfactory/passing (used in developmental courses)
R	Repeat (used in developmental courses)
I	Incomplete (if work is not completed in specified time period, “I” grade will change to “F.” Quality points assigned to new grade only)
Y	Course requires more than one semester and therefore the grade is not yet determined
Z	No grade submitted by instructor

The following grades are not computed in the cumulative GPA but will always appear on the transcript:

\* Grades with an asterisk (\*) appended are not computed in the cumulative GPA, as they represent courses not applicable to the student’s current major.

# Grades with a pound sign (#) appended are not computed in the cumulative GPA, as they represent grades replaced by successful repetition of the course. For students entering in the fall 2013 and thereafter please refer to the repeat rule chart to determine how your grades are computed in your cumulative GPA.



Semester Averages

To determine your semester average, multiply the quality point value of each grade by the credit value of each course. The resulting figure will be the honor point value for each course. If a course is as- signed the grade of “F” include the credits in the total number of credits taken that semester. Their point value is zero (0). Add the number of honor points earned during a semester and add the number of credits attempted. (Do not include “W” courses.) Divide the honor point total by the semester credit total. The resulting figure constitutes your semester average (GPA).

For example, if you registered for five courses during a semester and received an “A,” a “B+,” a “B-,” a “C” and a “W,” your computations will appear as follows:

Letter Grade	Quality Points	Credits	Honors Points
A	4.0	3	12.0
B+	3.3	3	9.9
B-	2.7	3	8.1
C	2.0	3	6.0
W	0.0	0	0.0
Total	12	12	36

36 honor points divided by 12 credits equals 3.0 average.

Cumulative Average

Your cumulative average is your grade point average (CUM GPA) from the time of your admission into the college to the present. It is computed by the same method used to compute the semester index, except where modified by the D/F grade policy or by the application of the asterisk or pound sign to a grade, as described above.

Course Information

12-Credit Policy

Remedial work must take precedence over all other work; therefore, developmental courses must be completed before the student may progress beyond 12 credits. Non-degree students are not subject to this policy.

Credit/No Credit Policy

First-semester freshmen and first-semester transfer students may opt to have one D or F grade in one course converted to CR or NC and removed from GPA calculations for that semester. A D grade will be converted to CR, and an F will be converted to NC.

- For a course to be eligible for forgiveness, the student must remain in the class for the entire term and a grade of D or F must be earned.
- First-term freshmen with college credits earned through Advanced Placement (AP), International Baccalaureate (IB), Advanced International Certificate of Education (AICE), college preparatory programs including College Now, and/or coursework from non-accredited or accredited post-secondary institutions are eligible for forgiveness under this policy.Students who receive grades of “NC” are not eligible for the the Dean’s List for that semester.
- First-semester readmitted students are not eligible for the CR/NC policy.

- **The CR/NC policy will not override any departmental policies for student admission or progression.**
- For students applying to degree programs that include grades awarded in prerequisite courses as part of their admissions evaluations, such as clinical programs, the admission evaluation will count CR/NC grades awarded under this policy as follows: any CR grade will be treated as a D and any NC grade as an F.
- CR cannot be applied to courses where the minimum passing grade of a course, or minimum grade required for progression in the major is a C; in those cases if the student earns a D, the grade remains a D.

The Registrar must receive the student’s CR/NC application by the deadline specified in the Academic Calender, which will coincide with the last day of late registration the following semester, per the table on the next page.

Summary of deadlines for applying for CR/NC grade change:

Semester D or F earned	Deadline for CR/NC application, last day of late registration, the following:
Fall	Spring
Winter session	Spring
Spring	Fall
Summer	Fall

Furthermore, students in City Tech’s Early College High Schools who have not yet graduated from high school will be able to utilize the university’s College Now CR/NC policy. Specifically, the only passing grades permitted will be A through C. Lower passing grades, currently D, will automatically convert to the grade of CR (credit) and F, WD, WU, W, WN grades will convert to NC (No Credit), CR will carry academic credit and NC will not. Neither grade will affect the student’s GPA. Upon matriculation, NC grades earned through the college’s early college initiatives will not impact students’ financial aid status. Assignment of the CR/NC grade will be automatic and no application by the student is required. Early College Initiatives program coordinators will provide the needed information to the registrar’s office.

Repeating Courses and Policy on “F” or “D” Grades

Following CUNY policy, when an undergraduate student receives the grade of “D,” “F” or an administrative failing grade and the student subsequently retakes the same course at the same college and receives a grade of “C” or better, the initial grade will no longer be computed into the cumulative grade point average. However, the initial grade will remain on the transcript. The number of credits that can be deleted from the grade point average under this policy shall be limited to 16 for the duration of the student’s undergraduate enrollment in institutions of The City University of New York. It is the responsibility of the student to petition the registrar if the student does not wish the failing grade to be deleted from the cumulative grade point average.

Students may only repeat a credit bearing course within the major more than once with written permission from the chairperson of their major department or his/her designee. If the course is not offered by their major department; approval by the chairperson of the department offering the course is also required.

Repeating Courses with a “C” or a Higher Grade

All students may repeat a credit-bearing course in which they received a grade of “C” or higher only if they have written permission from the chairperson of their major department or his/her designee. If the course is not offered by their major department, approval by the chairperson of the department offering the course is also required.

- Students may not repeat courses which are a prerequisite to---or the equivalent of a rerequisite to---more advanced work you have completed (e.g., if you have taken CHEM 1210, you may not repeat for credit CHEM 1110). Similarly, after successfully completing a course that has prerequisites, you will not receive credit for a course that is comparable to the prerequisite you have already successfully completed or for which you have received a waiver.
- If a course with a “C” or higher grade is repeated, the original grade(s) is still factored into the cumulative GPA.
- Students will not receive credit for the same course twice.
- Students will have to pay for repeated courses.
- Students who wish to repeat a course because they are seeking acceptance into an allied health program should be aware that there are no guarantees that repeating a course will result in acceptance into the desired program. Students must consult with the program to which they are seeking admissions for final determination in advance of repeating a course.
- The Repeating Course Form must be submitted by students seeking to repeat a course they have received a grade of “C” or higher. This form can be found with department chairs and online.

Transfer Students Repeating Courses with “C” or a Higher Grade

Transfer students may also repeat courses with a grade of “C” or higher under the conditions described above. Transfer students should note that although it is a different institution, you will not receive credit for the same course twice. The grade received in a repeated course will be factored into your cumulative GPA. You will have to pay for repeated courses.

The chart that follows lists a detailed explanation of the repeat codes:

Repeat Code	Description
Average	Average Exclude credits and include GPA
Excluded	Excluded from credits and GPA

Included	Include credits and GPA
Repeat	Repeat with permission. For students that are repeating a course that they earned a grade of “C” or better
REXC	Exceeded the 16 credit limit. Excluded from credits and GPA

**The F/D policy does not supersede the policy on repeating courses, which follows:**  
You may repeat only those courses described in this policy, regardless of the requirements of your curriculum. You may not repeat a credit-bearing course within the major more than once without written permission from the chairperson of your major department or her or his designee. If the course is not offered by your major department, approval by the chairperson of the department offering the course is also required. You may not repeat courses which are a prerequisite to or the equivalent of a prerequisite to more advanced work you have completed (e.g., if you have taken CHEM 1210, you may not repeat for credit CHEM 1110). Similarly, after successfully completing a course that has prerequisites, you will not receive credit for a course that is comparable to the prerequisite you have already successfully completed or for which you have received a waiver. Students are strongly advised to consult with the Financial Aid Office in advance about the effect of repeating a course(s) on eligibility for financial assistance. Repetition of a course in which the student has received a passing grade will not count toward full-time status for financial aid purposes unless a grade higher than that previously received is explicitly required in that specific course for progression in the student’s curriculum.

Appealing a Final Grade

A student who wishes to appeal a final grade must file an official grade appeal form. The deadline for filing an appeal is a calendar year from the date the course began; however, students are encouraged to file the appeal as soon as possible. Sample reasons for an appeal might include suspicion that a grade miscalculation has occurred or that the final grade is inconsistent with the instructor’s stated grading policy.

**Note:** *WU/WF grade appeals must be filed with the course and standards committee. Effective Fall 2021 WU grades are no longer calculated in the GPA as an F.*

All appeals must follow these steps:

1. The student must first make an effort to resolve the matter with the course instructor. The instructor must provide the student with a clear explanation of how the assigned grade was determined.
2. If the issue cannot be resolved with the instructor, the student shall then make an appointment with the chairperson/ program coordinator within a maximum of three weeks after speaking with the instructor. The chairperson/coordinator will consult with the instructor to discuss the grade within one week. The chairperson/ coordinator does not have the authority to change the grade. In the case that the instructor is also the chairperson/ coordinator the student should appeal to the Dean. The Dean does not have the authority to change the grade.

3. If the issue is not resolved with the chairperson/ coordinator then the student has the right, within three weeks of meeting with the chairperson/coordinator, to appeal to the departmental final grade appeals committee. The chairperson/coordinator should inform students of the fact that there is a three-week deadline for appealing to the departmental committee. At this time the student must complete the appropriate official grade appeal form available from the Office of the Registrar and submit it to the registrar. Students should completely fill out the form stating the reasons for appealing a grade and attaching all supporting documentation, which should include as much graded work as possible. Incomplete forms will not be considered. For the appeal to proceed the1 student should also submit in writing an explanation of the steps they have taken to resolve the grade dispute and the instructor’s reason for denying the request for a change of grade.
4. Both the student and instructor must provide all supporting documentation and may be asked to appear before the committee. Faculty members can make sure the documentation process is begun by always turning in the folders with attendance, grades, and the nature and weight of each grade recorded at the end of each semester. Moreover, whenever possible the committee should contact the faculty member whose grade is being challenged and ask him/her to provide an explanation of his/her decision to not change the grade. The efforts made to contact the faculty member whose grade is being appealed should be documented and should include the times and dates of the attempts as well as say whether the attempts were made via email, postal mail, home phone, and/ or cell phone. The committee however is not required to consult with the student if the documentation provided by the student allows them to render a decision. Once the committee is convened, a decision must be made within three weeks. This policy does not affect the “F/D” and “I” policies that are currently in place.
5. If the majority of the committee recommends that a grade change is in order, then that decision is final and may not be appealed in any manner. If there is no majority, then the original final grade remains unchanged and may not be appealed. The results of the appeal will be provided to the registrar and they will send a formal letter to the student. The appeals committee will also provide the results of the appeal to the chair and the instructor whose grade is being challenged.
6. In the case of an “F” or in the case where the grade does not meet the prerequisite requirement for a course that the student wants to register for in the new semester, and if the grade appeal has been filed by the student before the beginning of the new semester, then the departmental grade appeals committee should resolve the appeal before the semester begins.
7. If the instructor and/or chairperson/ coordinator are not available to comply with this process, then the student can also appeal directly through the registrar.

(Updated August 2021)



# Withdrawal

Each withdrawal can affect a student’s financial aid status. If a student fails to officially withdraw from a course and simply stops attending, the student will receive a “WU” grade. If the student never attended the course, the student will receive a grade of “WN”. Further information on grades and financial aid eligibility can be obtained from the Financial Aid Office.

Students who officially withdraw during the CUNY refund period will have no grade recorded. Students who officially withdraw after the CUNY refund period but prior to the end of the designated withdrawal period (see academic calendar for specific dates) will have a grade of “W” (withdrew) recorded. Students who officially withdraw before the first day of the semester (or session for summer) will have 100% of their tuition refunded. Students who withdraw after that period will receive only a portion or no refund of their tuition (see section on tuition/fees and academic calendar for details).

The withdrawal policy is as follows:

**Withdrawal from a Course:**

- 1. Discuss intent with instructor.
- 2. Discuss intent with academic advisor or with a counseling faculty member.
- 3. Consult with the Financial Aid Office.
- 4. Withdraw from the class online in CUNYfirst or submit a completed Program Change form to the Office of the Registrar.

**Withdrawal from a Developmental or ESOL Course:**

- 1. Complete the form for this withdrawal, available at the registrar’s office.
- 2. Obtain a letter from the departmental advisor or a counselor stating any extraordinary circumstances which preclude the student’s continuation in the course, with a copy of the letter sent to the departmental office, and further.
- 3. Also withdraw from any credit-bearing course having that developmental or ESOL course as a corequisite, and further.
- 4. Bring materials mentioned above to the chair of the mathematics department for developmental mathematics courses, or the chair of the English department for developmental English courses, reading courses and ESOL courses.
- 5. Return the completed Program Change form to the Office of the Registrar for processing.

***Note:** Students withdrawing from remedial courses may not withdraw from classes online using CUNYfirst.*

**Withdrawal from the College:**

Official withdrawal from the college better protects the rights and privileges of the student than unofficial withdrawal, i.e., simply stopping attending.

- 1. Obtain a complete withdrawal form from your major department.
- 2. Notify all of your instructors of your withdrawal.
- 3. Obtain a withdrawal clearance/leave of absence form at the counseling center and follow the procedure outlined on the form. The withdrawal clearance procedure must be completed in person. Only in extenuating circumstances, such as personal illness, can your withdrawal be completed by mail. A withdrawal clearance which is completed by mail must be accompanied by medical or other documentation.

- 4. File the completed withdrawal clearance/ leave of absence form and the complete withdrawal form at the registrar’s office.

The date on which your withdrawal clearance/leave of absence and your complete withdrawal form are accepted and completed at the registrar’s office will be considered your date of final attendance. Refunds under the policies stated in this catalog will be determined from that date. (See section on tuition and fees for details.) Where withdrawal has significant impact on the student’s financial obligation to the college, additional administrative clearance may be required. If you wish to be readmitted to the college after you have withdrawn, you must file an application for readmission with City Tech’s registrar’s office prior to the semester in which you plan to return to the college. Please contact the registrar’s office about deadlines for readmission.

**Unofficial Withdrawal:**

Students who simply stop attending will receive a grade of “WU” (unofficial withdrawal – attended at least once). Students who register for a course and never attend the course will receive a grade of “WN” (unofficial withdrawal – never attended). Every withdrawal (official or unofficial) can affect a student’s financial aid status. Further information can be obtained from the financial aid office.

# Leave of Absence

A leave of absence is official permission to be absent from the College for one or two semesters. It allows you to be governed by the same “Statement of Requirements” in effect at the time of your leaving. A leave of absence is granted on the basis of medical (physical, psychological), financial, educational, parental, military or other personal reasons. Pick up a leave of absence/ complete withdrawal form at the counseling center. After you complete it, bring it to the registrar’s office along with all supporting documents. You may apply for a leave of absence at any time before the first day of the semester for which you are requesting a leave. You will not be granted a leave of absence more than once during any five-year period. To apply for an exception to these rules, you must submit a formal, written request to the registrar’s office and have it reviewed by a panel consisting of the registrar, VP for enrollment and student affairs, and the chairperson of your department or someone designated in his/ her place.

# Academic Forgiveness Policy

Former City Tech students who return after an absence of at least five years are reinstated under this policy. Unsuccessful grades (F, FIN, WU, or WF) received five years or more prior to readmission will not be calculated into their cumulative GPA, although they will remain visible on their transcripts. This policy gives students a second chance to complete a City Tech degree. Eligibility for financial aid is determined by Student Financial Services in accordance with Federal and State financial aid regulations and may require a waiver request. The Academic Forgiveness Policy does not override financial aid regulations. Students readmitted under this policy should speak to a Financial Aid Specialist regarding their eligibility for aid. The Financial Aid and TAP directors will be notified by the Registrar’s Office when a student is readmitted under this policy. Students who were academically dismissed will need to apply for readmission through the Committee on Course and Standards.

# OFF-CAMPUS RESOURCES

## Chapter 8

### Banks

#### Apple Bank

**Location:** 326 Court St  
Brooklyn, NY 11231  
**Phone:** 718-237-6449  
**Website:** [applebank.com/](http://applebank.com/)

#### Bank of America

**Location 1:** 76 Court St STE 1 (ATM)  
Brooklyn, NY 11201  
**Phone:** 844-401-8500  
**Website:** [bankofamerica.com/](http://bankofamerica.com/)

**Location 2:** 1 Flatbush Ave (ATM)  
Brooklyn, NY 11217  
**Phone:** 844-401-8500

**Location 3:** 120 Flatbush Ave  
Brooklyn, NY 11217  
**Phone:** 347-464-3440

**Location 4:** 350 Fulton St (ATM)  
Brooklyn, NY 11201  
**Phone:** 347-464-3440

**Location 5:** 474 Fulton St (ATM)  
Brooklyn, NY 11201  
**Phone:** 844-401-8500

**Location 6:** 205 Smith St  
Brooklyn, NY 11201  
**Phone:** 929-283-3654

#### Chase Bank

**Location 1:** 4 Chase, MetroTech Center  
Brooklyn, NY 11245  
**Phone:** 718-2420-609  
**Website:** [chase.com/](http://chase.com/)

**Location 2:** 101 Court St  
Brooklyn, NY 11201  
**Phone:** 718-6430-048

**Location 3:** 490 Fulton St  
Brooklyn, NY 11201  
**Phone:** 718-403-7900

**Location 4:** 177 Montague St  
Brooklyn, NY 11201  
**Phone:** 718-330-1356

#### Citi Bank

**Location 1:** 16 Court St (ATM)  
Brooklyn, NY 11241  
**Phone:** 800-627-3999  
**Website:** [citi.com/](http://citi.com/)

**Location 2:** 386 Fulton St (ATM)  
Brooklyn, NY 11201  
**Phone:** 800-627-3999

**Location 3:** 195 Montague St  
Brooklyn, NY 11201  
**Phone:** 347-756-4620

#### Dime Community Bank

**Location 1:** 300 Cadman Plz W  
Brooklyn, NY 11201  
**Phone:** 800-3213-463  
**Website:** [dime.com/](http://dime.com/)

**Location 2:** 188 Montague St  
Brooklyn, NY 11201  
**Phone:** 718-855-1942

Flushing Bank

Location: 186 Montague St  
Brooklyn, NY 11201  
Phone: 718-8553-555

Santander Bank

Location 1: 215 Atlantic Ave  
Brooklyn, NY 11201  
Phone: 718-637-2205  
Website: [santanderbank.com/](http://santanderbank.com/)  
  
Location 2: 300 Jay St (ATM)Brooklyn, NY 11201  
Phone: 877-768-2265  
  
Location 3: 168 Montague St (ATM)  
Brooklyn, NY 11201  
Phone: 877-768-2265  
  
Location 4: 189 Montague St  
Brooklyn, NY 11201  
Phone: 347-563-9841

Municipal Credit Union

Location: 350 Jay St  
Brooklyn, NY 11201  
Phone: 844-628-6969  
Website: [nymcu.org/](http://nymcu.org/)

TD Bank

Location 1: 252 Atlantic Ave  
Brooklyn, NY 11201  
Phone: 929-397-2387  
Website: [td.com/us/en/personal-banking](http://td.com/us/en/personal-banking)  
  
Location 2: 2-4 Flatbush Ave  
Brooklyn, NY 11217  
Phone: 718-694-2309  
  
Location 3: 181 Montague St  
Brooklyn, NY 11201  
Phone: 718-290-1200

Fax/Print Services

Fedex

Location 1: 293 Atlantic Ave Suite 301  
Brooklyn, NY 11201  
Phone: 718-624-2847  
Website: [fedex.com/en-us/home.html](http://fedex.com/en-us/home.html)  
  
Location 2: 16 Court St  
Brooklyn, NY 11241  
Phone: 718-852-5631

UPS

Location 1: 400 Jay St  
Brooklyn, NY 11201  
Phone: 929-397-0391  
Website: [ups.com/us/en/Home.page](http://ups.com/us/en/Home.page)  
  
Location 2: 137 Montague St  
Brooklyn, NY 11201  
Phone: 718-802-0900

CUNY Libraries

Website: [cuny.edu/libraries/college-libraries/](http://cuny.edu/libraries/college-libraries/)

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

Baruch College

The William and Anita Newman Library:  
Location: 151 East 25th Street  
Phone: 646-312-1610  
Website: [library.baruch.cuny.edu/](http://library.baruch.cuny.edu/)

Borough of Manhattan Community College

Philip Randolph Memorial Library:  
Location: 199 Chambers Street, Room S410  
New York, NY 10007  
Phone: 212-220-8139  
Website: [bmcc.cuny.edu/library/](http://bmcc.cuny.edu/library/)

Bronx Community College

Bronx Community College Library:  
Location: 2155 University Avenue  
Bronx, NY 10453  
Phone: 718-289-5974  
Website: [bcc.cuny.edu/library/](http://bcc.cuny.edu/library/)

Brooklyn College

Brooklyn College Library:  
Location: 2900 Bedford Avenue  
Brooklyn, NY 11210  
Phone: 718-951-5628  
Website: [library.brooklyn.cuny.edu/resources/](http://library.brooklyn.cuny.edu/resources/)

City College of New York

CCNY Libraries:  
Location: North Academic Center  
160 Convent Avenue  
New York, NY 10031  
Phone: 212-650-7000  
Website: [library.ccny.cuny.edu/](http://library.ccny.cuny.edu/)

College of Staten Island

College of Staten Island Library:  
Location: 2800 Victory Boulevard  
Staten Island, NY 10314  
Phone: 718-982-4010  
Website: [library.csi.cuny.edu/home](http://library.csi.cuny.edu/home)

Craig Newmark Graduate School of Journalism at CUNY

Research Center:  
Location: 219 West 40th Street, 3rd Floor  
New York, NY 10018  
Phone: 646-758-7730  
Website: [journalism.cuny.edu/current-students/research-center/](http://journalism.cuny.edu/current-students/research-center/)

The Graduate Center

Mina Rees Library:  
Location: 365 Fifth Avenue  
New York, NY 10016  
Phone: 212-817-7077  
Website: [library.gc.cuny.edu/](http://library.gc.cuny.edu/)



## CUNY School of Law

**CUNY School of Law Library:**

**Location:** 2 Court Square  
Long Island City, NY 11101  
**Phone:** 718-340-4240  
**Website:** [law.cuny.edu/library/](http://law.cuny.edu/library/)

## Guttman Community College

**Guttman Community College Information Commons:**

**Location:** 50 West 40th Street  
New York, NY 10018  
**Phone:** 646-313-8091  
**Website:** [guttman.cuny.edu/library/](http://guttman.cuny.edu/library/)

## Guttman Community College

**Hostos Community College Library:**

**Location:** 475 Grand Concourse A308  
Bronx, NY 10451  
**Phone:** 718-518-4222  
**Website:** [guides.hostos.cuny.edu/home](http://guides.hostos.cuny.edu/home)

## Hunter College

**Hunter College Libraries:**

**Website:** [library.hunter.cuny.edu/](http://library.hunter.cuny.edu/)

**Leon and Toby Cooperman Library:**

**Location:** 695 Park Avenue  
East Building, Room E-216  
**Phone:** 212-772-4143  
**Website:** [library.hunter.cuny.edu/leon-to-by-cooperman-library](http://library.hunter.cuny.edu/leon-to-by-cooperman-library)

**Health Professions Library:**

**Location:** Brookdale Campus  
425 East 25th Street  
New York, NY 10010  
**Phone:** 212-481-5117  
**Website:** [library.hunter.cuny.edu/health-professions](http://library.hunter.cuny.edu/health-professions)

**Schools of Social Work and Public Health Library:**

**Location:** 2180 Third Avenue @ 119th Street  
New York, NY 10035  
**Phone:** 212-396-7654  
**Website:** [library.hunter.cuny.edu/schools-social-work-public-health](http://library.hunter.cuny.edu/schools-social-work-public-health)

**Zabar Art Library:**

**Location:** North Building  
695 Park Avenue, Room 1608 North  
**Phone:** 212-772-5054

## John Jay College of Criminal Justice

**Lloyd Sealy Library:**

**Location:** 524 West 59th Street  
New York, NY 10019  
**Phone:** 212-237-8246/7  
**Website:** [lib.jjay.cuny.edu/](http://lib.jjay.cuny.edu/)

## Kingsborough Community College

**Robert J. Kibbee Library:**

**Location:** 2001 Oriental Boulevard  
Brooklyn, NY 11235  
**Phone:** 718-368-5632  
**Website:** [library.kbcc.cuny.edu/homepage](http://library.kbcc.cuny.edu/homepage)

## LaGuardia Community College

**Library Media Resources Center:**

**Location:** 31-10 Thomson Avenue, Room E101  
Long Island City, NY 11101  
**Phone:** 718-482-5425  
**Website:** [library.laguardia.edu/](http://library.laguardia.edu/)

## Lehman College

**Leonard Lief Library:**

**Location:** 250 Bedford Park Boulevard West  
Bronx, NY 10468-1589  
**Phone:** 718-960-8580  
**Website:** [lehman.edu/library/](http://lehman.edu/library/)

## Medgar Evers College

**The Charles Evans Inniss Memorial Library:**

**Location:** 1650 Bedford Avenue  
Brooklyn, NY 11225  
**Phone:** 718-270-4873/4880  
**Website:** [library.qc.cuny.edu/](http://library.qc.cuny.edu/)

## Queens College

**Queens College Libraries:**

**Website:** [library.qc.cuny.edu/](http://library.qc.cuny.edu/)

**Benjamin S. Rosenthal Library:**

**Location:** 65-30 Kissena Boulevard  
Flushing, NY 11367  
**Phone:** 718-997-3700

**Queens College Music Library:**

**Location:** Music Building, Room 225  
65-30 Kissena Boulevard  
Flushing, NY 11367  
**Phone:** 718-997-3900  
**Website:** [library.qc.cuny.edu/music/](http://library.qc.cuny.edu/music/)

## Queensborough Community College

**Kurt R. Schmeller Library:**

**Location:** 222-05 56 Avenue  
Bayside, NY 11364  
**Phone:** 718-631-6227  
**Website:** [qcc.libguides.com/libraryhome](http://qcc.libguides.com/libraryhome)

## York College

**York College Library:**

**Location:** 94-20 Guy R. Brewer  
Boulevard  
Jamaica, NY 11451  
**Phone:** 718-262-2034  
**Website:** [york.cuny.edu/library](http://york.cuny.edu/library)

## Public Libraries

**Website:** [bklynlibrary.org/](http://bklynlibrary.org/)

## Adams Street Library

**Location:** 9 Adams St  
Brooklyn, NY 11201  
**Phone:** 718-230-2264  
**Website:** [bklynlibrary.org/locations/adams-street](http://bklynlibrary.org/locations/adams-street)

## Brooklyn Central Library

**Location:** 10 Grand Army Plaza  
Brooklyn, NY 11238  
**Phone:** 718-230-2100  
**Website:** [bklynlibrary.org/locations/central?gad\\_source=1](http://bklynlibrary.org/locations/central?gad_source=1)

## Brooklyn Heights Library

**Location:** 286 Cadman Plz W  
Brooklyn, NY 11201  
**Phone:** 718-623-7100  
**Website:** [bklynlibrary.org/locations/brooklyn-heights](http://bklynlibrary.org/locations/brooklyn-heights)

## Walt Whitman Library

**Location:** 93 St Edwards St  
Brooklyn, NY 11205  
**Phone:** 718-935-0244  
**Website:** [bklynlibrary.org/locations/walt-whitman](http://bklynlibrary.org/locations/walt-whitman)

# RULES, REGULATIONS, POLICIES, AND PROCEDURES

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## Chapter 9

### 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.

### Notice of Non-Discrimination

It is the policy of The City University of New York—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY’s Policy on Equal Opportunity and Non-Discrimination.

CUNY’s Policy on Sex-Based Misconduct prohibits all forms of sexual misconduct, including sex-based harassment, dating violence, domestic violence, sexual assault, stalking and voyeurism, as well as sex-based discrimination, including discrimination based on gender identity and past, present or potential pregnancy or related conditions. Inquiries concerning sex-based misconduct may be made to the individuals specified in that policy or may be referred to the U.S. Department of Education, Office for Civil Rights.

It is also the University’s policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or childbirth-related medical conditions and victims of domestic violence/stalking/sex offenses. The process for addressing these issues is set forth in CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments for Employees and CUNY’s Policy Effecting Reasonable Accommodations and Academic Adjustments Procedures Relating to Accommodations and Accessibility for Students.

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited.

**Please visit the following links to access the above-referenced policies and procedures:**

For CUNY’s Sex-Based Misconduct Policy:

[www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Sexual-Misconduct-Policy.pdf](http://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Sexual-Misconduct-Policy.pdf)

For CUNY's Equal Opportunity and Non-Discrimination Policy:

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/equal-opportunity-and-non-discrimination-policy/PEONon-Discrimination.pdf>

For CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments for Employees and CUNY's Policy Effecting Reasonable Accommodations and Academic Adjustment Procedures Relating to Accommodations and Accessibility for Students:

<https://policy.cuny.edu/wp-content/uploads/sites/6/page-assets/general-policy/Accommodations-Policy-7.10.pdf>

[https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/ReasonableAccommodationsEmployees-ReligiousAccommodationsEmployees\\_students\\_Revised\\_9.19.24.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/ReasonableAccommodationsEmployees-ReligiousAccommodationsEmployees_students_Revised_9.19.24.pdf)

The following person has been designated at New York City College of Technology to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination and Policy on Sex-Based Misconduct and to ensure compliance with CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments for Employees and CUNY's Policy Effecting Reasonable Accommodations and Academic Adjustments Procedures Relating to Accommodations and Accessibility for Students:

Patricia A. Cody, Esq.

Chief Diversity Officer, Title IX Coordinator, ADA/504 Rehab Act Coordinator NAMM – 322 718-260-4985

[PCody@citytech.cuny.edu](mailto:PCody@citytech.cuny.edu)

**The following federal, state, and local agencies enforce laws against discrimination:**

New York City Commission on Human Rights:

[www.nyc.gov/site/cchr/index.page](http://www.nyc.gov/site/cchr/index.page)

New York State Division on Human Rights:

[www.dhr.ny.gov](http://www.dhr.ny.gov)

U.S. Equal Employment Opportunity Commission:

[www.eeoc.gov](http://www.eeoc.gov)

United States Department of Justice:

[www.justice.gov/](http://www.justice.gov/)

United States Department of Education, Office for Civil Rights:

[www2.ed.gov/ocr](http://www2.ed.gov/ocr)

## City Tech First Amendment: Time, Place and Manner Guidance

As a public institution of higher education, New York College of Technology is committed to academic freedom and the free exchange of ideas and expression of all points of view for members of the College community, including individual students, faculty, and staff and recognized groups of those constituencies. At the same time, the College has a responsibility to protect the safety of everyone on campus and to prevent discrimination, harassment, and disruptions to the College's academic operations.

Consistent with the First Amendment, the College may regulate speech on campus by imposing content-neutral "reasonable time, place, and manner" restrictions so long as (1) the restrictions are necessary to fulfill a significant legitimate institutional purpose and (2) other avenues remain available for communicating the same message to the same audience. For example, the College could prohibit the use of a bullhorn during an event if use of a bullhorn would be so noisy as to interfere with classes scheduled for the same time. The College could restrict the hours or location of an event or speaker provided the rule was reasonably necessary to prevent disruption of such activities as teaching or course registration.

A member of the College community who fails to comply with the College's reasonable time, place and manner restrictions, or fails to comply with a directive to cease behavior in violation of those restrictions, would be in violation of one or more of CUNY's Rules and Regulations for the Maintenance of Public Order (the "Henderson Rules"), which prohibit, among other things:

- Interfering with the institution's educational processes and facilities;
- Interfering with the rights of others who wish to avail themselves of the college's instructional, personal, administrative, recreational, and community services; and
- Failing to comply with lawful directions issued by representatives of the University/college

Students whose conduct violates the Henderson Rules are subject to student disciplinary charges under Article XV of the CUNY Bylaws. Penalties range from an admonition to expulsion. Employees may be subject to disciplinary action in accordance with applicable CUNY policies and collective bargaining agreements.

## Rules and Regulations for The Maintenance And Regulations of Public Order Pursuant to Article 129a of The Education Law (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 93 itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the bylaws of the board of trustees.

- With respect to enforcement of these rules and regulations, we note that the bylaws of the board provide that: "THE PRESIDENT, with respect to his educational unit, shall:**
- a. Have the affirmative responsibility of conserving and enhancing the education standards of the college and schools under his jurisdiction;
  - b. Be the advisor and executive agent of the board and of his respective college committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions, and policies of the board, the lawful resolutions of the several faculties;
  - c. Exercise general superintendence over the converse, officers, employees, and students of his educational unit."

**I. Rules:**

- 1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he or she interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational, and community services.
- 2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
- 3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of university/college equipment and/or supplies.
- 4. Theft from, or damage to university/college premises or property, or theft of or damage to property of any person on university/college premises is prohibited.
- 5. Each member of the academic community or an invited guest has the right to advocate his or her position without having to fear abuse, physical, verbal, or otherwise, from those who hold conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
- 6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the university/college, or whose presence on any such 94 campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational and community services.

- 7. Disorderly or indecent conduct on university/college-owned or controlled property is prohibited.
- 8. No individual shall have in his or her possession a rifle, shotgun, or firearm or knowingly have in his or her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the university/college without the written authorization of such educational institution. Nor shall any individual have in his or her possession any other instrument or material which can be used for and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the university/college.
- 9. Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
- 10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by university students or employees on university/college premises, or as part of any university/college activities is prohibited. Employees of the university must also notify the college's personnel director of any criminal drug statute conviction for a violation occurring in the workplace not later than (5) days after such conviction.
- 11. The unlawful possession, use, or distribution of alcohol by students or employees on university/college premises or as part of any university/college activities is prohibited.

**II. Penalties:**

Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

Any tenured or non-tenured faculty member or other members of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the bylaws of The City University of New York, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection and/or arrest by the civil authorities, and, for engaging in any manner of conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive 95 rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the bylaws or written policies of The City University of New York.

Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded. Penalties 1-4 shall be in addition to any other penalty provided by law or The City University of New York trustees.

**Sanctions Defined:**

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

Warning: notice to the offender orally or in writing that continuation or repetition of the wrongful conduct within a period of time stated in the warning may be the cause for more severe disciplinary action.

Censure: written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand. Disciplinary Probation: exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution: reimbursement for damage to or misappropriation of property.

Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

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

Expulsion: termination of student status for an indefinite period. The conditions of readmission, if any are permitted, shall be stated in the order of expulsion.

## CUNY Preferred Name

While CUNY recognizes the importance that a change of name might have to students during their time with the University, a preferred name is not a legal name, but is generally used to change how others refer to you. For this purpose, students may identify a preferred name to be recorded in the student system. No documentation is required to have a preferred name recorded. Documents and records that may display a preferred name include, among other things, course rosters, student identification cards, student email addresses, and other documents issued by the University. A preferred name will not be reflected on, among other things, a student's official academic record, diploma, or transcript. To change the name that is displayed/reflected on official academic record, diploma, or transcript students must follow the instructions on the Personal Data Change Request Form available in the Registrar's Office. Official and legal name changes require specific documentation outlined on that form.

Please note that only first and/or middle names may be requested. Please select names that you would be comfortable using in the classroom and other CUNY settings.

[www.cuny.edu/wp-content/uploads/sites/4/page-assets/current-students/student-affairs/student-services/resources-for-lgbtqi-students/Preferred-Name-request-formfinal-jss-accessible.pdf](http://www.cuny.edu/wp-content/uploads/sites/4/page-assets/current-students/student-affairs/student-services/resources-for-lgbtqi-students/Preferred-Name-request-formfinal-jss-accessible.pdf)

## Excerpts from the Bylaws of CUNY

**ARTICLE XV****STUDENTS SECTION 15.0. PREAMBLE:**

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

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

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

**SECTION 15.1. CONDUCT STANDARD DEFINED:**

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

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

**SECTION 15.2. STUDENT ORGANIZATIONS:**

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

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university. 77 Each student leader and officer of student organizations recognized by or registered with the institution, as well as those seeking recognition by the institution, must complete training on domestic violence, dating violence, stalking, and sexual assault prevention and on CUNY's Policy on Sexual Misconduct prior to the organization receiving recognition or registration.

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

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

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

c.

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

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

d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten (10) calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee. 78

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

**SECTION 15.3. THE UNIVERSITY STUDENT SENATE:**

There shall be a university student senate responsible, subject to the board of trustees, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of

interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies, or by their student governments from the elected members of the respective student governments.

**SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES.**

**Complaint Procedures:**

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

b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless: (i) said complaint involves two or more complainants or respondents; or (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the CUNY Policy on Sexual Misconduct, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the preliminary investigation, the chief student affairs officer or designee shall take one of the following actions: 79

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

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

3. Prefer formal disciplinary charges.

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



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

City Tech Student Complaints and Grievances Website:  
[www.citytech.cuny.edu/current-student/complaints/](http://www.citytech.cuny.edu/current-student/complaints/)

**Mediation Conference:**

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

1. An effort shall be made to resolve the matter by mutual agreement through such process as the mediator deems most appropriate; provided, however, that the complainant must be notified of her/his right to end the mediation at any time.
2. If an agreement is reached, the faculty or staff member conducting the conference shall report her/his recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.
3. If no agreement is reached within a reasonable time, or if the respondent fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges, or, if charges have been preferred, proceed to a disciplinary hearing.
4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received during the mediation conference, or presenting the case on behalf of the college.

**Notice of Charges and Hearing:**

f. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him/it. The chief student affairs officer is also encouraged to send the notice of charges

to any other e-mail address that he or she may have for the respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.

g. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he is charged with violating, and the possible penalties for such violation.
2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
  - (i) to present their side of the story;
  - (ii) to present witnesses and evidence on their behalf;
  - (iii) to cross-examine witnesses presenting evidence;
  - (iv) to remain silent without assumption of guilt; and
  - (v) to be assisted or represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
3. A warning that anything the respondent says may be used against her/him at a noncollege hearing.

**Pre-Hearing Document Inspection:**

h. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with 81 the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant an adjournment of the hearing as may be necessary in the interest of fairness to permit the requesting party time to review the newly produced evidence.

**Admission and Acceptance of Penalty Without Hearing:**

i. At any time after receiving the notice of charges and hearing but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. This agreed upon penalty shall be placed on the respondent's transcript consistent with sections u and v herein.

Before resolving a complaint in this manner, the chief student affairs officer must first consult with the complainant and provide the complainant an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a written statement of the reasons supporting such resolution, and the complainant may appeal the decision to enter into the resolution to the president.

**Emergency Suspension:**

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

**Faculty-Student Disciplinary Committee Structure:**

k. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), 82 and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

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

m. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School

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

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

o. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

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

**Faculty-Student Disciplinary Committee Procedures:**

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

**Hearing:**

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

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

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

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

5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is 84 recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.

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

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

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

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

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

with them to find a representative to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness.

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

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

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

**Penalty Phase:**

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

**Decision:**

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

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

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



**Appeals:**

16. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may 86 modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

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

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

**Notations on Transcripts:**

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

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

**SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES:**

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

any college, school, or units of the university 87 in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

**SECTION 15.6. COLLEGE GOVERNANCE PLANS:**

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

**Academic Intergrity Policy at City Tech**

The following procedures for documenting academic integrity violations and implementing sanctions are found in the City Tech bylaws. Revisions to the college bylaws were approved by College Council on April 13, 2010 in order to conform to the revisions in the CUNY Bylaws.

**1. Forms of Academic Dishonesty:**

- a. Cheating is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise.
- b. Plagiarism is the act of presenting another person’s ideas, research or writings as your own.
- c. 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.
- d. Obtaining unfair advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.
- e. Falsification of records and official documents includes, but is not limited to, forging signatures of authorization and falsifying information on an official academic record. For specific examples of these forms of academic dishonesty, see the CUNY Policy on Academic Integrity (pg. 9).

**2. College Procedures:**

In determining if and what sanctions should be brought against a student, the instructor should consider the seriousness of the violation and any mitigating circumstances. The instructor should also consult the chairperson of their department. An academic sanction generally means a reduced grade for the student, whether it is a reduced or failing grade for a single exam or assignment, or an automatic failing grade for the entire course. A disciplinary sanction constitutes a more severe sanction, such as suspension or expulsion of the student from the college. Only the academic integrity officer can ultimately make the decision to pursue disciplinary action against a student in addition to academic sanctions. The academic integrity officer’s decision to pursue a disciplinary sanction would likely be made in the event of repeated or particularly egregious violations of academic integrity by a student. Five possible scenarios could result from an instructor’s claim that a student violated academic integrity policy. While the following gives details of the procedures for addressing these scenarios, the list should not be considered exhaustive.

A. Instructor seeks academic sanction and the student does not contest the academic sanction.

- i. An instructor who suspects a student of committing a violation of the CUNY Policy on Academic Integrity first needs to assure that every effort has been made to review with the student the facts and circumstances of the case. The student must also be informed that the instructor will be seeking an academic sanction, whether the sanction is a reduced or failing grade for a single exam or assignment, or an automatic failing grade for the entire course. If the student refuses to meet with the instructor regarding this matter, then the instructor should make note of his or her attempts to contact the student.
- ii. The instructor completes the Faculty Action Report Form (FAR form) and indicates that he/she is seeking only academic sanction. The original FAR form is then submitted to the Academic Integrity Officer, and a copy of the FAR form is retained by the instructor.
- iii. Within seven business days of receipt of the FAR form, the Academic Integrity Officer must notify the student via certified mail of the academic integrity violation, and include along with a copy of the FAR form the Notification of the Right to Appeal (NRA). If the student does not appeal the charges by giving written notice to the Academic Integrity Officer within thirty business days of receipt of the FAR form and the NRA, then this shall indicate that the student does not contest the sanction. In the case that a student is appealing a final grade, then the thirty day period for filing an appeal for the spring semester and the summer semester begins on the first day of the fall semester following the one in which the grade was recorded. Students filing an appeal for the fall semester must do so within thirty days of the start of the spring semester following the one in which the grade was recorded. A student appealing a grade for an assignment must do so within thirty days of registered mail notification of the sanction. Should the student appeal be for an assignment that was given as a semester's end project, then the time period provided for appealing a final grade shall be used to calculate when the FAR form should be returned.
- iv. The instructor's grade stands The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

B. Instructor seeks an academic sanction and student denies the academic dishonesty.

- i. Steps a (i) through a (iii) are taken. Even if the instructor has issued no grade penalty against a student and has simply reported the violation to the academic integrity officer on the FAR form, a student could still appeal the record of the charge (FAR form) that has been placed in his/her confidential file.
- ii. If the Academic Integrity Officer receives the student's written statement appealing the charges, he/she shall then convene a hearing by the Academic Integrity Committee (AIC) to be scheduled within forty five days of receipt of the student's appeal. The Academic Integrity Officer will also notify the registrar to change the current grade

of the student to "PEN." The student is notified of the grade change within seven business days by the academic integrity officer, and the student, the instructor and the instructor's department chair are notified of any relevant dates with regard to the hearing of the appeal by the Academic Integrity Committee.

- iii. In order to make its determination, the Academic Integrity Committee has the authority to interview all persons involved in the academic integrity violation, and to review any documentation the committee deems necessary to make its final decision. The student has the right to argue his/her case before the academic integrity committee and bring relevant evidence and witnesses for his/her defense in accordance with the NYCCT and CUNY bylaws.
- iv. If the Academic Integrity Committee finds that the student is not in violation of the CUNY Policy on Academic Integrity, then the FAR form and all other material relating to the matter are destroyed. The Academic Integrity Officer, in consultation with the instructor, and no later than seven business days after the academic integrity committee's ruling, submits a change of grade reflecting the elimination of the grade penalty to the registrar, whether the penalty was a reduced or failing grade for a single exam or assignment, or whether the sanction is an automatic failing grade for the entire course. Should the student believe that the adjusted grade is unfair, the student can follow the college's grade appeal process.
- v. If the Academic Integrity Committee finds that the student is in violation of the CUNY Policy on Academic Integrity, then the Academic Integrity Officer informs the registrar's office, the student, the instructor, and the department chairperson of the change of grade from "PEN" to the grade originally submitted by the instructor. The Academic Integrity Officer keeps a record of all information regarding the violation in a confidential file.
- vi. The decision of the Academic Integrity Committee is final.

C. Instructor seeks an academic sanction, and student admits the academic dishonesty but contests the sanction

- i. Steps a (i) through a (iii) are taken.
- ii. The student may appeal the academic sanction through the college's grades appeal process.

D. The Academic Integrity Officer, in consultation with the instructor, seeks both academic and disciplinary action against the student

- i. The Academic Integrity Officer must decide within seven working days of receipt of the FAR form from the instructor to decide whether to pursue both the academic and disciplinary sanction against the student. The Academic Integrity Officer must then submit any charges, accusations or allegations in writing and in complete detail to the office of the Vice President of Enrollment and Student affairs who will conduct a preliminary investigation as per Article XV, Section 15.3 of the bylaws of the board of trustees of the City University of New York. Only the Faculty-Student Disciplinary

committee can determine whether or not formal disciplinary action will be taken against a student.

- ii. If the Vice President for Enrollment and Student Affairs does not prefer formal disciplinary charges or the Faculty-Student Disciplinary Committee decides not to hear a case against a student for disciplinary action submitted by the Academic Integrity Officer, the Vice President for Enrollment and Student Affairs or the chair of the Faculty Student Disciplinary Committee (as applicable) gives written notice to the student and the Academic Integrity Officer of the decision not to seek disciplinary action but reminds them that the academic sanction and FAR form remain. The student may then appeal according to the procedures already set forth in sections b and c or accept them as in section a
- iii. If the Faculty-Student Disciplinary Committee decides to hear the case, the Faculty-Student Disciplinary Committee chair changes the student's grade to PEN, and the Faculty-Student Disciplinary Committee's long-established procedures go into effect, in accordance with the NYCCT Bylaws and Article XV, Section 15.3 of the CUNY Bylaws. The Faculty-Student Disciplinary Committee informs the student of the proceedings, the dates and times, and the student's rights and responsibilities. Since any decision to pursue disciplinary charges against a student results automatically in a Faculty-Student Disciplinary Committee hearing, the student has the opportunity to present his/her defense, including relevant evidence and witnesses, at this hearing according to the procedures set forth in college bylaws.
- iv. The Faculty-Student Disciplinary Committee meets to determine the outcome of academic and disciplinary sanctions. If the Faculty-Student Disciplinary Committee determines that no academic or disciplinary sanction is warranted, then the Academic Integrity Officer is advised, and all information pertaining to the matter in the student's confidential file is destroyed. If applicable, the Academic Integrity Officer shall then confer with the instructor with regard to changing the PEN grade to a grade reflecting no penalty. The PEN grade change shall be submitted to the registrar no later than seven business days from the date the Academic Integrity Officer is notified by the Faculty-Student Disciplinary committee of its decision. Should the student find that the grade submitted is unfair, then he/she can appeal through the grade appeals process.
- v. If the Faculty-Student Disciplinary Committee decides that only academic sanction is warranted, or only disciplinary sanction is warranted, or both academic and disciplinary action is warranted, then it is the responsibility of the Faculty-Student Disciplinary Committee chair to advise the student, the instructor, the department chair, and the Academic Integrity Officer of the outcome. If the academic sanction is upheld, the Faculty-Student Disciplinary Committee chair must change the student's PEN grade back to the grade with penalty originally submitted by the instructor. In the unlikely event that the Faculty-Student Disciplinary Committee decides that only a disciplinary action is warranted but not an academic sanction, then it is the responsibility of the Faculty-Student Disciplinary Committee chair, in consultation

with the Academic Integrity Officer and the instructor, to change the PEN grade to a grade without penalty within seven days of notice of this action by the Faculty-Student Disciplinary Committee chair. In either case, if the disciplinary sanction is upheld, the Faculty-Student Disciplinary Committee chair then imposes the disciplinary sanction. In accordance with the bylaws, the student may appeal the decision of the Faculty-Student Disciplinary Committee to the president of the college.

e. The student withdraws from the class while or after academic and/or disciplinary charges are made

- i. A student may not circumvent the academic integrity process by withdrawing from a class. In the instance where an instructor seeks an academic sanction, or the Academic Integrity Officer seeks both academic and disciplinary sanctions, a student's withdrawal from that course does not serve as a shield again a violation of academic integrity. In this case the procedures outlined in a, b, and/or c are followed accordingly.

**The Academic Integrity Committee's Charge:**

The NYCCT Governance Plan sets forth the charge and composition of the Academic Integrity Committee (AIC) as follows:

- 1) The AIC shall consist of seven voting members and either one or two non-voting members. Three members of the AIC shall be elected for three-year rotating terms by full-time faculty who hold the minimum rank of assistant professor who have received their third-year reappointment. No two elected members of the AIC shall be from the same department. Four members shall be appointed by the Provost (with at most one member from each school and one member from the library) for one-year terms so that at most one member of the committee is from any single department. No one may serve more than six years consecutively as a voting member of the AIC. The AIO may ask a student to serve on the AIC as a nonvoting member.
- 2) The AIC shall have both an educative and administrative purpose. In the spirit of prevention, and to promote the education of faculty, staff and students about academic dishonesty, the AIC shall be charged with the maintenance, support and dissemination of academic integrity policies, procedures and guidelines as they are expressed in catalogs, student handbooks, class schedules, websites, workshops and other sources of public information at the college. In accordance with the recommendations put forth in the CUNY Report on Academic Integrity, the AIC shall a) hold workshops and orientation sessions for faculty with the aim of raising awareness of the importance of academic integrity, providing guidelines for detecting plagiarism and dealing with students, and promoting preventative pedagogical strategies to discourage problems before they arise; b) work with counselors and faculty to educate students in orientation sessions and other forums about the importance of academic integrity, what it means and what constitutes a violation of the academic integrity policies of the college and CUNY and c) create a website that will serve as a clearinghouse for all policies, procedures and guidelines involving academic integrity.



3) The AIC shall be charged with hearing appeals of all contested charges of academic dishonesty against a student that do not involve the pursuit of a disciplinary sanction (charges involving pursuit of a disciplinary sanction are heard by the FSDC).

**What happens to a student after an instructor submits a FAR form reporting a violation?**

The AIO sends to the student a letter notifying the student that a violation has been placed in her/his file at the college. The student also receives a copy of the FAR form and a notice of the student's right to appeal. Unless the student successfully appeals the charge, the violation remains in the student's file and the grade sanction (if any) remains. No indication of a single AI violation appears on a student's permanent record or transcripts. Only if the college takes formal disciplinary action against a student (in the case of egregious multiple violations, for example) might there be a notation on the student's official record or transcripts.

**What if a student violates the AI policy and then withdraws from the course after a charge is made and a FAR form is submitted?**

A student may not withdraw from a class to avoid an Academic Integrity violation or sanction. If an instructor has a policy mandating that an F in the course is the penalty for an AI violation, or an F grade on an essay is the penalty for a plagiarized essay, the student who withdraws from the class after the FAR form is submitted is subject to a course grade change (from a W to a sanctioned grade) at the discretion of the AIO.

**Must I have 100% absolute proof that a student has cheated before filing a FAR form?**

Instructors must rely on their own professional expertise and use their own best judgement as to what constitutes evidence of an AI violation. The instructor may wish to consult their department chair or the AIO if they are unsure. A reasonable degree of evidence of academic dishonesty is expected when a FAR form is filed. However, various forms of obvious cheating are sometimes difficult to prove definitively. Faculty should keep in mind that in the event of a student appeal, the AIC hearing is not akin to a court of law, and proof "beyond a reasonable doubt" is not the standard. For example, a student with extremely poor writing skills who submits to her/his English instructor an essay that reads as if it was written by a professional literary critic may be subject to a violation, even if the source of the plagiarized essay cannot be located as evidence.

**What if, contrary to my policies, I catch a student with a prohibited cell phone on their desk (or a prohibited note card on their lap) during an exam, but there is no evidence within the content of the student's test answers that he/she used the cell phone to cheat?**

Faculty should remember that a student doesn't have to "successfully" cheat in order to receive an AI violation. The instructor's own reasonable AI policies are designed to protect and uphold academic honesty and integrity in the classroom. If a student violates the instructor's AI rules (e.g. a ban on cell phones or notes being present during an exam), the student is subject to an AI violation. The intent of a student caught with a prohibited cell phone or notes during an exam cannot be determined or judged with certainty; at issue, rather, is the student's violation of the instructor's rules designed to

uphold Academic Integrity. The instructor's own reasonable AI policies in the classroom are essentially an extension of City Tech and CUNY AI policies intended to protect academic honesty. Thus, students who violate the instructor's rules in the assessment process (however innocent the student's professed intentions are) are subject to an AI violation.

**When a student appeals a violation, who attends an AIC hearing and what may I expect?**

When an appeal commences, the student's grade is changed by the AIO to a PEN (pending) grade. In an AIC hearing, members of the AIC are present as well as the student. The faculty member is encouraged to attend but is not required to do so. The student, the instructor or the AIC chair may opt to call witnesses. The AIC interviews the student and the faculty member separately, as well as any witnesses called, reviews all documentary evidence, and comes to a decision by a simple majority vote, either upholding or overturning the violation (and, if applicable, the sanction). Afterward the AIO replaces the PEN grade with a grade that reflects the decision of the AIC, either upholding the instructor's original sanctioned grade or nullifying it. When the AIC issues a ruling, it is considered the final word on the matter at the college.

**What if a student posts my exam questions or an essay they wrote for my class on a public internet site?**

Unless explicitly permitted by the instructor, the public posting or private sharing of course materials that are used for assessment purposes (tests, quizzes, assignments etc.), as well as the public posting of completed term papers, lab reports, research projects, homework assignments etc. (either the sharing of the student's own work, or the sharing of another student's work) is a violation of CUNY and City Tech Academic Integrity policy. Students who share course materials with other students or post them on public websites such as Course Hero or Chegg are essentially assisting other students in cheating and subject to a violation. These websites often encourage students to post course materials and reward them for doing so (with free or discounted subscriptions). Faculty are advised to include prohibitions on the sharing of course materials in their own AI statements and be clear and explicit

## CUNY Policy on Academic Integrity

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

Academic integrity is at the core of a college or university education. Faculty assign essays, exams, quizzes, projects, and so on both to extend the learning done in the classroom and as a means of assessing that learning. When students violate the academic integrity policy (i.e., "cheat"), they are committing an act of theft that can cause real harm to themselves and others including, but not limited to, their classmates, their faculty, and the caregivers who may be funding their education. Academic dishonesty confers an unfair advantage over others, which undermines educational equity and fairness. Students who cheat place their college's accreditation and their own future prospects in jeopardy.

**1. Definitions and Examples of Academic Dishonesty:**

1.1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices, artificial intelligence (AI) systems, or communication during an academic exercise. Example of cheating include:

- Copying from another person or from a generative AI system or allowing others to copy work submitted for credit or a grade. This includes uploading work or submitting class assignments or exams to third party platforms and websites beyond those assigned for the class, such as commercial homework aggregators, without the proper authorization of a professor. Any use of generative AI tools must be in line with the usage policy for specific assignments as defined in the course of the syllabus and/or communicated by the course instructor.
- Using artificial intelligence tools to generate content for assignments or exams, including but not limited to language models or code generators, without written authorization from the instructor.
- Unauthorized collaboration on assignments or examinations.
- Taking an examination or completing an assignment for another person or asking or allowing someone else to take an examination or complete an assignment for you, including exams taken on a home computer.
- Submitting content generated by another person or an AI tool or any other source as solely your own work as your own, including, but not limited to, material obtained in whole or in part from commercial study or homework help websites, or content generated or altered by AI or digital paraphrasing tools without proper citation.
- Fabricating and/or falsifying data (in whole or in part).
- Giving assistance to acts of academic misconduct/dishonesty.
- Altering a response on a previously graded exam or assignment and then attempting to return it for more credit or a higher grade without permission from the instructor.
- Submitting substantial portions of a paper or assignment to more than one course for credit without permission from each instructor.
- Unauthorized use during an examination of notes, prepared answers, or any electronic devices such as cell phones, computers, smart watches, or other technologies to copy, retrieve, generate or send information.

**1.2. Plagiarism** is the act of presenting ideas, research or writing that is not your own as your own. Examples of plagiarism include:

- Copying another person's or an AI tool's actual words or images without the use of quotation marks and citations attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.
- Unauthorized use of AI-generated content; or use of AI-generated content, whether in whole or in part, even when paraphrased, without citing the AI as the source.

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

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or

concealing them.

- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam. Intentionally obstructing or interfering with another student's work.

#### **1.4. Falsification of Records and Official Documents:**

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other college document.
- Falsifying medical documentation that has a bearing on campus access or the excuse of absences or missed examinations and assignments.

#### **2. Methods for Promoting Academic Integrity:**

2.1. The CUNY Policy on Academic Integrity, and, if applicable, the college's procedures for implementing the Policy, shall be posted to each college's website with a link provided in the Learning Management System (LMS) shell. It is recommended that the link also be included in each course syllabus. Orientation sessions for all new faculty (full- and part-time) and students shall incorporate a discussion of academic integrity.

2.2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall make faculty aware of the availability of such services and faculty should inform students of their use.

#### **3. Reporting:**

3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leadership. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1., 4.2.1., 4.2.2., 4.3 and 4.4.

3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the Form to the college's Academic Integrity Officer, copying his/her Department Chair. Each college shall use a uniform form throughout the college, which

shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number, the date of the incident, an explanation of the incident and the instructor's contact information. All instances of academic dishonesty that are reported to the Academic Integrity Officer shall be recorded for documentation and tracking purposes.

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

#### **4. Procedures for Imposition of Sanctions:**

##### **4.1. Determination on academic vs. disciplinary sanction.**

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

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; (ii) the student has previously violated the Policy; or (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to: forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; generating entire assignments or exam responses using AI without authorization, sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

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

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

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and students do not contest either their guilt or the particular reduced grade the faculty member has

chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

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

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

##### **4.2.3. Student Denies the Academic Dishonesty**

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

#### **4.3. Procedures in Cases Involving Disciplinary Sanctions.**

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

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-



Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

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

**4.4. Required Action in Cases of No Violation**

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

**5. Implementation:**

Each college shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges’ procedures must be consistent with the policy and procedures described in the Policy. **CUNY BOT adopted a revised “Policy on Academic Integrity” on June 27, 2011, which went into effect on July 1, 2011 (6.27.2011.Cal.5.L). Amended and replaced on June 27, 2022. (6.27.2022. No. 4.F.)**

EXPLANATION:

Revision to the 2022 Academic Integrity Policy is necessary because the current policy does not address the advent of Artificial Intelligence and its use by students at CUNY. Preparing students to learn from and use AI responsibly and ethically is critical to the University’s mission, to ensuring academic integrity, to securing the rigor of the University’s academic programs. Further, students must become facile with the use of AI to learn effectively in today’s world and to prepare for their AI-assisted careers and lives in the future.

**CUNY City Tech Workplace Violence Prevention Program**

In accordance with the University’s commitment to the prevention of workplace violence, New York City College of Technology (“College” or “City Tech”) adopts the following as its Workplace Violence Prevention Program:

**1. Purpose:**

The City University of New York is committed to the prevention of workplace violence and will respond promptly to any threats and/or acts of violence. Through this Workplace Violence Prevention Program, the College is providing information to the College community about preventing and responding to incidents of workplace violence at the College’s worksites and facilities and is developing programs which will prevent or reduce the likelihood of threats or acts of workplace violence. The Program seeks to ensure that any incident, complaint, or report of workplace violence is taken seriously and addressed appropriately. The Program implements the Workplace Violence Prevention Policy adopted by the Board of Trustees on September 26, 2011. As set forth therein, workplace violence is defined as any physical assault or act of aggressive behavior occurring where an employee performs any work–related duty in the course of his or her employment, including but not limited to:

- i. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;

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

**2. Scope:**

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

**3. Workplace Violence Advisory Team (“WVAT”):**

- a. The WVAT reports directly to the College President and consists of members designated by the President. The WVAT Chair, selected by the President, sets the times and agendas for meetings and establishes sub-committees, as necessary, to fulfill the WVAT responsibilities set forth herein and in sections 4, 7 and 12.
- b. The Chair and members of the WVAT and their contact information are listed in Appendix I.
- c. The WVAT will coordinate any Workplace Violence Prevention training the College provides to supplement the online training provided by the CUNY Central Office.
- d. The College’s Office of Public Safety will conduct investigations into workplace violence complaints. The Chair of the WVAT may also appoint a member or members of the WVAT to participate in the investigation.

**4. Risk Assessment and Evaluation Process:**

- a. On an annual basis, the WVAT will:
  - i. Examine the prior year’s relevant records that concern workplace violence incidents to identify patterns in the type and cause of injuries.
  - ii. Assess relevant policies, work practices, and work procedures that may impact the Workplace Violence Prevention Program.
- b. The WVAT will schedule, as necessary, a physical site evaluation of the College’s workplace to determine the presence of factors that may place employees at risk of workplace violence. Each authorized employee representative organization with employees at the College will be given advance notice, in writing, from the Vice President for Administration of the date(s) and time(s) of the site visit(s). Each authorized employee organization may designate a representative to participate in the site visit(s) by notifying the WVAT Chair in writing of the designated representative. In addition to the authorized employee representative(s), an employee may also request to participate directly in the site visit for his/her work area by contacting the WVAT Chair. The authorized employee representative(s) will be provided with incident reports (without names) for the previous year. The authorized employee representative(s) may submit to the WVAT Chair any comments regarding situations in the workplace that pose a threat of workplace violence.
- c. Following the physical site evaluation, the WVAT will prepare a report of the findings, including a list of the high-risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address identified

risk factors. The report will be submitted to the President for appropriate action. Copies of the report will be made available, upon request, to employee(s), their authorized representatives(s), and the New York State Department of Labor.

**5. High Risk Locations/Risk Factors The College has identified the following non-exhaustive list of locations that might place an employee at risk of workplace violence:**

- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar, Controller's Office, and Student Accounting Services.
- Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Student Accounts, Academic Advising Offices, Office of Services for Students with Disabilities, Offices of the Deans, and the Office of Compliance & Diversity.
- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources, and the Office of Compliance & Diversity.
- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support.
- Work sites containing employees who work late at night or early in the morning or on weekends: entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty.

In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards:

- i. Engineering Controls.
  - i. Bullet Proof Glass (Bursar) Safes (Bursar/Controller/Student Accounting Services).
  - ii. Card Access, Turnstiles.
  - iii. Video Cameras – Elevators, Elevator Lobbies, Outside Perimeter, Some Interior Stairwells (Library, Vertical Campus Locations). There are over 300 cameras in place at this time.
- ii. Administrative or Work Practice Controls.
  - i. Sign-in/Sign-out procedure for off-hour access.
  - ii. All entry points on campus a Public Safety officer is stationed on a Fixed Post controlling entry onto campus.
  - iii. Public Safety Officers patrol the campus 24 hours a day 7 days per week.
- iii. Personal Protective Equipment (PPE).
  - i. Walkie-Talkies (Public Safety/Buildings & Grounds).
  - ii. Emergency Contact for Public Safety from any phone on campus.
  - iii. Panic Buttons.
- Counseling Center.
- Office of the Vice President of Student Affairs.
- Receptionist of Human Resources.
- Emergency phones in all Elevators.

**6. Employee Information and Training:**

In compliance with New York State law and CUNY Policy, CUNY employees are required to complete training in workplace violence awareness and prevention at the time of their initial employment and at least once annually thereafter.

Each academic year, City Tech employees are required to take the training provided by the CUNY Central Office through a learning management system, currently CUNY Blackboard. Employees will receive periodic reminders to ensure that they comply with their obligation to take this training.

The training program addresses the following essential topics:

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

Additional training to supplement the training provided by the Central Office will be conducted as necessary and as determined by the needs of the College.

**7. Reporting Process/Procedures to Report Incidents of Workplace Violence:**

In order to maintain a safe working environment, incidents of workplace violence must be reported promptly to a supervisor, the Office of Public Safety or the WVAT Chair. The WVAT chair must be made aware of all workplace violence complaints received at the College. The phone number of the College's Office of Public Safety is 718-260-5550. Members of the College community are also encouraged to report other behavior they believe may lead to potential workplace violence. Incidents of workplace violence shall be reported on the College's Workplace Violence Complaint Intake Form which shall be available on the College website. The form includes the following information:

- i. Workplace location where the incident occurred, including building name, floor, and room if possible;
  - ii. Time of day/shift when the incident occurred;
  - iii. A detailed description of the incident, including events leading up to the incident and how the incident ended;
  - iv. Names and job titles of employees involved;
  - v. Name or other identifier of other individual(s) involved;
  - vi. Nature and extent of injuries arising from the incident if any have occurred; and vii. Names of witnesses.
  - Viii. Contact information of complainant.
- b. After an incident occurs or upon receipt of a complaint, an investigation will be conducted by the Office of Public Safety. The Chair of the WVAT may also appoint a member or members of the WVAT to participate in the investigation. Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources and/or the WVAT Chair. At the

conclusion of the investigation, an investigation report shall be prepared and sent to the Chair of the WVAT who shall share the report with the members of the WVAT. The WVAT will determine whether there is a violation of the Policy and provide a report to the President who shall authorize such action as they deem necessary and appropriate to address the matter. The complainant and the respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.

- c. In the event that an allegation is made that a workplace violence incident or incidents is based on the complainant's sex, the complaint must be forwarded to the College's Title IX Coordinator and the matter will be handled under CUNY's Sexual Misconduct Policy.
- d. The WVAT, with the participation of the authorized employee representative(s), will conduct a review of the Campus Workplace Violence Incidents Report at least annually to identify trends in the types of incidents in the workplace and reviews the effectiveness of the mitigating actions taken.

**8. Confidentiality of Certain Information:**

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

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

**9. Report of Violations of the Workplace Violence Prevention Policy and Program:**

Any employee or authorized employee representative who believes that the College's Workplace Violence Prevention Program is in violation of CUNY's Workplace Violence Prevention Policy or that a threat of imminent danger exists that is not being adequately addressed should bring such exigent concerns to the attention of the University's Senior Vice Chancellor of University Human Resources and Labor Relations, 205 East 42 Street, New York, NY 10017.

**10. Retaliation:**

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

**11. Recordkeeping:**

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

**12. Program Effectiveness and Evaluation/Post-Incident Response:**

At least annually or after serious incidents, the WVAT will evaluate the effectiveness of the Workplace

Violence Prevention Program, including post-incident responses and evaluation processes. The review focuses on incident trends and the effectiveness of the control measures taken by the College. The review also assesses whether the reporting and recordkeeping systems are effective in collecting relevant information.

**APPENDIX 1:**

Workplace Violence Advisory Team – WVAT

Tasha Rhodes, Co-Chair, AVP for Enrollment Management (Interim) – 718-260-4999  
[Tasha.Williams75@citytech.cuny.edu](mailto:Tasha.Williams75@citytech.cuny.edu)

Faith Corbett, AVP of Public Affairs & Partnerships – 718-260-5564  
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Sandra Gordon, Executive Director/Labor Designee, Faculty & Staff Relations – 718-260-5353  
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Justin Vazquez-Poritz, Dean of the School of Arts & Sciences – 718-260-5008  
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# Hate Crimes

**Introduction:**

New York City College of Technology is deeply committed to preventing bias-related crimes that impact on the lives of its faculty, staff and students. Accordingly, the College and its Department of Public Safety are dedicated to full compliance with all applicable laws governing hate crimes.

**Hate Crimes Defined:**

Bias or hate crimes are specified offenses motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, including race, color, national origin, ancestry, gender, gender identity or expression, religion, religious practice, age, disability or sexual orientation. According to New York Penal Law Section 485, a person commits a hate crime when they commit a specified criminal offense and either:



6. 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, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
7. 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, gender identity or expression, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct. Specified offenses include assault, reckless endangerment, strangulation, manslaughter, murder, stalking, rape/criminal sexual act, sexual abuse, unlawful imprisonment, kidnapping, coercion, criminal trespass, burglary, criminal mischief, arson, petit/grand larceny, robbery, harassment, terrorism/supporting terrorism, criminal weapons possession/use, conspiracy.

#### **Penalties for Hate Crimes:**

Penalties for the specified offenses are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence and the previous conviction of the offender. If those offenses are determined to be motivated by bias, they are considered hate crimes and the penalties are significantly enhanced.

In addition, students, staff or faculty who commit bias crimes are also subject to University disciplinary procedures and a range of sanctions up to and including suspension, expulsion or termination of employment.

#### **NYS Hate Crimes Reporting Bill:**

Effective October 9, 2023, New York State enacted legislation to strengthen the investigation and reporting requirements for hate crimes occurring on college campuses. The new law supplements the NYS Education Law Article 129-A and supplements CUNY's responsibilities under the federal Clery Act.

#### **Counseling and Support Services:**

Anyone who is a victim of a bias-related crime is encouraged to seek counseling from a trained mental health professional. For students, experienced counselors, trained to assist with the consequences of bias-related crime and/or bias-related crime trauma, are on hand at the College's Counseling Center to provide crisis intervention, in-office counseling, referral to other support services and self-help groups. Information on how to contact the Counseling Center can be found here: <https://www.citytech.cuny.edu/counseling/>. Students may also contact the Office of Student Affairs and Enrollment Management (718-260-5430) if academic accommodations are needed.

Faculty and staff can get free short-term counseling assistance through the CUNY Work/Life program, <https://www.citytech.cuny.edu/ofsr/work-life.aspx>. If you believe you are experiencing or have experienced discrimination or harassment, as defined in CUNY's Equal Opportunity and Non-Discrimination Policy, please feel free to report this conduct through the University's Discrimination and Retaliation Reporting Portal. If you have any concerns about your safety, please contact the Office of Public Safety located in Namm 109 (first floor), 718-260-5550.

#### **Protocol for Responding to Hate Crime Incidents:**

All students, staff and faculty are encouraged to notify Public Safety or a Campus Security Authority (CSA) designated under the Clery Act if they experience or witness a hate crime incident. Designated CSA's at the College can be found in the College's Annual Security Report, located here: <https://www.citytech.cuny.edu/public-safety/docs/studentrighttoknow.pdf>

Once Public Safety or a CSA has been informed that a hate crime incident has occurred on campus, the protocol below must be followed to ensure that the incident is properly logged and investigated. Additionally, the College must inform the victim how they might receive proper support and assistance throughout the investigative process. Public Safety, with the CSA as necessary, will work collaboratively and take the following actions once informed of a hate crimes incident:

- Inform the victim of the resources available to them;
- Prepare a hate crimes incident report that will be noted on the Public Safety Crime Log;
- Notify the college President;
- Contact NYPD within 24 hours of receiving the report of a hate crimes incident; and
- Update the college's Public Safety Crime Log once NYPD or NYPD Hate Crimes Task Force has determined that the conduct qualifies as a "hate crime" under NYS Penal Law 485.05. Only the NYPD Hate Crimes Task Force can classify an incident as a hate crime.

## **Notification Under FERPA of Student Rights Concerning Education Records and Directory Information**

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

- (1) The right to inspect and review your 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, you 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, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

You may ask the college to amend a record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college’s FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in your 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 (including law enforcement unit personnel and health staff), a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials, a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary committee, or assisting another college official in performing his or her tasks. A school official has a legitimate educational interest if access is reasonably necessary in order to fulfill his or her professional responsibilities for the University.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) 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:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, D.C., 20202-5920

**DIRECTORY INFORMATION NOTICE:**

The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information:

(a) Name (b) Address (to limited recipients set forth below)\* (c) Email address (to limited recipients set forth below)\* (d) Telephone number (to limited recipients set forth below)\* (e) Attendance dates (semesters and sessions, not daily records) (f) Photograph (g) 8-digit student ID number (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity) (h) Enrollment status (full or part-time, undergraduate or graduate, etc. (i) Level of education (credits completed) (j) Degree enrolled for and major field of study (k) Participation in officially recognized activities and sports (teams) (l) For members of athletic teams only, height and weight (m) Degrees, honors and awards received.

\*Address, email address and telephone number may be released only to employees of the University and its constituent colleges for the purpose of conducting legitimate University business. They may not be shared with individuals and organizations outside the University.  
Directory information does not include a student’s social security number, race, ethnicity, gender or immigration status.

By filing a form with the Registrar’s Office, 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 Registrar’s Office and may be filed or withdrawn at any time.

# Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings

**I. Introduction:**

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

**II. Determination of Appropriate Procedure:**

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

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

**IV. Formal Complaint:**

If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member’s class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

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. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson's stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

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

E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.

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

#### **VI. Subsequent Action:**

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

#### **VII. Campus Implementation:**

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



# Campus Policy on Grade Appeals

Pursuant to the following procedure students have a right to complain concerning any incident, person or policy which they feel impairs their educational pursuits at New York City College of Technology:

To appeal a final grade, students should follow the procedure given in APPEALING A FINAL GRADE on page 30. Concerns of an academic nature other than a grade appeal (e.g., complaints against faculty) should first be brought to the attention of the instructor and then, if necessary, the department chair, the school dean, the dean of instruction and the provost, in that order.

Complaints of a nonacademic nature are recorded and processed for disposition in the Office of the Vice President for Enrollment and Student Services.

**City Tech Student Complaints and Grievances Website:**  
<https://www.citytech.cuny.edu/current-student/complaints/>

## CUNY Policy 7.10 Effecting Reasonable Accommodations and Academic Adjustments Procedures Relating to Accommodations and Accessibility for Students

The City University of New York (“CUNY”) is committed to providing reasonable accommodations and academic adjustments that allow qualified individuals with disabilities the opportunity to participate in programs and activities of the University. This document sets forth the policies and procedures relating to requests from students with disabilities under the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and various provisions of New York state law.

### I. Definitions:

- A. ADA: The Americans with Disabilities Act (“ADA”) guarantees individuals with disabilities access to employment, public accommodations, transportation, public services, and telecommunications and provides such individuals with civil rights protections. Title II of the ADA, which applies to public entities such as CUNY, prohibits discrimination on the basis of a disability in all services, programs, and activities provided to the public by state and local governments.
- B. Section 504: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified individuals with disabilities in federally funded programs and activities.
- C. Disability: Any physical, medical, mental or psychological impairment, or a history or record of such impairment, that constitutes a disability under applicable federal law, New York State Human Rights Law Section 292(21), and New York City Human Rights Law Section 8-102.

- D. Qualified Individual with a Disability: A qualified individual with a disability is a student who meets the academic and technical standards required for admission or participation in the chosen program with or without a reasonable accommodation or academic adjustment.
- E. Academic Adjustments: Section 504 of the Rehabilitation Act of 1973 (“Section 504”) requires CUNY to provide academic adjustments to qualified students with disabilities by (a) modifying academic requirements unless such requirements are essential to the instruction being pursued or to any directly related licensing requirement; (b) ensuring that course examinations for students with disabilities reflect their achievement in the course and not their disabilities; (c) taking steps to ensure that a qualified student is not excluded from participation or discriminated against because of the absence of educational auxiliary aids; and (d) ensuring that no rules have the effect of limiting the participation of students with disabilities in any educational program or activity.
- F. 504/ ADA Coordinator: Each College or unit at CUNY, including the University’s Central Office (the “Central Office”), has a 504/ADA Coordinator whose contact information is available on the College or University website. The 504/ADA Coordinator is responsible for ensuring that disability accommodation requests from students are processed in accordance with CUNY procedures, addressing appeals of accommodations/academic adjustment decisions through mediation or investigation, as necessary, monitoring the CUNY College or unit for 504/ADA compliance, collecting data, and providing information and guidance.
- G. Accessibility or Disability Services Office (DSO): Each CUNY college or unit has an Accessibility or Disability Services Office (DSO) with a director or a campus designee who coordinates the provision of reasonable accommodations and support services for students with disabilities. Students’ needs for reasonable accommodations and support services are verified by these offices after engaging in the interactive process.
- H. Interactive Process/Cooperative Dialogue: The interactive process is when a decision-maker at the campus works with the student to identify existing barriers to the student’s access to academic and non-academic programs and activities at the campus with the intention of finding an academic adjustment or reasonable accommodation to address those barriers.
- I. Reasonable Accommodation: For qualifying students, reasonable accommodations are adjustments to policy, practice, and programs that provide equal access to CUNY’s academic and non-academic programs and activities regardless of disability status. Reasonable accommodations are addressed on a case-by-case basis.
- J. NYS IT Accessibility Policy: This New York State policy identifies the minimum accessibility requirements to ensure that Information and Communication Technology (“ICT”) and certain websites developed, procured, maintained, or used by State Entities are accessible to people with disabilities. [nys-p08-005- accessibility-of-information-communication-technology.pdf](#)
- K. Undue Hardship: An undue hardship is an action that would require significant difficulty or expense when considered in light of a number of factors, including the nature and cost of the accommodation in relation to the size, resources, nature and structure of the institution’s operation, or an action that would fundamentally alter policy and procedures, the nature of

a job function, and/or the fundamental nature of the academic program. An accommodation need not be granted where it would impose an undue hardship on the College or the University. If a particular accommodation imposes an undue hardship, the College or unit should consider whether an alternative accommodation is available that would not impose an undue hardship.

## **II. Reasonable Accommodations and Academic Adjustments for Students:**

Reasonable accommodations and academic adjustments may include, but are not limited to, providing the student with assistive technology or other auxiliary aides, extra time for tests or assignments, accessible classrooms and furnishings, class notes, or permission for a student's personal aide to be in the classroom. The student with disabilities must be consulted during the interactive process to identify the appropriate accommodation that meets their needs. Consultation should begin as soon as practicable in advance of the commencement of a course or need for accommodation. Faculty, staff, and student are vital partners in the accommodations process and shall collaborate with the Disability Services Office (DSO) on their campus to facilitate the provision of reasonable accommodation and ensure equal access for all students. Faculty and staff members will receive notification of approved accommodations for their students. When questions arise, including those regarding the appropriateness of an accommodation with respect to a specific course, faculty and staff shall contact the DSO, not the student in question, for further guidance.

### **A. Qualified Learning Assistants (QLAs)**

When qualified learning assistants (QLAs) (e.g., notetakers, scribes, etc.) are identified as necessary pursuant to the reasonable accommodations process, the individual hired or engaged must have the appropriate skills to meet the access and academic needs of the relevant student with disabilities. In some cases, QLAs with heightened skill sets will be needed, and an escalation in compensation may be required to attract suitable candidates. Job listings that identify the requisite skills and training for a QLA shall be posted within five business days of the relevant request for reasonable accommodation. All QLAs shall be identified as soon as practicable, but by no later than the first day of the course or within two weeks after a request is made, whichever is later. The relevant student shall be consulted in the selection process to the greatest extent practicable. The University Office of Student Affairs shall establish and publish annually a framework for identifying and escalating compensation for QLAs to ensure payments remain competitive and are sufficient to draw individuals with the necessary skills. Compensation may range from letters of recommendation, certificates of recognition for service, stipends and hourly wages based on requirements and expertise.

### **B. Accessible Course Material and Instructional Technology**

Course materials and instructional technology must be made accessible to qualified individuals with disabilities enrolled at CUNY. Course materials may include, but are not limited to, documents, books, videos, and recordings. Instructional technology used during a course, including third-party and online learning products, platforms, and applications, must also meet accessibility requirements as outlined under NYS IT Accessibility Policy and other state and federal law. All course materials are expected to be available through the University's Learning Management System wherever practicable.

When necessary, the DSO Director or their designee should contact the relevant instructor, Department Chair, or Dean to determine how materials are used within a specified course. If no fully accessible version of course material is practicably available, the Director shall take all necessary steps to secure a reasonable alternative format, technology, or process as soon as possible in consultation with the student.

Accessible course materials must be provided as soon as practicable after a request, but by no later than the first day of a course or two weeks from the date a relevant request was made, whichever is later.

### **C. Accommodations based on Pregnancy, Childbirth or a Related Medical Condition.**

Students requesting an accommodation or academic adjustment based on pregnancy, childbirth or a related medical condition should contact the campus DSO. Reasonable accommodations or academic adjustments may include, but are not limited to, granting leaves of absence, providing take-home tests to students who are on bedrest or homebound, allowing make-up tests and assignments, or scheduling a meeting with the instructor to review missed content.

## **III. Process and Timeline for Requests for Reasonable Accommodations and Academic Adjustments:**

Students seeking accommodations or academic adjustments should contact the DSO at the CUNY College or unit they attend. Contact information is available on the college websites. Students who are unable to secure prompt assistance with accommodations requests alternatively may submit a complaint through the Accessibility Complaint Form.

Students may be asked to complete an intake form and provide supporting documentation to establish a qualifying disability and the need for reasonable accommodation.

The DSO Director, or a designee, and the student will engage in an interactive process, which may include consideration of several factors, such as the student's limitations and the academic or program requirements, with the goal of finding an acceptable accommodation or academic adjustment. The DSO Director, or a designee may, when necessary and in a confidential manner, consult with appropriate college officials, such as the instructor or Provost, to determine program requirements and appropriate accommodations.

A grant or denial of an accommodations request must be made as soon as practicable taking into account the urgency of the request, but by no later than ten business days after the student is confirmed as a qualified individual with a disability. The grant or denial must be sent to the student in writing, either stating the accommodation or academic adjustment to be provided or the reason(s) the request was denied.

## **IV. Appeal of Disability Accommodation Decisions:**

Students may appeal determinations concerning requested accommodations and academic adjustments by filing a written complaint with the 504/ADA Coordinator on their campus within ten business days of the date of the decision.

The 504/ADA Coordinator, or a designee, will try to resolve the issues between the student and the College to find an appropriate accommodation. If a mutually acceptable accommodation cannot be determined, the 504/ADA Coordinator, or a designee, will make a recommendation to the College President. The College President will render a decision as soon as practicable, but no later than ten business days of the date of receipt of the appeal. This decision shall be provided to the student in writing. The student may also exercise rights available under law, including, but not limited to, filing a complaint with the United States Department of Education’s Office for Civil Rights (“OCR”). \

**V. Prohibition of Retaliation:**

CUNY prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination. Students may submit a report regarding discrimination or retaliation using the CUNY University-wide Discrimination and Retaliation Reporting Portal.

**VI. Confidentiality:**

All requests for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with college officials only on a need-to-know basis. Student accommodation documentation will be kept secure in the Accessibility or Disability Services Office or the Office of Student Affairs.

*(Board of Trustees Minutes, 2024, 2-13, 5-B4)*

## CUNY Policy on Drugs and Alcohol

The City University of New York (“CUNY”) is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY’s policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY sponsored activities off campus.

**CUNY Standards of Conduct:**

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center’s graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY’s behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

**CUNY Sanctions:**

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

**Students:**

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the Federal Educational Rights and Privacy Act (“FERPA”), CUNY may also choose - when appropriate - to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

**Employees:**

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.



**Responsibilities of Colleges/Units:**

Each college or unit of the University should make its best efforts to educate employees and students about this policy and the risks associated with the unlawful possession, use, or distribution of illegal drugs and alcohol. The President of each college or unit may choose to ban alcohol at on-campus functions or at any particular function. This policy, together with information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and counseling, treatment, or rehabilitation programs available to employees or students, must be distributed annually to all employees and students. The Chief Student Affairs Officer shall be responsible for the distribution of this material to students, and the Director of Human Resources shall be responsible for the distribution of the material to employees.

The Vice President for Administration, or person performing the equivalent function at each college or unit of CUNY, shall be responsible for conducting a biennial review to determine the effectiveness of CUNY’s drug and alcohol program at its college or unit, and to ensure that sanctions for drug and alcohol violations are consistently enforced. Upon completion, the biennial review must be sent to the University’s Executive Vice Chancellor and Chief Operating Officer. This biennial review must include the number of drug and alcohol-related violations and fatalities that occur on the college’s campus or as part of the college’s activities, as well as the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur at the college as part of its activities. Adopted by CUNY Board of Trustees: June 22, 2009 and amended on May 2, 2011. (Bot May 2, 2011, Calendar Item#5A).

**CUNY Drug/Alcohol use Amnesty Policy**

The City University of New York’s (“CUNY’s”) Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY’s Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall or facility where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol

or drugs; (ii) sexual misconduct, as defined in CUNY’s Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.

II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents of alcohol or drug use are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.

III. CUNY’s Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State’s Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving 138 drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

**Information for the CUNY Community on the Risks and Consequences of Drug and Alcohol Use**

**Background:**

The City University of New York’s Policy on Drugs and Alcohol, adopted by the Board of Trustees on June 22, 2002 and amended on May 2, 2011, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on CUNY property, in CUNY buses or vans, or at CUNY-sponsored activities. It prohibits all students (regardless of their age) from possessing or consuming alcoholic beverages in CUNY residence halls, except for students living in the Graduate School and University Center’s graduate housing facilities who may lawfully possess and consume alcoholic beverages. It also prohibits CUNY employees from illegally providing drugs or alcohol to CUNY students. As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment.

This document sets forth additional information required to be provided under federal law, including the legal sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling, treatment, or rehabilitation programs.

**Legal Sanctions:**

Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

**Further, pursuant to New York State law:**

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20 • Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to \$1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192
- A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b(1). Possessing such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to \$5000, imprisonment up to 7 years, or both. Penal Law § 170.25.
- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40

**Health Risks:**

The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

**LSD (Acid):**

LSD is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

**Cocaine:**

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

**MDMA (Ecstasy):**

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

**Heroin:**

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.

**Marijuana:**

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

**Methamphetamine:**

Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

**PCP/Phencyclidine:**

PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

**Prescription Medications:**

Prescription drugs that are abused or used for nonmedical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Longterm use of opioids or central service system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

**Tobacco/Nicotine:**

Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

**Steroids:**

Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

**Alcohol:**

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

**Substance Abuse:**

You or someone you know may have a problem with drugs and alcohol if you/they are:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below.

**DRUG AND ALCOHOL PREVENTION PROGRAMS (DAAPP):**

The Department of Student Life/Student Affairs has several services to help students in need of assistance for alcohol and substance use/abuse. They include the Student Wellness Center, Counseling Services and Health Services. These programs have information on alcohol and substance abuse and make referrals to outside mental health, health, and substance abuse treatment programs. In addition, counselors are available in the Student Wellness Center and Counseling Services to assist students.

The Student Wellness Center in particular is a great resource to obtain educational materials designed to heighten awareness about alcohol and substance use/abuse, tobacco addiction, and many other health related topics. In addition, the Student Wellness Center offers alcohol screenings and year-round activities focusing on wellness.

Appointments for the Student Wellness Center or the Counseling Services offices can be made by calling 718-260-5030. Both offices welcome walk-ins (no appointment needed).

**Student Wellness Center:**

Academic Building, ALL-110, Tel: 718-260-5914

**Student Affairs:**

Namm Building, N-325, Tel: 718-260-5430

**Counseling Services:**

Namm Building, N-108, Tel: 718-260-5030

CUNY Employees can seek assistance through the CUNY Work Life Program at (800) 833-8707 or the following website: <http://www.Powerfexweb.com/1073/login.html>.

**Resources On Campus:**

For assistance and referrals, students should (1) consult the relevant college website; or (2) contact their Student Affairs Office and/or Counseling Center.

For assistance and referrals, employees should consult with their Human Resources office. Assistance is also available through union employee assistance programs or through the CUNY Work/Life Program. CUNY Work/Life Program Tel: 800-833-8707

**Resources Off Campus**

12 Step Recovery Programs:

Narcotics Anonymous Tel: (212) 929-6262

Cocaine Anonymous Tel: (212) 262-2463

Marijuana Anonymous Tel: (917) 525-3653

Alcoholics Anonymous Tel: (212) 647-1680

Nicotine Anonymous Tel: (631) 665-0527

Al-Anon/Alateen Tel: (888) 425-2666

**Other Resources**

Acute Care Addictions Program (ACAP) Tel: (718) 616-5500

Bridge Back to Life Tel: (718) 852-5552

Coney Island Hospital Tel: (718) 616-5500

New Directions Substance Abuse Program Tel: (718) 398-0800

New York State Addiction HOPEline Tel: (877) 8-HOPENY (877-846-7369)

New York State Smokers' Quitline Tel: (866) 697-8487

Substance Abuse & Mental Health Services Administration (SAMHSA),

Treatment Finder Tel: (800) 622-HELP Tel: 800-622-4357

Substance Abuse Treatment and Research Service of Columbia University (STARS) Tel: (212) 923-3031



# No Smoking Policy

New York City College of Technology has implemented a no-smoking policy in full compliance with the New York State and New York City Clean Indoor Air Acts and the Smoking Policy of CUNY

**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.

## CUNY Behavior-Related Medical Withdrawal and Reenrollment Policy and Procedures

**I. Introduction:**

The City University of New York (“CUNY”) is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. As the result of a medical condition, some students may engage in behavior that presents a direct threat of harm to the health or safety of others or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount, and colleges should take reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to a person’s life or wellbeing. In addition, colleges may address the student’s conduct to determine if action under this policy or under the student disciplinary policy is appropriate.

**II. Policy:**

A. This Policy shall apply to any person(s) registered or enrolled in any CUNY course or program offered for academic credit and in any pre-matriculation programs, including but not limited to CUNY Start and CLIP. Students taking online courses provided by or presented at CUNY shall be deemed enrolled for the purposes of this Policy. This Policy does not apply to Hunter College Campus Schools (K-12) or CUNY College Now programs.

B. A college of CUNY may pursue withdrawal of a student from CUNY and/or a college residence hall or require conditions for continued enrollment and/or residence when, as the result of a medical condition, the student’s behavior presents a direct threat to others and/or substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety. Substantial disruption ordinarily means a pattern of disruption, except in the event of a single incident of extreme and severe disruption.

C. In such situations, the college may invoke this policy as an alternative to disciplinary action under Article XV of CUNY’s Bylaws.

D. If the student engages in self-harm and that behavior substantially disrupts the working or learning environment of others, the college may invoke only this policy, not disciplinary action under Article XV.

E. Except in cases requiring an emergency interim removal, colleges first must pursue voluntary withdrawal or, in appropriate cases, continued enrollment of the student subject to specified conditions, rather than involuntary withdrawal under this policy. The voluntary withdrawal or continued enrollment with conditions should be memorialized in a written agreement with the student.

F. A student who withdraws voluntarily or is involuntarily withdrawn from the University and/or a college residence hall pursuant to this policy may apply for reenrollment to the University and/or to a college residence hall. An individualized determination by the Campus Student Affairs Officer (“CSAO”) or designee must be made in each case, based on relevant medical evidence, as to whether there is a significant risk that the behavior that required withdrawal will be repeated; if not, the student’s application for re-enrollment must be approved, provided the student is academically eligible.

G. Colleges must apply this policy in a nondiscriminatory manner consistent with federal, state and local laws and CUNY policy prohibiting discrimination based on disability. They must make determinations based on a student’s behavior and not on knowledge of a student’s disability or physical or mental condition, except to determine the policy’s applicability.

**III. Procedures:**

**A. Emergency Interim Removal:**

1. If a student’s behavior presents an immediate, severe and direct threat to others (by evidencing a likelihood of harm to others), and/or is substantially disrupting the learning or working environment of others, and the CSAO or designee reasonably believes that the student’s behavior is related to a medical issue, the CSAO or designee may direct an emergency interim removal of the student that restricts the student’s access to the college’s campus and/or residence hall, as appropriate. The CSAO or designee shall make reasonable efforts to meet with the student and must consult with the University’s Office of the General Counsel and the University’s Director of Mental Health and Wellness, prior to making any such direction.

2. The emergency interim removal from the college and/or residence hall will remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the CSAO or designee determines that the reasons for imposing the interim removal no longer exist.

**B. Withdrawal after Emergency Interim Removal**

**1. Voluntary Withdrawal or Conditional Enrollment**

a. Following a student’s emergency interim removal from the college and/or residence hall, the CSAO or designee must exercise best efforts to meet with the student to discuss the student’s behavior and to hear the student’s explanation of the behavior. If the CSAO or designee determines that voluntary withdrawal or continued enrollment with conditions is appropriate, that official must request that the student agree to such withdrawal or conditional enrollment within seven (7) calendar days of the effective date of the emergency interim removal.

b. If the student agrees to the request for voluntary withdrawal or to the specified conditions, as applicable, the CSAO or designee should (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor, as appropriate; (iv) consult with the residence hall director, if applicable; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-enrollment, as well as on conditions for re-enrollment, if applicable.

**2. Assessment and Involuntary Withdrawal:**

a. Should the request for voluntary withdrawal or conditional enrollment be refused, the college must determine whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of CUNY's Bylaws. Prior to initiating involuntary withdrawal proceedings, the college must follow the assessment procedures outlined below in III B. 2. (b)-(c). Those procedures must be completed within ten (10) calendar days of the student's refusal.

b. Prior to initiating involuntary withdrawal proceedings, the CSAO or designee should mandate that the student be evaluated, at CUNY's expense, by a qualified, licensed mental health or other licensed medical professional, as applicable and as approved by CUNY. Whenever possible, the professional should be on retainer to a college of CUNY or CUNY. If a retained professional is not available, the professional may be an employee of a college of CUNY or CUNY, but that professional may not be employed by the student's college or have had any prior contact with the student. The professional should evaluate whether the student's behavior presents a direct threat of harm to others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and, if so, whether the student's behavior may be the result of a medical condition. The professional should submit the evaluation to the CSAO, who, based on that report, and after consultation with the University's Office of the General Counsel and the University's Director of Mental Health and Wellness, will determine the appropriate next steps.

c. If the student refuses to undergo the assessment, or fails to keep the scheduled appointment, the CSAO or designee must determine the appropriate next steps based on the available evidence after consultation with the University's Office of the General Counsel and the University's Director of Mental Health and Wellness.

**C. Withdrawal without Emergency Interim Removal**

**1. Voluntary Withdrawal or Conditional Enrollment**

a. If a student's behavior evidences a direct threat of harm to others and/or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that

substantially disrupts the learning or working environment of others and the CSAO reasonably believes that the student's behavior is related to a medical issue, the CSAO or designee may request that the student voluntarily withdraw or agree to enrollment under specified conditions.

b. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the CSAO or designee should (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor, as appropriate; (iv) consult with the residence hall director, if applicable; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-enrollment, as well as on conditions for re-enrollment, if applicable and appropriate.

**2. Assessment and Involuntary Withdrawal**

a. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the college must determine whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of CUNY's Bylaws.

b. Before initiating involuntary withdrawal proceedings under this procedure, the college should follow the assessment procedures outlined above in III B.2 (b)-(c).

**D. Involuntary Withdrawal Procedures**

1. A college may initiate an involuntary withdrawal hearing to present evidence of the student's threatening and/or substantially disruptive behavior and the connection between that behavior and a medical condition. The college may seek remedies of withdrawal or retention with conditions from CUNY and/or the college residence hall. \

2. CUNY's Vice Chancellor for Student Affairs and Enrollment Management or designee and the college will collaborate to schedule a hearing. Notice of the involuntary withdrawal hearing and the time and place of the hearing must be personally delivered or sent by the CSAO or designee of the student's home college to the student at the address appearing on the records of the college, by overnight mail, and, for students who have a college e-mail address, to that e-mail address. The hearing will be scheduled for a reasonable time after the college's receipt of the results of the assessment or the student's refusal to be assessed, as applicable. The hearing will not be scheduled earlier than seven (7) calendar days from the date notice of the hearing is sent to the student, unless the student consents to an earlier hearing.

3. The notice must contain (i) a statement of the reasons involuntary withdrawal is sought (ii) the type of withdrawal sought (from the University and/or from the college residence hall); and (iii) a statement that the student has a right to present the witnesses and evidence, to cross-examine witnesses presenting evidence against the student, to remain silent without assumption of responsibility, and to be represented by legal counsel or an advisor at the student's expense.

4. CUNY will constitute a Health Review Panel, comprised of qualified, licensed mental health

professionals employed by a college of CUNY or by CUNY, or on retainer to a college of CUNY or CUNY. Committee members may not be employed by the College where the student has been enrolled, nor may they have had any prior contact with the student. CUNY's Vice Chancellor for Student Affairs and Enrollment Management or designee will appoint the members of the Health Review Panel. Members of the Health Review Panel, in committees constituted separately for each hearing ("Health Review Committee"), will be responsible for adjudicating all involuntary withdrawal hearings held according to these procedures. For each involuntary withdrawal hearing, the Vice Chancellor for Student Affairs and Enrollment Management or designee will constitute a three-person Health Review Committee from the Health Review Panel to adjudicate at that hearing. The Health Review Committee shall make decisions by majority vote.

5. A student is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the Health Review Committee. If the student fails to respond to the notice, appear on the adjourned date, or request an extension, the College may proceed in absentia, and any decision shall be binding.

6. The hearing will be closed, unless the student requests an open hearing. However, the Health Review Committee may overrule a request for an open hearing if it determines that an open hearing would be inappropriate or disruptive in light of the nature of the evidence to be presented.

7. The CSAO or designee will appoint/identify a presenter to present evidence on behalf of the college. After the evidence is presented by the parties at the hearing, the Health Review Committee will determine whether the college has proved, by a preponderance of the evidence, (i) that the student's behavior occurred; (ii) that the behavior presents a direct threat of harm to others, and/or has substantially disrupted the learning or working environment of others and presents a significant risk of threatening further substantial disruption of the learning or working environment of others, and (iii) if the behavior was the result of a medical condition. The Health Review Committee will further determine the appropriate remedy in cases in which the college prevails. The Health Review Committee may also set reasonable and appropriate conditions on re-enrollment. The Health Review Committee must send its written decision to the student via overnight mail and, if applicable, the student's college email address, within seven (7) calendar days from the close of the hearing. A decision of involuntary withdrawal of the student from CUNY and/or the college residence hall will be effective on the date that the decision was sent to the student.

8. If the Health Review Committee determines that the standard for involuntary withdrawal has not been met, the CSAO or designee shall assist a student previously placed on emergency interim removal to resume academic studies and habitation in a residence hall, if applicable.

#### **Appeals:**

An appeal from the decision of the Health Review Committee may be made to the President of the student's home college within fifteen (15) calendar days after the decision was sent to the student. The President or designee must make a determination on the appeal within fifteen (15) calendar days from receipt of the appeal. The designee must not have had prior involvement with the student's case. The President's (or designee's) decision may be appealed to the Chancellor of the University within fifteen (15) calendar days after the delivery of the President's decision on appeal. The Chancellor (or designee) must make a decision within fifteen (15) calendar days from receipt of the appeal. The Chancellor's (or designee's) decision will be final. The bases for overturning a decision of the Health

Review Committee at both levels of review are limited to the following: (i) clearly erroneous factual findings; (ii) significant procedural error; (iii) newly available evidence that would have changed the outcome; (iv) the remedy and/or conditions on re-enrollment were unreasonable or inappropriate.

#### **Re-enrollment:**

1. A student who voluntarily withdraws or is involuntarily withdrawn from CUNY and/or a college residence hall under this policy must be considered for reenrollment.

2. A student wishing to be considered for re-enrollment should contact the student's home college's CSAO in accordance with the college's reenrollment deadline, and provide appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-enrollment.

3. A student may apply for re-enrollment to the University and/or a college residence hall no more than one time per term. A student may not apply for re-enrollment for the same semester they have voluntarily withdrawn or been involuntarily withdrawn.

4. In assessing an application for re-enrollment, the CSAO or designee must make an individualized determination in each case. The CSAO or designee should (i) receive, investigate, and examine appropriate relevant documentation, including assessments made by college-referred licensed mental health or other licensed medical professionals, as applicable, and, if applicable, licensed treating mental health or other licensed treating medical professionals; (ii) in cases in which the CSAO or designee determines that an additional mental health or other medical assessment is necessary, refer the student for assessment to a qualified, licensed mental health or other licensed medical professional, as applicable, at CUNY's expense and as approved by CUNY; (iii) provide an opportunity for the student to meet with the CSAO or designee to discuss re-enrollment.

5. If based on the evidence presented, there is not a significant risk that the behavior that required withdrawal will be repeated, and provided the student is academically eligible, the CSAO or designee must approve the student's application for re-enrollment. In such cases, the CSAO or designee must initiate the re-enrollment process, provide the student with written conditions for continued attendance, and inform any relevant administrators of the student's re-enrollment.

6. If the CSAO or designee determines that the application for re-enrollment should be denied, that official must provide the student with a written explanation of the reasons for the denial and specify when the next request for re-enrollment will be considered.

7. A student may appeal the CSAO or designee's denial of re-enrollment to the college President within thirty calendar days after the delivery of the decision denying re-enrollment. The President (or designee) must make a determination on the appeal within thirty calendar days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor's (or designee's) decision must be made within thirty calendar days from receipt of the appeal. The Chancellor (or designee's) decision will be final. The basis for overturning a decision on appeal at either level will be limited to a determination that the decision on reenrollment was clearly erroneous. Effect on Academic



Status In the event of a withdrawal pursuant to this policy, a notation of withdrawal ordinarily should appear on the student’s transcript for all classes taken during that semester. The CSAO at a student’s home college may grant a student request that, in lieu of withdrawal, a notation of incomplete appear on the student’s transcript for classes taken during that semester if and only if there is a reasonable prospect that the student will eventually complete such classes, subject to faculty approval for each such class. Regardless of the notation that appears on a student’s transcript, the CSAO of the student’s home college must inform the Vice Chancellor for Student Affairs and Enrollment Management of the student’s withdrawal in order to effectuate a hold by the University Application Processing Center on the student’s ability to transfer or otherwise seek admission to another college of CUNY and to establish a Universal Service Indicator on CUNYfirst to prevent enrollment at another CUNY campus until such time as the student’s re-enrollment is approved.

**Effect on Housing Status:**

If the student has been living in a college residence hall and is removed from the residence hall, the student’s contract will be canceled and fees refunded on a prorated basis.

**Refund of Tuition:**

In its discretion, a college may refund a student’s tuition and fees for the semester if the student voluntarily withdraws from the college.

**J. Confidentiality:**

The results of examinations by mental health or other medical professionals to whom students are referred for assessment at any stage in the withdrawal or re-enrollment process are confidential. They may only be shared with the officials referenced above in B 2.b or if necessary to prevent an imminent, severe, and direct threat of harm to the student and/or others. The results of those examinations will be admissible in involuntary withdrawal hearings but will not be admissible in disciplinary hearings, unless the student raises health issues, including mental health, in a disciplinary hearing.

CUNY Policy On Sex-Based Misconduct

**IV. SEX-BASED MISCONDUCT & DEFINITIONS:**

The Policy prohibits the following types of Sex-Based Misconduct.

**A. Sex-Based Harassment**

The following conduct constitutes Sex-Based Harassment.

**1. Hostile Environment Harassment**

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person’s ability to participate in or benefit from CUNY’s education program or activity (i.e., creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- (a) The degree to which the conduct affected the complainant’s ability to access CUNY’s education program or activity;
- (b) The type, frequency, and duration of the conduct;
- (c) The parties’ ages, roles within CUNY’s education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- (d) The location of the conduct and the context in which the conduct occurred; and
- (e) Other Sex-Based Misconduct in CUNY’s education program or activity.

**2. Quid Pro Quo Harassment:**

Conduct in which a CUNY employee or Third Party explicitly or impliedly conditions the provision of an aid, benefit, or service on a person’s participation in unwelcome sexual conduct.

**3. Dating Violence:**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. Dating violence includes the threat of sexual assault or physical abuse. The existence of such a relationship is determined based on a consideration of the following factors: (1) The length of the relationship; (2) The type of relationship and (3) The frequency of interaction between the persons involved in the relationship. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. For the purposes of this definition: (1) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and (2) dating violence does not include acts covered under the definition of domestic violence.

**4. Domestic Violence**

Violence committed by a current or former spouse or intimate partner of the complainant by a person with whom the complainant shares a child, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under applicable domestic or family violence laws, or by any other person against an adult or youth complainant who is protected from that person’s acts under applicable domestic or family violence laws of the State of New York.

For the purposes of this definition: (1) the relationship between the respondent and the complainant must be more than just two people living together as roommates; and (2) the people cohabitating must be current or former spouses or have or have had an intimate relationship.

**5. Sexual Assault: Contact:**

Any sexual contact – including sexual touching for the purpose of sexual gratification, degradation of another person, or abuse of another person – without affirmative consent. Sexual touching includes: (1) contact under or over clothing with another person’s anus, breasts, buttocks, genitals, groin, or inner thigh; (2) touching another person under or over clothing with any of these body parts; (3) making another person touch any of these body parts under or over clothing; or (4) the emission of ejaculate on the body of another person or the clothing they are wearing. This definition includes the attempt to engage in any of the previously stated conduct.

**6. Sexual Assault: Penetration:**

Any form of vaginal, anal, or oral penetration, however slight, by a penis, object, tongue, or finger without a person’s affirmative consent. This definition includes incest and statutory rape. This definition includes the attempt to engage in any of the previously stated conduct.

**7. Stalking:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress.

For the purposes of this definition: (1) course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property; (2) reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant; and (3) substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

The Policy addresses stalking that is based on sex (including gender identity, pregnancy and related conditions, sex characteristics, sex stereotypes, and sexual orientation). All other stalking will be addressed under other applicable policies.

**B. Sex-Based Discrimination & Related Misconduct:**

The following conduct constitutes Sex-Based Discrimination & Related Misconduct. Reported conduct that, if true, meets the definition of misconduct under both the Sex-Based Harassment and Sex-Based Discrimination & Related Misconduct sections will be analyzed solely under the Sex-Based Harassment provisions.

**1. Discrimination Based on Gender Identity**

Unwelcome conduct directed toward a person based on their deeply felt, inherent sense of their gender, which may or may not be different than their sex assigned at birth, is prohibited under the Policy.

**2. Discrimination Based on Past, Present, or Potential Pregnancy or Related Conditions:**

Subjecting a person to shame, punishment, unwanted sexual attention, or unwanted conduct based on past, present, or potential pregnancy or related conditions is prohibited under the Policy.

**For the purposes of this definition:**

- (a) Pregnancy or related conditions means pregnancy, childbirth, termination of pregnancy, or lactation; medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions as disclosed without any requirements for documentation.
- (b) Pregnancy or related conditions will be treated as any other temporary medical condition for all job related purposes, including commencement, duration and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit ordered to employees by virtue of employment.
- (c) In the case of an employee with insufficient leave or accrued employment time to qualify for leave, CUNY will treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee will be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.
- (d) CUNY will ensure all students and employees have reasonable access to a lactation space, which will be a space other than a bathroom, which is clean, shielded from view, free from intrusion from others, and may be used by a student or employee for expressing breast milk or breastfeeding as needed.

**3. Discrimination Based on Sex Characteristics:**

Unwelcome conduct directed toward a person based on their physiological sex characteristics, which include a person’s anatomy, hormones, chromosomes associated with male or female bodies, or intersex traits is prohibited under the Policy.

**4. Discrimination Based on Sex Stereotypes:**

Unwelcome conduct directed toward a person based on nonconformity with stereotypical notions of how someone of their sex, or perceived sex, is expected to act or appear, or that seeks to restrict a community member from participating in activities that are not stereotypically associated with that community member’s sex, or perceived sex, is prohibited under the Policy.

**5. Discrimination Based on Sexual Orientation:**

Unwelcome conduct directed toward a person based on their emotional, romantic, or sexual attraction to a particular gender or sex is prohibited under the Policy.

**6. Knowingly Submitting False Statements or Information:**

Knowingly making false statements or submitting false information in connection with any allegation of Sex-Based Misconduct – as opposed to providing information which, even if erroneous, is provided in good faith – is prohibited. Anyone who knowingly makes false statements or submits false information in connection with any allegation of Sex-Based Misconduct will be subject to disciplinary action in accordance with CUNY Bylaws, policies, and collective bargaining agreements. A party, witness, or other participant in CUNY’s grievance process will not be disciplined under this provision based solely on a determination regarding whether Sex-Based Misconduct occurred.

**7. Prohibited Consensual Relationships:**

Because all sexual activity, amorous relationships, or dating relationships (“intimate relationships”) between employees and students raise issues of unequal power dynamics, favoritism, exploitation, or conflicts of interest, employees, including faculty, are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students, and postdoctoral fellows. For the purposes of this paragraph, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

Because all intimate relationships between supervisory employees and the employees they supervise raise issues of unequal power dynamics, favoritism, exploitation, or conflicts of interest, employees, including faculty, who possess supervisory responsibility are prohibited from engaging in intimate relationships with any employee they supervise unless the existence of that relationship has been reported to: (1) the person to whom the supervisory employee reports; or (2) the head of Human Resources for the school, college, or unit employing the supervisory employee and/or the Labor Designee. The person receiving the required notice will implement a plan to avoid or mitigate any conflicts of interest between the individuals in the intimate relationship as well as any conflicts of interest involving any other CUNY community member. Mitigation may involve the transfer of either the supervisor or the employee they supervise, reassigning the responsibility to evaluate the employee they supervise to a different supervisor, or other appropriate action. For the purposes of this paragraph, supervising an employee includes hiring, evaluating, assigning work to, or making decisions or recommendations that confer any aid, benefit, or service such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

**8. Retaliation:**

Intimidation, threats, coercion, or discrimination against any student, employee, Visitor, Third Party, party, or witness for the purpose of interfering with any right or privilege secured by the Policy, or because the person has reported information, made a Complaint, testified, assisted, or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under the Policy, including the Informal Resolution process or any other actions under the Policy is prohibited under the Policy. This definition includes retaliation by a student against another student. Nothing in this definition or the Policy precludes CUNY from requiring an employee or Third Party to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under the Policy.

**9. Voyeurism:**

Unwelcome surveillance, including acts that violate a person’s right to privacy in connection with their body or sexual activity such as:

- (a) Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s affirmative consent.
- (b) Recording images (e.g., photograph or video) or audio of another person’s sexual activity, intimate body parts, or nakedness where that person would have a reasonable expectation of privacy, without that person’s affirmative consent;
- (c) Disseminating images (e.g., photograph or video) or audio of another person’s sexual activity, intimate body parts, or nakedness where that person would have a reasonable expectation of privacy, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to such disclosure; or
- (d) Using or installing, or permitting the use or installation of, a device for the purpose of recording another person’s sexual activity, intimate body parts, or nakedness in a place where the person would have a reasonable expectation of privacy, without that person’s affirmative consent.



# GLOSSARY

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## Chapter 10

**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 2:15pm 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 cum (cumulative) GPA (grade point average) is the average of all the courses you have taken at City Tech so far.

**CUNY Certification:**

Prior to registration, new first-time freshmen or transfer students entering City University of New York are required to take the CUNY Assessment Tests in basic reading, writing and mathematics to become CUNY certified. Students who fail these tests are given the appropriate courses to assist them in passing the examinations for CUNY certification.

**Curriculum:**

A curriculum is a program of study composed of the specific courses required for a degree.

**Degree:**

The college is authorized to confer the following degrees: Associate in Arts (A.A.), Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Bachelor of Technology (B. Tech.), Bachelor of Science (B.S.) and Bachelor of Science in Education (B.S. in Ed.).

**Department:**

Each department represents a major field of academic study. For example, the Department of Nursing is a field of academic study.

**Dropping a Course:**

If you decide to leave a particular course, don't just drop out. It's important to officially withdraw from the course by filing a Program Change Form with the Office of the Registrar, NG15. Tuition and academic penalties are determined at the time you drop a course, according to the schedules set forth by the Office of the Registrar. In addition, a financial aid liability may be imposed if dropping a course changes your financial aid eligibility.

**Electives:**

Electives are courses you may choose to take to fulfill your degree requirements.

**Equated Credits:**

Developmental courses do not count toward your degree. However, they do count for financial aid purposes. For example, Developmental Reading is 0 credits, 3 hours; the 3 hours are considered 3 equated credits.

**Full-Time:**

You are considered "full-time" if you are taking at least 12 credits (including equated credits).

**GPA:**

GPA stands for the Grade Point Average for all the courses you take in one semester.

**Hours:**

Generally, the number of hours you spend in classes each week corresponds to the number of credits you are taking. For instance, course SS101 is 3 hours per week and you earn 3 credits. However, many of the courses that require lab work give 4 credits for 6 hours of classroom and lab time per week.

**Impoundment:**

Impoundment is a period during which your college records are not released due to certain violations of college policies on your part. For example, nonpayment of tuition or fees or an unreturned library book are grounds for impoundment.

**Leave of Absence:**

If personal reasons require you to leave the college for one or two semesters, apply for a leave of absence from the Office of the Registrar. If you leave the college without applying for an official leave of absence, you will have to file a readmission application to return to classes.

**Major:**

A major is a concentration of study within a department. For example, a student can major in marketing management and sales within the marketing department.

**Matriculated Student:**

You are a matriculated student if you are enrolled in the college as a candidate for a degree.

**Non-Contributory:**

Non-contributory refers to courses which you have taken and for which you earned credits, but since these credits do not contribute toward your major, they are considered non-contributory.

**Part-Time:**

You are considered "part-time" if you are taking fewer than 12 credits (including equated credits).

**Prerequisite:**

A prerequisite is a course that you must pass before you can take a more advanced course. For example, you may not take Biology 1201 before you pass Biology 1101.

**Probation, Academic:**

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

**Resident, NY State:**

A student who can provide proof of legal residency in the state of New York for at least 12 consecutive months prior to the first day of classes.

**Semester:**

The academic year is divided into three parts: a 15 week fall semester, August - December; a 15-week spring semester, January - May; and summer sessions, June - August.

**Transcript:**

A transcript is your official educational record of each course you attempted and the grade you received while studying at City Tech. A complete transcript is prepared for you each semester.

**Waiver:**

A procedure that allows students to request non-enforcement of a requirement.



NEW YORK CITY COLLEGE OF TECHNOLOGY

# CITY TECH

- |            |                                |                |
|------------|--------------------------------|----------------|
| <b>A</b>   | <b>Academic Complex</b>        | 285 Jay St.    |
| <b>E</b>   | <b>Environmental Center</b>    | 172 Pearl St.  |
| <b>G</b>   | <b>General Building</b>        | 300 Jay St.    |
| <b>L</b>   | <b>Library Building</b>        | 300 Jay St.    |
| <b>N</b>   | <b>Namm Hall</b>               | 300 Jay St.    |
| <b>P</b>   | <b>Pearl Building</b>          | 300 Jay St.    |
| <b>V</b>   | <b>Voorhees Hall</b>           | 186 Jay St.    |
| <b>DNA</b> | <b>DNA Learning Center NYC</b> | 62 Tillary St. |







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The College is committed to a policy of equal employment and equal access in its educational programs and activities and to non-discrimination in accordance with federal, state and city laws. For questions or concerns on non-discrimination, please contact the College's Chief Diversity Officer; for those regarding sexual misconduct, please contact the College's Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights.

