

WELCOME TO CITY TECH



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

This handbook is divided into the following sections:

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

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

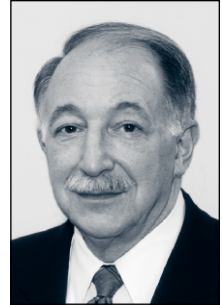
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A MESSAGE FROM THE PRESIDENT

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



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

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

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

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

I wish you every success.

Russell K. Hotzler, PhD

President

A MESSAGE FROM THE VICE PRESIDENT OF ENROLLMENT AND STUDENT AFFAIRS

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

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



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

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

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

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



WHAT SHOULD I DO TO RECEIVE AN IMPROVED RECORDS NOTIFICATION?

HOW CAN I JOIN A CLUB? FINANCIAL AID ELIGIBILITY???????

HOW CAN I FIND OUT WHAT CLASSES I SHOULD TAKE?

CAN I REGISTER FOR EXTRA CREDITS??

HAVE YOU HAD A COURSE DO IF YOU ARE A FLOPER?

ARE MY FINANCIAL GRANTS AND AWARDS

WHAT SHOULD I DO IF I AM HAVING TROUBLE

SERVICES

NEW YORK CITY COLLEGE OF TECHNOLOGY

WHAT IS A BOOK VOUCHER? DO I SHOULD I CITY TECH FOR A WISILE BUT PLAN TO RETURN?

HOW LONG CAN I RECEIVE FINANCIAL AID? TUITION REFUND IF I WITHDRAW FROM COURSES OR FROM COLLEGE?

DO YOU KNOW THE DEFINITION OF VETERAN IS NOT AS STRINGENT AS IT IS FOR VA B

WHAT ARE THE REQUIREMENTS FOR THE TUTION? HOW DO I FIND OUT ABOUT BAD WEATHER OR OTHER EMERGENCY COLLEGE CLOSINGS?

WHAT IF I FAIL TO MEET THE ACADEMIC REQUIREMENT? WHERE CAN I GET A LETTER TO VERIFY THAT I AM A STUDENT AT CITY TECH?

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WHAT IS THE DIFFERENCE BETWEEN A W AND A W?

Academic Advisement/New Student Center

Location: Namm Hall 104
Phone: 718.260.5013
Fax: 718.254.8274
Email: helpu@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/nsc
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:15 p.m.
Tue. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.
Director: Stephanie DeMarfio-Izzet

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

Office of Academic Testing

Location: General Building 206
Phone: 718.260.5171
Fax: 718.254.8520
Email: testingoffice@citytech.cuny.edu
Website: www.citytech.cuny.edu/testing
Hours: Mon. – Thurs. 9 a.m. – 5 p.m.
Fri. 9 a.m. – 3 p.m.
Evening hours by appointment
Director: Teresa Parker

The Office of Academic Testing administers the assessment tests and provides your test scores. If English is not your native language, you may be advised to take courses in the College's English as a Second Language Program (ESL) or the Language Immersion Program.

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

CUNY Assessment Tests

As an entering new student, you are required to meet the University's basic skills standards in reading, writing and mathematics. The City University of New York Assessment Tests are used to determine whether you meet these standards or if you require additional preparation.

CUNY Proficiency Examination (CPE)

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

The CPE is administered to students once they have earned 45 or more credits (60 credits for bachelor's degree students), have met proficiency in reading and writing, and have a GPA of 2.0 or higher.

CPE Rules and Procedures

- You must take the CPE for the first time after you have completed 45 credits. If you are a new transfer student with 45 or more credits, you will take the CPE in your first semester at CUNY, unless deferred.
- You may take the CPE for the first time during the semester in which you register for your 45th credit.
- You must be in good academic standing—students whose GPA is below 2.0 may not take the CPE.
- You must take the CPE at your home college.
- You may take the CPE three times and may appeal for a fourth attempt, if necessary. However, you may take the exam only once during a given CPE administration.
- The Testing Office does not provide CPE results. You will receive your results by mail or via eSims.

CPE Format

Task One

You will be given two reading selections: an eight-to-nine page selection to be studied in advance, and a 1-to-1½ page selection at the test. You will be asked to write a focused essay, drawing a relationship between specified elements of the two reading selections and extending it, as directed, to your own experience, understanding, or ideas.

Task Two

At the exam you will be given a set of materials (two charts or graphs and a brief reading passage) on the same or similar topics. These materials are not released prior to the testing session. You will be asked to identify and state accurately the claims in the reading selection and to explain the relationship between these claims and the relevant data in the figures with accuracy, clarity, and completeness.

Office of Admissions

Location: Namm Hall G17
Phone: 718.260.5500
Fax: 718.260.5504

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

Director: Alexis Chaconis

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

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

Students may initiate the on-the-spot admission process after April 1st for the Summer and Fall semesters and October 1st for the Winter and Spring semesters by reading the materials at www.citytech.cuny.edu/admissions/index.shtml and subsequently by bringing all necessary materials to the Office of Admissions during normal business hours. For additional information, please call 718.260.5500.

Students with overseas credentials and those students on temporary visas must always file through the University Application Processing Center.

Immunization Requirements

All students registering for six or more semester hours must comply with the New York State Public Health Laws. In order to register for classes at City Tech you must submit documented proof of immunity against measles, mumps and rubella to the Office of Admissions.

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

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

For information regarding veterans' waivers, medical waivers/exemptions and religious exemptions, call or visit the Office of Admissions. For immunization clinics, contact the Student Wellness Center.

Alumni Association

Location: Namm Hall 322
Phone: 718.260.5006
Fax: 718.254.8553
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Email: alumni@citytech.cuny.edu

Website: www.citytech.cuny.edu/alumni
Director: TBA

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

You can learn more about the Alumni Association through its website or by visiting the Office.

Athletics and Recreation

Location: Klitgord Center (285 Jay Street)*
Phone: 718.260.5102
Fax: 718.260.5107
Email: athletics@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/athletics
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Interim Director: Brenda Alexander
Sports Information Director: Karen Grant

City Tech is a member of the National Collegiate Athletic Association (NCAA) Division III, the Eastern Collegiate Athletic Conference (ECAC), and the City University of New York Athletic Conference (CUNYAC). Since the 2007-2008 academic year there have been twelve sanctioned varsity teams. The men's and women's varsity teams include basketball, cross-country, indoor and outdoor track & field, tennis and volleyball, men's soccer and women's softball.



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

The Recreation program is available to City Tech students, faculty, staff and alumni during the Fall and Spring semesters. The Intramural

program offers competitive sports for students of all interests and ability levels. Daily informal events include the use of the gym, recreation room and fitness center – all free of charge.

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

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

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

**Location may change due to construction. For additional information, contact the Information Services Center in N124B at 718.260/5520*

Bookstore and Café

Location:	259 Adams Street	
Phone:	718.855.7339	
Fax:	718.855.2549	
Email:	bookstore@citytech.cuny.edu	
Website:	www.citytech.bkstr.com	
Hours:	Mon. – Thurs.	8:30 a.m. – 7 p.m.
	Fri.	9 a.m. – 4 p.m.
	Sat.	9 a.m. – 1 p.m.
	Sun.	Store Closed
	Manager:	Tamara Browne

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



Office of the Bursar

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

The Bursar's Office receives tuition and fee payments in cash, by personal check or money order. To pay tuition by credit card, e-check, or from savings, you must pay Online through your e-SIMS account. Fees are explained Online. For your convenience, a 24-hour lockbox is located outside the Bursar's Office to collect tuition payments by check or money order. Remember to include your Social Security number on all checks or money orders. Do not leave cash payments in the lockbox. Financial aid checks can be directly deposited into the student's bank account or loaded onto the CUNY Scholars Support Prepaid Card.

CUNY Scholars Support Prepaid Card

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

Duplicate Bursar Receipt/Bill Fee: \$5.00

- There is a \$5.00 charge for each duplicate Bursar receipt bill.

Cafeteria

Namm Hall

Location: First Floor
Phone: 718.260.5354
Hours: Mon. – Thurs. 7:30 a.m. – 7 p.m.
Fri. 7:30 a.m. – 3 p.m.
Sat. 8 a.m. – 3 p.m.
Sun. closed
Email: Unit20335@compass-usa.com
Mark.Manganiello@compass-usa.com
Manager: Mark Manganiello

Voorhees Hall

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

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

Career and Transfer Services

Location: Namm Hall 104
Phone: 718.260.5013
Email: helpu@citytech.cuny.edu
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:15 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.
Director: Stephanie DeMarfio-Izzett

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

College Learning Centers

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

Atrium Learning Center

Location: Atrium G18
Phone: 718.260.5874
Director: Judith Rockway

Computer Usage Hours:

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

Tutoring Hours:

Mon. – Thurs. 10 a.m. – 8 p.m.
Fri. 10 a.m. – 3 p.m.
Sat. 11 a.m. – 4 p.m.

Technology Learning Center

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



Hours:

Mon., Thurs.	10 a.m. – 7 p.m.
Tues., Wed.	10 a.m. – 9 p.m.
Fri.	10 a.m. – 4 p.m.
Sat.	TBA

Computer Labs (Open Access) Technology Enhancement Center

Location:	General Building 600	
Phone:	718.254.8565	
Email:	ITMS@citytech.cuny.edu	
Website:	http://websupport1.citytech.cuny.edu/websupport1/lt/online/students/index.htm	
Hours:	Mon. – Thurs.	9 a.m. – 9 p.m.
	Fri.	9 a.m. – 7 p.m.
	Sat.	10 a.m. – 6 p.m.
Director:	Karen Lundstrem	

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

COPE Program

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

The College Opportunity to Prepare for Employment (COPE) Program assists two distinct student groups: those receiving family assistance and students who have children and need assistance finding employment and adequate childcare. Case Managers/Employment Specialists are available to assist with job-search, resumé writing, interviewing skills, FREE dress attire, and all HRA-pertinent forms and procedures. COPE makes referrals to legal aid advocates to ensure that students receive adequate representation during fair hearings and mandatory disputes resolution (MDR). MetroCards are provided for the interview(s), upon securing employment and six months thereafter.

Counseling Services Center

Location:	Namm Hall 108	
Phone:	718.260.5030	
Fax:	718.254.8687	
Website:	www.citytech.cuny.edu/students/counseling	

Hours:	Mon., Wed., Thurs.	9:30 a.m. – 6:30 p.m.
	Tues., Fri.	9:30 a.m. – 4:30 p.m.
	Sat.	by appointment only
Director:	Cynthia Bink	

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

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

AAA 1010: Academic Access

AAA 1010 is a one-credit course that provides freshmen students with an orientation to college life, assistance developing academic skills, and a positive support system to promote self-esteem and motivation toward career goals. The course will focus on critical-thinking skills, study skills, test taking, stress and anxiety management, career development and more.

AAA 1010 is not a required course for the academic programs. TAP and APTS (New York State financial aid) will not pay for it.



Dental Hygiene Clinic

Location: Pearl Building 200
 Phone: 718.260.5074
 Hours: See below

Fall 2009 Clinic Schedule

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

Spring 2010 Clinic Schedule

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

Chair: Professor Joycelyn Dillon

The Dental Hygiene Clinic at New York City College of Technology offers a variety of free and/or low-cost dental hygiene procedures for students, faculty, staff, alumni

and community residents. Most services are free to senior citizens age 65 or over and to City Tech students, faculty and staff with valid IDs.

Students who are studying to be dental hygienists work under the supervision of licensed dental hygienists and dentists to perform the services the clinic provides.

Patients are required to arrive at the start of the clinic and be prepared to stay seated for at least three hours.

Eye Clinic

Location: Pearl Building 300
Phone: 718.260.5295
Hours: Mon. 11:30 a.m. - 1:30 p.m.
6 p.m. - 8 p.m.
Wed. 11:30 a.m. - 1:30 p.m.
Chair: Professor Robert J. Russo

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

Office of Financial Aid

Location: Namm Hall G13
Phone: 718.260.5700
Fax: 718.254.8525
Email: financialaid@citytech.cuny.edu
Website: www.citytech.cuny.edu/admissions/financialaid
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3 p.m.
Director: Sandra Higgins

There are many costs associated with attending college. Tuition, fees, books, supplies, and travel to and from school are just some of these school-related expenses. Financial aid is money that comes from the federal, state and city governments to help you meet these costs.

Part of the mission of the Financial Aid Office is to ensure that all eligible City Tech students have access to the financial resources they need to attain a college education. Some of the services we provide are designed to:

- assist you and your family in planning for and meeting the expenses associated with attending City Tech,

- furnish information about a range of federal, state, city and institutional sources of financial assistance,
- provide the counseling and other services that you and your family need to establish and maintain eligibility for federal, state, city and institutional award programs.

In order for the Financial Aid Office 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 should submit an application even if you think you might not be eligible.

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

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

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

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

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

ID Cards

Location: Namm Hall 112
 Phone: 718.260.5519
 Hours: Wed. 10:30 a.m. – 2:30 p.m.
 Thurs. 3 p.m. – 7 p.m.

Hours are extended for two weeks at the beginning of each semester:

Mon. – Fri. 10 a.m. - 7 p.m.
 Sat. 10 a.m. - 2 p.m.

Director: TBA

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

Immigration Clinic

Location: Namm Hall 622
Phone: 718.260.5597
Email: mdonsky@citytech.cuny.edu
Hours: Mon. – Thurs. 9:30 a.m. – 6 p.m.
Fri. 9:30 a.m. – 4 p.m.
Sat. 10 a.m. – 4 p.m.
by appointment only

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

Information Services Center

Location: Namm Hall 124B
Phone: 718.260.5520
Email: connect@citytech.cuny.edu
Hours: Mon., Wed., Thurs. 9:30 a.m. – 6:30 p.m.
Tues. 9:30 a.m. – 4:30 p.m.
Fri. 9:30 a.m. – 3p.m.
Coordinator: Aries Jones

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

The Center publishes the Student Handbook and the Student News. If you would like information about a particular College program, service, activity, achievement, published or advertised on TV monitors, please contact the Center. Visit Information Services for flyers, brochures and other College-related materials and announcements.

Student News

The Student News is a monthly newsletter published during the Fall and Spring semesters. It may be used to publicize campus workshops, activities, events, achievements or other campus announcements. Students must have their articles approved by the Office of Student Life and Development before submitting them for publication in the Student News.

International Student Services

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

Advisor: Vanessa Villanueva

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

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

Library, Ursula C. Schwerin

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

Phone: 718.260.5470

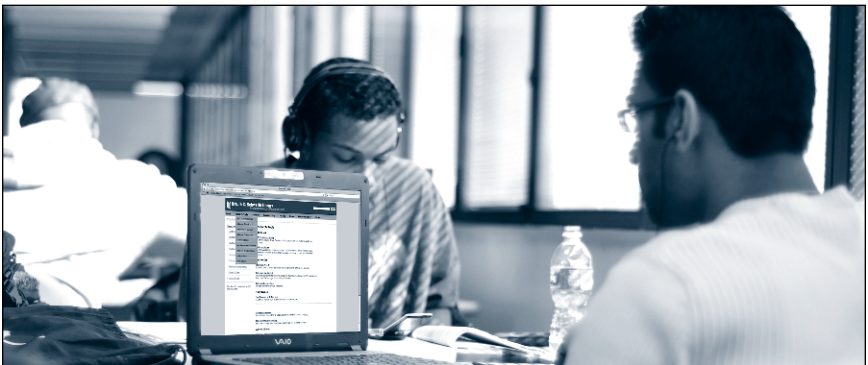
Email: ereference@citytech.cuny.edu

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

Hours: Mon. – Thurs. 9 a.m. – 10 p.m.
Fri. 9 a.m. – 7 p.m.
Sat. 10 a.m. – 4 p.m.

Chief Librarian: Professor Darrow Wood

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



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

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

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

The Library offers a 3-credit course, LIB 1201, Research and Documentation for the Information Age. It addresses skills and proficiencies critical for our students as they prepare to enter a variety of careers in the 21st century. Students explore issues involving text (in print and online), images, sound, and multimedia. The course is interdisciplinary and may be taken to satisfy core requirements in communications (COMM) or as an elective (ELECT).

NYPIRG

Location: General Building 411
Phone: 718.260.5045
Hours: Mon. – Fri. 10 a.m. – 7 p.m.
Email: TBA
Coordinator: TBA

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

Our Children's Center

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

Our Children's Center (OCC) is a Licensed Early Childhood Education Day Care Facility. It provides quality educational programs for children of New York City College of Technology students in a caring, nurturing environment where parents are free to visit. The Center accepts Agency for Children Services (ACS) cases.

All fees are subsidized. The program accepts the following forms of payment: Agency for Children Services (ACS) Vouchers, Department of Social Service

(DSS), Federal Block Grant, and private fees are on a sliding scale. OCC's staff will assist eligible students in applying for financial assistance for daycare fees and in making referrals to other childcare facilities, should our program be full. Apply as soon as you know you will attend the College, since there may be a waiting list for services.

The following service is consistent with the College's academic calendar:

Toddler and preschool program for ages 2.0 to 5.11 years

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

Preschool evening program for ages 3.0 to 5.11 years

(Child must be fully potty-trained)

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

Sat. 8 a.m. – 5 p.m.

School age program for ages 6.0 to 10.0 years

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

Sat. 8 a.m. – 5 p.m.

Placement Office

Location: Namm Hall NG08

Phone: 718.260.5050

Fax: 718.254.8529

Email: employmentsvc@citytech.cuny.edu

Website: www.citytech.cuny.edu/placement

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

Wed. 9:30 a.m. – 6:30 p.m.

Fri. 9:30 a.m. – 3 p.m.

Director: Adrian Griffith

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



Public Safety

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

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

Campus Security Statistics

As required under subsection 6433 of Article 129-A of the Education Law, you may obtain a copy of this report by contacting the Department of Public Safety (Namm Hall 109) or by accessing the following web address:
<http://www.citytech.cuny.edu/students/registrar/pubinfo.shtml>

Emergency College Closing

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

WADO	1250 AM
WBLS	107.5 FM
WCBS	880 AM or online at www.wcbs880.com
WFAS	1230 AM or online at www.wfasam.com 103.9 and 106.3 FM or online at www.wfasfm.com
WINS	1010 AM
WLIB	1190 AM
WOR	710 FM or online at www.wor710.com

Fire Emergencies

All alarms should be considered indicative of a fire, unless otherwise announced. Never assume that an alarm is a false report. When the alarm sounds, evacuate the floor using the closest stairway, unless there is smoke in the stairway.

Elevators should not be used. In the event that the stairwell is crowded or filled with smoke, use an alternate stairwell.

Illness/Injury

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

Lost and Found

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

Office of the Registrar

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

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

To register, first consult with your major department academic advisor. After being advised, go online using eSims: <http://esims.cuny.edu/ny>. Register wherever you have access to the web.

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

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

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

Readmission

A former student seeking readmission to the College must file a readmission application with the Office of the Registrar. Low GPA probation students' applications require departmental approval. There is a \$10 fee to process this application.

Office of Scholarships and Residency Services

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

Scholarships and Grants

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

New York State Residency

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

SEEK Program

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

Search for Education and Elevation through Knowledge (SEEK) is a higher education opportunity program designed to assist eligible students achieve academic success through the provision of personal development, academic and financial services. Our program provides free counseling, tutoring, a study hall and computer lab, as well as additional financial aid.

Student Computing Help Desk

Location: Namm Hall 124C
Phone: 718.260.4900
Email: StudentHelpdesk@citytech.cuny.edu

Website: <http://cis.citytech.cuny.edu/students.html>
Hours*: Mon. – Fri. 9 a.m. - 5 p.m.
**Hours change throughout the semester to accommodate for peak activity times. Please visit our website to see posted hours for the current semester.*

Coordinator: Tremmelle Thomas
Director: David Miller

The Student Computing Help Desk is available to assist students with technology-related questions regarding the CUNY Portal, Blackboard, eSims, DegreeWorks, ePermit, student email and the wireless network.

You must create a CUNY Portal account in order to access most of the online tools mentioned above. Visit the *Online @ City Tech* section of this handbook for instruction on creating a CUNY Portal account and accessing the College’s online tools.

Student Government Association

Location: General Building 400
Phone: 718.260.5019
Email: sgapresident@citytech.cuny.edu
Hours: See posted hours each semester
President: Terel Watson

The Student Government Association (SGA) represents students’ campus needs and concerns to the faculty and administration. SGA executive officers include the President, Vice President, Secretary, Treasurer, Chief Justice, Social Director, part-time Evening Representative, and 12 School Senators (three for each school and three Senators-at-Large). Officers are elected once a year through elections held in the Spring. These officers voice student concerns, participate in orientation and recruitment activities and sponsor events. Contact the Office of Student Life and Development (G516) if you would like to run for a position in SGA.

Student Life and Development

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

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

New Student Orientation

New students, parents and other relatives are invited to attend the orientation program held prior to the start of classes each semester. The program is coordinated by the Office of Student Life and Development to introduce new students to the College and College services. Students have the opportunity to meet with other students, faculty and staff, and begin making new friends during the fun and informative activities scheduled throughout the day. Returning students interested in working with the program should contact the Office of Student Life and Development.

New Tech Times (Student Newspaper)

The New Tech Times student newspaper is published by students and for students to communicate with the College community. Student participation is encouraged in all areas of the newspaper's publication. Writers, reporters, photographers, layout persons and proofreaders are welcome. Interested students should apply to the Office of Student Life and Development. If you would like to have an article published, email it to newtechtimes@yahoo.com

Safe Zone Program

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



Student Clubs

Students are encouraged to get involved by participating in any of the student clubs and organizations. There are over 50 student clubs that are divided into academic, cultural, social, religious, special interests, and service organizations. You may join a favorite club or form a new one. To obtain the required forms, contact the Office of Student Life and Development.

Club hours are on Thursdays from 12:45 p.m. – 2:15 p.m.

Academic Clubs

Accounting Society
AIGA City Tech Design Club/
SMH Magazine
American Culinary Foundation
Anna Nurse Culinary Federation
American Society of Civil
Engineers (ASCE)
Audio Engineering Society
B.J. Denihan Lecture Series
Black Male Initiative
Biology Club
Chemistry Club
Computer Club
Cooks in the Market
CTW in Stem
Engineering Technology Club
ETA International
Food and Wine
Gamma Epsilon Tau
Human Services Club
Industrial Design Club
Institute of Electrical and Electronics
Engineers (IEEE)
JAWS Club
Law and Paralegal Studies Club
Math Club
Mechanical Engineering Tech Club
National Society of Collegiate Scholars
National Student Nurse Association
Nutrix
NYCCT Mock Trial Club
Rem-Rad Club
Science Research Club
Society of Hispanic Engineers
Speech Club
Stage Craft Club
Student American Dental Hygienists' Assoc.

Student Optical Society
Student Veterans Club
Tech Ed
The NTT Club
Newmann's Club
Chi Alpha Epsilon (SEEK)

Cultural Clubs

Caribbean Fusion
International Students Alliance
Russian Culture Club
South Asian Student Association (SASA)
Spoons Across America
Women in Islam
Multi-Cultural Awareness Group (MAG)

Social Clubs

Arts & Culture Club
B.Y.O.S. - Bring Your Own Stuff
eCommerce Club
INK Illustration and Komics
International Business Organization (IBO)
Parents Dynamic

Religious/Spiritual Clubs

Chinese Christian Fellowship
Muslim Student Association
Newmann's Club
Seekers Christian Fellowship

Service Organization

City Tech Volunteer Corps

Special Interest Clubs

Chess Club
Dominos and Spades Club
Martial Arts Club
Video Game Alliance
Volleyball Club

Student Support Services Program for Students with Disabilities

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

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

Student Wellness Center

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

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

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

We also provide an on-site registered nurse and weekly physician consultations.

To schedule appointment with the nurse or physician, call 718.260.5910 or stop by the office. We welcome walk-in appointments.

Theaterworks

Location: Voorhees Hall 411 (Entertainment Technology Department)
Phone: 718.260.5588
Fax: 718.260.5591
Email: dsmith@citytech.cuny.edu
Website: www.gravesendinn.com
Producer Prof. Chip Scott

Theatreworks, the resident theatre company at New York City College of Technology, is composed of students, alumni, faculty/staff and community members. Founded in 1974, Theatreworks has been recognized in media and theater circles for its commitment to professionalism in performance, technology and the advancement of multi-cultural casting and crews in plays, musicals, dance and other live events. This unique approach to theatre has given Theatreworks citywide recognition and an audience from the greater New York area. Theatreworks is now performing in the state-of-the-art Voorhees Theatre.

Theatreworks alumni can be found in the professional theatre, in television and concert venues, and working with many theatre-related companies in their respective communities. Student technicians receive valuable training by participating in the lighting, sound, costume, video, publicity and scenery crews for performances each year. For further information about Theatreworks, contact the Entertainment Technology Department in Voorhees 411 at 718.260.5588.

Veterans Support Services

Location: Pearl 104 (The Student Wellness Center)
Phone: 718.260.4980
Email: veterans@citytech.cuny.edu
Website: www.citytech.cuny.edu/veterans
Hours: Mon., Tues., Thurs., Fri 10 a.m. - 5:30 p.m.
Coordinator: Brian Laguardia

The Veterans Support Services Office provides veteran students with information and support to promote educational success and optimal social well-being. The office collaborates with the Student Veterans Club to facilitate various veteran-related programs and events to build up the student veteran community and to educate the College community.

The Office of the Registrar is responsible for certifying College attendance for those veterans who are eligible and provides information regarding payment of tuition and fees.

Women's Center

Location: General Building 522
Phone: 718.260.5779
Email: Theomenscenter@citytech.cuny.edu
Website: www.citytech.cuny.edu/students/womenscenter
Hours*: Mon., Tues., Wed. 10 a.m. – 4 p.m.
and by appointment
**Hours are subject to change*

Director: Valrine Daley

The Women's Center's mission is to provide programs, activities and resources that empower, educate and benefit all. We serve faculty, staff, alumnae, students and other community members through collaborative efforts, provide referrals for support and services on and off campus.

The Center sponsors educational programs and events that raise awareness of women's issues and celebrates women's achievements. Our professional development programs, initiatives and collaborations with individuals, groups and organizations include lectures, performances, speakers, workshops and conferences.

Our signature activities include, Women's Month Programs, TEA & TALK Series, GROW Workshop Series, LOOK & FEEL BETTER Series and Sexual Violence Awareness Month Programs.



Other Convenient Student Services

ATM Machines are located on the First Floor in Namm Hall and in the Voorhees Lobby.

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

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

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

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

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

Lockers in the Klitgord Center are available to students participating in sports, fitness and recreation. Participants are encouraged to bring their own locks and keys and to remove the lock and the contents of the locker at the end of the workout session. Staff members and the College are not responsible for items left in the locker rooms.

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

Student Lounges are located on the Second, Fourth, Fifth, and Sixth Floors between the General and Pearl Buildings; on every floor of the Atrium, including a multi-purpose lounge on the Atrium Ground Floor facing the outdoor garden; and on the Second Floor of Voorhees Hall.

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



WHAT SHOULD I DO IF MY COURSE IS CLOSED?

STARTING A CLUB? ELIGIBILITY???????

CAN I REGISTER FOR EXTRA CREDITS??

ARE MY FINANCIAL AID TAXABLE? GRANTS AND AWARDS

WHAT SHOULD I DO IF I AM HAVING TROUBLE?

FINANCIAL AID FACTS

NEW YORK CITY COLLEGE OF TECHNOLOGY

WHERE CAN I GET VETERAN CREDITS?

WHAT IS A BOOK VOUCHER?

WHAT SHOULD I DO IF I JUST LEAVE CITY TECH FOR A WHILE BUT PLAN TO RETURN?

HOW LONG CAN I RECEIVE FINANCIAL AID?

RECEIVE FINANCIAL AID FROM COURSES OR FROM COLLEGE? TUITION REFOUND IF I WITHDRAW

WHAT ARE THE REQUIREMENTS FOR TUITION REIMBURSEMENT?

HOW DO I FIND OUT ABOUT BAD WEATHER OR OTHER EMERGENCY COLLEGE CLOSINGS?



DO YOU KNOW

THE DEFINITION OF VETERAN IS NOT AS STRINGENT AS IT IS FOR VA B...

WHERE CAN I GET A LETTER TO VERIFY THAT I AM A STUDENT AT CITY TECH?

WHAT IF I FAIL TO MEET THE ACADEMIC REQUIREMENT?

WHAT IS THE DIFFERENCE BETWEEN A W AND A W...

IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD, WHAT SHOULD I DO?

CAN I LEAVE MY DEGREE PROGRAM?

Types of Financial Aid

City Tech's online Financial Aid website at <http://www.citytech.cuny.edu/admissions/financialaid> serves as a student resource for financial aid information of all types. You can:

- Learn about the various award programs and their eligibility requirements.
- Receive step-by-step guidance through the application and award process.
- File your financial aid applications online.
- Check your application and award status.

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

Grants, loans, work-study and scholarships are common sources of financial aid for City Tech students. Learn about each of the types of financial aid listed below on our website at www.citytech.cuny.edu/financialaid/index.shtml.

Grants

Funds that do not have to be repaid.

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Academic Competitiveness Grants (ACG) (ending 6/30/11)
- Federal National Science & Mathematics Access to Retain Talent (SMART) Grants (ending 6/30/11)
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study (APTS)
- Search for Education and Elevation through Knowledge (SEEK)

Loans

Money that you borrow and repay with interest

- Federal Perkins Loan
- Federal Direct Loan (subsidized & unsubsidized)
- Federal Parent Loan for Undergraduate Students (PLUS)

Federal Work-Study (FWS)

Money that you earn from a job obtained through the Financial Aid Office.

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

Scholarships

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

The Peter F. Vallone Academic Scholarship is administered by the Financial Aid Office.

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

Applying for Financial Aid

Apply for most types of federal and state financial aid by completing a Free Application for Federal Student Aid (FAFSA) at: www.fafsa.ed.gov. If you file FAFSA-on-the-Web, you will be able to link directly to TAP-on-the-Web so that you may apply for New York State tuition assistance grants. We encourage online filing because it is the quickest, easiest and most accurate way to apply.

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

College FAFSA Code: 002696 and College TAP Code: 1405

What if I need access to a computer?

If you need access to a computer, use our Financial Aid Web Lab in Room NG-08A. Call 718.260.5700 for our hours of service.

When should I apply?

Allow at least 4-6 weeks time to get your applications processed. You would want to apply early enough so that the information for your awards will be available for payment of tuition and fees at the time the bill is due.

Do I have to reapply for financial aid every year?

Yes. Financial aid is awarded for a single academic year and is based on your family's economic situation during the previous year. Students must reapply as early as possible in the Spring semester for the following academic year.

How long may I receive Financial Aid?

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

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

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

Financial Aid Application Priority Filing Period

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

You may still apply for financial aid after March 1st, but funds from some sources may not be available to late filers. Some award programs, such as Federal Work-Study, FSEOG and Perkins loans, have limited funding and are awarded on a first-come, first-serve basis.

Note: For Spring Admits only – priority filing deadline is October 15th.

Financial Aid Award Deadlines

Federal Award Programs—with few exceptions, issues with your FAFSA must be resolved with the Financial Aid Office by your last day of attendance in any award period (usually the semester).

- Federal Direct Loan Requests—must be received by the Financial Aid Office, no later than three weeks before the end of the Fall or Spring terms.
- New York State TAP—Issues with your NYS TAP application must be resolved by May 1st of the award year.
- Aid for Part-Time Study (APTS) - An application must be on file before the end of the third week of your first semester of attendance within the award year.

The deadlines posted above are meant to give you enough time to have your applications processed and any problems with your application information corrected before your tuition bill due date. Allow at least 4-6 weeks processing time for your financial aid application(s). Often, the Financial Aid Office must request additional information or documents to complete the processing of your application. Please respond promptly to any requests for additional information. Most delays in processing result from delayed responses. Don't wait until the day your bill is due. It may take 2 weeks or longer to process you for an award AFTER you submit additional information.

How can I receive a Federal Work-Study award?

You must complete your financial aid application and request consideration for FWS by selecting the appropriate box on the FAFSA. FWS money is awarded on a first-come, first-serve basis. It is important to apply early, no later than April 30th, for the upcoming summer session and academic year. When you receive your award letter from the College, it will indicate whether you have been awarded FWS.

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

You must change the college codes to City Tech's college codes. For New York State aid (TAP and APTS) view hesc.com and change the college codes to #1405. For federal aid, view fafsa.ed.gov and change the college code to #002696.

Academic Performance and Financial Aid Eligibility

The federal and state financial aid programs require that you register for and maintain enrollment in your classes in order to receive financial aid awards. You are also expected to make satisfactory progress toward your degree in order to keep receiving your awards. The following is a summary of the enrollment and academic performance requirements for the federal and state financial aid programs.

Enrollment Requirements (Getting Your Aid)

Basic Enrollment Conditions

Federal Pell Grant:

Maintain enrollment from 1 to 18 credits or equated credits per semester. (amounts are pro-rated based on your enrollment status).

Federal Loans, Work-Study and Supplemental Grants:

Maintain enrollment in at least 6 credits or equated credits each semester

New York State Tuition Assistance Program (TAP):

Enroll full-time in a minimum of 12 credits or equated credits per semester.

Part-Time TAP (PTAP):

- Enroll part-time in a minimum of 6 to 11 credits or equated credits per semester.
- Must earn 24 degree credits in the year preceding the 1st award.
- Must be enrolled for the first time in the 2006-2007 academic year or thereafter to qualify.

NYS Aid for Part-Time Study (APTS):

Enroll part-time in at least 6 to 11 credits or equated credits per semester (available to part-time students not receiving PTAP.)

Additional Enrollment Conditions

All Federal Aid Programs:

- A 30 hour limit on payment for remedial [non-ESL] classes.
- Courses taken should count toward the degree.

TAP: Must include in full-time course load of at least 3 degree credits in the 1st TAP semester and 6 degree credits every TAP semester thereafter.

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

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

Repeating Failed Courses

All Federal Aid Programs: Payments are available for repeating courses under the College's "C" grade or lower policy (up to 16 credits maximum).

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

Repeating Courses Previously Passed

All Federal Aid Programs: Payments are available for repeating courses under the College's "C" grade or lower policy (up to 16 credits maximum).

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

Satisfactory Progress Requirements (Keeping Your Aid)

When Academic Progress is Measured

All Federal Aid Programs:

- Academic progress and pursuit standards are measured once a year after spring term.

All NYS Aid Programs:

- Academic progress and pursuit standards are measured after each term.

Progress Conditions

All Federal Aid Programs:

- You may attempt no more than 150% of courses needed for their current degree.
- For baccalaureate degree programs, the cumulative credits earned must be equal to or greater than .75 of the credits attempted minus 18.
- For associate degree programs, the cumulative credits earned must be equal to or greater than .875 of the credits attempted minus 21.

All NYS Aid Programs: You must earn credits toward the degree and attain a minimum GPA each semester, the equivalent of a full-time NYS payment is received.

How does withdrawing from courses affect my academic progress?

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

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

It is strongly suggested that you speak with a Financial Aid Counselor before dropping or withdrawing from any class. When you drop courses, your financial aid eligibility may be affected. You risk losing your entire award or you could owe money to the College. It could affect both the semester in which you are currently enrolled and future semesters. You may obtain more information by downloading our information guide on dropping or withdrawing from classes at

www.citytech.cuny.edu. Click on “Current Students,” select the “Financial Aid” link, and then select the “Information Guides and Downloadable Forms” link.

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

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

Are my financial aid grants and awards taxable?

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

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

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

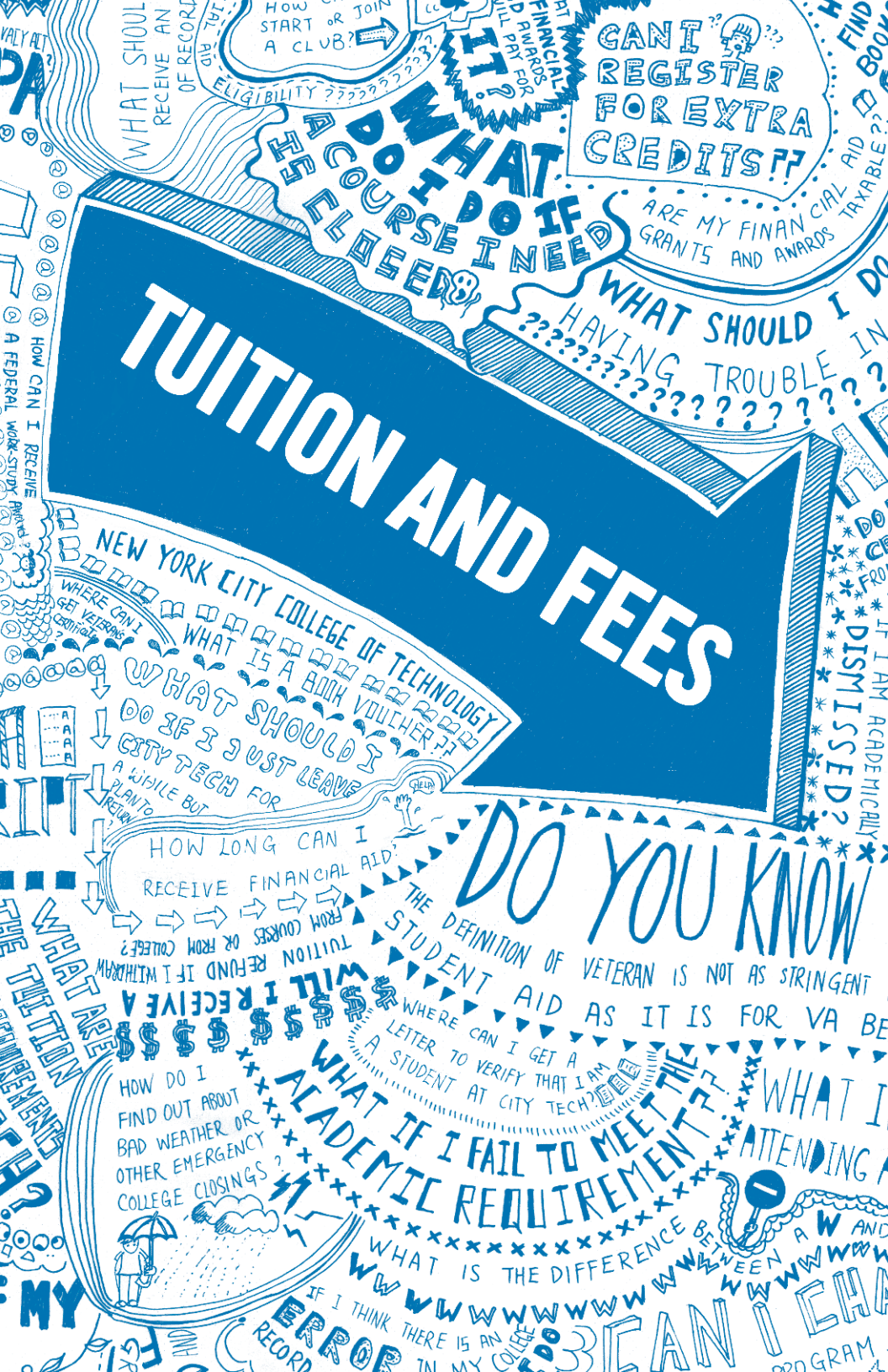
I am a full-time student and was determined to be TAP-eligible by the NYS Higher Education Services Corporation. Why does my tuition bill state that I am not TAP-eligible?

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

Is financial aid available for the summer?

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

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



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HAD WHAT COURSE DO I NEED TO ENROLL?

ARE MY FINANCIAL GRANTS AND AWARDS TAXABLE??

WHAT SHOULD I DO IF I AM HAVING TROUBLE?

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WHAT SHOULD I DO IF I JUST LEAVE CITY TECH FOR A WHILE BUT PLAN TO RETURN?

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WHAT ARE THE REQUIREMENTS FOR TUITION REFUND IF I WITHDRAW?

WHERE CAN I GET A LETTER TO VERIFY THAT I AM A STUDENT AT CITY TECH?

HOW DO I FIND OUT ABOUT BAD WEATHER OR OTHER EMERGENCY COLLEGE CLOSINGS?

WHAT IF I FAIL TO MEET THE ACADEMIC REQUIREMENTS?

IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD

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Tuition and Fees Requirements

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

New York State Resident Tuition

Matriculated Full-time

12 to 18 credits/equated credits¹ \$2,300 per semester

Matriculated Part-time

Fewer than 12 credits/equated credits \$195 per semester

Non-Degree (based on space availability) \$285 per credit

Senior Citizens Fee \$65 per semester

Non-New York State Resident Tuition

Matriculated Full-time and Part-time \$415 per credit

Non-Degree \$610 per credit

CUNY Accelerated Study Fee¹ (Credits in Excess of 18)

Matriculated full-time New York State Resident:

Less than or equal to 2 credits \$100

Greater than 2 credits but less than or equal to 4 credits \$230

Greater than 4 credits but less than or equal to 6 credits \$460

Greater than 6 credits \$690

Non-Instructional Fees

Full-time per semester

Student Activity² \$42.70

Student Government² 4.00

Clubs² 3.00

University Student Senate² .85

NYPIRG (New York 4.00

Public Interest Research Group)³

Technology Fee⁴ 100.00

Consolidated Service Fee⁵ 15.00

Total \$169.55

Part-time per semester

Student Activity² \$16.35

Student Government² 1.50

Clubs² 1.50

University Student Senate² .85

Technology Fee⁴ 50.00

Consolidated Service Fee⁵ 15.00

Total \$85.20

¹ Students taking more than 18 credits per semester must pay the CUNY Accelerated Study Fee.

² These fees nor any part thereof are not refundable at any time.

³ These fees may be refunded only by written request to NYPIRG. Appropriate forms are available at the NYPIRG Office in G411.

⁴ The technology fee maintains public labs; upgrades computer labs in academic departments; upgrade and expand software in academic programs.

⁵ All students (including non-degree and senior citizens) will be required to pay a consolidated fee of \$15.00 per semester or session to cover the costs of processing a financial aid needs analysis, the immunization program and other student-related functions.

Resident Tuition Rate

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

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

Tuition Payment Policy

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

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

For payments for a prior semester, go to "past semester" on your eSims account.

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

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

Tuition Payment Plan

If you wish to pay tuition in installments, the Academic Management Services (AMS) Plan is available for Spring, Fall and Summer semesters. The AMS Plan is interest-free and does not carry finance charges. The current enrollment fee is \$18 per semester (subject to change). For information on joining the AMS Tuition Payment Plan, call AMS toll-free at 800.635.0120, visit the website at www.tuitionpay.com or visit the Bursar's Office, NG06.



WHAT SHOULD I RECEIVE ABOUT RECORDS?

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IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD, WHAT SHOULD I DO?

CAN I EARN A DEGREE PROGRAM

Tutorials

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

- Retrieving their CUNY portal username and password,
- Paying their semester bill,
- Registering for classes.

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

To view the tutorials, visit <http://cis.citytech.cuny.edu/Sonlinetutorials.html>.

CUNY Portal

The CUNY portal is a central website to all CUNY information and resources. Through the portal, you can track your academic progress by using the student Advisement Degree audit (ESP), register for classes, view your transcript and pay your semester bill on e-SIMS, obtain permission to attend classes at another CUNY college by creating an e-Permit, and access Blackboard to view your online classes. Students can save money by shopping on the CUNY e-Mall web site. Discounted and FREE software are available through the Software Center.

How Do I register for a CUNY Portal account?

1. Go to the CUNY website: <http://www.cuny.edu>.
2. Click on **Portal Log-in**.
3. Click on **Create New Account**.
4. Select the **Student Option**.
5. On the User Validation screen enter your **Last Name, Social Security Number, and Date of Birth**.
6. Verify your information and click **Confirm**.
7. Enter and confirm your password on the **Password Reset Screen**.
8. Write down the username given, or change it to something you will remember.
9. Enter and **Confirm** a password. The password must be at **least 6 characters**
Choose a password that you will remember.
10. Click **Save**, and your CUNY portal account will be created.

What if I forgot my portal username and password?

To change your CUNY Portal account password:

1. Go to <http://www.cuny.edu>
2. Click on **Portal Log-in**.
3. Click on **Forgot Username or Password**.
4. There are two options, select **Account & Password Reset**.
5. Now you will need to enter your **Last Name, Social Security Number, and Date of Birth** to validate your Portal account.

6. You will be given your Portal username, type in a **New Password**, then **Confirm the Password** and click **Submit**.

How do I change my primary college?

1. Log into the CUNY Portal <http://www.cuny.edu>.
2. Click **My Profile** on the lower left-hand corner after you have logged in.
3. Click **Modify** on the top of the page.
4. Select **NYC College of Technology** from the drop-down menu.
5. Click **Save**.

DegreeWorks

DegreeWorks is also known as Educational Student Planner (ESP).

DegreeWorks is an online tool that allows you to:

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

How do I log into DegreeWorks/ESP?

1. Go to <http://www.cuny.edu>.
2. Click on **Portal Log-In**.
3. Enter your **Username and Password**.
4. Click on **Login**.
5. Click on **Student Advisement/Degree Audit** under **SSO Applications for Students**.
6. Select the **Audit Tab** and then click on **View Audit**.

eSims

eSims is City Tech's Electronic Student Information Management System.

This online system allows you to:

- View and print unofficial transcripts.
- View your grades and transfer credits.
- View your current bill.
- Register for the upcoming semester.

How do I register for classes?

1. Go to <http://www.cuny.edu>.
2. Click on **Portal Log-In**.

3. Enter your **Username and Password**.
4. Click on **Log In**.
5. Click on **eSims** under **SSO Applications for Students**.
6. Click on **Open Sections**.
7. Select a **Semester** from the drop-down menu and then click **Search**.
8. Select the **Department/Discipline** from the drop-down menu.
9. Select the course you want to register for from the drop-down menu.
10. Click **Search** again.
11. Retrieve the 4-digit Course Code.
12. Go back to your **eSims** home page.
13. Click on **Registration**.
14. Enter the **Course Registration Code(s)**.
15. Click **Submit**.

How do I pay my bill online?

1. In order to pay you must log onto eSims.
2. Click on **Semester Bill**.
3. Select a **Semester**.
4. Select the **Pay Bill Now** option and follow the instructions.

ePermit

EPermit is an online permit process which allows students to take courses at other accredited institutions while in attendance at City Tech. If you meet these requirements:

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

To be eligible for a permit you must:

- Be matriculated and currently attending City Tech.
- Undergraduate students must have a cumulative GPA of at least 2.00.
- Graduate students must have a cumulative GPA of 3.00 or more.

How do I apply for an ePermit?

- Log onto your CUNY Portal account.
- Under the **Student Applications** box click on **ePermit**.

- Re-enter your **Portal Username and Password** on ePermit page.
- Read the **How to use ePermit** instructions.
- Select **Create New Permit** from the menu on the left.

CUNY Tipps

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

BlackBoard

Blackboard is an Enterprise Learning Management System used to provide web-enhanced or online courses. You can find your course syllabus, online handouts, and online discussion groups here.

How do I log into Blackboard?

1. Go to <http://www.cuny.edu>.
2. Click on **Portal Log-In**.
3. Log into the **CUNY Portal**.
4. After you have logged onto the CUNY Portal, click the **Blackboard** link on the right.
5. Click on **Blackboard 8.0**.



Student Email

When you enroll, a Live@CityTech email account will be automatically generated for you. Live@CityTech provides current student and alumni with a set of communications collaboration services, such as email, shared calendar, and address book. Live@CityTech email allows you to communicate with professors, administrative departments and classmates faster and more efficiently! Your Live@CityTech email User ID will also allow you to access the College's wireless network, and assist with retrieving University password resets. Please ensure that you check your Live@CityTech email regularly.

How do I get my email login and password?

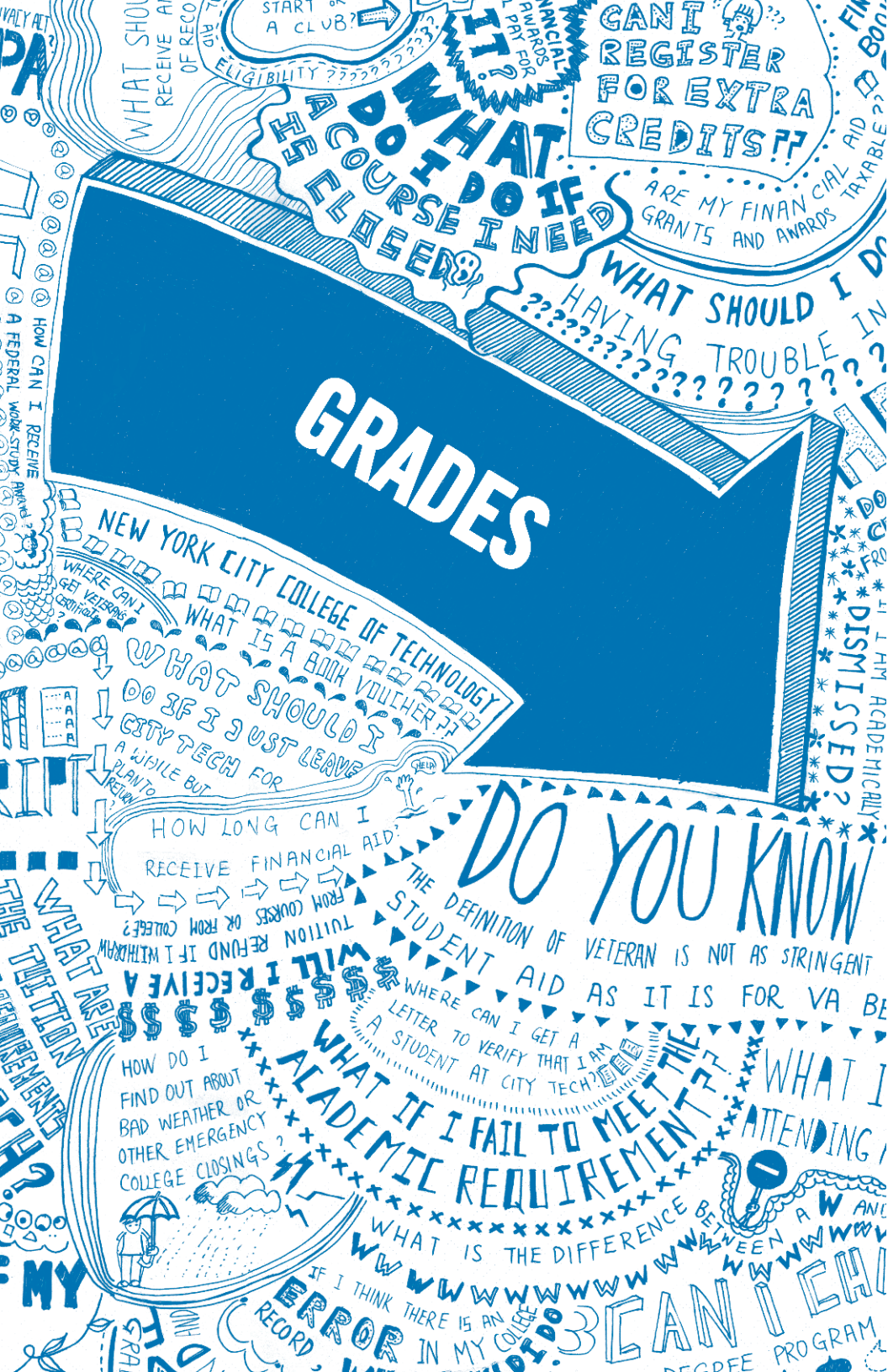
1. To find out your user ID, go to <http://mail.citytech.cuny.edu>, and then click on **What's my live email login?**
2. Enter your Last Name and the last 4-digits of your social security number.
- Example: **John.Smith@mail.citytech.cuny.edu**
3. A number will follow your name if there is more than one student with the same first and last name.
- Example: **John.Smith3@mail.citytech.cuny.edu**
4. The password will be your Date of Birth (MMDDYY format) followed by the last 4-digits of your social security number.
- Example: **If your date of birth is 01/06/1986 and the last 4-digits of your social security number are 1234, then your password is 0106861234 (No spaces).**
5. If you forget your password, you can reset it on-line on the sign-in page. Click on **Forgot Your Password?** and follow the simple instructions program(s).

Wireless Network

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

How do I log into the Wireless Network?

1. Click the **Start** button and select **Connect To**.
2. Select the **NYCCT** network and click **Connect**.
3. You must enter the **Security Key: NewYorkCityCollegeOfTechnology**.
The Security Key is case sensitive and must be entered exactly as shown above. The first letter of every word **MUST** be capitalized.
4. After entering the Security Key, click **Connect**.
5. Once connected to the wireless network, open the web browser. You will be redirected temporarily for authentication purposes. Select **Continue to this Website**.
6. You must enter your **City Tech email Username and Password**. After typing in the username (Firstname.Lastname@mail.citytech.cuny.edu) and password (DOB in 6-digit format MMDDYY followed by the last 4-digits of your social security number), select the **Device Type** and click **Download**.
7. Select **RUN** in order to download the Aruba Agent.
8. Select **RUN** again.
9. Allow the Aruba Agent to download (this may take a few minutes). Once the agent completes the background check on your computer in order to make sure it has an updated antivirus, the Agent will disappear and allow you to browse the web.



WHAT SHOULD I RECEIVE AS A RECORD OF AID?

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WHAT IS THE DIFFERENCE BETWEEN A W AND A W/AN? CAN I CALL THE DEGREE PROGRAM?

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WHAT ARE THE REQUIREMENTS FOR A SCHOLARSHIP?

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WHAT IS THE DIFFERENCE BETWEEN A W AND A W/AN?

Final Grades

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

The possible grades:

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

Unofficial Withdrawal

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

Class Meets

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

Allowable Absence

- 2 absences per semester
- 3 absences per semester
- 4 absences per semester*

**If a class meet more than 3 times per week, the allowable absences will be calculated accordingly.*

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

Students who stop attending class without officially withdrawing are also given a "WU" grade. Students who never attend a course for which they have registered are given a "*WN." The "WU" grade counts as an "F" in the computation of the GPA; therefore, failure to withdraw officially from a course will have negative consequences and should be carefully avoided.

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

Students who wish to appeal this grade are referred to the College catalog section entitled, "Appealing a Final Grade."

Additional Grades

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

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

How to Calculate Your Grade Point Average (GPA)

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

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

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

To calculate your GPA:

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

Example:

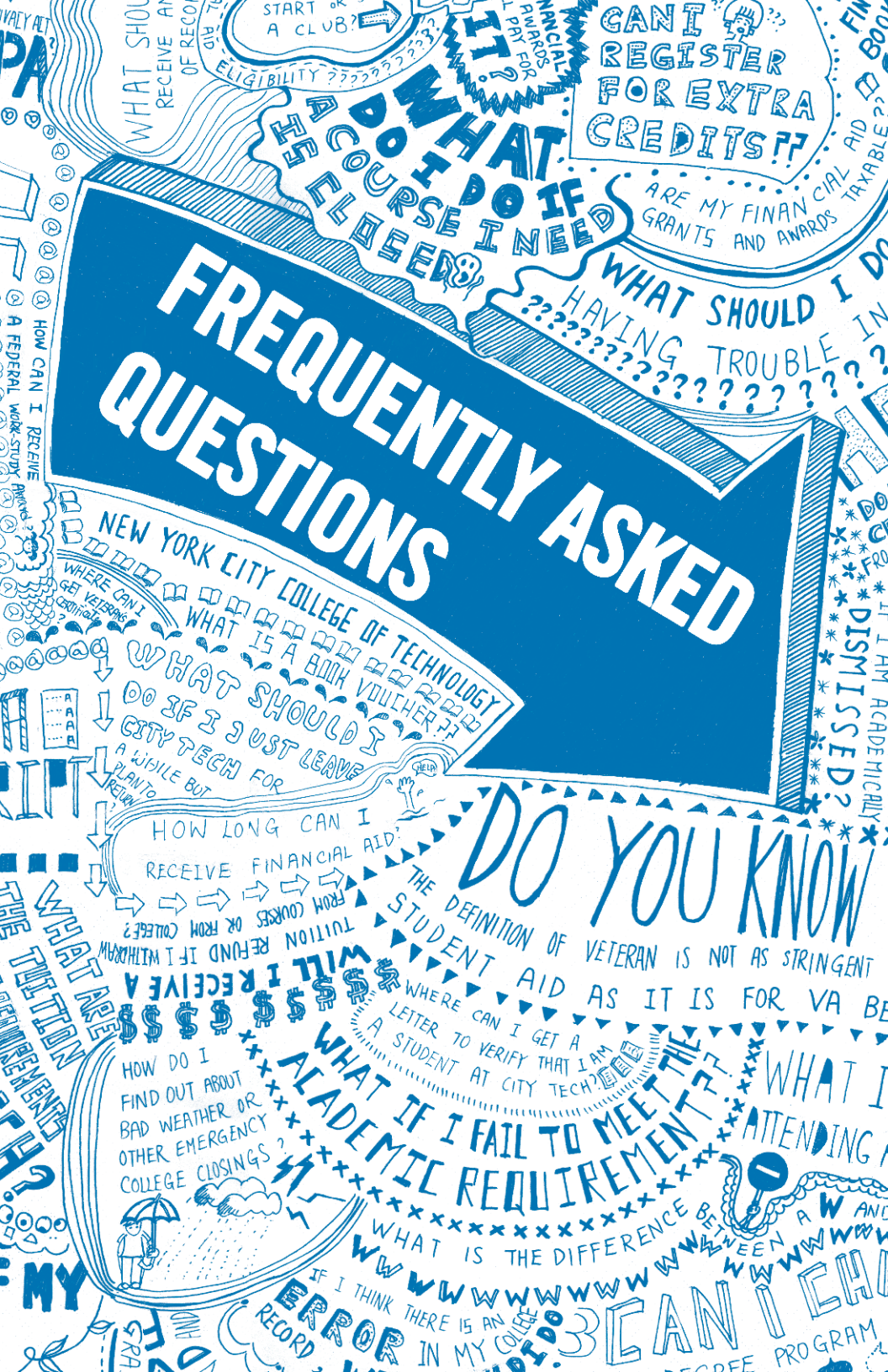
COURSE	GRADES	QUALITY POINTS	x	CREDITS	=	HONOR POINTS
PERF 1128	A	4.0	x	2	=	8.0
PSY 1101	A-	3.7	x	3	=	11.1
ENG 1101	B+	3.3	x	3	=	9.9
SPE 1330	B	3.0	x	3	=	9.0
MAT 0650	S	0.0	x	0	=	0.0
AFR 2211	B-	2.7	x	3	=	8.1
SPA 1101	C+	2.3	x	3	=	6.9
BIO 1101	C	2.0	x	4	=	8.0
BIO 1101L		0.0	x	0	=	0.0
AAA 1010	D	1.0	x	1	=	1.0
PHIL 2101	F	0.0	x	3	=	0.0
				Total Credits 25		Total Points 62.0

4. Divide honor points by total credits ($62 \div 25 = 2.48$)
5. The GPA in this example is 2.48

Mid-Semester Grades

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

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



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OF RECORD

START OR
A CLUB?

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NEED
PLACES?

CAN I
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FOR EXTRA
CREDITS??

ARE MY FINANCIAL
GRANTS AND AWARDS

WHAT SHOULD I DO
HAVING TROUBLE
????????????

FREQUENTLY ASKED QUESTIONS

NEW YORK CITY COLLEGE OF TECHNOLOGY
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COUNSEL?
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DO I SHOULD I
CITY TECH FOR
A WISILE BUT
PLANTO
RETURN

HOW LONG CAN I
RECEIVE FINANCIAL AID?

RECEIVE FINANCIAL AID?
FROM COURSES OR FROM COLLEGE?
TUITION REFUND IF I WITHDRAW

WILL I RECEIVE A
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HOW DO I
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BAD WEATHER OR
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COLLEGE CLOSINGS?



WHAT IF I FAIL TO MEET THE
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WHAT IS THE DIFFERENCE BETWEEN A W AND A W AND A W AND A W

IF I THINK THERE IS AN
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CAN I
CAN I
PROGRAM

What if I fail to meet the academic requirements?

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

What if I think I received an unfair grade?

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

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

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

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

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

***WN** is given to a student who has never attended the class. This grade is applied the 5th week of the semester. It is not calculated in the GPA, and does not affect the student academically, but it does affect the student financially. Although financial aid will not pay for this course, tuition charges will be applied. For example, if a student has 12 credits of which 9 credits shows attendance and 3 credits have the *WN grade, financial aid will be calculated on 9 credits only. If a student has been given this grade in error, the student must contact the faculty member immediately. The faculty must submit a change of grade to correct this error. Any questions can be directed to the Registrar's Office.

Federal and State financial aid programs will not pay for a course in which you received a grade of "WN" or "*WN."

For additional information, see "Grades" in the College catalog available online at www.citytech.cuny.edu.

What is CUNY's policy on "D" or "F" grades?

When a student receives the earned grade of "D" or "F" or an administrative failing

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

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

What does an "I" grade mean?

An "I" (incomplete) grade means you have missed an assignment or final examination, but were doing passing work in the course. You must contact your instructor, and satisfactorily make up the missing work within one month from the start of the next semester or the "I" grade will be changed automatically to an "F". If you miss a final examination, you must file a special make-up form with the department. You will be charged a fee of \$25 if your application for a make-up exam is approved.

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

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

- received an incorrect grade
- received a grade report with a missing grade
- are eligible for the Dean's List and it does not appear on your transcript

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

How can I find out what books I need?

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

Where can I study?

The Library is a great place to study. All the resources you need are right there. There are also lounges on every floor between the General and Pearl Buildings, on the 4th, 5th and 6th floors between the Atrium and Namm Buildings, on the ground and main floors of the Atrium Building, and on the 2nd floor of the Voorhees Building. Empty classrooms are also available.

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

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

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

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

How can I find out what courses I should take?

New freshman and transfer students must be advised and registered at the New Student Center in their first semester at City Tech. (See Academic Advisement, page 7). Continuing students can review curriculum requirements found in the Student Degree Audit Program, ESP (Educational Student Planner) online at www.cuny.edu. Click on "Portal Log-in," enter your username and password, click the "Log-in" button and then select "Student Advisement/Degree Audit." You may also view the College catalog for curriculum requirements and then have your program for the semester approved by appropriate advisors in your major department. The catalog is available online at www.citytech.cuny.edu, click on "Quick Links" and then select "College Catalog" from the drop-down menu.

Can I register for extra credits?

Generally, as a full-time matriculated state resident, you may register for 12-18 credits at the full-time per-semester tuition rate. If you take more than 18 credits, you are required to pay an "accelerated study" fee. (See page 40)

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

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

How can I add or drop a class?

If you registered online using eSims during Early Advisement and Registration (EAR), you can add or drop a course using this same system until the late in-person registration period begins (See the semester's academic calendar). If you wish to drop a course, don't just walk away. Talk to your instructor first and then check with your financial aid counselor to find out its impact on your current and future eligibility for financial aid. If you decide to drop the course, you must file a "Program Change" form with the Office of the Registrar by the official withdrawal deadline. The College's academic calendar is available on inside cover of this handbook and online at www.citytech.cuny.edu, click on "Quick Links" and then select "Academic Calendar" from the drop-down menu.

How do I get my credits transferred from another college?

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

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

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

What should I do if I am academically dismissed?

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

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

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

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

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

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

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

What is an Impoundment of Records Notice?

An impoundment means that there is a violation on your record. Contact the Office of the Registrar, NG15, to find out the reason for the impound and where to have it cleared. It could be an unpaid balance, an overdue library book, or other reasons. The impoundment will stop you from receiving grades or any other documentation certifying that you attend City Tech. It will also prevent you from registering for courses.

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

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

What if I stop attending a course?

If you stop attending a course(s) you must notify the Office of the Registrar immediately so you can complete the proper forms. Failure to do so may result in a “WU” grade, which is a failing grade.

If you drop the course(s) within the first three weeks of the class, that course will not appear on your transcript. If you officially withdraw from a course or from the

College after the third week of classes and you are within the withdrawal period, you will receive a “W” grade (official withdrawal, without penalty) on your transcript (See the College’s academic calendar for the deadline withdrawal date. The academic calendar is available on the inside cover of this handbook or online at www.citytech.cuny.edu, click on “Quick Links” and then select “Academic Calendar” from the drop-down menu).

NOTE: *When dropping or withdrawing from a course, be aware of the financial liability. Withdrawal may change your status from full-time to part-time. PELL recipients may have their award reduced and TAP recipients will not be eligible for the TAP award the semester after which they fully withdraw, unless they are granted a TAP waiver.*

It is strongly suggested that you speak with a Financial Aid Counselor before dropping or withdrawing from any classes. You can get more detailed information by downloading our information guide on dropping or withdrawing from classes at www.citytech.cuny.edu. Click on “Current Students,” select the “Financial Aid” link, and then select the “Information Guides and Downloadable Forms” link.

May I change the degree program I am enrolled in?

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

How can I get my transcript?

If you want an official copy of your transcript forwarded to a college or agency, you must file a “Transcript Request” form with the Office of the Registrar. You may also request an unofficial copy of your transcript for yourself. Forms are available in the Office of the Registrar and online at www.citytech.cuny.edu. Click on “Quick Links,” select “Registrar” from the drop-down menu the select “Transcript Requests” from the menu on the left.

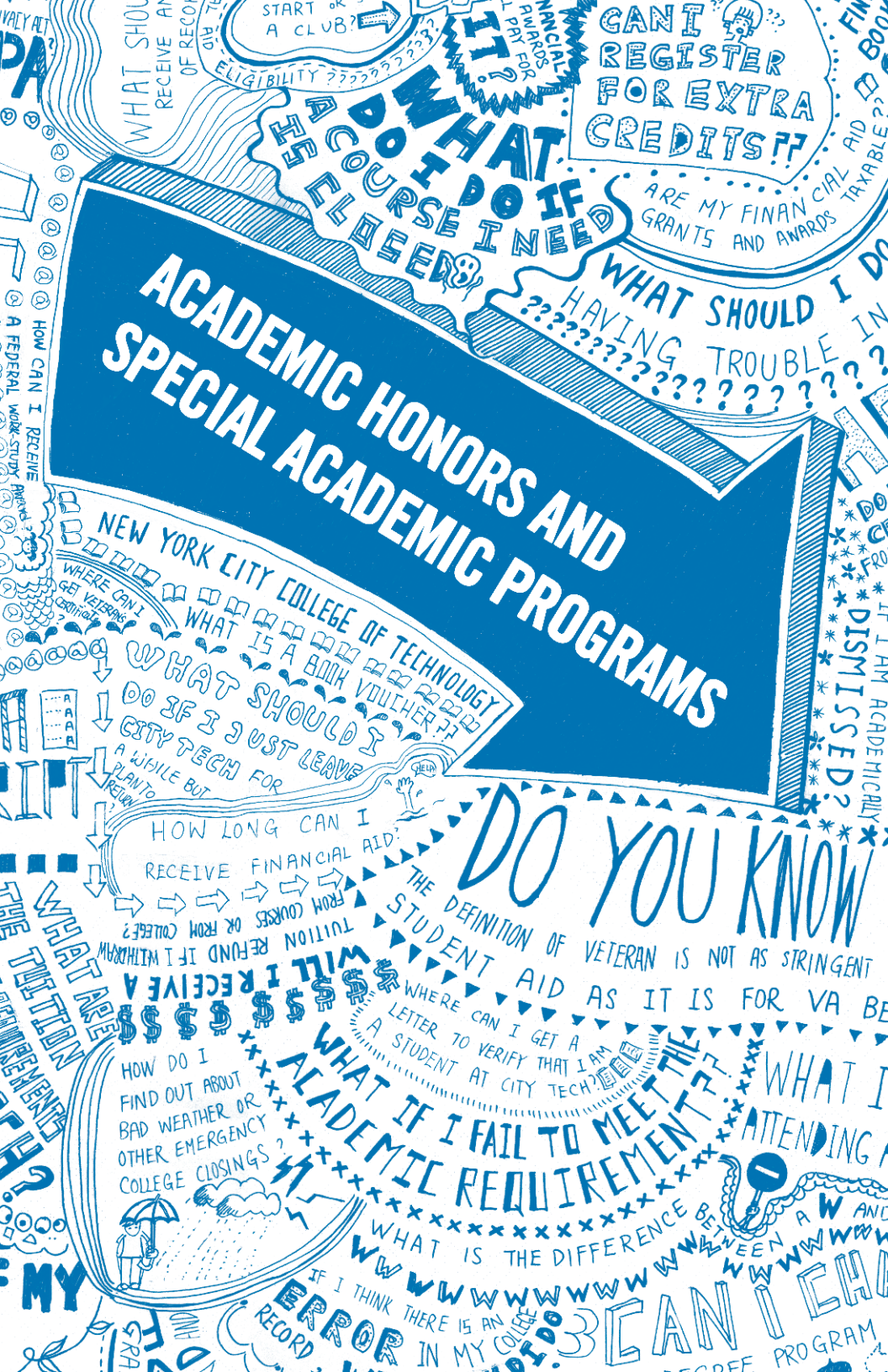
What is FERPA (Family Educational Rights and Privacy Act)?

FERPA is a Federal law that protects privacy rights of students with respect to their educational record(s) including, but not limited to, the right to inspect and review their educational records (See pages 89 for details). FERPA also gives parents certain right with respect to their children’s education records

How do I apply for graduation?

Students should check their progress towards graduation often with their department academic advisors. In order to apply for graduation you must file an “Application for Degree” form during the semester you expect to graduate. Forms are available in the Office of the Registrar, NG15, and in the Information Services Center, N124B. (See the College’s academic calendar for graduation filing period dates).

Please Note: *Students are required to take and pass the CUNY Proficiency Examination (CPE), page 8, in order to graduate.*



WHAT SHOULD I DO TO RECEIVE AID OF RECORD?

START OR A CLUB? ELIGIBILITY????????

FINANCIAL AID PARTS FOR REGISTERED STUDENTS

CAN I REGISTER FOR EXTRA CREDITS??

ARE MY FINANCIAL AID GRANTS AND AWARDS TAXABLE??

HAD WHAT COURSE DO I NEED TO TAKE?

WHAT SHOULD I DO IF I AM HAVING TROUBLE IN CLASS???

ACADEMIC HONORS AND SPECIAL ACADEMIC PROGRAMS

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WHAT IS A BOOK VOUCHER?
DO I SHOULD I LEAVE CITY TECH FOR A WHILE BUT PLAN TO RETURN?

HOW LONG CAN I RECEIVE FINANCIAL AID FROM COURSES OR FROM COLLEGE? WILL I RECEIVE A TUITION REFUND IF I WITHDRAW?

DO YOU KNOW THE DEFINITION OF VETERAN IS NOT AS STRINGENT AS IT IS FOR VA BENEFITS

HOW DO I FIND OUT ABOUT BAD WEATHER OR OTHER EMERGENCY COLLEGE CLOSINGS?



WHAT CAN I GET A LETTER TO VERIFY THAT I AM A STUDENT AT CITY TECH?
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WHAT IS THE DIFFERENCE BETWEEN A W AND A W-10?

IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD, WHAT DO I DO?

CAN I CHALLENGE A PROGRAM?

WHAT ARE THE REQUIREMENTS FOR A W-10?

IF I AM ACADEMICALLY DISMISSED?

BACCALAUREATE HONORS

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

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

Cum Laude: Honor awarded to Bachelor's degree graduates with a cumulative GPA of 3.25 but less than 3.5

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

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

Black Male Initiative

Location: Midway Building 210
Phone: 718.260.4910
Fax: 718.260.5791
Email: sjohnson@citytech.cuny.edu
Website: <http://stemsuccess.org/bmi>
Hours: Mon. – Fri. 9 a.m. – 8 p.m.
Director: Professor 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 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, New York City High school teaching scholarships, a lending library, and a City Tech campus community of learners who are dedicated to student access and success in STEM.

Brooklyn Educational Opportunity Center (BEOC)

Location: 111 Livingston Street
Phone: 718.802.3330
Fax: 718.802.3381
Email: admissions@beoc.cuny.edu
Website: www.bkl.eoc.suny.edu

Hours: Mon. – Fri. 9 a.m. - 5 p.m.
Executive Director: Maralyn W. Mason

The SUNY – Educational Opportunity Centers (EOCs) serve eligible adult and young adult learners throughout the State of New York. EOCs deliver comprehensive, community-based academic and workforce development programs and provide support services leading to enhanced employment opportunities, access to further education, personal growth and development.

Founded in 1966, the Brooklyn EOC is administered by the New York City College of Technology. We offer educational and vocational training services to academically unprepared adults of Brooklyn and New York State; many of whom have not completed high school, have limited English proficiency or lack marketable skills. All programs are tuition-free.

Collaborative Pre-College Programs

Location: Midway Building 208
Phone: 718.260.5212
Fax: 718.260.5503
E-mail: ibarreras@citytech.cuny.edu
Website: TBA
Hours: Mon., Wed., Fri. 9 a.m. – 5 p.m.
Tues., Thurs. 10 a.m. – 6 p.m.
Sat. 8 am – 5 p.m.
Director: Ivonne Barreras

The following programs are offered in collaboration with public high schools. These partnership programs are designed to improve student success rates in post-secondary education through awareness and preparatory courses.

CARPE DIEM

Coordinator: Millie Gomez
Phone: 718.260.5207

Career and Academic Readiness Pathway for Economic Development and Increased Educational Mobility (CARPE DIEM), a NYSDOE-funded program, enables City Tech to partner with regional Career and Technical Education High Schools on a comprehensive, student-centered, pre-college career pathway program designed to bridge the divide between secondary school programs and postsecondary two-and four-year degree programs and ultimately, the highly competitive workforce of the 21st Century. This project supports 9th – 12th grade high school students with engaging and relevant college awareness and academic and career-readiness programs.

College Now

Coordinator: Lisa Sutton
Phone: 718.260.5206

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

METAS - TLQP

Coordinator: P. Regina Jones
Phone: 718.260.5212

The Merging Education and Technology for Academic Success - Teacher/Leadership Quality Partnership (METAS-TLQP) project is a professional development program prepared in conjunction with the NYC Department of Education to support curriculum development. City Tech has focused on integrating technology into the high school mathematics curriculum.

STEP

Coordinator: Peter Akinti
Phone: 718.260.5216

Through the Science and Technology Entry Program (STEP), City Tech offers cognitive and affective strategies to high school students who are interested in the fields of health, science, math and technology, and also to traditionally underrepresented populations in STEM (Science, Technology, Engineering and Mathematics) careers. Through a partnership with the Nursing Department, talented junior and senior high school health science students may participate in a career pathway program that provides the academic and financial support needed to complete the first semester of the City Tech curriculum prior to entry as College freshmen.

CUNY Bachelor's Degree Program

Location: Atrium 633A
Phone: 718.260.5205
Email: meffinger@citytech.cuny.edu
Website: <http://web.gc.cuny.edu/cunyba/>
Hours: By appointment
Advisor: Dr. Marta Effinger-Crichlow

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

CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

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

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

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

DEAN'S HONOR LIST

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

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

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

EMERGING SCHOLARS PROGRAM

Location: Namm Hall 805
Phone: 718.260.5008
Fax: 718.260.5012
Email: pbrown@citytech.cuny.edu
Website: <http://www.citytech.cuny.edu/academics/deptsites/liberalartsandsciences/emerging.html>
Hours: Mon. – Fri. 9 a.m. – 5 p.m.
Director: Dean Pamela Brown

The Emerging Scholars Program provides stipends for full-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 accepted into the Freshman Year Program.

First Year Program

Location: Namm 229
Phone: 718.260.5967
Website: <http://www.citytech.cuny.edu/academics/cue/fyp/index.shtml>
Hours: Mon. – Fri. 9 a.m. - 5 p.m.
Coordinator: Lauri Shemaria-Aguirre

The First Year Summer Program (FYSP)

FYSP is a great opportunity for City Tech freshmen to earn a head start toward their academic success. FYSP is offered to eligible students who have not satisfied their basic skills requirements in reading, writing, or mathematics. FYSP enables students to address their developmental needs before the Fall semester begins and participate in an engaging and intensive pre-freshman experience. Day and evening classes are available during June, July and August to eligible students and classes are tuition-free. The January Express Program offers similar opportunities to eligible students between the Fall and Spring semester intersession. Please contact the First Year Program Office regarding questions and eligibility requirements.

First Year Learning Communities (FYLC)

FYLC is offered to first semester City Tech students. Here a student's adaption to college life is eased through an educational and social connection between two or more separate courses. This community, among students and faculty within a cooperative learning experience, fosters student success within a supportive environment. Incoming students should inquire about First Year Learning Communities in the New Student Center or contact the First Year Program Office.

Honors Scholars Program

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

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

Internships

Location: Placement Office, Namm Hall G-08
Phone: 718.260.5050
Fax #: 718.254.8529
Email: Website: www.citytech.cuny.edu/placement
Hours: Mon. - Fri. 9 a.m. - 8 p.m.
Coordinator: Ronda King

An internship is a program which bridges the gap between the academic environment and a future work environment. Internships provide an opportunity for students to apply what they learn in the classroom to an actual on-the-job experience. Since many employers prefer students who have previous work experience, students that participate in an internship are generally better prepared, more confident and have a competitive advantage when seeking employment. The purpose of an internship is to:

- Provide the student with transferable skills in their field of study or major,
- Develop resume-building on-the-job experience,
- Prepare students for future career opportunities in their profession
- Introduce the student to the world of work and ease the transition from the college culture to the work culture.

Additional Internship Opportunities

Advertising Design and Graphic Arts

Coordinator: Prof. Joseph G. Gershoff
Location: Pearl Building 100
Phone: 718.260.5847

Applied Mathematics

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

Career and Technology Education

Coordinator: Dr. Norbert Aneke
Location: Midway Building 201
Phone: 718.260.5973

Computer Systems Technology

Coordinator: Prof. Josephine Accumanno-Braneky
Location: Namm Hall 912
Phone: 718.260.5169

Construction Management and Civil Engineering Technology

Coordinator: Prof. Gerarda M. Shields, PE
Location: Vorhees Hall 431
Phone: 718.260.5587

Hospitality Management

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

Law and Paralegal Studies

Coordinator: Prof. Gail E. Williams
Location: Namm Hall 629
Phone: 718.260.5124

Human Services

AAS Coordinator: Dr. Christine Thorpe
Location: Namm Hall 422
Phone: 718.260.51345

BTech Coordinator: Prof. Marcia Powell
Location: Namm Hall 401
Phone: 718.260.5135

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

Louis Stokes Alliance for Minority Participation (LS-AMP)

Location: Voorhees Building 806
Phone: 718.260.5529
Fax: 718.260.5524
Email: mfrancis@citytech.cuny.edu
Website: www.projectstem.net
Office Hours: Varies
Coordinator: Minerva Francis

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

National Society of Collegiate Scholars

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

The National Society of Collegiate Scholars (NSCS) is a national honor society which recognizes outstanding academic achievement among first- and second-

year college students and encourages members to develop leadership skills through community service. The Society was founded in 1994 at the George Washington University in Washington, DC.

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



Science and Technology Scholars Program

Location: Namm Hall 805
Phone: 718.260.5008
Fax: 718.260.5012
Email: pbrown@citytech.cuny.edu
Website: <http://www.citytech.cuny.edu/citytechstep/>
Director: Dean Pamela Brown

An initiative funded by the National Science Foundation - Grant Award 0622493. This grant provides qualified City Tech students with an expense-paid credit-bearing course in the summer before the freshman year and a \$100 stipend for completing the course (either SCI 1000 or ENGR 1000). The course provides the opportunity for students to learn skills that will help them succeed in college, while working creatively on group projects, in a laboratory setting. Weekly trips to local industries and government labs are planned for students to learn more about career opportunities. Also available are:

- Paid internships during the academic year and summer,
- Personalized mentoring and career counseling by City Tech alumni who are now STEM graduate students and concerned faculty members.

STEM SUCCESS

Location: Midway Building 210
Phone: 718.260.4910
Fax: 718.260.5791
Email: sjohnson@citytech.cuny.edu
Website: <http://stemsuccess.org/>
Hours: Mon. - Fri. 9 a.m. - 8 p.m.
Director: Professor Reginald Blake

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

The STEM SUCCESS mission is to increase access and success in STEM education at City Tech through unique research and innovative programs that inform the key decision makers who shape the college's academic landscape.

Study Abroad

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

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

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



WHAT SHOULD I DO IF I RECEIVE A RECORD OF RECEIVING AID?

START A CLUB? ELIGIBILITY?????????

FINANCIAL AID FOR PART-TIME STUDENTS?

REGISTER FOR EXTRA CREDITS??

ARE MY FINANCIAL GRANTS AND AWARDS TAXABLE???

WHAT SHOULD I DO IF I HAVE FINANCIAL TROUBLE????????????????

WHAT SHOULD I DO IF I AM HAVING FINANCIAL TROUBLE????????????????

OFF-CAMPUS RESOURCES

NEW YORK CITY COLLEGE OF TECHNOLOGY

WHERE CAN I GET VETERAN'S BENEFITS?

WHAT IS A BOOK VOUCHER? DO I SHOULD I CITY TECH FOR A WHILE BUT PLANTO RETURN

HOW LONG CAN I RECEIVE FINANCIAL AID?

RECEIVE FINANCIAL AID FROM COURSES OR FROM COLLEGE? TUITION REFUND IF I WITHDRAW

WHAT ARE THE REQUIREMENTS FOR TUITION?

HOW DO I FIND OUT ABOUT BAD WEATHER OR OTHER EMERGENCY COLLEGE CLOSINGS?



DO YOU KNOW

THE DEFINITION OF VETERAN IS NOT AS STRINGENT AS IT IS FOR VA BENEFITS

WHERE CAN I GET A LETTER TO VERIFY THAT I AM A STUDENT AT CITY TECH?

WHAT IF I FAIL TO MEET THE ACADEMIC REQUIREMENTS?

WHAT IS THE DIFFERENCE BETWEEN A W AND A W?

IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD, WHAT SHOULD I DO?

CAN I CHANG THE DEGREE PROGRAM

REPEAT DA
A FEDERAL WORK-STUDY PROGRAM
HOW CAN I RECEIVE
FINANCIAL AID FOR PART-TIME STUDENTS?

FINANCIAL AID IS 8000
TAXABLE??
I AM ACADEMICALLY DISMISSED?

Libraries

CUNY Libraries

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

Senior Colleges

Baruch College

The William and Anita Newman Library

151 East 25th Street
New York, NY 10010
Phone: 646.312.1600
Website: newman.baruch.cuny.edu

Brooklyn College Library

2900 Bedford Avenue
Brooklyn, NY 11210
Phone: 718.951.5335
Website: library.brooklyn.cuny.edu

City College

Morris R. Cohen Library

Convent Avenue and 138th Street
New York, NY 10031
Phone: 212.650.7155
Website: www.ccnyc.cuny.edu/library

College of Staten Island Library

2800 Victory Boulevard
Staten Island, NY 10314
Phone: 718.982.4010
Website: www.library.csi.cuny.edu

Hunter College Libraries

Website: library.hunter.cuny.edu

Jacqueline Grennan Wexler Library (Main Library)

695 Park Avenue
East Building – Third Floor Walkway Level
New York, NY 10021
Phone: 212.772.4179
Website: library.hunter.cuny.edu/wexler_main

Health Professions Library

425 East 25th Street
New York, NY 10010
Phone: 212.481.5117
Website: library.hunter.cuny.edu/hpl

Social Work Library

129 East 79th Street
New York, NY 10021
Phone: 212.452.7076/7077
Website: library.hunter.cuny.edu/ssw

Zabar Art Library

695 Park Avenue
North Building, Room 1602
New York, NY 10021

Phone: 212.772.5054

Website: library.hunter.cuny.edu/zabarartlibrary

John Jay College of Criminal Justice

Lloyd Sealy Library

899 10th Avenue
New York, NY 10019
Phone: 212.237.8246
Website: www.lib.jjay.cuny.edu

Lehman College

250 Bedford Park Boulevard
West Bronx, NY 10468
Phone: 718.960.7766
Website: memex.lehman.cuny.edu

Medgar Evers College

Charles Evans Inness Memorial Library

1650 Bedford Avenue
Brooklyn, NY 11225
Phone: 718.270.4873
Website: www.mec.cuny.edu/library

Queens College Libraries

Rosenthal Library (Main Library)

65-30 Kissena Boulevard
Flushing, NY 11367
Phone: 718.997.3700
Website: www.qc.edu/library

Art Library/Art Center

Rosenthal Library - Level Six

65-30 Kissena Boulevard
Flushing, NY 11367
Phone: 718.997.3770
Library Website: qcpages.qc.cuny.edu/art_library/landing.html
Center Website: qcpages.qc.cuny.edu/art_library/artcenter.html

Aaron Copland School of Music

Music Building - Room 225
65-30 Kissena Boulevard
Flushing, NY 11367-1597
Phone: 718.997.3900
Website: qcpages.qc.cuny.edu/music_library

York College

94-20 Guy R. Brewer Boulevard
Jamaica, NY 11451
Phone: 718.262.2033
Website: york.cuny.edu/library

Community Colleges

Borough of Manhattan Community College

A. Philip Randolph Memorial Library

199 Chambers Street
New York, NY 10007
Phone: 212.220.1451
Website: lib1.bmcc.cuny.edu/lib

Bronx Community College

Library & Gerald S. Lieblich

Learning Resources Center Library

Meister Hall – Lower Level
2155 University Avenue
Bronx, NY 10453
Circulation Phone: 718.289.5441
Reference Phone: 718.289.5974

Gerald S. Lieblich Learning Resources Center

Sage Hall, Room 100
2155 University Avenue
Bronx, NY 10453
Phone: 718.289.5429
Website: www.bcc.cuny.edu/library

Hostos Community College

Eugenio Maria de Hostos Community College

475 Grand Concourse – A308
Bronx, NY 10451
Phone: 718.518.4222
Website: www.hostos.cuny.edu/library

Kingsborough Community College

Robert J. Kibbee Library

2001 Oriental Boulevard
Brooklyn, NY 11235
Phone: 718.368.5632
Website: www.kbcc.cuny.edu/kcclibrary

LaGuardia Community College

Library Media Resource Center
31-10 Thomson Avenue – E101
Long Island City, NY. 11101
Phone: 718.482.5426/5441
Website: library.laguardia.edu/ee

Queensborough Community College

Kurt R. Schmeller Library

222-05 56th Avenue
Bayside, NY 11364
Phone: 718.631.6241
Website: www.qcc.cuny.edu/library

Other CUNY Libraries

CUNY School of Law Library

65-21 Main Street
Flushing, NY 11367
Phone: 718.340.4240
Website: www.law.cuny.edu/library

The Graduate Center

Nina Rees Library

Graduate School and University Center
365 Fifth Avenue
New York, NY 10016
Phone: 212.817.7040
Website: library.gc.cuny.edu

Public Libraries

Andrew Heiskell Brille and

Talking Book Library

40 West 20th Street
New York, NY 10011
General: 212.206.5400
24-Hour Voicemail: 212.206.5425
TDD: 212.206.5458
Website: www.nypl.org/locations/heiskell

Bronx Central Library

310 East Kingsbridge Road
Bronx, NY 10458
Phone: 718.579.4244
Website: www.nypl.org/locations/bronx-library-center

Brooklyn Central Library

Central Library
Grand Army Plaza
Brooklyn, NY 11238
Phone: 718.230.2100
Website: www.brooklynpubliclibrary.org

Chatham Square Library

33 East Broadway
New York NY 10002
Phone: 212.964.6598
Website: www.nypl.org/locations/chatham-square

New York Public Library

Fifth Avenue at 42nd Street
New York, NY 10018-2788
Phone: 917.275.2788
Website: www.nypl.org

Queens Library

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

Staten Island Library

St. George Library Center
5 Central Avenue
Staten Island, NY 10301
Phone: 718.442-8560
Website: Visit www.nypl.org/locations for multiple locations on Staten Island

Banks

Banco Popular

166 Livingston Street – 800.377.0800

Bank of America

205 Montague Street – 800.432.1000

Brooklyn Federal Savings Bank

81 Court Street – 718.855.8500

Capital One Bank

50 Court Street – 718.237.6495

Chase Bank

177 Montague Street – 718.330.1356
4 Chase MetroTech Center – 718.242.0609

Citibank

181 Montague Street – 718.243.2563

Dime Savings Bank

188 Montague Street – 718.855.1942

Flushing Savings Bank

186 Montague Street – 718.855.3555

HSBC Bank

200 Montague Street – 718.858.0599

Independence Community Bank

195 Montague Street – 718.722.5900

Municipal Credit Union

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

Sovereign Bank

215 Atlantic Avenue – 888.843.5700

TD Bank

205 Montague Street – 718.290.1200

Agencies (City, State and Federal)

NYS Department of Motor Vehicles

Atlantic Center, Second Floor
625 Atlantic Avenue
Brooklyn, NY 11217
Phone: 718.966.6155 or 212.645.5550
Website: www.nydmv.state.ny.us/index.htm

The New York State Education Department

GED Testing Office

P.O. Box 7348
Albany, New York 12224-0348
Phone: 518.474.5906
Fax: 518.474.3041
Website: www.emsc.nysed.gov/ged/
Email: ged@mail.nysed.gov

Internal Revenue Service

625 Fulton Street
Brooklyn, NY 11201
Phone: 718.488.2068
Website: www.irs.gov

NYC Board of Elections

345 Adams Street
Brooklyn, NY 11201-3768
Phone: 718.797.8800
Website: www.vote.nyc.ny.us/

NYS Department of Taxation and Finance

55 Hanson Place
Brooklyn, New York 11217
Website: www.tax.state.ny.us/

US Post Office

271 Cadman Plaza East Street
Brooklyn, NY 11201-9997
Phone: 800.ASK.USPS
Website: www.usps.com

Social Security Administration

195 Montague Street – 3rd Floor
Brooklyn, NY 11201
Phone: 800.772.1213
TTY: 800.325.0778
Website: www.ssa.gov

Fax/Print Services

FedEx Office Print & Ship Center

16 Court Street - 718.852.5631
Website: www.fedex.com/us

The UPS Store

93 Montague Street - 718.802.0900
165 Court Street - 718.254.0392
www.ups.com

Notary Services

Notary Services are available at most banks.

Shippers Express

41 Schermerhorn Street - 718.858.6969
www.shippers-express.com



WHAT SHOULD I RECEIVE A RECORD OF RECORDS?

START A CLUB? ELIGIBILITY???????

FINANCIAL AID FOR PART-TIME STUDENTS?

CAN I REGISTER FOR EXTRA CREDITS??

FINANCIAL AID TAXABLE??

WHAT SHOULD I DO IF I AM HAVING TROUBLE?

ARE MY FINANCIAL GRANTS AND AWARDS TAXABLE??

RULES, REGULATIONS, POLICIES AND PROCEDURES

NEW YORK CITY COLLEGE OF TECHNOLOGY

WHERE CAN I GET VETERAN'S BENEFITS?
WHAT IS A BOOK VOUCHER??
WHAT SHOULD I DO IF I JUST LEAVE CITY TECH FOR A WHILE BUT PLAN TO RETURN?
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CAN I CHANG...
IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD, WHAT SHOULD I DO?



MY...

SPAL...

IF I THINK THERE IS AN ERROR IN MY COLLEGE RECORD, WHAT SHOULD I DO?

CAN I CHANG...
DEGREE PROGRAM I...

STATEMENT OF NON-DISCRIMINATION

New York City College of Technology (City Tech) is an Equal Opportunity and Affirmative Action Institution. City Tech does not discriminate on the basis of age, color, disability, familial, marital or partnership status, genetic predisposition or carrier status, military status, national or ethnic origin, race, religion, sex, sexual orientation, transgender, alienage or citizenship in its student admissions, employment, access to programs, and administration of educational policies. Pursuant to the Chancellor's mandate of 1976, Italian-Americans are designated as an affirmative action category in addition to those so categorized under existing Federal statutes and regulations. Gilen Chan, Special Counsel, serves as the College's Compliance and Diversity Officer, whose responsibilities include oversight of Title IX (which prohibits sex discrimination in federally assisted education programs), the Age Discrimination Act (which prohibits age discrimination in federally assisted education programs) and the Americans with Disabilities Act/Section 504 (which prohibits discrimination on the basis of disability). Ms. Chan may be reached at gchan@citytech.cuny.edu, her office is located in Namm Hall, Room 325, and her telephone number is (718) 260-4981.

IMPORTANT NOTICE OF POSSIBLE CHANGES

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

Campus Policies

Amplification

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

Attendance and Absences

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

Class Meets

1 time per week

2 times per week

3 times per week

Allowable Absence

2 absences per semester

3 absences per semester

4 absences per semester*

**If a class meets more than 3 times per week, the allowable absences will be calculated accordingly.*

Lateness

Classes begin promptly at the times indicated on your Bursar's Receipt. Arrival in classes after the scheduled starting time constitutes lateness. Latecomers may, at the discretion of the instructor, incur an official absence.

Bicycles

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

Cell Phones and Radios

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

Children on Campus

The College has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the child care center should not be brought to campus, and, of

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

Identification

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

Literature

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

Loitering

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

Pets

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

BYLAWS OF THE CITY UNIVERSITY OF NEW YORK

Article XV - Students

Section 15.0 Preamble

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

Freedom to learn and to explore major social, political and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, ethnic, religious, sexual, political and economic differentiation. Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom, if these rights are to be secure, then students should exercise their freedom with responsibility.

Section 15.1 Conduct Standard Defined

Each student enrolled in or in attendance at any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey the laws of the city, state and nation and the bylaws and resolutions of the board and the policies, regulations and orders of the college.

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

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

Section 15.2 Student Organizations

Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of NYCCT or school at which they are enrolled or in attendance and with an office to be designated by the faculty of the college or school at which they are enrolled or in attendance: (1) the name and purpose of the organization, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary. However, no group, organization or student publication with a program against the religion, race, ethnic origin or identification or sex of a particular group shall receive support from any fees collected by the

college or be permitted to organize or continue at any college or school. No organization, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the board.

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

Such powers shall include:

- The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.
- The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended or revoked may appeal such adverse action by such office or committee of student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures as set forth in section 15.3. Following such hearing the duly elected student government shall have the authority to set aside, decrease or confirm the adverse action.

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

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

Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments and student body referenda.

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

Section 15.3 Student Disciplinary Procedures

- a. Any charge, accusation or allegation which is to be presented against a student and which, if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the Office of Student Affairs promptly by the individual organization or department making the charge.
- b. The chief student affairs officer or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:
 - (i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action;
 - (ii) refer the matter to conciliation; or
 - (iii) prefer formal disciplinary charges.

Conciliation Conference:

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

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

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

Notice of Hearing and Charges:

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

The notice shall contain the following:

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

A statement that the student has the following rights:

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

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

Faculty-Student Disciplinary Committee Procedures

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

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

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

Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

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

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

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

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

At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a

copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

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

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

Section 15.4 Appeals

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

Section 15.5 Committee Structure

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

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

The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty

to select the panel or panels which have not been elected. No individual on the panel shall serve on the panel for more than two consecutive years.

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

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

Section 15.7 Suspension or Dismissal

The board reserves full power to dismiss or suspend a student or suspend a student organization for conduct which impedes, obstructs or interferes with the orderly and continuous administration and operation of any college, school or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

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

ARTICLE XVI

Section 16.1 Student Activity Fee

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

Non-Instructional Fees

Full-time/per semester

Student Activity ²	\$42.70
Student Government ²	4.00

Clubs ²	3.00
University Student Senate ²	.85
NYPIRG (New York Public Interest Research Group) ³	4.00
Technology Fee ⁴	100.00
Consolidated Service Fee ⁵	<u>15.00</u>
Total Fees	\$169.55

Part-time/per semester

Student Activity ²	\$16.35
Student Government ²	1.50
Clubs ²	1.50
University Student Senate ²	.85
Technology Fee ⁴	50.00
Consolidated Service Fee ⁵	<u>15.00</u>
Total Fees	\$85.20

² These fees nor any part thereof are not refundable at any time.

³ These fees may be refunded only by written request to NYPIRG. Appropriate forms are available at the NYPIRG Office.

⁴ The technology fee goes to maintain public labs; upgrade computerlabs in academic departments; upgrade and expand software in academic programs, etc.

⁵ All students (including non-degree and senior citizens) will be required to pay a consolidated fee of \$15.00 per semester or session to cover the costs of processing financial aid need analysis, the immunization program and other student- related functions.

Section 16.2 Student Activity Fees Use – Expenditure Categories

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

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

Section 16.3 Student Government Fee

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

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

Section 16.4 Student Government Activity Defined

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

Section 16.5 College Association

a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed by a college association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditure categories defined in Section 16.2 of this article and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate improper or inequitable.

b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the college president and the following requirements are met:

1. The governing board of the college association is composed of:
 - (i) The college president or his/her designee as chair.
 - (ii) Three administrative members appointed by the college president.
 - (iii) Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
 - (iv) Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.
2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5 (b) (1)(iv) of these bylaws. The

budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days, those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.

3. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

Section 16.6 Management and Disbursement of Funds

The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program: the other the signature of an approved representative of the allocating body.

Section 16.7 Revenues

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

STUDENT CONDUCT POLICY

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

Student Conduct Regulations

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

1. Failure to wear student identification (ID) cards, validated for the current semester, at all times when on campus.
2. Failure to present a validated ID card when requested: (a) at all college activities and functions, both on and off the campus; (b) to Public Safety personnel, faculty and personnel in all areas of the College which include but are not limited to the Office of the Registrar, the Bursar, the college bookstore, the Office of Financial Aid, the library, learning centers, cafeteria, elevators, hallways.

3. All forms of dishonesty that include but are not limited to fraud, cheating, plagiarism, knowingly furnishing false information to the college, forgery, and alteration or use of the College's documents or instruments of identification with intent to defraud. (See Academic Integrity Standards, pages 73-76).
4. Any behavior (physical or verbal) that interferes with the College's educational objectives or is harmful to the safety of the City Tech community. This includes but is not limited to excessive noise, disorderly, lewd, indecent or obscene conduct or expressions, inappropriate intimate behavior, disruptive conduct in the classroom, and hazing or harassment of students for the purposes of initiation into a fraternity, sorority, or other college clubs.
5. The use of cellular phones in academic and study areas of the college including but not limited to classrooms, libraries, laboratories, learning centers and auditoriums. Cellular telephones, beepers and pagers are not to be turned on during class sessions. Students are not permitted to take calls or send or receive text messages during class or to leave the classroom during scheduled class time to conduct a conversation.
6. The unauthorized use of audio equipment in all academic and study areas of the College including but not limited to classrooms, libraries, laboratories, learning centers and auditoriums.
7. Unauthorized playing of music on College property.
8. Improper use, destruction, or unauthorized removal of College property and/or the property of others.
9. The unauthorized possession of regulated drugs; the possession, use and sale of illegal drugs on the grounds and/or facilities of the College.
10. Gambling on College premises.
11. Smoking in College buildings.
12. The consumption or use of alcoholic beverages on the grounds and/or facilities of the College by individuals or at student social functions. This regulation does not apply to the use of alcoholic beverages as part of an academic program.
13. Attendance in class or on the premises of the College in a state of apparent intoxication. A "state of intoxication" means a condition in which the mental or physical functioning of the individual appears to be impaired as a result of the use of alcohol, drugs or medication and may thereby endanger the intoxicated student or other persons or property.
14.
 - a. The sale of food or other goods in the cafeteria, other than those authorized for sale by the management of the cafeteria, during the contractual operating hours of the cafeteria.
 - b. The sale of goods and services on the grounds or facilities of the College except for purposes of fund raising by clubs and organizations that have been duly chartered by the Student Government Association and that have received prior permission from the Office of Student Affairs. Note: Fundraising events are regulated by the Department of Student Affairs, which has the authority to supervise all student events on the grounds or

facilities of the College.

15. Posting of notices and announcements that have not been approved by the Department of Student Affairs.
16. Failure to dispose of one's own debris and garbage in the proper receptacles situated throughout the College.

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

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

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

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

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

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

I. Rules

1. No member of the academic community shall intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he or she

interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
3. Unauthorized occupancy of university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation, and use of university/college equipment and/or supplies.
4. Theft from, or damage to university/college premises or property, or theft of or damage to property of any person on university/college premises is prohibited.
5. Each member of the academic community or an invited guest has the right to advocate his or her position without having to fear abuse, physical, verbal, or otherwise, from those who hold conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the university/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational and community services.
7. Disorderly or indecent conduct on university/college-owned or controlled property is prohibited.
8. No individual shall have in his or her possession a rifle, shotgun, or firearm or knowingly have in his or her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the university/college without the written authorization of such educational institution. Nor shall any individual have in his or her possession any other instrument or material which can be used for and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the university/college.
9. Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by university students or employees on university/college premises, or as part of any university/college activities is prohibited. Employees of the university must also notify the college's personnel director of any criminal drug statute conviction for a violation occurring in

the workplace not later than (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on university/college premises or as part of any university/college activities is prohibited.

II. Penalties

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

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

Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.

Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University of New York trustees.

Sanctions Defined

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

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

Censure: written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

Disciplinary Probation: exclusion from participation in privileges or extracurricular

university activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution: reimbursement for damage to or misappropriation of property.

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

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

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

ACADEMIC INTEGRITY STANDARDS

CUNY Policy on Academic Integrity

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

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

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

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

devices, including computers or other technologies to retrieve or send information.

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

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

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

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

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

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

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

Falsification of Records and Official Documents

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

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

Collusion

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

Methods for Promoting Academic Integrity

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

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

Sanctions for Academic Integrity Violations

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

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

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

The faculty member shall review with the student the facts and circumstances of the suspected violation whenever possible. Sanctions for violations of the Academic Integrity Policy may be an academic sanction (reduced grade), a disciplinary sanction (e.g., suspension or expulsion), or both.

- A) In cases where only an academic sanction is sought, the faculty members shall inform the student of the exact sanction being sought. The faculty members shall simultaneously complete and submit to the College's Academic Integrity Officer a Faculty Action Report (FAR) Form. The faculty member should also inform his/her Chairperson of the suspected violation. The Academic Integrity Officer will place a copy of the FAR form in the student's confidential file and will notify the student within seven (7) business days that he/she has been charged with a violation of the Academic Integrity Policy and that he/she has the right to appeal the charge to the Academic Integrity Officer, in writing, within thirty (30) business days.
- B) In cases where the student does not contest the charge, the faculty member's academic sanction shall stand.
- C) In cases where the student does contest the charge, the Academic Integrity Officer shall instruct the professor to submit a PEN (pending) grade, and shall notify the student, the professor's department chair and the Vice President of Student Affairs, of a pending deliberation in the case. The Academic Integrity Committee shall convene to review the charge(s) and all pertaining evidence therein, and will render a decision regarding the student's appeal.
- D) If the student's appeal is upheld, the Academic Integrity Officer shall instruct the faculty member to change the student's grade to reflect the elimination of any penalty.

- E) If the student's appeal is denied, the faculty member's sanction shall remain in effect, and no further appeal shall be available to the student.
- F) In cases where an academic and a disciplinary sanction are sought, or if only a disciplinary sanction is sought, the faculty member shall record a PEN grade, and the Academic Integrity Officer shall refer the faculty member's completed Faculty Action Report (FAR) Form to the Vice President of Student Affairs, and shall notify the student that such action was taken. If the VP for Student Affairs concludes that the request for disciplinary action is merited, she/he shall notify the student of the charges, which will include the hearing date before the Faculty-Student Disciplinary Committee (FSDC). Refer to the Student Rights and Responsibilities section of the College Catalog for additional information.
- G) If the FSDC finds the student did not violate the Academic Integrity Policy, the Vice President for Student Affairs, in consultation with the Academic Integrity Officer and the instructor, shall instruct the registrar to change the student's grade to reflect the absence of any penalty. The Academic Integrity Officer shall remove and destroy all material relating to that incident from the student's confidential file.
- H) If the FSDC finds that student did violate the Academic Integrity Policy, the instructor shall instruct the Registrar to change the student's grade to reflect the academic penalty imposed by the instructor (if any). The Vice President for Student Affairs shall implement the disciplinary sanction against the student. The Academic Integrity Officer shall keep all materials of the case in the student's confidential file permanently.
- I) In cases where the student is found not guilty, the Academic Integrity Officer shall remove and destroy all material relating to that incident from the student's file. In cases where the student is found guilty, the Academic Integrity Officer shall keep all materials of the case in the student's confidential file permanently.

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

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

WORKPLACE VIOLENCE POLICY & PROCEDURES

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

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

Policy

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

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

Scope

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

Definitions

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

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

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

Reporting of Incidents

1. General Reporting Responsibilities

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

2. Imminent or Actual Violence

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

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

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

4. Commission of a Crime

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

5. **False Reports**

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

6. **Incident Reports**

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

Education

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

Confidentiality

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

Retaliation

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

Approved by the Board of Trustees

June 28, 2004

POLICY AGAINST SEXUAL HARASSMENT

Policy Statement

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal

employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

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

SEXUAL HARASSMENT AWARENESS AND INTAKE COMMITTEE

President Russell K. Hotzler appointed the individuals below to serve as members of the College’s Sexual Harassment Awareness and Intake Committee.

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

<u>MEMBERS</u>	<u>DEPARTMENT</u>	<u>PHONE</u>
Coordinator Helen Frank	Counseling	718.260.5133
Deputy Coordinator Vincent De Fazio	Provost Office	5560

Members

Gilen Chan	Special Counsel and Compliance Diversity Officer	4981
Joycelyn Dillon	Chair, Dental Hygiene	5070
Irene Dashevsky	Lecturer, BEOC	718.802.3358
Carmel Dato	Assistant Professor, Nursing	5660
Faiihe Gomez	Executive Assistant to the Vice President, Enrollment and Student Affairs	5430
Caroline Hellman	Assistant Professor, English	5392
Amit Mehrotra	Assistant Professor, Hospitality Management	5630
Rita Uddin	Computer Systems Manager, Computing Information Services	5610
Lotus Wong	Legal Specialist, Office of Special Counsel	4483

A. Prohibited Conduct

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University

community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

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

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

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

C. Examples of Sexual Harassment

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

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

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

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;

- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- coerced sexual intercourse or sexual assault.

D. Consensual Relationships

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

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

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

E. Academic Freedom

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

F. False and Malicious Accusations

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

G. Procedures

The University shall develop procedures to implement this policy. The President of each constituent college of the University, the Deputy chancellor at the Central

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

H. Enforcement

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

HATE CRIMES ACT OF 2000 (ARTICLE 485)

The legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

Section 485.05 Hate crimes

1. A person commits a hate crime when he or she commits a specified offense and either:
 - a. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
 - b. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people’s burden under paragraph (a) or (b) of subdivision one of this section.

Offense	Class of Felony or Misdemeanor*	Penalties
Assault 1st Degree	B Felony	6-25 years
Assault 2nd Degree	C Felony	1-15 years
Assault 3rd Degree	E Felony	1-4 years
Aggravated Assault Upon a Person less than 11 years old	D Felony	1-7 years
Menacing 1st Degree	D Felony	1-7 years
Menacing 2nd Degree	E Felony	1-4 years

Menacing 3rd Degree	A*	To 1 year
Reckless Endangerment 1st Degree	C Felony	1-15 years
Reckless Endangerment 2nd Degree	E Felony	1-4 years
Manslaughter 2nd Degree	C Felony	1-15 years
Manslaughter 1st Degree	B Felony	6-25 years
Murder 2nd Degree	A-I Felony	3 to life
Stalking 1st Degree	C Felony	1-15 years
Stalking 2nd Degree	D Felony	1-7 years
Stalking 3rd Degree	E Felony	1-4 years
Stalking 4th Degree	A*	To 1 year
Rape 1st Degree	A-I Felony	3 to life
Sodomy 1st Degree	A-I Felony	3 to life
Sexual Abuse 1st Degree	C Felony	1-15 years
Aggravated Sexual Abuse 1st Degree	A-I Felony	3 to life
Aggravated Sexual Abuse 2nd Degree	B Felony	6-25 years
Unlawful Imprisonment 1st Degree	D Felony	1-7 years
Unlawful Imprisonment 2nd Degree	E Felony	1-4 years
Kidnapping 1st Degree	A-I Felony	20 to life
Kidnapping 2nd Degree	A-II Felony	3 to life
Coercion 1st Degree	C Felony	1-15 years
Coercion 2nd Degree	E Felony	1-4 years
Criminal Trespass 1st Degree	C Felony	1-15 years
Criminal Trespass 2nd Degree	E Felony	1-4 years
Criminal Trespass 3rd Degree	A*	To 1 year
Burglary 1st Degree	A-II Felony	3 to life
Burglary 2nd Degree	B Felony	6-25 years
Burglary 3rd Degree	C Felony	1-15 years
Criminal Mischief 1st Degree	A-II Felony	3 to life
Criminal Mischief 2nd Degree	C Felony	1-15 years
Criminal Mischief 3rd Degree	D Felony	1-7 years
Criminal Mischief 4th Degree	E Felony	1-4 years
Arson 1st Degree	A-I Felony	20 to life
Arson 2nd Degree	A-II Felony	3 to life
Arson 3rd Degree	B Felony	6-25 years
Arson 4th Degree	D Felony	1-7 years
Petit Larceny	E Felony	1-4 years
Grand Larceny 1st Degree	A-II Felony	3 to life
Grand Larceny 2nd Degree	B Felony	6-25 years
Grand Larceny 3rd Degree	C Felony	1-15 years
Grand Larceny 4th Degree	D Felony	1-7 years
Robbery 1st Degree	A-II Felony	3 to life
Robbery 2nd Degree	B Felony	6-25 years
Robbery 3rd Degree	C Felony	1-15 years
Harassment 1st Degree	A*	To 1 year
Aggravated Harassment 2nd Degree	E Felony	1-4 years

FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA) OF 1974

(Effective 9/1/1975, Amended 1998)

The Federal Education Rights and Privacy Act of 1974 affords students access to certain records of the University, as well as prohibiting access of unauthorized third parties to student records and limiting release of information from such records.

Under the Federal Education Rights and Privacy Act of 1974 and regulations pursuant thereto, students have the following rights:

- To be advised of the types of student records and the information contained therein which are maintained by the College.
- To be advised of the name and position of the official responsible for the maintenance of each type of record, the persons who have access to those records and the purposes for which they have access.
- To be advised of the policies of the College for reviewing and expunging those records.
- To be advised of the procedures for granting you your access rights to your student records.
- To be advised of the procedures for challenging the content of your student records.
- To be advised of the cost, if any, to you for reproducing copies of your student records.
- To be advised of all your other rights and requirements under the Federal Education Rights and Privacy Act, 1974, and the regulations promulgated thereunder.

Please note: Exempted from The Federal Educational Rights and Privacy Act of 1974 are records of an eligible student which are:

- created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity.
- confidential data kept by professionals in counseling, personal development and health services.

Policy Statement

The following information (known as directory information) may be released to any persons within and outside of the University without consent of the student:

- Name, address and telephone listing.
- Dates of attendance and current status, including major field of study and number of credits completed.
- If graduated, date of graduation, degree and major.
- Honors and awards received.
- Confirmation of birth date.
- Height and weight of athletes engaged in intercollegiate sports.

Note: If a student does not wish the above information released, he

or she must notify the registrar in writing prior to the close of business 21 calendar days after the first day of classes.

Any such written request will be honored by New York City College of Technology until a written directive to the contrary is received from that student.

Information other than the above items may be given to certain individuals and agencies outside the institution without consent of the student. Records of release of such information are maintained in the student folder. Instances of such release are as follows:

- In response to a court order or subpoena.
- In response to a request from an institution, agency or individual providing financial aid to the student for his or her education.
- To officials and/or representatives of educational accrediting agencies or other agencies specified within the act.
- Release of other information to any other third parties is prohibited without written consent of the student.

STUDENTS' RIGHTS CONCERNING EDUCATIONAL RECORDS

A summary of the Family Educational Rights and Privacy Act (FERPA) made by Congress and amended regulations made by the U.S. Department of Education, also known as the Buckley Amendment, in November, 1996, grant the following rights: (The entire policy may be made available to students by the Office of Enrollment and Student Affairs.)

Policy Statement

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records.

Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, the student may appeal. Additional information regarding the appeal procedures will be provided to the student if a request is denied.

- 2) The right to request an amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify

why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

- 3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) You may appeal the alleged denial of FERPA rights to the:
General Counsel and Senior Vice Chancellor for Legal Affairs
The City University of New York
535 East 80th Street
New York, NY 10021
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605.
- 6) The College will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, email address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Office of the Registrar, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Office of the Registrar and may be filed, withdrawn, or modified at any time.

STUDENT RIGHT-TO-KNOW ACT

Q. What does the Student Right-to-Know Act do?

A. The Student Right-to-Know Act requires the dissemination of information to all current students and to each prospective student who has requested information concerning admission, or information describing the institution's completion or graduation rate for certificate or degree-seeking, full-time undergraduate students.

Q. What cohort of students is used to calculate the school's completion or graduation rate?

A. Completion or graduation rates are determined by using a specific cohort of the general student body entering the same fall semester (including those who enter after July 1, and continue into the fall). This cohort is of certificate - or degree-seeking, full-time, first-time undergraduate students. Information is not required for undergraduate students who entered part-time, or graduate students.

Q. What constitutes a certificate - or degree-seeking, full-time, first-time undergraduate student?

A. A certificate - or degree-seeking student is one enrolled in a course for credit who is recognized by the College as seeking a degree or certificate. A full-time student is defined as a student carrying a minimum of 12 semester hours or 12 quarter hours per academic term in a college using a semester, tri-semester, or quarter system. An undergraduate student is a student enrolled in a bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate level. A first-time undergraduate student is an entering undergraduate who has never attended an institution of higher education. A student enrolled in the fall term who attended a post-secondary institution for the first time in the prior summer term, and a student who entered with advanced standing college credit earned before graduation from high school, is considered a first-time undergraduate student.

Q. Under the Student Right-to-Know Act, which students are counted as having graduated?

A. The Student Right-to-Know Act provides that in calculating the graduation rates, a student shall be counted as a completion or a graduation if, within 150% of the normal time for completion or graduation from the program, the student has graduated from the program, or enrolled in any higher-level program of an eligible institution for which the prior program provides substantial preparation. For a college whose programs are four years in length, 150% of normal time is six years (72 months). For a college whose programs are two years in length, 150% of normal time is three years (36 months).

Q. May any entering full-time undergraduate freshmen be omitted from the graduation statistics?

A. Colleges may exclude from the reporting requirement for the completion or graduation rates of students any student who leaves college to serve in the armed services, on official church missions, or with a recognized foreign aid service of the federal government.

Q. When and how frequently must the graduation information be updated?

A. Information must be made available by July 1 of each year and cover the one-year period ending on August 31 of the preceding year. The graduation information must be updated annually.

Q. What about transfer students or students who have already earned some college credits, or a college degree?

A. Only a student who is enrolled for the first time at a college is counted. A student may not be counted if the student enters with earned credits, except those earned while enrolled in high school through advanced placement in postsecondary education, or earned in that college in the summer preceding the fall enrollment. Transfer students do not count in the cohort.

Q. Can a student be counted as graduated if the student transfers to another college with a higher program?

A. A student is counted as having graduated if, within 150% of the normal time for completion, the student transfers from that college to a higher-level program at another college for which the prior program provided substantial preparation. This would include associate degree students who are accepted into a baccalaureate program at a senior college, as well as students under some special programs who leave prior to graduation to attend law school.

Q. What if a student switches majors or programs at the same college?

A. Once in a cohort, the student's change in program does not alter the student's presence in the cohort. Also, a student's graduation may only be counted one time, even if the student later earns a second degree. If a student is admitted into an associate degree program, and later transfers to a baccalaureate program at the same college without first receiving an associate degree, the student should be transferred to the baccalaureate cohort.

Q. What information must be reported to the U.S. Department of Education?

A. Although colleges that provide athletically related student aid must report annually to the Secretary of Education, there are no reporting requirements on general graduation rates for colleges which do not grant student financial assistance conditioned upon participation in athletics. The Secretary of Education may, however, request or audit the provision of such graduation information at any time.

Q. What information does the Student Right-to-Know Act require for student athletes?

A. The Student Right-to-Know Act is directed at concerns about the academic performance of student athletes, especially student athletes receiving football and basketball scholarships. To this end, the Student Right-to-Know Act requires extensive disclosure and annual reporting to the Secretary of Education of graduation rates with respect to athletically related student aid, which is defined as any scholarship, grant, or other form of financial assistance offered by an institution, the terms of which require the recipient to participate in a program of intercolle-

giate athletics at the institution. Colleges providing athletically related student aid must provide graduation rates broken down by race and sex in the following sports: basketball, football, baseball, cross country/track, and all other sports combined, as well as four-year average rates. In addition, the College must provide the average completion or graduation rate for the most recent completing or graduating classes of students at the institution of higher education.

Q. Will the CUNY colleges have to comply with the graduation information required for student athletes?

A. With one exception, the CUNY colleges should not be affected by these requirements, because they do not provide athletic scholarships as defined by the statute. Athletically related student aid is not permitted by the rules of the athletic conferences and divisions to which most CUNY colleges belong and by the Board Policy on Intercollegiate Athletics, last revised on May 29, 1973, which states that "No privileges should be provided for athletes which are not available to students in any other area of college life." The statutory provisions regarding athletic scholarships are applicable only to those colleges that are members of NCAA Divisions I or II and therefore may be providing such athletically related financial aid. If your college has a team in Division I or II, you may need information on these provisions and should contact this office.

Dated: November 21, 2003, supersedes the previous advisory on this subject dated January 28, 1992.

STATEMENT ON DRUG, TOBACCO AND ALCOHOL EDUCATION POLICY

Standards of Conduct

The City University of New York is a caring community committed to promoting the physical, intellectual, social and ethical development of all individuals. The inappropriate use of alcohol, tobacco and illicit drugs threatens the health and safety of students, employees, their families and the general public and adversely impairs performance. In addition to promoting health, safety and a positive learning and working environment, the City University is committed to preventing alcohol and other drug-related problems among all members of the University community.

The unlawful manufacture, possession, distribution, dispensation, possession or use of alcohol or other drugs by anyone, either on University property or at University-sponsored activities and policies are consistent with the City University's desire to promote health and safety and are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The University will continue its efforts to maintain an environment free from the unlawful possession, use and distribution of alcohol and other drugs.

HEALTH RISKS ASSOCIATED WITH ABUSE OF ALCOHOL AND USE OF TOBACCO

Alcohol

Alcohol (ethanol) is toxic to the human body. It is a central nervous system depressant that slows bodily functions such as heart rate, pulse and respiration. Taken in large quantities, it progressively causes intoxication, sedation, unconsciousness and even death, if consumed in large amounts. Alcoholics can often consume large quantities of alcohol without appearing to be drunk or uncontrolled. Nevertheless, alcoholism causes severe emotional, physical and psychological damage. Prolonged heavy drinking can damage various organs, resulting in disorders such as cirrhosis of the liver, heart disease, pancreatitis and cancer. It can also lead to gastrointestinal irritation (nausea, diarrhea, gastritis, ulcers), malnutrition, sexual dysfunction, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcoholism can also lead to a wide variety of problems involving one's emotional, family, work and social life.

Tobacco

The Department of Health and Human Services, the American Psychiatric Association and the World Health Organization have determined that nicotine, the chief component of tobacco, is a highly addictive drug. Forty years ago the first report of the Surgeon General of the United States was issued on the impact of tobacco use on health. This 1964 report presented stark conclusions: that cigarette smoking causes lung cancer and is the most significant cause of chronic bronchitis. The report linked tobacco smoking with emphysema and other forms of cancer. The health hazards of tobacco use are now well documented and directly linked to the death of an estimated 443,000 Americans a year.

Recent studies have shown that exposure to environmental tobacco smoke is associated with the occurrences of many diseases, such as lung cancer and heart disease in nonsmokers and low birthrate in the offspring of nonsmokers. Because environmental tobacco smoke represents one of the strongest sources of indoor air contaminants in buildings where smoking is permitted, The City University has adopted a policy that prohibits smoking inside all University facilities. College presidents are free to impose a total ban on smoking on their grounds, or provide for limited smoking areas outside of buildings, a set distance from a building's entrance.

For more information or help with drug and/or alcohol concerns, visit any of the listings below:

Counseling Center, N108

Student Wellness Center, P104

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

NO SMOKING POLICY

New York City College of Technology has implemented a no-smoking policy in full compliance with the New York State and New York City Clean Indoor Air Acts and the Smoking Policy of The City University of New York (effective September 1, 1994).

Please observe the following rules:

Smoking is prohibited inside all facilities or vehicles owned, leased or operated by City Tech. Smoking is also prohibited on the Atrium quadrangle. In consideration of others, it is requested that smoking not take place within 25 feet of entrance doors.

There will be no sale of cigarettes, cigars, or pipe tobacco at any facility, location or vending machine owned, leased or operated by City Tech or its contractors.

THE CITY UNIVERSITY OF NEW YORK STUDENT COMPLAINT PROCEDURE

(Effective February 1, 2007)

Abridged for this handbook. The full procedure of The City University of New York Student Complaint Procedures is available in the 2009-2011 and the University/ College website.

Procedures for Handling Student Complaints About Faculty Conduct in Academic Settings

- I. Introduction. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.
- II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
- III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
- IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the College president. (This person will be referred to below as the "Fact Finder.")
 - a) The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall

be as specific as possible in describing the conduct complained of.

- b) The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the College president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.
- c) The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
- d) If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation.
- e) At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and, recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

- V. **Appeals Procedure.** If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the

Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

- VI. **Subsequent Action.** Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the College has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.
- VII. **Campus Implementation.** Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the College website.
- VIII. **Board Review.** During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

Campus Policy on Grade Appeals

Pursuant to the following procedure students have a right to complain concerning any incident, person or policy which they feel impairs their educational pursuits at New York City College of Technology:

To appeal a final grade students should follow the procedure given in APPEALING A FINAL GRADE on page 30. Concerns of an academic nature other than a grade appeal (e.g., complaints against faculty) should first be brought to the attention of the instructor and then, if necessary, the department chair, the school dean, the dean of instruction and the provost, in that order.

Complaints of a nonacademic nature are recorded and processed for disposition in the Office of the Vice President for Enrollment and Student Services.

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

Abridged for the Handbook. The full Policy may be found in the 2009-2011 College catalog and the University/College website.

Introduction

CUNY's computer resources are dedicated to the support of the university's mission of education, research and public service. In furtherance of this mission, CUNY

respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

Applicability

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

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

Definitions

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

Rules for Use of CUNY Computer Resources

1. Authorization. Users may not access a CUNY computer resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY computer resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the user's account.
2. Purpose. Use of CUNY computer resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities. For example, use of CUNY computer resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY computer resources for partisan political activity is also prohibited.
3. Compliance with Law. CUNY computer resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular use.

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

Family Educational Rights and Privacy Act

Electronic Communications Privacy Act

Computer Fraud and Abuse Act

New York State Freedom of Information Law

New York State Law with respect to the confidentiality of library records

Examples of applicable CUNY rules and policies include the following:

Sexual Harassment Policy

Policy on Maintenance of Public Order

Web Site Privacy Policy

Gramm-Leach-Bliley Information Security Program

University Policy on Academic Integrity

Information Security policies

4. Licenses and Intellectual Property. Users of CUNY computer resources may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws.
5. False Identity and Harassment. Users of CUNY computer resources may not employ a false identity, mask the identity of an account or computer, or use computer resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.
6. Confidentiality. Users of CUNY computer resources may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. CUNY employees must take precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.
7. Integrity of Computer Resources. Users may not install, use or develop programs intended to infiltrate or damage a computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facility.
8. Disruptive Activities. CUNY computer resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users. This provision explicitly prohibits chain letters, virus hoaxes or other intentional e-mail transmissions that disrupt normal e-mail service.
9. CUNY Names and Trademarks. CUNY names, trademarks and logos belong to the University and are protected by law. Users of CUNY computer resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.
10. Security. CUNY employs various measures to protect the security of its computer resources and of users' accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such

as guarding and not sharing their passwords, changing passwords regularly, logging out of systems at the end of use, and protecting private information, as well as for following CUNY's Information Security policies and procedures. Users must report incidents of Information Security policy non-compliance or other security incidents to CUNY's Chief Information Officer and Chief Information Security Officer, and the IT director at the affected user's college.

11. Filtering. CUNY reserves the right to install spam, virus and spyware filters and similar devices if necessary in the judgment of CUNY's Office of Information Technology or a college IT director to protect the security and integrity of CUNY computer resources.
12. Confidential Research Information. Principal investigators and others who use CUNY computer resources to store or transmit research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given, are responsible for taking steps to protect confidential research information from unauthorized access or modification.
13. CUNY Access to Computer Resources. CUNY does not routinely monitor, inspect, or disclose individual usage of its computer resources without the user's consent. In most instances, if the University needs information located in a CUNY computer resource, it will simply request it from the author or custodian. CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, e-mail and other communications, without notice, in the following circumstances:
 - a) when the user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
 - b) when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the College chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
 - c) when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the College chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
 - d) when it is reasonably necessary to protect CUNY from liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the College President or a Vice President designated by the President, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
 - e) when there is a reasonable basis to believe that CUNY policy or feder-

al, state or local law has been or is being violated, as determined by the College President or a Vice President designated by the President, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;

- f) when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the College President or a Vice President designated by the President and the College chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or
- g) as otherwise required by law.

See CUNY's Web Site Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at www.cuny.edu.

- 14. Enforcement. Violation of this policy may result in suspension or termination of an individual's right of access to CUNY computer resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.
- 15. Disclaimer. CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY computer resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY computer resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control.

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

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

GLOSSARY

- APEAL** A procedure that allows students to apply for re-evaluation of their circumstances. See “Appealing a Final Grade” in the College catalog.
- CLUB HOURS** The period on Thursdays from 12:45 to 2:15 p.m. that is reserved for club and student organization activities. A variety of events are offered during the semester during club hours.
- CONTRIBUTORY CREDITS** Remedial and non-remedial courses and other academic activities that are recognized as “creditable” toward fulfilling the requirements for a specific degree.
- CORE ASSOCIATE** Identifies the courses in general education which are taken to fulfill the associate degree requirements.
- CORE BACCALAUREATE** Identifies the courses in general education which are taken to fulfill the bachelor degree requirements.
- COREQUISITE** A corequisite is a course which must be taken at the same time (simultaneously) as another course in your major. For example, MA475 (Analytic Geometry and Calculus I) and MT330 (Thermodynamics) are corequisites.
- CREDITS** Credits are the units you earn for successfully completing a course. Most courses carry from two-to-four credits each. It takes from 60–68 credits (depending on your major) to earn an associate degree. Check the College catalog for specific credit requirements in your degree program.
- CUM GPA** The cumulative GPA (grade point average) is the average of all the courses you have taken at City Tech so far. (See page 14 for policy on “D” and “F” grades).
- CUNY CERTIFICATION** Prior to registration, new first-time freshmen or transfer students entering City University 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 (see page 50 to calculate your average).

HOURS

Generally, the number of hours you spend in classes each week corresponds to the number of credits you are taking. For instance, course SS101 is 3 hours per week and you earn 3 credits. However, many of the courses that require lab work give 4 credits for 6 hours of classroom and lab time per week.

IMPOUNDMENT

Impoundment is a period during which your College records are not released due to certain violations

of College policies on your part. For example, non-payment of tuition or fees or an unreturned library book are grounds for impoundment.

LEAVE OF ABSENCE

If personal reasons require you to leave the College for one or two semesters, apply for a leave of absence from the Office of the Registrar. If you leave the College without applying for an official leave of absence, you will have to file a readmission application to return to classes.

MAJOR

A major is a concentration of study within a department. For example, a student can major in marketing management and sales within the marketing department.

MATRICULATED STUDENT

You are a matriculated student if you are enrolled in the College as a candidate for a degree.

NON-CONTRIBUTORY

Non-contributory refers to the section of courses on your information sheet for which you have taken and earned credits, but since these credits do not contribute toward your major, they are considered non-contributory.

PART-TIME

You are considered “part-time” if you are taking fewer than 12 credits (including equated credits).

PREREQUISITE

A prerequisite is a course that you must pass before you can take a more advanced course. For example, you may not take Biology 201 before you pass Biology 101.

PROBATION, ACADEMIC

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

RESIDENT, N.Y. STATE

A student who can provide proof of legal residency in the state of New York for at least 12 consecutive months prior to the first day of classes.

SEMESTER

The academic year is divided into three parts: a 15-week fall semester, August - December; a 15-week spring semester, January - May; and summer sessions, June - August.

TRANSCRIPT

A transcript is your official educational record of each course you attempted and the grade you received while studying at City Tech. A complete transcript is prepared for you each semester.

WA GRADE

Administrative Withdrawal. The grade given when a student fails to comply with New York State laws for immunization against mumps, measles, and rubella and has not returned a signed Meningococcal Meningitis form.

WAIVER

A procedure that allows students to request non-enforcement of a requirement.

WF GRADE

Withdrew Failing. The grade given when a student withdraws from a course after the deadline established by the College to receive an official withdrawal. The "WF" counts as an "F" when calculating your grade point average.

WN Grade

Withdrew, Never Attended. The grade given when a student never attended a class for which s/he is officially registered. The "WN" counts as an "F" when calculating your final grade point average..

WU GRADE

Unofficial Withdrawal. The grade given when a student stops attending a class and fails to file the appropriate withdrawal form with the Registrar's Office, or if a student is absent more than 10% of the hours the course meets. The "WU" counts as an "F" when calculating your grade point average.

***WN GRADE**

Withdrew, Never Attended. The grade given to a student who has never attended the class. This grade is applied the 5th week of the semester. It is not calculated in the GPA, and does not affect the student academically, but it does affect the student financially. Although financial aid will not pay for this course, however, tuition charges will be applied. For example, a student has 12 credits of which 9 credits shows attendance and 3 credits have the *WN grade. Financial aid will be calculated on 9 credits only. If a student has been given this grade in error, the student must contact the faculty member immediately. The faculty must submit a change of grade to correct this error. Any questions can be directed to the Registrar's Office.

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