

**THE
GRADUATE
CENTER**

CITY UNIVERSITY
OF NEW YORK

Student Handbook 18–19

**Prepared by the Office of
Student Affairs: The Student's
Companion to the 2018–2019
Bulletin of the Graduate Center**

Dear Graduate Student:

Revised annually, the *Student Handbook* supplements information in the *Bulletin of The Graduate Center*. Both are available on The Graduate Center web page at <http://www.gc.cuny.edu> in the “Student Life” under “Prospective & Current Students.” In addition, you will want to consult your respective academic program’s handbook. Take some time to familiarize yourself with the contents of these publications—you may discover useful information about opportunities and services, as well as academic policies, that you might not otherwise have known about on a timely basis.

Also, keep in mind that all students enrolled at The Graduate Center have access to a secure self-service web page. From this website you may view general financial aid information and the current class schedule or log into a secure area where you may view your academic transcript, current registration, financial aid award(s), and other information about your status at The Graduate Center. You can access the login to the self-service web page by clicking on the link below to https://ssologin.cuny.edu/cuny.html?resource_url=%3A%2F%2Fhome.cunyfirst.edu%252Fpsp%252Fcityepprd%252FEMPLOYEE%252FEMPL%252Fh%252F%3Ftab%253DDEFAULT.

The student affairs staff and I are here for you. We can answer questions you may have, help to resolve problems, provide up-to-date information, and work to enhance services in response to your needs. Please stop by and say hello!

Sincerely,



Matthew G. Schoengood
Vice President for Student Affairs

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 advance 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.

Calendar / 2018–2019

Fall 2018

- August 1 (Wed.)..... Financial aid registration. Last day for students to register full-time in order to ensure fellowship payment during the first week of classes.
- August 2 (Thurs.)..... Deadline for filing for readmission and last day for non-matriculated and auditor students to file an application for the Fall 2018 semester.
- August 20 (Mon.)..... Registration for new matriculated students. Continuing students (those enrolled during the Spring 2018 semester) who register during this period must pay tuition and fees (including \$25 late registration fee) in full at that time.
- August 22 (Wed.)..... Registration for non-matriculated and permit students. Continuing students (those enrolled during the Spring 2018 semester) who register during this period must pay tuition and fees (including \$25 late registration fee) in full at that time.
- August 24 (Fri.)..... Last day to apply for a leave of absence for Fall 2018.
- August 27 (Mon.)..... First day of classes for the Fall 2018 semester. All students who register on or after this day must pay tuition and fees in full at that time, including \$25 late registration fee.
- September 2 (Sun.).... Last day to register for Fall 2018. Last day to drop for 75% tuition refund.
- September 3 (Mon.).. The Graduate Center is closed. No classes scheduled.
- September 5 (Wed.).. Classes follow Monday schedule.
- September 9 (Sun.).... Last day to drop for 50% tuition refund.
- September 10-11
(Mon.-Tues.)..... No classes scheduled.
- September 16 (Sun.).. Deadline for filing an add with special written permission or drop (without the grade of “W” appearing on the student record), changes of level, or residency changes for the Fall 2018 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date. Last day to deposit a dissertation or thesis for a September 30, 2018 degree. Last day to drop for 25% tuition refund.
- September 18-19
(Tues.-Wed.)..... No classes scheduled.
- October 8 (Mon.)..... The Graduate Center is closed. No classes scheduled.
- November 9 (Fri.).. ... Last day to file for unevaluated withdrawal (“W”) from courses.
- November 22-25
(Thurs.-Sun.)..... The Graduate Center is closed. No classes scheduled.
- December 14 (Fri.).... Reading Day.
- December 15-21
(Sat.-Fri.)..... Fifteenth week of the semester including Final Examination Period.

Spring 2019

- January 3 (Thurs.)..... Deadline for filing for readmission and last day for non-matriculated and auditor students to file an application for the Spring 2019 semester. Financial aid registration deadline. Last day for students to register full-time in order to ensure fellowship payment during the first week of classes.
- January 16 (Wed.)..... Registration for new students, non-matriculants, readmits, and permit students. Continuing students (those enrolled during the Fall 2017 semester) may also register during this period.
- January 21 (Mon.)..... The Graduate Center is closed. No classes scheduled.
- January 24 (Thurs.)... Last day to drop for 100% tuition refund. Last day to file Permit to enroll in a course at another CUNY campus. Last day to apply for a leave of absence for Spring 2019.
- January 25 (Fri.)..... First day of classes for the Spring 2019 semester. All students who register on or after this day must pay tuition and fees in full at that time, including \$25 late registration fee. Last day to deposit dissertation or thesis and file for a February 1, 2019 degree.
- January 31 (Thurs.)... Last day to register for Spring 2019. Last day to drop for 75% tuition refund.
- February 7 (Thurs.)... Last day to drop for 50% tuition refund.
- February 12 (Tues.)... The Graduate Center is closed. No classes scheduled.
- February 14 (Thurs.). Last day to drop for 25% tuition refund. Deadline for filing add/drop (without the grade of “W” appearing on the student record), changes of level, or residency changes for the Spring 2019 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date.
- February 18 (Mon.)... The Graduate Center is closed. No classes scheduled.
- April 1 (Mon.)..... Last day to file for unevaluated withdrawal (“W”) from courses.
- April 19 –April 28
(Fri. - Sun.)... Spring Recess.
- April 30 (Tues.)..... Last day to deposit dissertation or thesis for a May 2019 degree.
- May 15 (Wed.)..... Reading Day.
- May 16 -22
(Thurs. - Wed.). Fifteenth week of the semester including Final Examination Period.

2018–2019 Graduate Center Building Closing Dates

September 3 (Mon.)	Labor Day
October 8 (Mon.)	Columbus Day
November 22-25 (Thurs.–Sun.)	Thanksgiving Holiday
December 24-25 (Mon.–Tues.)	Christmas Holiday
December 31- January 1 (Mon.–Tues.)	New Year's Holiday
January 21 (Mon.)	Dr. Martin Luther King Jr. Day
February 12 (Tues.)	Lincoln's Birthday
February 18 (Mon.)	President's Day
May 27 (Mon.)	Memorial Day
July 4 (Thurs.)	Independence Day

Building and Library Access

The Graduate Center is open to students, faculty, and staff from 8 a.m. to 10 p.m. Monday through Friday (with access to the library from 9 a.m. until 11 p.m. Monday through Friday). On Saturdays, the building is open from 10 a.m. to 6 p.m., and on Sundays the building hours are 12 noon to 6 p.m. (The library is open 10 a.m. to 8 p.m. on Saturday and 12 noon to 8 p.m. on Sunday.) Exceptions to this policy are noted in the GC calendar and/or posted on the GC website at <http://www.gc.cuny.edu> and on the library website at <http://library.gc.cuny.edu/> (where library policies are also posted). Access to the library may vary when classes are not in session, and the library's website should be consulted for summer and holiday weekend hours. Typically, access to administrative and academic offices is not permitted when the building is closed. When administrative and academic offices are closed, students and faculty are required to have current valid GC ID and the keys to any office they are authorized to use.

PLEASE NOTE: The official name of the institution is “The Graduate School and University Center,” which is also known as “The Graduate Center.”

CUNY Alert Emergency Notification System

CUNY Alert is a secure, Web-based emergency notification system that allows you to receive text or voice notifications of campus emergencies or weather-related closings. You can sign up for CUNY Alert at <http://www.cuny.edu/news/alert.html>. You will then be able to select the best way to get messages: cell phone, home phone, email, instant message, or any combination of these. The process takes only a few minutes and everyone is encouraged to sign up for this free service as it will be an important part of The Graduate Center's Emergency Operations Plan.

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' GC email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources. <http://www.cuny.edu/website/privacy.html>

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

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. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State's Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies.

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

2018–2019 Student Handbook

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This handbook is available at

<http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Resources>

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Administration

Office of the President

Chase F. Robinson, A.B., Ph.D.
President

Jane Herbert, B.A.
Chief of Staff

Alexandra Robinson
Executive Assistant to the President

Martin D. Ruck, B.Sc. M.A., Ph.D.
Senior Advisor to the President for Diversity and Inclusion

Lynette M. Phillips, B.A., J.D.
Legal Counsel & Labor Designee

Edith M. Rivera, B.A., M.P.A.
Chief Diversity Officer / Title IX Coordinator

Office of the Vice President for Institutional Advancement

Jay Golan, B.A., M.A.
Vice President for Institutional Advancement and Executive Director for The Graduate Center Foundation

Molly Yin, B.A.
Administrative Director for Institutional Advancement

TBA
Director of Major and Special Gifts

Helen Koh, B.A., Ph.D.
Director of Institutional Giving

Tara McDonnell, B.A.
Director of Individual Giving

Office of the Provost and Senior Vice President

Joy Connolly, B.A., Ph.D.
Provost and Senior Vice President

David Olan, A.B., M.S., M.M., D.M.A.
Associate Provost and Dean for Academic Affairs

Julie C. Suk, A.B., M.Sc., J.D., D.Phil.
Dean of Master's Programs

Joshua Brumberg, B.A., Ph.D.
Dean for the Sciences

Brian A. Peterson, B.A., M.P.A.
Dean for Academic Initiatives & Strategic Innovations

Stacie H. Tiongson, B.A., J.D.
Executive Director of Academic Affairs

Anne Ellis, A.B.
Director of Graduate Assistant Programs

Donald Robotham, B.Sc., M.A., Ph.D.
Director, Advanced Research Collaborative

Barbara Fish, B.A.
Director of Faculty Administration and Academic Information Systems

TBA
Director of Institutional Research and Program Effectiveness

Herman Bennett, B.A., M.A., Ph.D.
Executive Officer, Office of Educational Opportunity and Diversity

Polly Thistlethwaite, B.A., M.S., M.S.
Chief Librarian

Phyllis Schulz, B.A., M.P.A., Ph.D.
Executive Director of Fellowships and Financial Aid

Kim J. Hartswick, B.A., M.A., M.A., M.S.Ed., Ph.D.
Academic Director, CUNY Baccalaureate Program

Office of the Senior Vice President for Finance and Administration

Sebastian Persico, A.B., Ed.M., Ed.D.
Senior Vice President for Finance and Administration

Stuart B. Shor, B.B.A., M.B.A.
Assistant Vice President for Finance

Dharvendra Kanhai, B.S., M.S.
Director of Finance/Bursar

Charles Scott
Director of Facilities Services and Campus Planning

Ray Ring, B.F.A., M.F.A.
Director of Building Design and Exhibitions

John P. Flaherty, B.B.A., M.B.A., M.P.A.
Executive Director of Institutional Services

Althea H. Harewood, B.B.A., M.B.A.
Director of Finance for Graduate Center–Related Entities

Finney J. Joshua, B.A.
Director of Budget and Special Programs

Ronald Paynter, B.B.A.
Director of Purchasing and Contracts

Office of the Vice President for Student Affairs

Matthew G. Schoengood, A.B., M.P.A.
Vice President for Student Affairs

Elise M. Perram, B.A., M.Ed.
Director of Student Affairs

Vincent J. DeLuca, B.A., M.A.
Director of Student Services and Senior Registrar

Paula Fleischer, B.S.
Deputy Director of Student Services and Information Systems

Scott Voorhees, B.A.
Associate Director of Student Affairs and NYSHIP Manager

Linda Asaro, B.A., M.S.
Director, Office of International Students

Jennifer S. Furlong, B.A., M.A., Ph.D.
Director of Career Planning and Professional Development

Les Gribben, B.A., M.S.
Director of Admissions

Robert L. Hatcher, Ph.D.
Director of the Wellness Center

Linda Perrotta, B.A., M.A., M.S.
Director, Child Development and Learning Center

Lucas Waltzer, B.A., Ph.D.
Director, Center for Teaching and Learning

Office of the Vice President for Information Technology and Administrative Services

Robert D. Campbell, B.A., B.S., M.S.
Vice President for Information Technology and Administrative Services

Ella Kiselyuk, B.B.A., M.P.A.
Assistant Vice President for University Center Operations

David Boxill, B.A., M.S.
Executive Director of Human Resources

Elaine Montilla, B.B.A., M.S.
Assistant Vice President for Information Technology

Matt Liston, B.S.
Director of the Division of Systems Services

Tawana Spellens, B.S., M.S.
Director of the Division of Administrative Services

Office of Communications and Marketing

Lori Duggan Gold, B.A., M.S.
Vice President for Communications & Public Affairs

Tanya Domi, B.A., M.A.
Director of Media Relations

Bonnie Eissner, B.A.
Editor for Institutional Content

Wendy DeMarco Fuentes, B.A.
Director of Sales & Marketing

Kimberly Miu, B.S., M.A.
Director of Digital Media

Karen Sander, B.A.
Director of Public Programs

Office of Research and Sponsored Programs

Edith Gonzalez, B.A., M.A., M.A., M.Phil., Ph.D.
Executive Director of Research and Sponsored Programs

Hilry Fisher, B.A.
Director of Sponsored Research

Adrienne Klein, B.F.A., M.A., M.F.A.
Director of Budgets and Special Programs and Co-Director of Science & the Arts Program

Executive Officers of Doctoral and Master's Programs

Students should first consult the Executive Officer or appropriate adviser in their programs if questions arise related to curriculum, examinations, standards, or financial aid. The Vice President for Student Affairs is available by appointment to discuss such matters (1-212-817-7400).

Anthropology

Executive Officer: Professor Jeff Maskovsky
Room 6406 / 1-212-817-8005
Assistant Program Officer: Ellen DeRiso

Art History

Executive Officer: Professor Rachel Kousser
Room 3410 / 1-212-817-8035
Assistant Program Officer: Marilyn Mercado

Audiology (Au.D.)

Executive Officer: Acting for 2018–2019:
Brett Martin
Room 7107 / 1-212-817-7980
Assistant Program Officer: Charmain Sanjamino

Biochemistry

Executive Officer: Professor Richard Magliozzo
Room 4312 / 1-212-817-8085
Assistant Program Officer: Denise Charles

Biology

Executive Officer: Professor Cathy Savage-Dunn
Room 4315 / 1-212-817-8100
Assistant Program Officer: Joan Reid

Business

Executive Officer: Professor Karl Lang
Baruch College, 1 Bernard Baruch Way
Room B13-255 / 1-646-312-3090
Assistant Program Officer: Leslie DeJesus

Chemistry

Executive Officer: Professor Brian Gibney
Room 4310 / 1-212-817-8135
Assistant Program Officer: Kathleen Stolarski

Classics (M.A., Ph.D.)

Executive Officer: Professor Dee Clayman
Room 3115 / 1-212-817-8150
College Assistant: Artemida Tesho

Cognitive Neuroscience (M.S.)

Director: Presidential Professor Tony Ro
Room 6304.15
Assistant Program Officer: Wanda Mercado

Comparative Literature (M.A., Ph.D.)

Executive Officer: Giancarlo Lombardi
Room 4114 / 1-212-817-8165
Assistant Program Officer: Carol Pierce

Computer Science

Executive Officer: Distinguished Professor Robert Haralick
Room 4319 / 1-212-817-8190
Assistant Program Officer: Dilvania Rodriguez

Criminal Justice

Executive Officer: Professor Deborah Koetzle
John Jay College, 524 West 59th St., Suite 2013,
North Hall / 1-212-237-8988
Assistant Program Officer: Shari Rodriguez

Data Analysis and Visualization (M.S.)

Director: Professor Matthew K. Gold
datavis@gc.cuny.edu

Data Science (M.S.)

Director: Professor Ping Ji
Room 4319.02
Assistant Program Officer: TBA

Digital Humanities (M.A.)

Director: Professor Matthew K. Gold
dh@gc.cuny.edu

Earth and Environmental Sciences

Executive Officer: Professor Cindi Katz
Room 4306 / 1-212-817-8240
Program Assistant: Judy Li

Economics

Executive Officer: Professor Wim Vijverberg
Room 5316 / 1-212-817-8255
Assistant Program Officer: Diana Santiago

Educational Psychology

Executive Officer: Professor Bruce Homer
Room 3204 / 1-212-817-8285
Assistant Program Officer: Kelvin Wallace

English

Executive Officer: Professor Eric Lott
Room 4409 / 1-212-817-8353
Assistant Program Officer: Nancy Silverman

French

Executive Officer: Professor Maxime Blanchard
Room 4204 / 1-212-817-8365
Assistant Program Officer: Sabeel Kazi

History

Executive Officer: Professor Joel Allen
Room 5111 / 1-212-817-8430
Assistant Program Officer: Marilyn Weber

International Migration Studies (M.A.)

Acting Director: Presidential Professor
Phillip Kasinitz
Room 6112.05
Assistant Program Officer: Rati Kashyap

Latin American, Iberian, and Latino Cultures

Executive Officer: Professor Fernando Degiovanni
Room 4200 / 1-212-817-8410
Assistant Program Officer: Lina García

Liberal Studies (M.A.)

Executive Officer: Acting for 2017–19:
Professor Elizabeth Macaulay-Lewis
Room 4108 / 1-212-817-8480
Assistant Program Officer: Katherine Koutsis

Linguistics (M.A., Ph.D.)

Executive Officer: Professor Gita Martohardjono
Room 7407 / 1-212-817-8500
Assistant Program Officer: Nishi Bissoondial

Mathematics

Executive Officer: Professor Ara Basmajian
Room 4208 / 1-212-817-8530
Assistant Program Officer: Debbie Silverman

Middle Eastern Studies (M.A.)

Director: Professor Simon Davis
Room 6304.24 / 1-212-817-7570
Program Assistant: Jeremy Randall

Music (D.M.A.)

Executive Officer: Professor Norman Carey
Room 3105.24 / 1-212-817-8603
Assistant Program Officer: Jacqueline Martelle

Music (Ph.D.)

Executive Officer: Professor Norman Carey
Room 3105 / 1-212-817-8590
Assistant Program Officer: Tonisha Alexander

Nursing (Ph.D./DNS)

Executive Officer: Acting for 2018–2019:
Professor Martha Whetsell
Room 4116 / 1-212-817-7987
Assistant Program Officer: Tricia Plummer

Philosophy (M.A., Ph.D.)

Executive Officer: Professor Nickolas Pappas
Room 7112 / 1-212-817-8615
Assistant Program Officer: Natile Clark

Physics

Executive Officer: Acting for 2018–2019:
Professor Sultan Catto
Room 4317 / 1-212-817-8650
Assistant Program Officer: Daniel Moy

Political Science (M.A., Ph.D.)

Executive Officer: Professor Alyson Cole
Room 5202 / 1-212-817-8670
Assistant Program Officer: Earl Fleary

Psychology

Executive Officer: Professor Richard Bodnar
Room 6304.01 / 1-212-817-8705
Assistant Program Officer: Swe Swe Htay

Quantitative Methods in the Social Sciences (M.S.)

Director: Professor Jeremy Porter
Room 6112.05
Assistant Program Officer: Rati Kashyap

Social Welfare

Executive Officer: Professor Harriet Goodman
Silberman School of Social Work at Hunter College
2180 Third Avenue
6th floor / 1-212-396-7615
Administrative Assistant: Janille Bagcal

Sociology

Executive Officer: Professor Lynn Chancer
Room 6112.04 / 1-212-817-8770
Assistant Program Officer: Rati Kashyap

Speech–Language–Hearing Sciences

Executive Officer: Professor Mira Goral
Room 7107 / 1-212-817-8800
Assistant Program Officer: Patricia Goodson

Theatre

Executive Officer: Professor Peter Eckersall
Room 3112 / 1-212-817-8870
Assistant Program Officer: Lynette Gibson

Urban Education

Executive Officer: Professor Wendy Luttrell
Room 4201 / 1-212-817-8280
Assistant Program Officer: Christine Saieh

Women's and Gender Studies (M.A.)

Acting Director: Professor Dána-Ain Davis
Room 5116 / 1-212-817-8905
Assistant Program Officer: Eileen Liang

Certificate Program Coordinators

Africana Studies Certificate Program

Coordinator: Professor Juan Battle
Room 7114 / 1-212-817-2076
Assistant Program Officer: Zee Dempster

American Studies Certificate Program

Coordinator: Professor Kandice Chuh
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Critical Theory Certificate Program

Coordinator: Distinguished Professor
John Brenkman
1-212-817-8150
Assistant Program Officer: TBA

Demography Certificate Program

Coordinator: Professor Shiro Horiuchi
1-646-364-9531
Program Assistant: Eric Ketchamek

Film Studies Certificate Program

Coordinator: Acting for 2018–2019:
Professor Edward Miller
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Interactive Technology and Pedagogy Certificate Program

Coordinator: Professor Michael Mandiberg
Room 7301.10 / 1-212-817-7290
Program Assistant: Julia Fuller

Medieval Studies Certificate Program

Coordinator: Professor Steven Kruger
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Renaissance Studies Certificate Program

Coordinator: Acting for 2018–2019:
Professor Feisal Mohamed
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Women's Studies Certificate Program

Coordinator: Professor Dána-Ain Davis
Room 5116 / 1-212-817-8905
Assistant Program Officer: Eileen Liang

Advanced Science Research Center

The Advanced Science Research Center (ASRC) at The Graduate Center catalyzes visionary and interdisciplinary research in five of the most energized areas of global research: nanoscience, photonics, structural biology, neuroscience, and environmental sciences. Since opening in 2014, the ASRC has attracted top international researchers to pursue science and innovation that is of vital, real-world consequence. They work side by side with doctoral, postdoctoral, and undergraduate students from across CUNY in laboratories and shared core facilities that are among the most advanced in the world. Together, they are taking on the most urgent challenges and exciting opportunities. Recent breakthroughs have opened up new possibilities for renewable energy, disease treatment, nanomaterials, and revolutionary microelectronics. Learn more at asrc.cuny.edu.

Advanced Research Collaborative

Established in 2013, the Advanced Research Collaborative (ARC) extends the CUNY Graduate Center's global reach and prominence as an international hub of advanced study. Through its fellowships, ARC embraces the vital work of eminent scholars both within and outside of CUNY. These scholars enter an interdisciplinary environment in which they conduct their own research, access the GC's research centers and institutes, and collaborate with doctoral students and other scholars. ARC also offers support to Graduate Center doctoral students from a range of disciplines, providing a platform for them to independently share and debate their research interests and practices. As an interdisciplinary space for collaboration, ARC currently focuses on the following four key areas of intellectual and public policy concerns: Immigration, Inequality, Multilingualism, and Global Cities. In addition, ARC partners with the Graduate Center's forty research centers, institutes, interdisciplinary committees, and other academic initiatives to promote interdisciplinary research.

Centers and Institutes

American Social History Project/Center for Media and Learning
Bildner Center for Western Hemisphere Studies
Barry S. Brook Center for Music Research and Documentation
 18th-Century Symphony Archive
 Ensemble for the Romantic Century Seminars
 Foundation for French and Francophone Musical Cultures
 Foundation for Iberian Music
 Music in Gotham: The New York Scene (1863–1875)
 Pergolesi Research Center
 Research Center for Music Iconography (RCMI)
 Xenakis Project of the Americas
Ralph Bunche Institute for International Studies
 Academic Council on the United Nations New York Office
 Center for Global Ethics and Politics
 Global Centre for the Responsibility to Protect
 The Politics and Protest Workshop
 Future of the United Nations Development System (FUNDS)
 Universal Rights Group
 PassBlue
 European Union Studies Center
Center for Advanced Study in Education (CASE)
Center for Human Environments (CHE)
Center for the Humanities
Center for Jewish Studies
 Rosenthal Inst. for Holocaust Studies
 Institute for Sephardic Studies

Center for Latin American, Caribbean, and Latino Studies
 CLAGS: The Center for LGBTQ Studies
 Center for Place, Culture and Politics
 Center for the Study of Culture, Technology and Work
 Center for the Study of Women and Society
 Center for Urban Research (CUR)
 CUNY Data Service
 CUNY Mapping Service
 NYC Labor Market Information Service
 Center on Philanthropy and Civil Society
 CUNY Institute for Software Design and Development (CISDD)
 Gotham Center for New York City History
 Human Ecodynamics Research Center (HERC)
 Institute for Language Education in Transcultural Content
 Institute for Research on the African Diaspora in the Americas and the Caribbean
 (IRADAC)
 Saul Kripke Center
 The Leon Levy Center for Biography
 Middle East and Middle Eastern American Center (MEMEAC)
 Henri Peyre French Institute
 Research Institute for the Study of Language in Urban Society (RISLUS)
 Martin E. Segal Theatre Center
 Stone Center on Socio-Economic Inequality

Detailed information about centers and institutes is available in the *Bulletin of The Graduate Center*, on The Graduate Center website, and from the Office of Research and Sponsored Programs, Telephone: 1-212-817-7520.

Initiatives and Committees

The Endangered Language Initiative
 The Futures Initiative
 Graduate Center Digital Initiatives
 Initiative for the Theoretical Sciences (ITS)
 Intellectual Publics
 Revolutionizing American Studies Initiative
 The Committee for the Study of Religion
 The Committee on Globalization and Social Change
 The Committee for Interdisciplinary Science Studies

Academic Programs and Graduate Degrees

Doctoral Programs

The Graduate Center offers doctoral programs in the following areas. Opportunities for interdisciplinary study are also available.

Anthropology	Economics	Political Science
Art History	Educational Psychology	Psychology
Audiology	English	Social Welfare
Biochemistry	French	Sociology
Biology	History	Speech–Language–Hearing Sciences
Business	Latin American, Iberian, and Latino Cultures	Theatre
Chemistry	Linguistics	Urban Education
Classics	Mathematics	
Comparative Literature	Music / Musical Arts	
Computer Science	Nursing	
Criminal Justice	Philosophy	
Earth and Environmental Sciences	Physics	

Master’s Programs

In addition to its doctoral programs, The Graduate Center offers programs leading to the master’s degree in the following areas:

Classics	Digital Humanities	Philosophy
Cognitive Neuroscience	International Migration Studies	Political Science
Comparative Literature	Liberal Studies	Quantitative Methods in Social Sciences
Data Analysis and Visualization	Linguistics	Women’s and Gender Studies
Data Science	Middle Eastern Studies	

Certificate Programs

Africana Studies Certificate Program

Doctoral candidates enrolled at The Graduate Center can complete a Certificate in Africana Studies. The study of the African Diaspora as it is manifested in social and cultural structures outside of the African continent has emerged as one of the academic world’s most active interdisciplinary arenas. The primary goal of the Certificate in Africana Studies is to produce scholars who are fully conversant with this diverse field, providing them with the analytic and research tools to navigate and articulate the Black experience while furthering the ongoing dialogue on race and multiple forms of intersecting inequalities. For more information on courses, faculty, and requirements, contact Professor Juan Battle, Coordinator, or Zee Dempster, Assistant Director. Telephone: 1-212-817-2070. Website: <http://www.gc.cuny.edu/africanastudies/>

American Studies Certificate Program

The Certificate Program in American Studies is open to students matriculated in the Ph.D. programs at the Graduate Center. Students do not have to be working toward the certificate to take courses offered by the program. Certificate program courses are also open to students enrolled in the M.A. program in Liberal Studies. The American

Studies Certificate Program offers seminar specifically designed to allow students to work and move across disciplinary and chronological boundaries. The programs also offers grounding in the genealogies, methods, and key questions characterizing the field of American Studies. To earn the certificate, students take a four-course sequences of seminars (81000: American Studies Genealogies and Methods; 81500: Key Questions in American Studies; 82000: Research Practices in American Studies; and an additional course on an American studies topic offered by any program at the Graduate Center). The Certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor Kandice Chuh, Coordinator. Email: kchuh@gc.cuny.edu. Website: <http://www.gc.cuny.edu/americanstudies/>

Critical Theory Certificate Program

The Certificate Program in Critical Theory is open to students matriculated in the Ph.D. programs at The Graduate Center. Critical Theory is the examination and critique of literature, society, ethics, and culture, providing a new set of techniques to enhance the approach to textual analysis and social criticism. The program familiarizes students with the historical emergence, evolution, and practical application of various modes of critical thought; it also gives students the expertise to teach Critical Theory and to incorporate it into their own research. The Certificate Program in Critical Theory allows students to engage with Critical Theory through the lens of academic disciplines across the Humanities and Social Sciences. The required core course, CTCP 71088 Critical Theory: Foundations and Practices, surveys a wide range of theoretical approaches. The certificate lists courses originating in various Graduate Center departments that may be used to fulfill the four required elective courses. The certificate is awarded when the Ph.D. degree is conferred. For further information, please contact Distinguished Professor John Brenkman, Coordinator. Telephone: 1-212-817-8170. Email: criticaltheory@gc.cuny.edu. Website: <http://www.gc.cuny.edu/criticaltheory>.

Demography Certificate Program

The Certificate Program in Demography offers students enrolled in any CUNY doctoral program the opportunity to expand their knowledge in an interdisciplinary way with regard to demographic studies. Students will acquire the tools to conduct rigorous analyses of population structure and processes. The program consists of nine credits of core courses (Introduction to Demography, Methods of Demographic Analysis, and Advanced Methods of Demographic Analysis) and six credits of elective courses. These courses will focus on analyzing the causes and consequences of change in population-related phenomena—for example, family formation, fertility and reproductive health, longevity and mortality, urbanization, racial and ethnic composition, population aging, and mobility—and determining how such changes shape social, economic, and political processes and outcomes at the local, national, and international level. Many certificate students will work with demography scholars from several CUNY campuses who are affiliated with the CUNY Institute for Demographic Research. The Institute also has strong ties with a number of local, regional, national, and international organizations that have demographic orientations and are located in New York City. Professor Shiro Horiuchi, Coordinator. Email: shiro.horiuchi@sph.cuny.edu. Website: <http://www.cuny.edu/cidr> then select “Certificate Program in Demography” from the menu.

Film Studies Certificate Program

The Certificate Program in Film Studies is open to students matriculated in the Ph.D. programs at the Graduate Center. The program aims to develop a student’s basic familiarity with the history, theory, and criticism of cinema and other moving-image media. Specific emphasis is placed on developing student competence in methods of historical research, appreciating the rich classical and contemporary traditions of film theoretical discourse, and cultivating skills in analyzing and interpreting media texts in a rigorous manner. The FSCP aims to provide a foundation in media pedagogy and to foster professionalization, to help prepare students for positions in film and media studies. The program works closely with the student-led Cinema Studies Group in planning events and student conferences.

To earn the certificate, students must take three core courses: Aesthetics of Film, Seminar in Film Theory, and one History of Cinema course (I or II). All of these courses may be taken without prerequisite, in any sequence. In addition, two more electives in film in any department complete the certificate requirements. Students are encouraged to consult with the coordinator of the program to individually tailor their curriculum. The certificate is awarded when the Ph.D. degree is conferred. For more information contact Professor Edward Miller, Coordinator. Email: Edward.Miller@csi.cuny.edu. Telephone: 1-212-817-8361. Website: <http://www.gc.cuny.edu/filmstudies/>

Interactive Technology and Pedagogy Certificate Program

The Interactive Technology and Pedagogy Certificate (ITP) program is designed to provide intellectual opportunities and technical training that enable The Graduate Center doctoral students to think creatively and critically about the uses of academic technology to improve teaching, learning, and research. It aims to better prepare doctoral students for life and work in the contemporary university and advances students' skills as creators and users of technology-based educational resources. The certificate's nine-credit sequence of three courses provides theoretical, historical, philosophical, literary, and sociological perspectives on technology and pedagogy in the classroom and in academic research. Though the program draws on the discipline-based expertise of many doctoral faculty members, it also strives to build a collective and interdisciplinary conversation about the broad implications of emerging education technologies for intellectual work and classroom practices. Possession of the ITP certificate should represent to potential employers a scholar well versed in the theoretical and practical aspects of using academic technology at the university level, and assist doctoral students in their pursuit of employment in the academy and beyond. For more information contact Professor Michael Mandiberg, Coordinator. Email: mmandiberg@gc.cuny.edu or Julia Fuller, Program Assistant. Telephone: 212-817-7289.

Medieval Studies Certificate Program

The Certificate Program in Medieval Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. The certificate program provides doctoral students with the opportunity to study the Middle Ages within the kind of broad, multidisciplinary framework that is particularly appropriate to Medieval Studies. It offers training in skills important to all medievalists and an introduction to the central scholarly issues facing medievalists today. To earn the certificate, students take at least one interdisciplinary Medieval Studies seminar, two Medieval Studies courses outside their own disciplines, and a course in resources and methods of medieval research. The certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor Steven Kruger, Coordinator. Telephone: 1-212-817-8761. Email: skruger@gc.cuny.edu. Website: <http://www.gc.cuny.edu/medievalstudies/>

Renaissance Studies Certificate Program

The Certificate Program in Renaissance Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. The program enables students pursuing doctorates in all aspects of the Renaissance/Early Modern period (c.1350–c.1700) to expand their studies within the context of early modern cultural analysis that crosses disciplines and national cultures, and to acquire innovative methods of cross-disciplinary research that will enhance their scholarship and teaching. Requirements for the certificate are: two core courses (Introduction to Renaissance Studies and Research Techniques in Renaissance Studies), two elective courses outside the home discipline (may include special topics courses in the Certificate Program), reading proficiency in Latin, which can upon appeal to the RSCP Faculty Committee be substituted with another language related to the student's research, and a dissertation which need not be in the area of Renaissance Studies. The certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor Feisal Mohamed, Coordinator. Telephone: 1-212-817-8586. Email: fmohamed@gc.cuny.edu. Website: <http://www.gc.cuny.edu/renaissancestudies>

Women's Studies Certificate Program

The Certificate Program in Women's Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. Women's Studies is an interdisciplinary approach to research and scholarship that draws on various disciplines while challenging disciplinary boundaries. The general aim of the program is to offer critical reflection on gender and sexuality, as well as race, class, ethnicity, and nation. Students prepare themselves to teach courses and to do research in Women's Studies and related critical approaches to the disciplines. Besides focused course work and guidance in research, Women's Studies offers participation in a wide range of graduate student and faculty activities, including lecture series and forums. Students are also invited to participate in the research programs and seminars of the Center for the Study of Women and Society at The Graduate Center. The certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor Dána-Ain Davis, Coordinator. Telephone: 1-212-817-8896 or Eileen Liang, Assistant Program Officer. Telephone: 1-212-817-8905. Website: <http://www.gc.cuny.edu/womenstudies/>

Master of Philosophy Degree

The Master of Philosophy degree (M.Phil.) will be awarded upon request to Ph.D. students who are currently enrolled at The Graduate Center, have been advanced to candidacy, and have met their financial obligations to the University. Application forms for the degree are routinely sent to students at the time of advancement to candidacy; if this form is not received, it is the responsibility of any student wishing this degree to be granted to obtain an application from the Office of the Registrar by emailing registrar@gc.cuny.edu. Please note that the date of filing for the degree determines the date upon which the degree will be conferred.

Master's Degree "en route"

The en-route master's degree is awarded by a senior college or, in certain fields, by The Graduate Center of the City University of New York to currently enrolled doctoral students who have fulfilled certain requirements. Consult The Graduate Center Bulletin for specific requirements. All students must be enrolled and have met their financial obligations to the University. Applying students must abide by the deadline for filing established at each college. Further information may be obtained from the Registrar at The Graduate Center.

Inter-University Doctoral Consortium

The Graduate Center is a member of the Inter-University Doctoral Consortium, which provides for cross-registration among member institutions. Matriculated Graduate Center doctoral students may cross-register for doctoral study in the graduate schools of arts and sciences of the following institutions: Columbia University (including Teachers College), Fordham University, The New School, New York University (including Steinhardt School of Education), Princeton University, Rutgers—New Brunswick (State University of New Jersey), and Stony Brook (State University of New York).

In order to be eligible to petition for enrollment in a consortium course:

1. You must be a matriculated doctoral student in good standing.
2. You must have completed at least two semesters of graduate study at the home institution and be between your 2nd and 6th year of enrollment at The Graduate Center.
3. The course you wish to take is not available at The Graduate Center or other CUNY college.
4. Registration is subject to approval by the Vice President for Student Affairs at The Graduate Center and the divisional Dean at the host institution.
5. For Columbia University—The course must be offered through the Graduate School of Arts and Sciences.
6. There is a two-course limit per semester.
7. You may not take a course for audit.

Below are the procedures an eligible student must complete to petition for enrollment in a consortium course:

Once you have decided to take a course offered by a partner institution, you must fill out the Permit Out form which is available online and from the Office of the Registrar (Room 7201). Your Executive Officer must sign the form. Bring the completed and signed form to the Office of the Vice President for Student Affairs (Room 7301). If the form is approved by the Vice President you must bring it to the Office of the Registrar where you will then be given the Inter-University Doctoral Consortium Registration Form. At that point you must fill out all of the information on the form and obtain all required signatures from both The Graduate Center and the host school as well as follow any necessary procedures of the host school. You must then submit the completed and signed form to the Office of the Registrar (Room 7201) no later than the end of the drop and add period (the end of the third week of classes) or the course will automatically be dropped from your registration.

If you choose to drop the course you must do so at both The Graduate Center and at the host school.

Students taking courses at another university are subject, in those courses, to the registration and academic regulations of the host university, including the grading system, credit value, calendar, and academic honor system. It is the responsibility of the students to familiarize themselves with the pertinent regulations of the host university.

Graduate Center students pay tuition to The Graduate Center for any cross-registered courses they take.

Any registration questions regarding the consortium should be addressed to the Office of the Registrar. Academic or policy questions should be directed to the Office of the Vice President for Student Affairs.

CUNY Graduate Center Language Reading Program

Room 4414; Telephone: 1-212-817-2083

Email: dtoman@gc.cuny.edu

The CUNY Graduate Center Language Reading Program offers intensive noncredit courses in a variety of modern and ancient languages specifically designed to assist graduate students in meeting the language requirements for their degrees. These courses, which are offered in the summer as well as during the academic year, develop or increase the student's reading knowledge of a particular language. Every effort is made to accommodate the specific interests and needs of each student.

Students who must fulfill requirements in an ancient language should also consider the Latin/Greek Institute, an eleven-week summer program of total immersion, which includes instruction in language and literature.

Latin/Greek Institute

Room: 4206; Telephone: 1-212-817-2078

Director: Katherine Lu Hsu, Ph.D.

Email: katherine@brooklyn.cuny.edu

The Latin/Greek Institute offers total-immersion programs in Latin or Ancient Greek that enable students to master the material normally covered in two to three years in a single summer. Founded in 1973 as a collaborative effort between The Graduate Center and Brooklyn College, the Institute is the most intensive summer language program of its kind. All programs are team-taught by experienced instructors; hourly rotation of faculty provides for exposure to a variety of approaches, and faculty closely mentor and advise students. The programs prepare graduate students to meet language requirements for their degrees and to conduct original research on Greek or Latin texts. More information can be obtained online (<http://www.gc.cuny.edu/lginst>) and from Katherine Lu Hsu (katherine@brooklyn.cuny.edu).

Interdisciplinary Studies

The Graduate Center encourages students to pursue interdisciplinary studies. Certificate Programs in Africana Studies, American Studies, Critical Theory, Demography, Film Studies, Interactive Technology and Pedagogy, Medieval Studies, Renaissance Studies, and Women's Studies are available to Graduate Center doctoral students. The certificate is awarded at the same time as the Ph.D. degree. In addition to the Certificate Programs, twelve interdisciplinary concentrations are offered: Advanced Social Research; Cognitive Science; European Union Studies; Fashion Studies; Food Studies; Language and Literacy; Latin American and Caribbean Studies; Lesbian/Gay/Queer Studies; Psychology of Political Behavior; Public Policy and Urban Studies; Twentieth-Century Studies; and Urban Health and Society. A certificate of completion is awarded for interdisciplinary concentrations. For information about the interdisciplinary Certificate Programs or concentrations, please contact the Office of the Associate Provost and Dean for Academic Affairs (Telephone: 1-212-817-7282). Proposals for new interdisciplinary concentrations should be directed to this office, as well.

Professional Development Seminars

The Graduate Center offers enrolled doctoral students a range of professional development courses designed to help them in their careers and professional activities. These courses do not carry credit, are ungraded, and do not appear on the student's transcript. Students register for them as they do their academic classes and can find them listed under "Professional Development" in the course schedule. For further information, contact the Office of the Associate Provost and Dean for Academic Affairs at 1-212-817-7282.

Student Affairs and Student Services

Office of the Vice President for Student Affairs

Room 7301; Telephone: 1-212-817-7400; Fax: 1-212-817-1621

Email: studentaffairs@gc.cuny.edu

Vice President for Student Affairs: Matthew G. Schoengood

Assistant to the Vice President for Student Affairs: Sheila Berman

Director of Student Affairs: Elise Perram

Director of Student Services and Senior Registrar: Vincent J. DeLuca

Deputy Director of Student Services and Information Systems: Paula Fleischer

Associate Director of Student Affairs and NYSHIP Manager: Scott Voorhees

Disability Services Manager: Clare Wilson

Housing Manager: Jane Tartaro

Student Activities Coordinator: Eric Brown

The Vice President for Student Affairs has overall responsibility for the following: (1) the provision of student support services (Admissions, the Registrar, student disability services, Doctoral Student Employee Health Insurance, Graduate Center Apartments, Wellness Health Services and Counseling, Career Planning and Professional Development, Center for Teaching and Learning, International Students, and the Child Development and Learning Center), (2) procedural student academic matters relating to incomplete grades, leaves of absence, withdrawals, program changes, satisfactory progress, and time limits for degrees, and (3) the general quality of student life at The Graduate Center. The Director of Student Affairs supervises the following areas: student activities, student disability services, the Wellness Center (Student Health Services and Student Counseling Services), and the Child Development and Learning Center. The Director of Student Services supervises the Offices of Admissions, Registrar, and International Students.

The Office of the Vice President for Student Affairs is available to assist students with problems, to interpret policies and procedures, and to serve as ombudsperson when needed. It is also charged with overseeing the administrative resolution of disputes with regard to grades, satisfactory progress, and disciplinary matters.

The Vice President for Student Affairs serves as administrative liaison to the Doctoral Students' Council, serves on the Student Services Committee, and is the 504 / ADA Coordinator.

Information about academic policies and procedures may be obtained from each student's program, but students are encouraged to contact the Vice President for Student Affairs regarding academic issues that cannot be resolved within the program. In addition, students are invited to consult with and seek assistance from staff in the Office of the Vice President concerning any matter that relates to quality of life, services, facilities, and special needs or problems.

Office of Admissions

Room 7201; Telephone: 1-212-817-7470; Fax: 1-212-817-1624

Email: admissions@gc.cuny.edu

URL: <http://www.gc.cuny.edu/Prospective-Current-Students/Prospective-Students.aspx>

Director of Admissions: Les Gribben

Associate Director of Admissions: Marisa Panzani

Assistant Director of Admissions: Haslyn Miller

Assistant Director of Admissions: Gerry Martini

Assistant Director of Admissions/Science Recruiter: Jason Patterson

The Office of Admissions works with The Graduate Center academic programs to recruit, admit, and serve an academically accomplished and diverse student body. The Office of Admissions develops and administers admissions policies and procedures for

The Graduate Center, oversees an applicant self-managed admissions submission process, assembles admissions applications, and distributes electronic files to The Graduate Center academic programs. The Office communicates admissions decisions to applicants. The Office of Admissions is committed to best practices and professional standards which further the goals and mission of The Graduate Center.

Office of Career Planning and Professional Development

Room 3300.09; Telephone: 1-212-817-7425

Email: careerplan@gc.cuny.edu

Twitter: @CareerPlanGC

URL: cuny.is/careerplan

Director: Jennifer Furlong, Ph.D.

Career Advisors: Emily Seamone and Donald Goldstein

Administrative Coordinator: Annabella Bernard

The Office of Career Planning and Professional Development (OCPPD) supports The Graduate Center's master's and doctoral students in achieving their career goals. The office offers individual career advising to students, including advice on CVs, résumés, and other job search materials, assistance with preparing for interviews, and discussions of career planning strategies. In partnership with other Graduate Center offices, the OCPPD endeavors to help students develop a multidisciplinary skill set, to provide opportunities for training in current research tools, and to encourage students in their pursuit of outside funding opportunities. Together with the Office of Institutional Advancement, the OCPPD fosters connections with alumni and employers in governmental, nonprofit, commercial, and academic organizations. The Director of the Office of Career Planning and Professional Development works closely with the executive officers of academic programs and the Provost's Office, and reports directly to the Vice President for Student Affairs.

Dossier Services

The Graduate Center partners with Interfolio <https://www.interfolio.com/> to provide online dossier services. As is now common practice, student portfolios can be placed online in an Interfolio account and accessed 24/7. The student accesses Interfolio directly to establish a portfolio that can include letters of recommendation, curriculum vitae, writing samples, dissertation abstracts, teaching certifications, student evaluations, and more. Interfolio is an excellent way to store and deliver materials to an academic search or doctoral admissions committee and maintains robust technological safeguards to keep documents private and safe. Once you sign up and upload your documents, the process for sending out materials becomes as simple as telling Interfolio where you want to apply and when.

Current GC students who are ready to use Interfolio's dossier delivery service can send an email to careerplan@gc.cuny.edu to request an Interfolio access code. Each unique access code will provide a user with 50 delivery credits to be used in Interfolio within one calendar year. Students are eligible to renew this service twice (50 delivery credits each year for up to three years) through the Office of Career Planning and Professional Development (cuny.is/careerplan).

The Teaching & Learning Center

Room: 3300.20; Telephone: 1-212-817-7273

Email: tlc@gc.cuny.edu

Director: Luke Waltzer, Ph.D.

Twitter: @GCTLC

URL: cuny.is/teaching

The Graduate Center's Teaching Center (GCTLC) supports Graduate Center students who are beginning and evolving as college teachers, and develops programming that asserts and explores the centrality of pedagogy to the modern university. TLC staff provide individual consultations and workshops for students on course and assignment design, syllabus construction, classroom management, the role of technology in the classroom, assessment,

preparing for the job market, and the scholarship of teaching and learning. The TLC also partners with sister units on special projects at The Graduate Center and across CUNY. Members of the GC community can stay abreast of the TLC's activities by joining its group on the CUNY Academic Commons, located at <https://commons.gc.cuny.edu/groups/teaching-and-learning-center/>.

Graduate Center Apartments

Room 7201; Telephone: 1-212-817-7605

Email: gchousing@gc.cuny.edu

Housing Manager: Jane Tartaro

Information about licensing a Graduate Center Apartment at 165 East 118th Street in Manhattan can be found at <http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Housing>.

Office of Fellowships and Financial Aid

Room 7201; Telephone: 1-212-817-7460; Fax: 1-212-817-1623

Email: financialaid@gc.cuny.edu

URL: <http://www.gc.cuny.edu/Prospective-Current-Students/New-Current-Students/Financial-Assistance>

Executive Director of Fellowships and Financial Aid: Phyllis Schulz, Ph.D.

Associate Director of Fellowships and Financial Aid: Melissa Skillings

Associate Director of Master's Programs and Financial Literacy: Rebecca Dent

Direct Loan Coordinator: Shelley Worrell

Perkins Loan Coordinator: Jane Tartaro

Federal Work Study Coordinator: Anne Johnson

Information on estimated educational costs, detailed descriptions of the financial-aid programs, and information on application procedures and filing dates are in the *Bulletin of The Graduate Center* and on the web page. These provide an overview of financial-aid awards, including named fellowships, available to Graduate Center students. Below is a brief summary of the sources of financial support available to students at The Graduate Center.

Sources of Financial Assistance

Financial support is available to full-time doctoral and master's matriculants at The Graduate Center through a program of fellowships (both service-connected and non-service-connected), grants, assistantships, tuition assistance, loans, and work-study assignments. Students from historically underrepresented groups may be eligible for assistance both through departmental funds and through funds offered by the Office of Educational Opportunity and Diversity.

Institutional (Graduate Center) financial-aid awards for doctoral students are determined on the basis of merit by the program to which the student has applied. The program forwards its nominations to the Office of Financial Aid, which sends an award notice to the student and collects the documents needed to pay the award.

Federal aid is determined in accordance with federal guidelines.

The Financial Aid Office sends notifications of financial aid awards to students' Graduate Center email addresses. Many fellowships include several separate awards (e.g., tuition, stipend, graduate assistantship). Students must accept each separate award online or the award may be cancelled.

Students holding the title of Graduate Assistant A, B, C, or D should be aware of the Professional Staff Congress (PSC)-CUNY contractual workload limits. For specific contractual information, students may contact the personnel office at the campus from which they are receiving the assistantship.

A number of fellowships funded by The Graduate Center, by federal and state governments, and by private donors are available on a competitive basis. Competitive fellowships include The CUNY Graduate Center Dissertation Fellowships for third-level doctoral

students and other fellowships to support either research, the writing of the dissertation, or course work.

For listings of part-time positions, consult the Office of Financial Aid, Anne Johnson, Work Study Coordinator. Other, full-time job listings are available for review in the Office of Human Resources and the CUNY Portal.

Office of the Registrar

Room 7201; Telephone: 1-212-817-7500; Fax: 1-212-817-1627

URL: <http://www.gc.cuny.edu/Prospective-Current-Students/New-Current-Students/Registrar>

Email: registrar@gc.cuny.edu

Director of Student Services and Senior Registrar: Vincent J. DeLuca

Deputy Director of Student Services: Paula Fisher

Registrar: Cheuk Lee

Associate Registrar: Jessica Rivera

Assistant Database Manager: TBA

Assistant Registrar: Nicole Fennimore

Students should consult this office with respect to all matters involving registration and student records.

For information regarding registration and academic record keeping, students should consult the "Academic Policies and Procedures" section of this handbook, pages 47–64.

The Director of Student Services and Senior Registrar, Vincent DeLuca (Telephone: 1-212-817-7500), is the Veterans' Certifying Officer for Graduate Center students. He can provide information on veterans' educational benefits.

Wellness Center

Room 6422; Telephone: 1-212-817-7020 Fax: 1-212-817-1602

Email: wellness@gc.cuny.edu

URL: <http://cuny.is/wellnesscenter>

Director of the Wellness Center: Robert L. Hatcher, Ph.D.

Deputy Director of Student Counseling Services: Arielle F. Shanok, Ph.D.

Assistant Director of Student Counseling Services: Nicole Benedicto Elden, Ph.D.

Health Education Supervisor: Adraenne Bowe, F.N.P.; P.N.P., M.S.

Administrative Coordinator: Cheri Daniels M.S.

College Assistant: Deborah Mandas

College Assistant: Grace Acevedo

The Wellness Center provides students with Student Health and Student Counseling services.

Student Health Services

The focus of the Wellness Center's Health Service has changed from prior years and is now devoted exclusively to serving as a resource for health information and education. Student Health Services provides health and wellness education, referral, and health information throughout the year, including presentations, workshops, health screening events and the yearly comprehensive Wellness Festival, held during the spring. Although students who are ill or require routine health care should seek service outside the Graduate Center, we can offer information and referrals to assist you in finding the health care you need.

The Graduate Center's Wellness Center no longer offers direct clinical patient care. If a student experiences a health emergency, notify Security at 7777 and/or call 911.

Student Counseling Services

The Student Counseling Services is staffed by licensed psychologists and predoctoral clinical fellows. SCS provides confidential counseling and short-term psychotherapy, group counseling, crisis intervention, and referral services to Graduate Center students, and couples therapy to students and their partners. Workshops that address the challenges and stresses of graduate student life are also offered. Individual consultations, ongoing groups, and workshops help deal with challenges in work on the dissertation. All center services are provided free of charge.

Office of International Students

Room 7200; Telephone: 1-212-817-7490

Email: intstu@gc.cuny.edu

Director: Linda Asaro

International Student Counselor: Paul Croser

International Student Counselor: Bei Zhang

I. GENERAL INFORMATION

The Office of International Students provides advice and assistance to students from outside the United States, with regard to immigration status issues for students in F-1 and J-1 status. The CUNY employees at the Office of International Students at The Graduate Center are authorized as the Designated School Officials (DSO) for F-1 status students and the Alternate Responsible Officer (ARO) for J-1 status students. DSO's and ARO'S are authorized to give information on and advice about a student's F-1 or J-1 immigration status in the United States.

NOTE: Any proposed changes to your immigration or academic status must be discussed with an International Student Counselor. It is important to discuss your plans before making any change, as your plans may have an official effect on your student immigration status.

This office also assists students in understanding aspects of American culture and interpreting various bureaucratic and procedural requirements, including Non-Resident Alien taxation.

After arrival in New York City, new international students must come to the Office of International Students as soon as possible to complete the check-in process. This office will verify arrival immigration status, so that students can proceed with other academic requirements.

The Office of International Students conducts an international student orientation session each fall semester for incoming students. Please attend one of the orientation sessions.

II. SEVIS RECORDS

The U.S. government regulates the immigration status of international students through the Student and Exchange Visitor Information System (SEVIS). International students are personally responsible for complying with all government regulations (as outlined below) that relate to their F-1 or J-1 immigration status. Students should therefore familiarize themselves with the regulations and procedures that apply to their specific immigration status. All students should keep copies of all documents relating to their immigration status and always bring original documents— including passport, I-94 Admission Record, and either Form I-20 or DS-2019—whenever contacting the office.

III. GENERAL REGULATIONS

SEVIS regulations require reporting to the Office of International Students within 10 days of any change to the following:

- Change in U.S. residence address
- Change in academic degree level
- Change in academic program of study
- Change in legal name—as it appears in the passport
- Planned changes in immigration status.

The *United States Immigration Regulations and Procedures* Handout, provides information on immigration status regulations for individuals in F-1 or J-1 student immigration status. It is prepared by and is available at the Office of International Students at The Graduate Center. It is also available on our website for your review.

International students who have questions regarding any aspect of their valid stay in the United States may consult with an International Student Counselor in the Office of International Students.

IV. SERVICES PROVIDES

The Office of International Students provides information on the following:

- Obtaining an initial Form I-20 (for F-1 status) or Form DS-2019 (for J-1 Student status);
- On-campus employment regulations and procedures;
- On-campus employment authorization for J-1 students;
- Off-campus employment authorization procedures and limitations;
- Travel outside and reentry to the United States;
- Inviting dependents (spouse and minor children) to the United States;
- Extension of status in the United States to complete an authorized program of study;
- Visa application procedures for U.S. reentry after travel;
- Transfer of immigration status between schools;
- Change of status to F-1 or J-1 status;
- Discontinuation of studies through Termination, Withdrawal, or Completion.

V. F-1 AND J-1 REGULATIONS

A. Full-Time Enrollment / Reduced Course Load Authorizations / Leave of Absence:

International students are required by the United States Department of Homeland Security (DHS) to enroll/register in a full-time course of study each semester to maintain proper immigration status. This enrollment may include required exam preparation or research for the degree. Students who consider enrolling less than full-time for any semester, must apply for and receive a reduced course load authorization before dropping below full-time enrollment. Eligibility for a reduced course load authorization is extremely limited. Student considering applying for a Leave of Absence from registration at The Graduate Center must contact an International Student Counselor to discuss the leave of absence procedure and the impact on their legal status before they submit an application for leave of absence.

B. Full-Time Enrollment / Withdrawal from Course(s):

International students who consider withdrawing from a course must contact an International Student Counselor before withdrawing to determine the effect of such a withdrawal on maintenance of proper F-1 or J-1 student status.

C. Employment:

The F-1 and J-1 regulations provided certain employment benefits to F-1 and J-1 students in the United States.

- 1. On-Campus Employment:** International students who are currently enrolled full-time, or who are registered full-time for the next semester, may work on-campus at any CUNY college as follows:
 - a) 20 hours per week total maximum during the semester and b) above 20 hours per week during official school vacation periods. For F-1 students, there is no specific employment authorization required for this employment, as a student who is properly maintaining F-1 status may work “incident to status.” J-1 students must apply for and receive on-campus employment authorization for each on-campus employer. J-1 on-campus employment authorization is valid for a maximum of one year and must be renewed annually. Each semester CUNY colleges will request verification of F-1 or J-1 immigration status from the Office of International Students regarding a student’s eligibility for on-campus employment. Each semester you may submit the CUNY Foreign Student Employment Status Verification Form to the Office of International Students for completion.
- 2. Off-Campus Employment:** International students may not begin any kind of work or employment off-campus (i.e., outside CUNY) without receiving specific employment authorization before beginning any work or employment. International students who have a job offer, or a potential job, must contact the Office of International Students to receive information on the types of off-campus employment available, and on the limits and procedures for employment authorization.

a. Curricular Practical Training (CPT):

CPT is available for F-1 status students when the work or employment will, in some specifically describable way, assist in meeting the student's academic degree requirements before graduation.

b. Optional Practical Training (OPT):

OPT is an Extension of F-1 status after graduation for the purpose of obtaining work experience in the completed field of study. OPT work must be a job, or other activity paid or unpaid, in the completed field of study.

c. Academic Training (AT):

AT is off-campus employment authorization for work directly related to the field of study for students in J-1 status. AT authorization may be used either during studies or after completion. The total time available (whether full or part-time) for Academic Training is 18 months for Master's students. Doctoral students are eligible for a total of 36 months of Academic Training (whether full or part-time). However, only 18 months of Academic Training may be used prior to completing the program of study. Further information regarding employment authorization for international students is available on our website. International Students who work outside the employment regulations for their particular immigration status will be considered in violation of the regulations and no longer maintaining status in the U.S.

D. Travel and Reentry to the United States:

When international students plan to travel outside the United States, they should first contact the Office of International Students at The Graduate Center about two weeks before leaving the United States.

Before leaving the U.S., students should bring their passport and I-20 or DS-2019 to the Office of International Students to verify validity to reenter the United States. If the student's entry visa will expire before the planned reentry, the student must prepare to apply for a new entry visa at a United States Consulate Visa Office during travel overseas. Contact the Office of International Students at The Graduate Center early enough before travel in order to prepare the required documentation.

After reentry to the U.S., students should report to the Office of International Students as soon as possible to verify their continuing immigration status. Students must download and print out their electronic I-94 Admission Record at www.cbp.gov/i94, and bring their printed I-94, passport, and I-20 or DS-2019 to the Office of International Students.

E. Dependents:

International students may invite their dependent spouse and minor children to join them in the United States temporarily while the student maintains valid F-1 or J-1 student status. Employment by F-2 dependents is prohibited. Part-time study by F-2 dependents is allowed. J-2 dependents may study either part-time or full-time, and may apply to the U.S. government for employment authorization.

F. Taxation:

All international students are subject to taxation on money earned or received in the United States (U.S. Source Income). They must complete an annual report (a "tax return") to the U.S. Internal Revenue Service (IRS) regardless of whether they received any income or not. CUNY also makes available each year an online software program that allows students in nonresident tax status to prepare the proper federal (U.S.) income tax return. Although the Office of International Students is not able to provide income tax advice, it does make available appropriate information concerning U.S. (federal) taxation and New York (state) taxation. The office provides a tax preparation workshop each March to assist students in understanding the terminology and the procedures related to income tax reporting.

Office of Educational Opportunity and Diversity

Room 8306; Telephone: 1-212-817-7540; Fax: 1-212-817-1630

Email: eod@gc.cuny.edu

URL: <http://www.gc.cuny.edu/eod>

Executive Officer: Herman Bennett, Ph.D.

Assistant Program Officer: John Eric Frankson

The Office of Educational Opportunity and Diversity's mission is to increase the representation of historically underrepresented students in The Graduate Center's doctoral programs. The Executive Officer works closely with the doctoral programs to enhance recruitment, retention, and academic progress of diverse students. This includes managing such Graduate Center-based programs as the MAGNET fellowship, the new Provost Enhancement Fellowship and the CUNY Pipeline Program.

Conference Presentation Support

Limited funds are available for students presenting at professional conferences. These funds are available to full-time matriculated doctoral students who are registered during the semester for which the funds are requested and are also available to master's level students presenting at professional and scholarly conferences who have completed no more than eight semesters.

To receive this funding, The Graduate Center, CUNY or CUNY, Graduate Center **must** be listed as the students' academic affiliation. Further information and application guidelines are sent each semester to the academic programs for distribution to students.

For any conferences taking place at international locations, the International Academic Student Travel Requirements must be completed. All required forms must be submitted at least two weeks prior to departure. <http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Students>.

Please contact the Student Affairs office for more information. Room 7301; Telephone: 1-212-817-7400; studentaffairs@gc.cuny.edu.

Veterans' Benefits

The Veterans' Certifying Officer is Vincent DeLuca, Director of Student Services and Senior Registrar, Room 7201; Telephone: 1-212-817-7500. Each semester, in order to receive educational benefits, veterans must contact the Registrar's office.

A useful CUNY website for veterans may be found at <http://www.cuny.edu/veterans>. Also, please refer to pages 51–52 of this Handbook for additional information about registration and tuition and grade policies for students in the military.

Services for Students with Disabilities

The 504 / ADA Compliance Coordinator for persons with disabilities is Matthew G. Schoengood, Vice President for Student Affairs, Room 7301; Telephone: 1-212-817-7400. The Vice President for Student Affairs also serves as the chair of the 504 / ADA Committee for Persons with Disabilities. The provision of student disability services is a function of The Office of the Vice President for Student Affairs (the Student Affairs office).

It is the policy of The Graduate Center to provide auxiliary aids and services and to make appropriate academic accommodations needed by students with disabilities. The Graduate Center provides readers/library assistants, real-time captioning, sign-language interpreters, notetakers, scribes, assistive technology, and other auxiliary aids and services as needed. A few examples of possible academic accommodations are extended or divided time for taking an examination, as might be required for a student who has a learning disability or for whom physical stamina is reduced; adjustments in courseload when appropriate; use of a computer or other auxiliary aid during an examination; recording of classes. Assistive technology available at The Graduate Center is described below.

Students who wish to request accommodations or have questions about Graduate Center facilities, auxiliary aids and services, or any Graduate Center academic matters should consult with Clare Wilson, Disability Services Manager; Elise Perram, Director of Student Affairs; or the Vice President for Student Affairs. Discussions and information regarding a student's disability will be kept confidential unless a student requests otherwise. Documentation appropriate to the requested accommodations is required to be provided to the Student Affairs office. This documentation must come from a qualified professional and provide information on diagnosis/specific disability conditions, functional limitations in the higher education setting, and recommended accommodations. The purpose of this documentation is to enable us to determine, together with the student seeking accommodations, the most appropriate accommodations for the student. Students are encouraged to contact the Office of Student Affairs to discuss present and future needs to facilitate effective planning.

Adaptive equipment and computer software are available at The Graduate Center. Computer users have access to screen-character enlargement, text-to-speech, and optical-character-recognition scan-and-read software, a closed-circuit television and voice-recognition software. For students with hearing impairments, The Graduate Center has available a personal FM listening system (for use on an individual basis for classes and meetings). The auditoriums are equipped with infrared equipment to assist those with hearing impairments. Contact Clare Wilson or Elise Perram in the Office of Student Affairs to request accommodation and for additional information about facilities and services available to students with disabilities.

The library can provide students with disabilities with such services as staff assistance in catalog searches and location of books and journals.

Students with disabilities should register with the Office of Security and Public Safety (Room 9117; Telephone: 1-212-817-7761) so that provision may be made for their safety should an emergency arise.

Users of Text Telephones (TTYs) or Voice Carry-Over (VCO) within New York state should call the Relay Service at 711 or at 1-800-662-1220. Users of TTY outside New York state should call their local Telecommunications Service.

The Child Development and Learning Center

Room 3201; Telephone: 1-212-817-7033

Director: Linda Perrotta

Email: lperrotta@gc.cuny.edu

Committed to providing a high-quality, developmentally appropriate early childhood education, the Child Development and Learning Center is open to preschool children of students enrolled in The Graduate Center*. The center provides a warm, nurturing environment that encourages each child's natural curiosity and fosters a love of learning. Play and exploration are valued as two of the most important means by which learning takes place. The emphasis on all projects and activities is on the process of interacting with the materials and integration of knowledge rather than the acquisition of specific academic skills. The center also serves as a lab school for faculty and students doing research pertinent to preschool children.

The program is licensed by the New York City Department of Health to serve 27 children from two to five years old, and is staffed with certified early childhood educators. The daily hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Thursday, and 9:00 a.m. to 4:00 p.m. on Friday. The teaching staff helps parents to develop individualized schedules that meet the specific needs of each child and family. The center observes The Graduate Center calendar, but remains in operation in January and during the month of June.

*Graduate Center student parents have the first priority for child care slots. Once Graduate Center student parents are recruited and enrolled the Center's waiting list has been exhausted, any remaining slots may be filled by Faculty and Staff.

Administration and Other Graduate Center Offices

Office of the President

Room 8201; Telephone: 1-212-817-7100

Email: president@gc.cuny.edu

President: Chase F. Robinson, Ph.D.

Chief of Staff: Jane Herbert

Executive Assistant to the President: Alexandra Robinson

The President is the chief academic and administrative officer of The Graduate Center. He has general responsibility in accordance with the policies of the Board of Trustees of the City University of New York to develop, implement, and administer the doctoral programs of the University and other educational programs located at The Graduate Center.

Office of the Provost and Senior Vice President

Room 8113; Telephone: 1-212-817-7200; Fax: 1-212-817-1612

Email: provost@gc.cuny.edu

URL: <http://www.gc.cuny.edu/About-the-GC/Provosts-Office>

Provost and Senior Vice President: Joy Connolly, Ph.D.

Executive Director of Academic Affairs: Stacie H. Tiongson, J.D.

Dean for Master's Programs: Julie C. Suk, J.D., D.Phil.

Dean for Academic Initiatives and Strategic Innovation: Brian A. Peterson

Assistant to the Provost: Stacy Modica

Director of Institutional Research and Program Effectiveness: TBA

Director of Faculty Administration and Academic Information Systems:

Barbara L. Fish

Coordinator for Academic Operations: Margarita Bazan

Assistant Director of Faculty Administration and Academic Information Systems:

Steven Wong

The Provost is the principal academic officer of The Graduate Center; she also serves as deputy to the President. She has overall responsibility for the quality and performance of the degree-granting programs. The Provost is also responsible for overseeing the library, Institutional Research and Program Effectiveness, Research and Sponsored Programs, and the student affairs and student services areas, as well as the Office of the Associate Provosts. Specific responsibilities include curriculum development, degree requirements, governance, academic program reviews, institutional research, academic planning, staffing (both instructional and noninstructional), educational resources, and budgetary matters related to these areas.

Office of the Associate Provost and Dean for Academic Affairs

Room 8113; Telephone: 1-212-817-7200

Email: apaa@gc.cuny.edu

Associate Provost and Dean for Academic Affairs: Professor David Olan, D.M.A.

Assistant to the Associate Provost: Tamra Gayle

Director of Graduate Assistant Programs: Anne Ellis

Associate Director of Student Research Fellowships: Rachel Sponzo

Human Research Protection Program Manager: Marianna Azar, Ph.D.

The Associate Provost and Dean for Academic Affairs serves as deputy to the Provost. He supervises the Office of Financial Aid and is responsible for most student fellowship programs and graduate assistantships. These include: Graduate Center Fellowships, Writing Across the Curriculum Fellowships, Graduate Teaching Fellowships, and Dissertation

Fellowships. He is responsible for the Office of Educational Opportunity and Diversity. He oversees interdisciplinary studies, professional development offerings, The CUNY Graduate Center Language Reading Program, and the Student Academic Appeals Committee. He is the Provost's representative to the Curriculum and Degree Committee.

Office of the Dean for the Sciences

Room 8111.03; Telephone: 1-212-817-7215

Email: sciences@gc.cuny.edu

URL: <http://www.gc.cuny.edu/sciences>

Twitter: [@GCsciences](https://twitter.com/GCsciences)

Facebook: www.facebook.com/SciencesatGC

Dean for the Sciences: Joshua Brumberg, Ph.D.

Administrative Assistant to the Dean: Myra Doneger

The Dean for the Sciences oversees The Graduate Center's Advanced Science Research Center, supervises the science doctoral programs and the health sciences doctoral programs. He is a Graduate Center liaison to the Office of the University Dean for Research, and to the senior CUNY college divisions that participate in the doctoral science programs.

Office of Research and Sponsored Programs

Room 3300; Telephone: 1-212-817-7520

Email: rsp@gc.cuny.edu

URL: <https://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Research-Sponsored-Programs>

Executive Director of Research and Sponsored Programs: Edith Gonzalez, Ph.D.

Email: egonzalez3@gc.cuny.edu

Director of Sponsored Research: Hilry Fisher

Email: hfisher@gc.cuny.edu

Director of Budgets and Special Programs: Adrienne Klein

Email: aklein@gc.cuny.edu

Associate Grants Administrator: Huyuni Surratt

Email: hsurratt@gc.cuny.edu

Doctoral Student Research Grant Program: Email: rsp@gc.cuny.edu

Assistant Coordinator: Nichol Gallimore

Email: ngallimore@gc.cuny.edu

The Office of Research and Sponsored Programs serves The Graduate Center community in all matters related to external grants and contacts when support research, including government, foundation, or industry sources. The office has access to the latest search engines that can be used to assist researchers in identifying sources of possible funding based on topic areas and interests. The office also assists researchers in developing effective strategies for submitting competitive grant proposals and post-award administration. Resources awarded to the researcher through The Graduate Center are managed by the CUNY Research Foundation for payment of expenses and accounting. Our office is the liaison between the Principal Investigator and the Research Foundation.

Office of the Senior Vice President for Finance and Administration

Room 8107; Telephone: 1-212-817-7600

Email: favop@gc.cuny.edu

Senior Vice President for Finance and Administration: Sebastian Persico, Ed.D.

Administrative Assistant: TBA

Assistant Vice President for Finance: Stuart B. Shor

Room 8401; Telephone: 1-212-817-7660

The Senior Vice President for Finance and Administration is the President's principal administrative officer. He is generally responsible for such areas as accounting, budget requests and allocations, bursar, payroll, purchasing and receiving, nonacademic personnel, graphic arts, and mailroom, and for all matters pertaining to the day-to-day operation, maintenance, and security of The Graduate Center.

Office of Human Resources

Room 8403; Telephone 1-212-817-7700; Fax 1-212-817-1639

Email: hr@gc.cuny.edu

URL: <http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources>

Executive Director of Human Resources: David Boxill

Confidential Executive Assistant: April Stuckey

The Office of Human Resources (OHR) supports a vibrant, diverse, and inclusive employee community at The Graduate Center and at its affiliated CUNY colleges and professional schools, which include the Graduate School of Journalism, Macaulay Honors College, and School of Public Health. Through high-level expertise and services, we seek to create a workplace where faculty, staff, and student employees can thrive. Our comprehensive program includes employee relations, recruitment, benefits, compensation, professional development, coaching, and mentoring, with emphasis on quality and responsiveness. The OHR team works to ensure an environment of professionalism, mutual trust, and respect. We invite you to explore the administrative services and opportunities available to our faculty, staff and student employees.

Please visit the Office of Human Resources website by clicking the HR tab at the top of The Graduate Centers' homepage or visiting: www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources for procedures, policies, announcements, job openings, forms, and onboarding information for new staff. Time and Leave questions may be directed to timeandleave@gc.cuny.edu.

Office of Compliance and Diversity

Room 7301; Telephone: 1-212-817-7410

Email: compliancediversity@gc.cuny.edu

Chief Diversity Officer / Title IX Coordinator: Edith Rivera

Affirmative Action Specialist: Takisha Folade-Charles

Reporting to the President, the Chief Diversity Officer is responsible for directing the activities of the office, and development, implementation, monitoring of the Affirmative Action Program, and making policy and program recommendations regarding equal employment opportunities. As Title IX Coordinator, she coordinates investigations of all employee and student complaints of alleged discrimination and provides routine guidance to search committees and the college community on recruitment policies and procedures.

Office of Facilities Services and Campus Planning

Room 9118; Telephone: 1-212-817-7730; Fax: 1-212-817-1605

Email: facilities@gc.cuny.edu

Director of Facilities Services and Campus Planning: Charles Scott

Telephone: 1-212-817-7736

Facilities Director's Assistant: Carline Dennery

Telephone: 1-212-817-7734

Evening Administrator: Orlando Rosario

Telephone: 1-212-817-7731; 1-212-817-2516 after 5 p.m.

Administrative Executive Coordinator: TBA

Telephone: 1-212-817-7733

The Office of Facilities Services and Campus Planning is responsible for the operation, maintenance, and repair of The Graduate Center's heating, ventilating, and air conditioning systems as well as all other mechanical, electrical, plumbing, and elevator systems. In addition, the office supervises all cleaning operations and setups for classes, conferences, seminars, and other special events. Members of The Graduate Center community may wish to visit the office to learn about the services available and the process for requesting services.

Office of Security and Public Safety

Room 9117; Telephone: 1-212-817-7761

Email: security@gc.cuny.edu

URL: <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety>

Executive Director of Institutional Services: John Flaherty

Assistant to the Director of Security and Public Safety: Diane Rosenblum

Room 1215; Telephone: 1-212-817-7768

Assistant Director of Security and Public Safety: Craig Primus

Lobby Desk; Telephone: 1-212-817-7777

Lost and Found: Found articles may be deposited and lost articles may be claimed at the Lobby Desk.

The Office of Security and Public Safety strives to provide a safe and secure environment for The Graduate Center community while protecting and respecting the rights of the individual. Responsibilities include crime prevention, emergency response, access control, key distribution, fire safety, special event security, and administration of the Lost and Found. Security and Public Safety personnel provide a visible security presence through a combination of fixed posts and roving patrols, 24 hours a day, seven days a week. The Office of Security and Public Safety has an excellent working relationship with local law enforcement agencies and is available to make confidential referrals.

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Act, The Graduate Center is required to disclose certain timely and annual information about campus crime and various security policies. An annual report that contains crime statistics for the prior three years as well as sexual assault and crime reporting information must be made available each year by October 1st. In addition, timely warning must be issued whenever a crime takes place that poses an ongoing threat to the community. This information can be viewed on the above-referenced website. Printed copies of the report can be obtained in the Office of Security and Public Safety.

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Harassing conduct creates a "hostile environment" when sufficiently severe or pervasive to limit a student's ability to participate in educational activities.

If you are the victim of a sexual assault, sexual harassment, domestic violence, intimate partner violence, dating violence, or stalking you should immediately contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence:

- Chief Diversity Officer/Title IX Coordinator: Edith Rivera, Room 7301, 212-817-7410, erivera@gc.cuny.edu
- Chief Student Affairs Officer: Matthew G. Schoengood, Room 7301, 212-817-7400 mschoengood@gc.cuny.edu
- Director of Public Safety: John Flaherty, Room 9117, 212-817-7761, jflaherty@gc.cuny.edu
- Executive Director of Human Resources: David Boxill, Room 8403, 212-817-7700 dboxill@gc.cuny.edu

A proper relationship between the Office of Security and Public Safety and the college community, fostered by trust and confidence, is essential to a successful security and safety program. In order for us to better understand the community's perception of our service, it is important that we investigate any allegation of inappropriate officer conduct. Your criticisms and constructive suggestions for improvement are welcome. Each complaint

will be thoroughly investigated and appropriate corrective action will be taken when warranted. We also welcome recognition of exceptional service provided by Graduate Center officers. You can file a complaint or commendation at the Lobby Desk by asking for the tour supervisor or by mailing, emailing, or calling the Director of Security and Public Safety.

The Office of Security and Public Safety also has responsibility for environmental and occupational health and safety matters. By periodically inspecting our facility, identifying and controlling recognized hazards, complying with state and federal regulations, and planning for emergencies, Security and Public Safety personnel are committed to providing a safe and healthful environment for our students, staff, and faculty. Any questions or complaints concerning health and safety should be forwarded to the Director of Security and Public Safety.

Ombuds Office

Room 8108; Telephone: 1-212-817-7190

Email: ombuds@gc.cuny.edu

URL: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Ombuds>

Ombuds Officer: Martin R. Gitterman, Ph.D.

The Ombuds Officer serves as a resource to The Graduate Center community in helping students, staff, and faculty resolve problems. The Ombuds Officer has been designated as a neutral, confidential, independent, informal complaint handler. His job is to listen, to provide information, and to clarify institutional procedures for dispute resolution.

The Ombuds Office offers a safe place for students to voice concerns, evaluate situations, organize their thoughts, access feelings, and explore options for resolving problems. The Ombuds Officer can gather information, serve as a shuttle diplomat, or mediate, as well as provide referrals to relevant authorities. The Ombuds Officer operates outside the administrative hierarchy and reports directly to the President. In a manner consistent with the preservation of the principles of confidentiality and impartiality the Ombuds Officer may identify to the President areas of concern warranting further attention.

Office of Institutional Advancement

Room 8204; Telephone 1-212-817-7130

Email: development@gc.cuny.edu

URL: <http://www.gc.cuny.edu/Support-the-GC>

Vice President for Institutional Advancement and Executive Director for The Graduate Center Foundation: Jay Golan

Administrative Director for Institutional Advancement: Molly Yin

Director of Major and Special Gifts: TBA

Director of Alumni and Member Relations: Jim Cronin

Director of Individual Giving: Tara McDonnell

Director of Foundations and Corporations: Helen Koh, Ph.D.

Development Database Specialist: Cheryl Otusile

The office is responsible for all fundraising at The Graduate Center, both unrestricted and for specific priorities such as scholarships, programs and centers, and capital and endowment needs requiring private sources of income. Funds are solicited from individuals, foundations, and corporations, and through current or planned gifts. The staff works in consultation with the Foundation's Board of Trustees to build relationships with donors and expand funding. The Vice President is concurrently Executive Director of the Graduate School Foundation, reports to the President of The Graduate Center, and provides financial management of the Foundation's endowment.

Office of Communications and Marketing

Room 8302; Telephone: 1-212-817-7170

Email: comms@gc.cuny.edu

URL: <http://www.gc.cuny.edu/comms>

Vice President, Communications & Public Affairs: Lori Duggan Gold

Director of Media Relations: Tanya Domi

Director of Digital Media: Kimberly Miu

Editor for Institutional Content: Bonnie Eissner

Director of Public Programs: Karen Sander

Director of Sales and Marketing: Wendy DeMarco Fuentes

The Office of Communications and Marketing is responsible for The Graduate Center's brand and institutional voice, which includes the website, internal and external communications, social media, media relations, public affairs, marketing efforts in both print and digital formats, and the *365 Fifth* digital newsletter as well as public programs. The office also manages the GC's government relations effort.

Office of Special Events and Events Planning

Room 9113; Telephone 1-212-817-7150

URL: <http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Event-Planning>

The Office of Special Events and Event Planning develops and disseminates policies to ensure effective coordination and efficient management of Graduate Center special events, including Commencement; advises faculty, directors of centers and institutes, and heads of offices about organizing and sponsoring special events, lecture series, conferences, receptions, and dinners; and manages rental of space to outside groups.

Office of Building Design and Exhibitions

Room 9119; Telephone: 1-212-817-7394

Email: rring@gc.cuny.edu

Director of Building Design and Exhibitions: Ray Ring

The Office of Building Design and Exhibitions provides aesthetic consultation and services throughout The Graduate Center's campus and establishes and maintains building and interior design standards. This includes developing and implementing plans for interior design and managing exhibition spaces.

Information Technology

Main Office: Room 8311

Telephone: 212-817-7350

Email: it@gc.cuny.edu (for IT support matters)

URL: <http://www.gc.cuny.edu/IT>

Vice President for IT and Administrative Services: Robert D. Campbell

Assistant Vice President for IT: Elaine Montilla

Director of the Division of Administrative Services: Tawana C. Spellén

Director of the Division of Client Services: Mukul David Kapur

Director of the Division of Systems Services: Matthew Liston

Information Technology (IT) is the division of The Graduate Center responsible for voice, video, and data systems and services. The mission of this unit is to promote, facilitate, and support the effective use of technology, in learning, in research, and in processing and accessing institutional information. Organizationally, IT is comprised of three divisions: Administrative Services, Client Services, and Systems Services.

IT services and resources provided to students include, but are not limited to, network accounts and Office 365 email accounts, cloud-based file storage via Office 365, desktop support and assistance, the GC Blackboard environment for online learning, a WordPress site for hosting webpages, and a video streaming service. IT provides and maintains a sizable collection of Windows and Mac computing platforms, as well as network printers and desktop scanners, in the library, in the Ph.D. program suites, and in a variety of other student spaces. High speed wireless access is available throughout the building.

The GC desktop computers are configured with an extensive software suite to support a breadth of student activities. GC network accounts also provide access to a host of online library databases. The GC IT website houses a great deal of information. We encourage all students to visit the IT website to learn more about the resources and services available to you.

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' Graduate Center email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources. <http://www.cuny.edu/website/privacy.html>

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

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. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State's Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies.

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

Library

Telephone: 1-212-817-7040

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

Chief Librarian: Professor Polly Thistlethwaite

The Graduate Center's Mina Rees Library supports the research, teaching, and learning activities of The Graduate Center by connecting its community with print materials, electronic resources, research assistance and instruction, and expertise about the complexities of scholarly communication and digital scholarship. It also serves as a gateway to the collections of other CUNY libraries, the New York Public Library (NYPL), and libraries worldwide.

Located on three floors of The Graduate Center, with its entrance on the first floor, the library is a hub for discovery, delivery, and digitization. It also features study space sequestered from Midtown crowds and the event-intensive bustle of The Graduate Center. The library's website (<http://library.gc.cuny.edu>) connects users with library resources and services, including many databases, electronic journals, and electronic books, all of which are accessible both on and off site. The website also allows users to ask questions 24/7 via live chat with a reference librarian, request and renew materials, and schedule individual research consultations. In addition to providing individual instruction, the library conducts frequent workshops on citation management tools, research skills, and scholarly communications. The library also manages The Graduate Center section of CUNY Academic Works, CUNY's institutional repository (<http://academicworks.cuny.edu/>), and assists scholars in self-archiving their works.

Graduate Center students also have library privileges at many other libraries, including full use and borrowing privileges at all CUNY libraries except the CUNY School of Law Library. NYPL's Science, Industry, and Business Library is located around the corner from The Graduate Center, and the vast humanities and social sciences collections of NYPL's Stephen A. Schwarzman Building are only eight blocks away. NYPL grants Graduate Center students special borrowing privileges for materials held at its research libraries, and students can also apply to the Manhattan Research Library Initiative (MaRLI) for borrowing privileges at NYU and Columbia. The library participates in a CUNY-wide intercampus book delivery system and offers a highly efficient interlibrary loan service for obtaining materials beyond CUNY.

Students can interact with the library on Facebook and Twitter (@CUNYGCLibrary), as well as through its blog on the CUNY Academic Commons (<http://gclibrary.commons.gc.cuny.edu/>).

Amenities and Other Services

Dining, Lounges, and Meeting Spaces

The **Student/Faculty Dining Commons** is located on the 8th floor. A convenient comfortable space for students and faculty to meet, the Dining Commons offers a “Student Budget Lunch” to students with valid ID cards. For further information, contact the Dining Commons Manager (1-212-817-7953; diningcommons@gc.cuny.edu).

The **365 Express Coffee Shop** presents breakfast and a variety of “Quick Pick” lunch items, snacks, and beverages. It is located on the first floor and is open from 8 a.m. to 7 p.m. Please note that 365 Express will be closed on days when there are no classes. On those days, Dining Commons will be open from 8 a.m. to 3 p.m.

The **Foundation Lounge**, adjacent to the 365 Express Coffee Shop, offers comfortable seating and coin-operated food and beverage dispensers. The Foundation Lounge is open when the building is open and can be entered either through the door to Room 1102 or from 365 Express when the coffee shop is open. (For GC building access hours, please refer to “Building and Library Access.”)

The **Robert E. Gilleece Student Center** is located on the 5th floor. It houses offices for student government and chartered organizations of the Doctoral Students’ Council, three lounges (Room 5414, Room 5409 and Room 5396), a kitchenette, meeting space (Room 5489), and a computer lab (Room 5487). Information about the use of the Gilleece Student Center, including access, room reservations, and meeting spaces, may be obtained by contacting the Doctoral Students’ Council, 1-212-817-7888, visiting Room 5495 or 5497 and at <http://www.cunydisc.org>.

Room 9201 at the GC has been designated as a quiet **Meditation Room**, a space for prayer/meditation/reflection.

Room 7405 at the GC has been assigned as the **Master’s Study Room**, a quiet space and meeting room.

Information concerning the availability of space at The Graduate Center for special events or meetings may be obtained from **Room Reservations** by sending an email to roomres@gc.cuny.edu.

Bulletin Boards, Digital Signage, and Posted Literature

The Graduate Center’s digital signage system is designed to highlight the GC’s daily calendar of events as well as provide an internal communication platform to promote events and announcements central to our institutional purpose. Digital screens are maintained by various administrators. Instructions for using the digital signage system are available at <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Office-of-Communications-and-Marketing/Resources/Digital-Signage-Templates>.

Additional information may be found throughout The Graduate Center on bulletin boards or easels in display areas administered by different programs and offices, including the Offices of Student Affairs (Room 7301), Research and Sponsored Programs (Room 8309), and Human Resources (Room 8403; outside the Human Resources office; the 8th floor Elevator Lobby; and in Room 8313, the Staff Lounge), the Wellness Center (Room 6422), and the library.

The posting of materials on walls, windows, doors, equipment, kiosks, elevators, and restrooms is prohibited. Posted literature must identify the issuing person or organization. Due to space limitations, outdated literature or duplicate postings on the same easel will be removed.

Recreational and Exercise Facilities

The Graduate Center offers a small number of fitness classes on campus. Classes have included Yoga and Pilates. Information on classes is available from the Student Affairs office at 1-212-817-7400. Pre-registration is required for all classes. By special arrangement with Baruch College, enrolled Graduate Center students have been allowed to become members of the Baruch College Athletics and Recreation Complex (ARC), and it is anticipated that this arrangement will continue. Under the current provisions, Graduate Center students need to obtain from the GC Registrar's office a certification of enrollment to present to the ARC Facilities Director and complete paperwork at Baruch along with payment of \$100 for the year. Information about the ARC facilities can be found at their website at http://athletics.baruch.cuny.edu/sports/2006/1/9/Facilities_and_Schedules.aspx. Graduate Center students are also welcome to use the John Jay College Cardiovascular Fitness Center (899 Tenth Avenue, Suite 601) for a \$275 annual fee (half-year membership is available for \$137.50). For John Jay, students must first have a physical examination (\$25 on-site exams are available twice a year). For further information, call 1-212-237-8367. "Medical Referral forms" are available online at <http://www.johnjayathletics.com/sports/2006/8/17/facil.aspx>.

Graduate Center Health-Care Resources

Wellness Center / Student Health Services

The focus of the Wellness Center's Health Service has changed from prior years and is now devoted exclusively to serving as a resource for health information and education. Student Health Services provides health and wellness education, referral, and health information throughout the year, including presentations, workshops, health screening events and the yearly comprehensive Wellness Festival, held during the spring. Although students who are ill or require routine health care should seek service outside the Graduate Center, we can offer information and referrals to assist you in finding the health care you need.

The Graduate Center's Wellness Center no longer offers direct clinical patient care. If a student is experience a health emergency, notify Security at 7777 and/or call 911.

Wellness Center / Student Counseling Services

In addition to providing direct short-term psychotherapeutic services free of charge to registered Graduate Center students, Student Counseling Services (Telephone: 1-212-817-7020) maintains a referral list of private practitioners and institutions offering psychological services. Most of these take NYSHIP and some provide services to students for low or moderate fees. The center also offers seminars and workshops on such specific psychological issues as dissertation completion, writing anxiety, stress reduction, procrastination, learning to teach, and parenting. Please feel free to call for more information.

Substance Abuse Counseling and Referral Services

Student Counseling Services (Telephone: 1-212-817-7020) offers referral services for issues pertaining to substance abuse.

Lactation Room

A dedicated space has been established at The Graduate Center for mothers to express breast milk for a nursing child. Room 7408, also called the Mothers' Room, is available to all nursing women students and employees who present a current Graduate Center ID. Those wishing to use the Mothers' Room should fill out a one-time key request form in the Student Affairs office, Room 7301. Nursing mothers may also use the Child Care Center (until 5 p.m.) for the same purpose, ring the bell for Room 3201.

New York State Health Insurance Plan (NYSHIP)

Matriculated doctoral students at The Graduate Center who are (1) employed as either Graduate Assistants A, B, C, or D; or in one of the eligible Adjunct titles and (2) meet specific income minimums in those job titles are eligible to enroll in the New York State Health Insurance Program (NYSHIP). The health insurance is made available through the Student Employee Health Plan (SEHP).

The program provides medical, hospitalization, prescription drug, mental health/substance abuse, dental, and vision benefits. Benefits are administered by a specified insurance provider depending upon the coverage.

Participants pay for the plan by having automatic biweekly deductions from their paychecks. For 2018, the biweekly premium is \$16.76 for individual coverage and \$104.58 for family coverage (which includes spouses, children, and domestic partners). The cost for the NYSHIP program is subsidized by The Graduate Center and the University

Chancellery. Additional information is also available by accessing the GC website at <https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Insurance> or sending an email to healthinsuranceinfo@gc.cuny.edu, calling 212-871-7400, or stopping by the Student Affairs office, Room 7301.

Voluntary Student Health and Accident Insurance Plans

The Graduate Center offers health insurance information for both part- and full-time students and for postdoctoral research fellows at The Graduate Center. Participation in any plan is entirely voluntary but is strongly recommended. General health-related information, brochures, application forms, and a guide, “Student Health Insurance and Selected Resources,” prepared by the Office of Student Affairs, are available in the Student Affairs office, the Wellness Center, and online at <https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Insurance>. The health insurance guide, which does not endorse specific providers, details contact representatives, phone numbers, and/or mailing addresses for your follow-through efforts on all programs listed.

Please call 1-212-817-7400 for further information or to make an appointment to discuss questions you may have. The Graduate Center provides only information on voluntary insurance programs and is not responsible for students’ choices.

PLEASE NOTE:

Information about hospitals and other health services in New York City, including clinics and emergency rooms, can be found at <http://www.nyc.gov/html/hhc>. Below are some hotline and other phone numbers for additional reference.

- Alcoholics Anonymous1-212-647-1680
- Al-Anon Intergroup Services.....1-212-941-0094
- HIV/AIDS Hotline1-800-541-2437
- Gay Men’s Health Crisis Hotline1-800-243-7692
- Lifenet (confidential mental health and substance abuse services)1-800-543-3638
- National Suicide Prevention Lifeline..... 1-800-273-TALK(8255)
- Special Victims Liaison Unit/Hot Line (confidential, nonrecorded telephone service answered by specially trained female New York City police detectives) ..1-212-267-7273
- Safe Horizon (abuse, rape, etc.) (24-hour number)1-866-689-4357

The following link contains resources for victims/survivors of sexual violence <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Compliance-and-Diversity>.

Office of Alcoholism and Substance Abuse Services (OASAS) Hotline and CUNY Resources for Substance Abuse and Overdose (NYS Governor’s Office Opiate/Heroin Initiative)

CUNY has joined the New York State Governor’s Office in an important initiative to address the recent increase in heroin overdose. Heroin is an opiate, a class of drugs that is derived from the poppy plant. All opiate abuse, including many prescription painkillers, can lead to addiction, overdose, and even death. If you or someone you know is abusing heroin or prescription painkillers, CUNY’s Mental Health and Wellness Offices can provide educational resources and referrals to organizations that can help. In addition, selected CUNY health and public safety staff are being trained to administer Naloxone, a drug used to counter the effects of opioid overdose and prevent death. For immediate help, visit your local emergency room, or call the OASAS HOPEline at 1-877-846-7369 24 hours a day, seven days a week, to speak with a trained medical professional. HOPEline staff can answer your questions and help you find treatment. All calls are free and confidential.

Governance

Graduate School Governance Document

The governance of the Graduate School of The Graduate School and University Center is outlined in its Governance document and the Bylaws of Graduate Council. The Governance document includes provisions regarding administration, degree and certificate programs, faculty membership, and faculty and student responsibilities. The Bylaws of Graduate Council set forth its rules of governance. The Governance document and the Bylaws are available on the Web at <http://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Governance,-Policies-Procedures>.

Student Leadership Eligibility

The CUNY Board of Trustees bylaws require the Vice President for Student Affairs to certify to the President of The Graduate Center and/or to the Chancellor of the University, that all students running for or holding certain elected or appointed leadership positions meet specified academic and term limit eligibility guidelines. These guidelines apply to all student members (and alternates) of the following bodies: student government, including the Doctoral Students' Council (DSC) and the University Student Senate (USS); Graduate Council, including all Graduate Council committees; all Graduate Center advisory committees, including search committees; departmental governance bodies and committees, including search committees; Faculty-Student Disciplinary Committee; College Association Governing Board; Auxiliary Enterprise Governing Boards; Student Election Review Committee (SERC); and editors of student publications (as well as officers and directors of any radio/TV station).

The academic eligibility guidelines pertinent to Graduate Center students require that students running for or holding the specified positions be matriculated at The Graduate Center; have a grade point average of 3.0; *and, if a Level I or master's student*, be registered for a minimum of 3 credits and "have completed and earned passing grades in at least 50 percent of the credits for which [he or she] registered the prior semester, but in no event less than 3 credits"; *or, if a Level II or Level III student*, be making satisfactory academic progress.

Except for Doctoral Students' Council Co-Chairs, who are limited to a maximum of three years, "[s]tudents shall be permitted to serve in the same executive office in a student government, the University Student Senate, or [executive office in an] other student leadership position for a maximum of two years."

The full policy can be found at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/StudentLeadershipEligibility-Guidelines.pdf.

Questions regarding the eligibility guidelines may be addressed to Elise Perram, Director of Student Affairs (1-212-817-7411; eperram@gc.cuny.edu).

Graduate Council

Graduate Council is the academic governing body of The Graduate School of the Graduate School and University Center, and the Bylaws of Graduate Council set forth its rules of governance. Members include representatives of the faculty, students, and administration. The President of The Graduate Center is the Chair of Graduate Council. The Executive Committee of Graduate Council formulates the agenda and brings actions to Graduate Council, which meets four times each year. Graduate Council is concerned with such matters as curriculum, degree requirements, standards of admission, academic performance, and program governance. Much of the work of Graduate Council is done through its standing committees, which include the following:

Executive Committee
Committee on Structure
Committee on Curriculum and Degree Requirements
Committee on Research
Committee on Committees
Committee on Student Services
Student Academic Appeals Committee
Library Committee
Committee on Information Technology

Complete information on the membership and functions of Graduate Council is contained in the Bylaws of Graduate Council, available on the Web at <http://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Governance,-Policies-Procedures>.

Doctoral and Graduate Students' Council (DSC)

Robert E. Gilleece Student Center, Fifth Floor
Main Office: Room 5495; Telephone: 1-212-817-7888
Email: dsc@cunydisc.org
URL: <http://www.cunydisc.org>

The Doctoral and Graduate Students' Council (DSC) is the sole policymaking body representing students in doctoral or master's programs at The Graduate Center. It serves and advocates for all students enrolled in Graduate Center doctoral and master's programs or courses who pay a Graduate Center Student Activity Fee. This includes students whose programs may be based largely at other CUNY campuses. The DSC administers the money collected from the Student Activity Fee and welcomes suggestions from the student body on how to maximize the use of its resources.

The DSC is located in the Robert E. Gilleece Student Center on the 5th floor. It houses the student organizations chartered by the DSC and has two spacious, large-windowed student lounges (Rooms 5414 and 5409) where students can meet and relax. These lounges, together with two smaller conference rooms (Rooms 5489 and 5396), are available for reservation for student events through the DSC.

The Executive Committee consists of three co-chairs, the University Student Senate (USS) Delegate, and the University Faculty Senate (UFS) Liaison:

Co-Chair for Student Affairs: Alison Parks (Political Science);
 Room 5493; Telephone: 1-212-817-7881; ccsa@cunydisc.org
 Co-Chair for Communications: Teresa Ober, (Educational Psychology)
 Room 5491; Telephone: 1-212-817-7847; ccc@cunydisc.org
 Co-Chair for Business: Raj Korpan (Computer Science)
 Room 5499; Telephone: 1-212-817-7892; ccb@cunydisc.org
 University Student Senate Delegate: Roderick Hurley (Psychology)
 Room 5496; Telephone: 1-212-817-7866; uss@cunydisc.org
 University Faculty Senate Liaison, Anaïs Wong (Political Science)
 Room 5496; Telephone: 1-212-817-7867; ufs@cunydisc.org

The Steering Committee consist of the Executive Committee and six officers-at-large who which oversee a particular domain:

Andrew Alger (History); funding@cunydisc.org; Officer for Funding
 Jason Nielsen (English); governance@cunydisc.org; Officer for
 Governance and Membership
 Ana Perry, (Art History); health@cunydisc.org; Officer for Health and Wellness
 Shoumik Bhattacharya (English); outreach@cunydisc.org; Officer for Outreach
 Elena Chávez Goycochea (Latin American, Iberian, and Latino Cultures);
services@cunydisc.org; Officer for Student Life and Services
 Marlene Nava Ramos (Earth and Environmental Sciences); technology@cunydisc.org;
 Officer for Technology and Library

Each program has representatives to the council elected on a proportional basis according to the number of students enrolled in the particular program. In addition,

at-large representatives are elected from the student body as a whole: one at-large representative for every two hundred students. A listing of DSC representatives is available from the DSC office and on the website, <http://www.cunydisc.org>. The DSC nominations are held each February and elections each April. Nominees are solicited from and voted for within each discipline. The incoming council elects the officers from among its own membership in May. The term of the new council and its officers begins on July 1.

DSC Affiliates

The Doctoral and Graduate Students' Council (DSC) maintains three affiliates which advocate for students' interests in different domains. Each affiliate is led by one or more senior employees paid on an annual basis and selected by a hiring team convened by the DSC after public announcements about open positions.

• *Adjunct Project*

The DSC Adjunct Project exists to improve the employment opportunities, situation, and status of CUNY doctoral student adjuncts. Project staff use a variety of methods to accomplish these goals. They engage in advocacy for doctoral student adjuncts, publicize issues of importance to doctoral student adjuncts, facilitate communication about issues of concern, and assist students in advocating for themselves with department chairs and other University administrators. In cases where adjuncts are represented by an existing union, the project works to advocate for them within the union and to make clear the issues of importance to doctoral students. For inquiries or more information about the Adjunct Project, stop by Room 5498, call 1-212-817-7869, or visit <http://cunyadjunctproject.org>.

The current Adjunct Project senior employees are:

Coordinator for Advocacy and Education: TBA;

Coordinator for Labor Relations: Sheehan Moore (Anthropology);

smoore@gradcenter.cuny.edu

Coordinator for Organization and Planning: Lynne Turner (Sociology);

lturner@gradcenter.cuny.edu

Coordinator for External Organizing: Rafael A. Mutis Garcia (Earth and Environmental Sciences); rmutis@gradcenter.cuny.edu

• *The Advocate*

The *GC Advocate* is the student voice of The Graduate Center community and is published six times a year with support from the Doctoral Students' Council. For more information about the *Advocate* or to inquire about being a paid freelance contributor, stop by Room 5396, call 1-212-817-7885, visit <http://opencuny.org/gcadvocate/>, or email gcadvocate@gc.cuny.edu.

The current senior employee is:

Editor-in-Chief: TBA

• *OpenCUNY*

OpenCUNY advocates on behalf of and provides students access to free and open-source digital media. Currently, OpenCUNY runs an installation of WordPress, which offers free Web space for students as well as organizations, whether they are officially chartered through the DSC or are ad hoc groups. For inquiries or more information about OpenCUNY, stop by Room 5396 or visit www.opencuny.org.

The current OpenCUNY senior employees are:

Coordinator for Education & Support: Paul Hebert (English); paul@opencuny.org

Coordinator for Planning & Development: Laurie Hurson (Environmental Psychology); laurie@opencuny.org

Coordinator for Organizing & Action: Kristen Hackett (Environmental Psychology); kristen@opencuny.org

Program Student Associations

The DSC officially recognizes student governments within programs as the official bodies representing students in their programs. To petition for recognition, a student government must present a ratified constitution, evidence that a majority of the voting body of that government supports DSC recognition, and evidence that any officers or representatives

were elected by democratic processes. Program Student Associations (PSAs) must renew their recognition each year. For up-to-date information about PSAs, see the DSC website, <http://www.cunydisc.org>.

The following are program student governments currently recognized by the DSC:

- Computer Science Students' Association
- Criminal Justice Doctoral Students' Association
- Doctoral Theatre Students' Association
- English Student Association
- French Program Student Association
- Philosophy Students' Association
- Political Science Graduate Students' Association
- Sociology Students' Association
- Urban Education Students' Association

Student Organizations Chartered by the DSC

The DSC considers requests for charters for interdisciplinary student organizations. Based on the organization's intent and fulfillment of various structural requirements, the DSC evaluates and votes on whether to charter the organization, which entitles its members to funding according to specified guidelines. (Consult the DSC Co-Chair for Student Affairs for further information.) For up-to-date information about student organizations, see the DSC website, <http://www.cunydisc.org>.

The following are current student organizations chartered by the DSC:

- AELLA (Latino & Latin-American Students Association)
- Africa Research Group (ARG)
- Africana Studies Group (ASG)
- American Studies Group (aka CUNY Americanists)
- Arab Crossroads
- Association for Critical Theory (ACT)
- Chinese Students and Scholars Association (CSSA)
- Cinema Studies Group (CSG)
- Classical and Ancient Near Eastern Studies Group (CANES)
- Collective of Critical Transport Scholars
- Colombian Studies Group
- Comp Comm
- Critical Palestine Studies Association
- CUNY International Marxist Club
- CUNY Public History Collective (CUNY PHC)
- CUNY STEM Outreach
- CUNY Women In Science, Technology, Engineering and Math
- Dominican Studies Group
- Early Modern Interdisciplinary Group (EMIG)
- Feminist Studies Group (FSG)
- Food Studies Collective
- FRAME (Journal of Visual Material Culture)
- GC Poetics Group
- GC-ISO: GC Chapter of the International Socialist Organization
- Global Studies Collective
- Hunter Alliance of Cross-Disciplinary Sciences (HACS)
- Immigration Working Group
- Jewish Connection Group
- Korean Student Association (KSA)
- Mentoring Future Faculty of Color Group (MFFC)
- Middle Eastern Studies Organization (MESO)
- Mise en Scène
- Nature, Ecology and Society
- Pearl Kibre Medieval Study
- Postcolonial Studies Group (PSG)

Prison Studies Group
Puerto Rican Studies Group
QUNY
Religion and the Sacred in Art and Critical Theory Studies (RSACT)
Space Time Research Collective
SPTSA: Social and Political Theory Students Association
Students of the State (SOS)
Taiwanese Students Organization (TSO)
Text Textile Texture Studio (3 Text)
Thought Club
Twentieth Century Area Studies Group
Women of Color Network

Services Provided by the DSC

• *Representation and Policymaking*

In addition to informal and ongoing communications, the DSC Executive Committee and Steering Committee members meet regularly with members of The Graduate Center administration to advocate for students and exchange information. Students may have issues presented by their DSC representatives or the DSC Executive Committee before the Doctoral Students' Council, or can personally address the council by requesting to be put on the DSC agenda for an upcoming meeting. This may, in turn, result in discussion or actions taken within the DSC or between the DSC and the administration. The DSC members also act as advocates for graduate student interests at the Board of Trustees, University Student Senate, University Faculty Senate, New York State Assembly, and the Mayor's Office, and with The Graduate Center administration. Students who are interested in serving on Graduate Council or advisory committees should indicate their interest to the DSC co-chairs. (Please refer to the Student Leadership Eligibility section for standing committees of Graduate Council and consult a co-chair for other committee information.) Examples of DSC efforts on students' behalf include: working for tuition remission for all graduate students; securing enhanced fellowships, professional development funds, and research awards for students; striving for improvements in student health insurance and services provided by the Wellness Center; working to ensure student representation on Graduate Council standing and ad hoc committees as well as on program committees; opposing tuition increases; and maintaining student autonomy in handling Student Activity Fees. The DSC co-chairs serve as ombudspersons for students, providing information and assistance as requested. This includes guidance and referral in grievance matters and working with departmental student representatives to address student grievances at The Graduate Center.

• *Funding Opportunities*

DSC Grants. The DSC provides funding for cultural events, conferences, performances, professional development activities, publications, seminars, and other projects organized by students from program standing or ad hoc committees, chartered organizations, or ad hoc groups not necessarily associated with programs or chartered organizations. The Grants Committee gives priority to applications that are interdisciplinary in nature and to programs, disciplines, and areas of interest that have not received grant funds during the current fiscal year. Participation in grant-funded activities must be free and open to all Graduate Center students. Specifics about grants can be found on the DSC website at <http://www.cunydisc.org/grants>.

Program Allocations. Funds derived from the Student Activity Fees are also available for use by the individual programs. Each program receives a per-semester allotment based on the number of students—either \$5 per student or \$200 per program, whichever is larger. These student funds must be obtained through program representatives to the DSC and must be requested within the academic year for which the funds are allocated. Funds are disbursed as reimbursements through check requests, which can be filed at <http://www.cunydisc.org/works>.

- ***Outreach and Social Activities***

The DSC keeps The Graduate Center community informed on important issues through the DSC website, social media, the student newspaper (the *Advocate*), posters, and open forums. The DSC also organizes free Graduate Center student social events, including all-school parties, as well as hosting a lunch and open house during new student orientation when funding allows. The Outreach Committee also organizes at least two campus outreach visits each semester, with campuses selected on a rotating basis.

- ***Legal Services***

The DSC provides free legal consultations through a partnership with New York State licensed lawyers. To find out more and request a consultation, visit the DSC website at <http://www.cunydisc.org/services/legalconsultation/>.

- ***Meeting and Event Space***

The Robert E. Gillece Student Center (5th floor) has a microwave, sofas, worktables, meeting space for student chartered organizations, and office spaces. To make arrangements for the use of student meeting space, file a room request on the DSC website at <http://www.cunydisc.org/works>. The time and location of each DSC event is posted on the DSC website.

Academic Policies and Procedures

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' GC email addresses.

Registration

All students are required to be *in status* each semester. This means that students must *either* be registered *or* be on an approved leave of absence. Individuals who are not in status will be considered withdrawn from The Graduate Center.

Registration information is emailed to students prior to the start of each semester. It is expected that all registrations will be completed by the end of the registration period. (See "Calendar," pages 2–3.)

Students delinquent in their financial accounts or obligations to the library or have outstanding equipment loans from Information Technology will not be permitted to register, take a leave of absence, or officially withdraw; nor will they be issued transcripts or diplomas (see page 59). In addition, students who fail to meet satisfactory progress requirements or to comply with New York State immunization laws, or who have outstanding obligations to the Offices of Financial Aid or Admissions, may not be permitted to register, take a leave of absence, or officially withdraw.

Notification of Student Immunization Requirements

Public Health Law 2165 requires that all full- and part-time students who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella in order to register, attend classes, or use University facilities. The Graduate Center is required to bar registration or administratively withdraw students who do not comply. Students administratively withdrawn incur full tuition liability. A copy of Public Health Law 2165 may be found in all Student Services offices. Specific questions should be directed to the Office of the Vice President for Student Affairs.

In addition, Public Health Law 2167 requires that all college and university students enrolled for at least six semester hours return a Meningococcal Meningitis Vaccination Response Form before they may register. All matriculated students (both new and continuing) should have received a form by mail. Additional forms are available in the Wellness Center, Room 6422.

Change of Address

Address changes may be submitted online through the CUNYfirst Student Center.

Tuition and Fees

Payment Schedule

Full payment of tuition and fees is due by the first day of classes. A chart outlining the tuition charges and a list of fees are below. Make checks payable to CUNY Graduate Center. Payment may also be made by electronic checks on the Web. Checks, cash, and money order payments may be made in person at the Bursar's Office.

Employee Tuition Waiver

Employees eligible for a CUNY employee tuition waiver must submit the tuition waiver form to the Bursar's office no later than **October 1** for the fall semester and no later than **April 1** for the spring semester.

Warning Regarding Bounced Checks or Nonpayment

If a check tendered to any unit of the City University in payment of any obligation is not honored by the bank upon which it is drawn, a reprocessing fee of \$20 will be assessed. If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees, and court costs, in addition to whatever amounts you owe the college. In addition, nonpayment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

Notice of Possible Changes

All tuition charges and fees listed herein, or in any registration material issued by The Graduate Center, are subject to change by action of the Board of Trustees of the City University of New York without prior notice. In the event of any increase in tuition charges and fees, payments already made to The Graduate Center will be treated as a partial payment, and notification will be given of the additional amount due and the time and method of payment. The University regrets any inconvenience this may cause.

Schedule of Tuition Charges

Doctoral Students (and nonmatriculated students)

All except Audiology, Nursing Science, and Physical Therapy

	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I full-time* (7 or more credits/WIUs)	\$4,675	\$905 per credit/WIU
Level I part-time	\$530 per credit/WIU	\$905 per credit/WIU
Level II full-time* only	\$2,930	\$6,510
Level III** full-time* only	\$1,165	\$2,310

Doctoral Students in Audiology

	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I full-time* (7 or more credits/WIUs)	\$5,785	\$1,120 per credit/WIU
Level I part-time	\$655 per credit/WIU	\$1,120 per credit/WIU
Level II full-time* only	\$3,620	\$8,060

Master's Students

Applicable to all students admitted before Fall 18 and students in the following programs regardless of admission date: **MA in Classics, MA in Comparative Literature, MA in Linguistics, MA in Philosophy, MA in Political Science, MA in Women's and Gender Studies.**

	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Full-Time (9 or more credits)	\$5,225	\$805 per credit
Part-Time (fewer than 9 credits)	\$440 per credit	\$805 per credit
Maintenance of Matriculation	\$215	\$350

Master’s Students

Applicable to all students admitted Fall 18 or later in: **MS in Cognitive Neuroscience, MA in International Migration Studies, MA in Liberal Studies, MA in Middle Eastern Studies, MS in Data Science, MS in Quantitative Methods in the Social Sciences, MS in Data Analysis and Visualization, MA in Digital Humanities.**

	New York State Residents	Out-of-State Residents and International Students
	(rate per semester)	(rate per semester)
Full-Time (9 or more credits)	\$5,225	\$805 per credit
	+ \$100/credit (excellence fee)	+ \$100/credit (excellence fee)
Part-Time (fewer than 9 credits)	\$440 per credit	\$805 per credit
	+ \$100/credit (excellence fee)	+ \$100/credit (excellence fee)
Maintenance of Matriculation	\$215	\$350

*A student may attain full-time status for financial-aid purposes either by registering for a minimum of 7 academic credits/WIUs (doctoral degree students) or for a minimum of 9 academic credits (master’s degree students). Weighted Instructional Units (WIUs) are assigned for such activities as teaching, exam preparation, and research. Level I doctoral students whose combined total of course credits and WIUs is 7 or greater are required to pay full-time tuition. Note: Should an academic program deem it necessary for a student to register for a course on an audit basis, these hours are not applied toward the calculation of the student’s financial aid and the student will incur a tuition charge, based upon the credit value of the course, in accordance with Graduate Center billing rules.

**Movement to Level III tuition status results from Advancement to Candidacy. The “Advancement to Candidacy” form must be executed by the head of the student’s program and filed in the Registrar’s Office by the end of the third week of classes for verification. Level III students registered for courses for credit (with the exception of 90000-level courses) will be charged \$490 per credit for New York State residents and \$835 per credit for nonresidents; no charges will be imposed for courses registered as audits.

Fees

- Doctoral and Master’s Application Fee \$125.00
- Readmission Fee \$20.00
- Student Activities Fee \$42.20*
- Technology Fee (per semester), \$125.00* (full-time)/\$62.50* (part-time)
- University Consolidated Services Fee (per semester) \$15.00*
- Late Registration Fee \$25.00
- Late Payment Fee \$15.00
- Change of Course Fee \$18.00
- Transcript of Record Fee \$7.00
- Duplicate Receipt Fee \$10.00
- Duplicate ID Card Fee \$10.00
- Duplicate Diploma Fee \$30.00
- Returned Check Fee \$20.00

*Billed to each student and nonrefundable, unless a student’s registration is cancelled by The Graduate Center or the student withdraws before the first day of classes.

Doctoral Levels

Doctoral tuition charges are based on a student’s “Level,” which is determined by a combination of the number of graduate credits completed (including, in the case of transfer students, credits accepted by the student’s degree program and the Office of the Registrar) and specific academic accomplishments. These levels are defined as follows:

Level I—Students who have completed fewer than 45 credits of graduate work (including approved transfer credit) and/or have not passed the First Examination. At Level I only, students who are New York State residents and enrolled on a part-time basis—fewer than 7 credits and weighted instructional units (WIUs)—are billed on a per-credit basis. In addition, both full-time and part-time out-of-state and international students at Level I are billed at the per-credit rate for all credits/WIUs.

N.B. For billing purposes, courses taken by Level I students on an audit basis will be treated the same as courses taken for credit and will be included in the assessment of tuition charges. (For more details, see “Auditing Courses.”)

Level II—From the semester following the completion of 45 credits (fully earned and evaluated and including approved transfer credits) and passing of the First Examination, to advancement to candidacy.

Level III—From the semester following advancement to candidacy. (See “Advancement to Candidacy.”) Level III students registering for non-90000 courses for credit will be charged additional tuition on a per-credit basis. Level III students do not incur additional charges for courses audited.

New York State Residency

In general, to qualify for the resident tuition rate at a senior college based on residency in the State of New York, a student must:

Be a U.S. citizen, permanent resident or in a qualifying immigration status

AND

Have continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve (12) consecutive months immediately preceding the first day of classes;

AND

Have a bona fide intention of living in New York permanently.

Qualifying for the Resident Tuition Rate Based on Having Attended and Graduated from a New York High School or Having Received a GED in the State of New York, including Undocumented and Out-of-State Immigrants.

Pursuant to Section 6206 (7)(a) of the New York State Education Law, students who are not residents of the State of New York, other than those in lawful non-immigration statuses, qualify for the resident tuition rate if one of the following conditions are met:

The student has attended an approved New York high school for two or more years, graduated, and applied to attend CUNY within five years of receiving the New York State diploma.

The student has attended an approved New York State Program for General Equivalency Diploma (GED) exam preparation, received the GED issued within New York State, and applied to attend CUNY within five years of receiving the New York State GED.

The student was enrolled in CUNY in the Fall of 2001 semester or quarter and was authorized by CUNY to pay tuition at the resident rate. Thus, a student who attended CUNY in the Fall 2001 semester and paid the resident rate does not have to satisfy either condition 1 or 2 above.

Any student who has been admitted to and is attending CUNY, who subsequently receives his GED, does not qualify for the resident rate under the conditions stated above. CUNY does not recognize a New York State GED from any student who has already received a high school diploma or its equivalent from elsewhere.

Petition for a Change of Residency

All students requesting a change of residency status must submit a “City University Residence” form to the Office of the Registrar along with sufficient supporting documentation no later than **the end of the third week of classes of the semester for which the change is to be effective**. Unless a written petition is filed with the Registrar by the deadline and the Vice President for Student Affairs is notified in writing of the pending petition, no retroactive changes in residency can be made.

Petition for a Change of Level

Students are responsible for ascertaining that their tuition level has been properly established. Students questioning their level for billing purposes must petition the Office of the Registrar and the Vice President for Student Affairs in writing **by the end of the third week of the semester in question**. Unless a written petition is filed with the Registrar by the deadline and the Vice President for Student Affairs is notified in writing of the pending petition, no retroactive changes in level can be made.

Refunds for Withdrawal and Leave of Absence

Each student registration, once classes have begun and regardless of whether or not the student has paid tuition at the point of registration, constitutes a financial obligation to the State of New York that cannot be rescinded. Any leave of absence or withdrawal from an academic program or individual courses must be requested by the student in writing. All students who are administratively withdrawn from classes and receive grades of “WA” or “WN” are fully tuition liable. Withdrawal requests submitted after classes have begun but before the deadline for program changes will entitle the student to a partial adjustment in tuition, according to the City University’s established remission policies (see below). (See also “**Leave of Absence**,” “**Withdrawal**,” and “**Special Provisions for Students in the Military**.”)

Remission of Tuition and Fees

Student liability and refund policy: Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. The student activity fees and other nontuition charges cannot be refunded. Refunds of tuition must be based upon a timely written official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by City University policy. A student not entitled to a refund—even if withdrawn from classes—is fully liable for any unpaid tuition and fees.

A student is entitled to a full refund of tuition and noninstructional fees (where applicable) in the event that courses are cancelled or a student’s registration is cancelled by The Graduate Center or one of the senior colleges. In the event of a student’s withdrawal, a proportionate refund of tuition may be granted if valid reasons for withdrawal are presented. Formal application must be made. Upon approval of a written application, proportionate refund of tuition may be made as follows:

Refund Schedule for Dropping Courses

- before the official starting day of classes for the semester—100%
- within one week of the official starting day of classes for the semester—75%
- within two weeks of the official starting day of classes for the semester—50%
- within three weeks of the official starting day of classes for the semester—25%
- subsequent to the third week of the official starting day of classes for the semester—none and “W” grades will be assigned

This schedule is not applicable to withdrawals due to military, Peace Corps, or leaves for other national service, and is subject to change by action of the Board of Trustees of the City University of New York.

Special Provisions for Students in the Military

For students called up to the reserves or drafted before the end of the semester: *Grades.* In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session). *Refunds.* A student called up to the reserves or drafted who does not attend for a sufficient time to qualify for a grade is entitled to a 100% refund of tuition and all other fees except application fees.

For students who volunteer (enlist) for the military before the end of the semester: *Grades.* In order to obtain a grade, a student must attend 13 weeks (five weeks for summer session). *Refunds.* The amount of the refund depends upon whether the withdrawal is before the fifth week of classes. If the student withdraws before beginning of the fifth calendar week (or third calendar week for a summer session), he or she is entitled to 100% refund of tuition and all other fees except application fees. If the student withdraws thereafter, he or she is entitled to a 50% refund.

Other Provisions for Military Service: *Resident Tuition Rates.* These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York. *Re-enrollment of Veterans.* Veterans who are returning students are given preferred treatment in the following ways: (1) Veterans who were former students with unsatisfactory scholastic records may be readmitted

with a probationary program. (2) Veterans, upon their return, may register even after normal registration periods, without late fees. (3) Veterans returning too late to register may audit classes without charge. *Late Admissions.* Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents. *Readmission Fee.* Upon return from military service, a student will not be charged a readmission fee to register at the same college. *Veterans Tuition Deferrals.* Veterans are entitled to defer the payment of tuition pending receipt of veterans' benefits.

New York National Guard Tuition Waivers. Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

Auditing Courses

Matriculated students may audit courses in which they have an interest so that they can increase their knowledge and proficiency. Students must formally register to audit courses in the same manner as for any other course. You must select the audit option at the time you process your registration or no later than the end of the add/drop period. "Unofficial" auditing is not permitted. Auditor status cannot be changed to credit status after the change-of-program period has ended. Similarly, credit status cannot be changed to auditor status after the same period. The grade notation "AUD," which carries no earned credit, cannot be changed to any other credit-bearing grade.

For doctoral Second- and Third-Level students, who are charged a flat tuition rate, there is no additional charge for auditing courses. For doctoral First-Level students and master's students, audited courses will be included in the calculation of total billable hours. Doctoral students assessed in-state tuition who are registered for 7 or more credits (whether for credit or as an audit) will be charged full-time tuition, whereas students registered for 6 or fewer total credits will be charged per credit. Thus, a student registered for both a 3-credit course for credit and a 3-credit course as an audit will be charged for 6 credits at the per-credit rate; and a student registered for both a 3-credit course for credit and a 4-credit course as an audit will be charged full-time tuition.

Nonmatriculant Enrollment

Enrollment in courses by students who have not been accepted for admission to The Graduate Center is at the discretion of each academic program. In no instance will anyone be permitted to accumulate a total of more than two courses or eight credits (whichever is less) as a nonmatriculant without written approval from the Office of the Vice President for Student Affairs.

Identification Card

All employees (staff and faculty) and students of The Graduate Center are required to carry a Graduate Center photo identification (ID) card with a current validation sticker in order to gain access to the building and the library.

All students enrolled at The Graduate Center will be issued an identification card that may be used for entry to the various CUNY libraries. Students may be asked to show the card when entering The Graduate Center or other City University buildings or when using any Graduate Center facilities. Unless tuition is paid, students will not be issued validation stickers for their identification cards. These stickers are required for borrowing books from the library.

Validation stickers may be obtained in the Bursar's Office. Students must show proof of payment for the current semester's tuition and fees before a card or validation sticker will be issued. Students who have lost their ID card will be issued a duplicate upon payment of a \$10 fee.

Access to the Library

The currently validated CUNY ID card with library patron barcode from the home campus library serves as the library card.

In accordance with the security regulations of The Graduate Center, all faculty, staff, and students are expected to carry their currently validated Graduate Center ID cards, or currently validated ID cards from other CUNY colleges, and to show these cards upon request. These cards must be shown for admission to the library.

Complete information about library access may be found at <http://library.gc.cuny.edu>.

Temporary Graduate Center Identification Card

Non-Graduate Center students who are currently enrolled in a class or classes scheduled at The Graduate Center may obtain a temporary Graduate Center ID card from the Office of Security and Public Safety upon presentation of confirmation of registration from the Office of the Registrar. Other non-Graduate Center students and Graduate Center students who do not have validated ID cards (e.g., students who are on approved leaves of absence) may file a written request in the Office of the Vice President for Student Affairs for consideration for a temporary Graduate Center ID card.

On occasion, some students arrive at The Graduate Center prior to being officially registered but still may need access to the building and the Library. In these cases, students can be issued a temporary card which will later be replaced by a regular student ID after the students register. Early-arriving students needing temporary ID cards are required to present a memo to Security from the program's Executive Officer or Assistant Program Officer, on Graduate Center letterhead stationery, requesting the temporary ID. The memo should state the student's name and the expiration date for temporary access (sometime around the registration period).

Temporary ID cards will be granted only under unusual circumstances when there are strong academic reasons for doing so. Persons who have any outstanding financial obligations to the University will not be eligible for consideration.

Program Changes

During the first week of each semester, students have the option of adding courses to their initial program and of dropping courses. During the second and third weeks, students may drop courses. Adds during the second and third weeks of the semester require the permission of the academic program and/or instructor. From the third to tenth week of the term, if a student elects to withdraw from a course, a "Course Withdrawal" form should be submitted to the Registrar. A grade of "W" will be assigned, and the student remains liable for tuition. A fee of \$18 may be assessed for any program changes made after a student's original schedule has been processed.

Grading System

A (plus or minus)	— Excellent
B (plus or minus)	— Good
C (plus or minus)	— Fair (lowest passing mark)

SP — Satisfactory Progress (for dissertation supervision or certain research courses requiring more than one semester for completion)

NRP — No Record of Progress. The grade may be assigned by dissertation supervisors only to students in 90000 courses (Dissertation Supervision) if the student has done little or no work on the dissertation over the course of the semester.

W — Withdrew without academic penalty. This is a student-initiated grade, which may be requested from the fourth through the tenth week of the semester. Under no circumstances can a student withdraw and receive a "W" grade after the tenth week of the semester without the written permission of the course instructor and the Executive Officer, and the approval of the Vice President for Student Affairs. This grade carries tuition liability.

WA — Administrative withdrawal. This grade, which does not affect the grade point average, is administratively assigned.

F — Failure

P — Pass. Each program is authorized to use the grade of “P” for such courses and under such conditions as the Executive Committee of the program deems appropriate.

INC — Incomplete. To be assigned only when student work has not been turned in by the end of the semester and the instructor agrees to permit the student to complete the work at a later date. The “INC” must be changed to a letter grade within the following calendar year, after which time the “INC” is considered permanent.

NGR — No Grade Recorded. No grade was received from the instructor.

WN — Never Attended. This grade is to be assigned by faculty if a student never attended a class. The grade is calculated into the GPA in the same way a “W” grade is calculated.

WU — A grade of “WU” is to be assigned to a student who attended a minimum of one class, completely stopped attending at any time before the final exam week, and did not officially withdraw.

Incomplete Grades

To resolve incomplete grades, students must fulfill their obligations within one calendar year after completion of the course. After one year, an incomplete (“INC”) will automatically become a permanent incomplete; extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Executive Officer, and the Vice President for Student Affairs. Permanent incompletes will accrue no credit. Incomplete grades cannot be changed to letter grades after a student has been advanced to candidacy and has been moved to Level III.

Students with more than two incomplete courses will be brought to the attention of their Executive Officer to determine whether or not they are making satisfactory progress. Students will not normally be regarded as making satisfactory progress toward their degrees if they have more than two “INC”s on their records. (Please refer to “Standards for Retention,” below, and to the section “Satisfactory Academic Progress” in this handbook.) Students should be aware that continued registration and most financial aid awards are conditional upon satisfactory progress. Students should also note that credits for which they have an “INC” as of the end of the third week of classes of a given semester are not counted toward advancement to the next level for that semester.

Standards for Retention

Students’ records will be evaluated at the end of each semester, and matriculation may be terminated for unsatisfactory academic performance—generally considered less than a “B” average and/or failure to meet other program requirements. Please refer also to “Satisfactory Academic Progress” on page 55.

Computation of Grade Point Average (G.P.A.)/Cumulative Index

All credits with the following grades are counted in the total credits used to compute your grade point average/cumulative index: “A” (+ or -), “B” (+ or -), “C” (+ or -), and “F.” Credits for all other grades are not counted toward your average.

To compute your grade point average, complete the following steps:

- (1) Determine the total number of G.P.A. credits by adding up all the credits with letter grades “A” through “F.”
- (2) For each course with a letter grade that counts toward your average, multiply the number of credits by the appropriate quality point value, as indicated below:

<u>GRADE</u>	<u>QUALITY POINT VALUE</u>
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00

B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
WU	0.00

(3) Add the quality point values for all the courses to determine your total quality points.

(4) Divide the total quality points by the total number of credits (as computed in Step 1).

The resulting figure is your grade point average/cumulative index. Please note that the index is computed to two decimal points and is not rounded off.

Credits with grades of “P” or “SP” do not figure into the computation of the grade point average but do count toward your degree. Advanced standing transfer credits also count toward your degree but may not figure into the index. In some cases, credits and grades earned at the senior colleges of the City University of New York may be calculated into the index. When a course for which a letter grade other than “F” was assigned is repeated, the credits for the course are counted toward the degree once, and the grade from the first attempt only is computed into the grade point average. Credits for undergraduate courses or for graduate-level courses taken for undergraduate credit are neither counted toward the degree nor computed into the average.

Any course designated by a program as not counting toward degree requirements also shall not be computed into the grade point average.

Satisfactory Academic Progress

Students must be making satisfactory progress toward the degree in order to maintain status at The Graduate Center and to be eligible for any student financial assistance. A student is deemed not to be making satisfactory progress if he or she has a grade point average below 3.00, has accumulated more than two open grades (“INC,” “INP,” “NGR,” “ABS,” and “ABP”), has completed 45 credits without having passed the First Examination, has completed 10 semesters without having passed the Second Examination, has received two “NRP” grades in succession, or has exceeded the time limit for the degree. Please refer to the sections on “Incomplete Grades,” “Standards for Retention,” “Computation of Grade Point Average,” and “Time Limits for Degrees,” which appear in this handbook’s section on “Academic Policies and Procedures.”

The Graduate Center reviews each student’s record every semester. If formal standards have not been met, a student may register (and receive financial aid, if otherwise eligible) only upon petition of the student’s Executive Officer to the Vice President for Student Affairs. Students whose petitions are approved are considered to be making satisfactory progress toward the degree and are eligible to receive financial aid.

Students who are employed as graduate assistants on departmental adjunct lines or as research assistants by individual grant holders must show satisfactory performance in these activities. If this performance is found to be unsatisfactory, such employment may be terminated. This type of termination is independent of satisfactory academic progress.

International Academic Student Travel Requirements

Students receiving any financial support from the University, including the GC, and who travel internationally for academic and/or research purposes (including but not limited to Dissertation Fellowship Awards, Doctoral Student Research Grants, Conference Presentation Support, etc.) who do not purchase the appropriate international travel insurance and submit all the appropriate forms will not receive funding for the purpose of travel.

At least two weeks prior to departure

All students participating in international academic travel for independent research, to attend academic conferences, or to participate in any University sponsored travel must purchase international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. The insurance policy must provide coverage for the insured individual for the entire

travel period including travel days to and from the destination(s). Students may purchase low-cost travel insurance from the CUNY designated carrier, Cultural Insurance Services International (CISI), or another provider that meets all the above requirements. If you do not purchase coverage through CISI, you must provide proof of comparable coverage through another carrier. All students must submit the insurance confirmation form with proof of purchase to the Office of the Vice President for Student Affairs.

The University requires students to file with the Office of the Vice President for Student Affairs the appropriate signed CUNY Independent Travel Notification, Waiver, and Emergency Contact Form or International Travel Participation, Waiver, and Emergency Contact Form. If the student becomes aware that planned travel is to an area with a U.S. Department of State Level 3 or 4 Travel Advisory or Center for Diseases Control and Prevention (CDC) travel notice in effect, the student must consult with the Office of the Vice President for Student Affairs immediately regarding such Level 3 or 4 Travel Advisory or CDC travel notice. Students must submit a completed Student Travel Emergency Contact Information form. Students are to also register their international travel in the University's CUNY-GO registry and register for updates on their travel destination(s) from the U.S. Dept. of State's Smart Traveler Enrollment Program (STEP).

The forms can be found at: <https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Students>

Human Subjects Research

The CUNY Human Research Protection Program (HRPP) is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and students and RF CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and State regulations, University policy and the highest ethical standards. The CUNY HRPP is comprised of 3 University Integrated Institutional Review Boards (IRBs) and 19 on-site HRPP offices.

For more information about the CUNY HRPP, please visit <http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/>

Students conducting research under the supervision of Graduate Center faculty should also visit the GC HRPP webpage at www.gc.cuny.edu/hrpp.

Time Limits for Degrees

Doctoral Degree

All requirements for the Ph.D. degree must be completed no later than eight years after matriculation. A student who matriculates after the completion of 30 transfer credits of acceptable work must complete all requirements within seven years. Students in other doctoral programs should consult The *Graduate Center Bulletin* for specific requirements.

Master's Degree

All requirements for the degree must be completed no later than four years after matriculation.

Periods of official leaves of absence are excluded from the time limits set for completion of degrees.

Extension of a time limit must be initiated by an Executive Officer and requires the approval of the Vice President for Student Affairs.

Advancement to Candidacy

Before a student can be certified as a candidate for a doctoral degree, the student must have completed all required course work with an overall grade average of at least "B," language and research tools requirements, the First and Second Examinations, and any special departmental requirements for certification; have a clear financial account; and be registered for the current semester. At least 30 credits of the required course work must have been taken at the City University of New York.

After advancement to candidacy, students are expected to maintain their matriculation by enrolling in the appropriate dissertation supervision course (except for approved leaves of absence) until completion of all remaining requirements for the degree.

N.B.: Dissertation defenses *cannot* be scheduled until after a student has been advanced to candidacy in accordance with the above certification requirements.

Dissertation Defense

Please follow individual program requirements for selection of the dissertation committee and arrangements for the defense. Note that at least three members of the dissertation defense committee must be members of The Graduate Center doctoral faculty. A minimum of four weeks prior to the scheduled dissertation defense, the program office should be provided with the following information to forward to the Provost, who then sends letters of invitation to the members of the committee: (1) Name of the student; (2) Title of dissertation; (3) Date, time, and place of the defense; and (4) Names of committee members, their affiliation, and addresses to which invitations are to be sent.

Doctoral Dissertations

Effective with the February 2016 degree deposit, students are required to deposit dissertations with the library electronically in PDF format via an online submission process. The library no longer archives print copies of dissertations. A preliminary review meeting with the Dissertation Librarian prior to deposit is optional. For further instructions regarding the deposit procedures, please see the library website: <http://libguides.gc.cuny.edu/dissertations>.

Candidates must apply for graduation in the CUNYfirst system at least two weeks prior to submitting their work to the library. Upon doing so, student records will be checked by the Bursar, the Registrar, the Office of Financial Aid, the Director of the Office of International Students (if applicable), and the Graduate Center library. Proof of graduation will be withheld until all account holds are cleared.

Awarding of Degrees

Degrees are awarded three times per academic year. In order for the degree to be awarded (and for the dissertation to be deposited, if applicable) the candidate must meet academic degree requirements in their program of study and the following enrollment requirement:

For the degree to be awarded in February, candidates must be enrolled the preceding Fall semester; for May/June, the concurrent Spring semester; for September 30, the preceding Spring semester.

Leave of Absence

Leaves of absence will be granted to students deemed to be in good standing who wish to interrupt their study. No more than four semesters of total leave time will be granted to any student. Each leave request should be made in writing to the student's Executive Officer prior to the semester or academic year during which the leave will be taken. If approved by the program's Executive Officer, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid and International Students (if applicable) and the library, the Bursar, and the Business Office. Leaves of absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' certifying officer before applying for an official leave (see page 27 under "Veterans' Benefits"). Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave. A \$20 readmission fee will be assessed upon the student's return. During the period of the leave, no changes in academic status, including such matters as the scheduling and taking of qualifying exams, application for en-route degrees, and advancement to candidacy, may be effected.

Withdrawal

Written notice of voluntary withdrawal from a doctoral program must be approved by the appropriate Executive Officer, forwarded to the Office of the Registrar, and cleared by the Offices of Financial Aid and International Students (if applicable), as well as the library, the Bursar, and the Business Office. Such notice must be submitted prior to the end of the third week of classes of a given semester to avoid full tuition liability for that semester. To resume doctoral study, a former student must apply to the program for readmission.

Students who have not been granted a leave of absence (please refer to the section on “Leave of Absence,” above) or who have not registered by the first week of a given semester will be withdrawn automatically from The Graduate Center.

Course Withdrawal Policy for Fellowship Recipients

In order to receive a fellowship, students must be registered full-time (7 credits/WIUs). Audit credits do not count towards full-time enrollment for financial aid/fellowship purposes.

Students who drop below full-time but remain enrolled will have their fellowship, including tuition coverage, cancelled. Students will be responsible for paying any remaining tuition charges and returning any stipend funds they had been paid.

Students who withdraw from all of their courses before 60% of the semester has passed will have their fellowship, including tuition coverage, cancelled. Students will be responsible for paying any remaining tuition charges and returning any stipend funds they had been paid.

Students who withdraw from all of the courses after 60% of the semester has passed will be able to retain their fellowship and tuition coverage.

Course withdrawal can affect a student’s academic progress and future financial aid eligibility.

Students considering withdrawing from a course are strongly advised to speak with financial aid about the impact of the withdrawal on their financial aid.

Readmission

Readmission following a withdrawal is at the discretion of the student’s program. A special Application for Readmission must be filed in the Office of the Registrar. It will be forwarded to the appropriate academic program office for consideration. Academic work (including courses, examinations, and dissertation proposals) completed before the student withdrew from The Graduate Center will be reevaluated upon readmission and will be credited toward completion of a degree at the program’s discretion. A \$20 readmission fee will be assessed.

Students’ Rights Concerning Education Records

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section “6,” below, on your right to prevent the disclosure of directory information. The FERPA rights of students are as follows:

(1) The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access.

Students should submit to the Registrar, Vice President for Student Affairs, Executive Officer of the academic program, or other appropriate officials, written requests that identify the record(s) they wish to inspect. If the records are not maintained by The Graduate Center 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 the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students may ask the college to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students 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 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 that permits disclosure without consent is disclosure to college officials with legitimate education interests. A college official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as an agent to provide a service instead of using University employees or officials; a person serving on the Board of Trustees; or a student serving on the Faculty-Student Disciplinary Committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate education interest if access is reasonably necessary in order to perform his or her professional responsibilities for the university.

Upon request, the college discloses education records to officials of another school in which a student seeks or intends to enroll.

(4) The right to appeal the alleged denial of FERPA rights.

The appeal should be directed to the General Counsel and Vice Chancellor for Legal Affairs, the City University of New York, 205 East 42nd Street, New York, NY 10017.

(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 office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

(6) The college may make the following directory information available concerning current and former students to those parties having a legitimate interest in the information:

name, attendance dates (periods of enrollment), addresses, telephone number, electronic mail address, date and place of birth, photograph, full- or part-time status, enrollment status (undergraduate, graduate, etc.), level of education completed, major field of study, previous schools attended, and degrees, honors, and awards received. By filing a form with the Registrar's office, any student or former student may request all of the information stated above not be released without his or her prior written consent. This form is available in the Registrar's office and may be filed, withdrawn, or modified at any time.

Denial of Student Services

The Board of Trustees of the City University of New York has a formal policy that prohibits all college services to any student who is delinquent in any financial account with the University (including books owed to the library and loaned equipment owed to Information Technology) or who is in default for any loan administered through the University. Denial of services means that students are not permitted to register or receive a leave of absence and are not issued their degree, certificate, or transcripts; nor are they eligible to receive additional student aid until the default/delinquency has been satisfied.

Academic Honesty

The Graduate Center of the City University of New York is committed to the highest standards of academic honesty. Acts of academic dishonesty include—but are not limited to—plagiarism (in drafts, outlines, and examinations, as well as final papers), cheating, bribery, academic fraud, sabotage of research materials, the sale of academic papers, and the falsification of records. An individual who engages in these or related activities or who

knowingly aids another who engages in them is acting in an academically dishonest manner and will be subject to disciplinary action in accordance with the bylaws and procedures of The Graduate Center and of the Board of Trustees of the City University of New York.

Each member of the academic community is expected to give full, fair, and formal credit to any and all sources that have contributed to the formulation of ideas, methods, interpretations, and findings. The absence of such formal credit is an affirmation representing that the work is fully the writer's. The term "sources" includes, but is not limited to, published or unpublished materials, lectures and lecture notes, computer programs, mathematical and other symbolic formulations, course papers, examinations, theses, dissertations, and comments offered in class or informal discussions, and includes electronic media. The representation that such work of another person is the writer's own is plagiarism.

Care must be taken to document the source of any ideas or arguments. If the actual words of a source are used, they must appear within quotation marks. In cases that are unclear, it is the responsibility of the writer to take due care to avoid plagiarism.

The source should be cited whenever:

- (a) a text is quoted verbatim
- (b) data gathered by another are presented in diagrams or tables
- (c) the results of a study done by another are used
- (d) the work or intellectual effort of another is paraphrased by the writer

Because the intent to deceive is not a necessary element in plagiarism, careful note taking and record keeping are essential in order to avoid unintentional plagiarism.

Procedures to be followed in instances of allegations of academic dishonesty

Any student who has submitted a paper, examination, project, or other academic work in part or in full not his or her own without appropriate attribution is subject to disciplinary charges. Such charges may result in the imposition of a grade of "F" or other penalties and sanctions, including suspension and termination of matriculation.

An accusation of academic dishonesty may be brought against a student by a professor, an Executive Officer, a program, a group of faculty, an administrator, or another student and must be reported to the Vice President for Student Affairs, who is The Graduate Center's campus Academic Integrity Officer, and to the Executive Officer.

The Executive Officer, upon initiating or receiving an allegation of academic dishonesty, shall appoint an ad hoc committee consisting of three members of the faculty. The function of this committee shall be to determine whether sufficient evidence exists to warrant levying formal charges against the student and to make a recommendation to the Executive Officer. The proceedings of the ad hoc committee shall be conducted expeditiously and should receive the minimum publicity possible. A recommendation by the ad hoc committee to levy formal charges shall be forwarded in writing by the Executive Officer to the Vice President for Student Affairs / Academic Integrity Officer, who will then inform the student in writing of the nature of the allegations against him or her and conduct a preliminary investigation to determine whether to initiate disciplinary proceedings.

Executive Officers and faculty are encouraged to consult with the Vice President at all stages of an inquiry regarding allegations of academic dishonesty.

For additional information, including practical information on avoiding and detecting plagiarism, please consult The Graduate Center guide "Avoiding and Detecting Plagiarism," which is available in the Office of the Vice President for Student Affairs (Room 7301), the Provost's Office (Room 8113), or on The Graduate Center web page at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf. Below is reproduced the full CUNY Policy on Academic Integrity, with which The Graduate Center policy and procedures comply.

CUNY Academic Integrity Policy

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

1. Definitions and Examples of Academic Dishonesty

1.1. **Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples of cheating include:

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

1.2. **Plagiarism** is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include:

- Copying another person's actual words or images 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.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

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

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

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

Examples of falsification include:

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

2. Methods for Promoting Academic Integrity

2.1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis, to all new faculty (full and part-time). These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full and part-time) and students shall incorporate a discussion of academic integrity.

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

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

3. Reporting

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

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

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

4. Procedures for Imposition of Sanctions

4.1. Determination on academic vs. disciplinary sanction

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

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include but are not limited to forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student

from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2. Procedures in Cases Involving Only Academic Sanctions

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

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

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

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

4.2.3. Student Denies the Academic Dishonesty

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

4.3. Procedures in Cases Involving Disciplinary Sanctions

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

If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the PEN grade established for this purpose, pending the Committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

5. Implementation

Each college, in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

Sale of Academic Papers

The sale of term papers, student essays, reports, and other written assignments, however described, by commercial term paper vendors or other sources is illegal. Students purchasing such materials may be subject to disciplinary proceedings by The Graduate Center.

Fraudulent Documents and Omission of Information

The City University of New York Policy on the Submission of Fraudulent Documents and on the Omission of Information in Support of an Application for Admission provides as follows:

The submission of documents in support of applications for admission such as transcripts, diplomas, test scores, references, or the applications themselves, that are forged, fraudulent, altered from the original, materially incomplete, obtained under false pretenses, or otherwise deceptive (collectively referred to as fraudulent documents) is prohibited by the City University of New York (CUNY) and may be punishable by: a bar on applying for admission, suspension, and/or expulsion. The term "applications for admission" includes transfer applications.

Materially incomplete applications include applications that fail to include all prior post-high school college-level courses, regardless of whether (i) the courses were taken at a post-secondary institution in the United States or outside the United States, (ii) the applicant received a degree at the post-secondary institution, (iii) the applicant is seeking credit for such courses, or (iv) the applicant is changing majors/careers.

The full policy and procedures may be found at <http://www.cuny.edu/about/administration/offices/sa/policies/SubmissionOfFraudulentDocuments.pdf>.

Student Appeals Policies and Procedures

There may at times be problems affecting students' academic success, progress toward the degree, or relationships within the program. As such situations arise, students are advised to attempt to address the issues with the individual faculty, the Executive Officer, and/or the Executive Committee. If these avenues do not appear to offer satisfactory solutions, the Vice President for Student Affairs may be consulted (Matthew G. Schoengood, Telephone: 1-212-817-7400). The Graduate Center's Ombuds Officer is also available to consult confidentially (Martin R. Gitterman, Ph.D., Telephone: 1-212-817-7190); see page 33.

The appeals policies and procedures described below distinguish between disputes concerning grades and disputes concerning termination of matriculation. Appeals of administrative decisions that affect academic progress fall under the appeal procedures for disputes concerning termination. (Note: Prior to going forward with the appeal, students may want to consult with the Ombuds Officer about resolving the issue informally.)

Registration pending appeal: While an appeal is in process, the student appealing may register. A student registered on the basis of a pending appeal of termination of matriculation may register only on record; the student may not register for classes. Students registered during an appeal are not eligible to receive institutional or Federal aid.

Administrative Disputes Concerning Grades

Policy

The mode of determining grades in a course for a student who for nonacademic reasons does not complete the work in the course shall be uniform in a given program. When appropriate, it shall be reviewed by joint administration-student-faculty consultation and shall not compromise the educational quality of the degree.

Procedure

A.1. A student believing himself or herself aggrieved by a grade given for nonacademic reasons should first informally discuss the matter with the instructor.

2. If the matter is not informally resolved, the student shall, within 30 days of receiving written notification of the failure to reach a resolution, request in writing that a determination be made by the Executive Committee of the program. The student may submit any evidence or argument in writing to the committee and may, if he or she chooses, be heard in person. The committee shall consider the matter de novo and make such investigation as it deems necessary. It shall advise the student within a reasonable time of its determination.

B. A student may appeal the Executive Committee's determination to the Provost's Office within 30 days of receiving written notification of the determination. The Provost's Office shall review the record and make a determination thereon, which shall be final.

Academic Disputes Concerning Grades

Policy

The doctoral faculty as a whole and, more specifically, the faculty of a doctoral program are responsible for determining the requirements and standards of performance for courses and for qualifying examinations. A course instructor retains considerable discretion in these matters. The instructor is under obligation, however, to ensure that the course syllabus is consonant with the goals of the curriculum of the degree program. The expected level of performance in a given course shall reflect levels of difficulty relevant to the educational objective of the program. In addition, the instructor has an obligation to students to make clear the basis of evaluation (e.g., reading assignments, papers, contributions to seminar discussions, experimental work) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

Procedures

A.1. In the case of disputes with respect to grades for work in a course, final course grades, grades on first and second qualifying examinations, or the dissertation defense, the student should discuss the matter with the instructor; or, in the case of a qualifying examination, with one or more examination readers identified by the Executive Officer; or, in the case of the dissertation defense, with the adviser. The student may be accompanied by a student or other member of The Graduate Center community in discussion with the instructor or readers or adviser. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations.

2. If the matter is not resolved, the student may, within 30 days of receiving written notification of the failure to reach resolution, register a formal complaint with the Executive Officer of the program, who shall consult with the instructor or readers and/or the student's adviser and attempt to resolve the matter.

3. If the matter is not informally resolved by the Executive Officer, the student may, within 30 days of receiving written notification of the failure to reach resolution, appeal the grade in writing to the Executive Committee. The Executive Committee will either hear the appeal itself or appoint a special grade appeal committee (consisting of no fewer than three faculty members) which will hear the appeal and report to the Executive Officer who will transmit the decision of the Executive Committee or the special grade appeals committee to the student in writing. The student may submit written evidence and statements to the committee and, upon request, shall be heard by the committee. When the grade on a qualifying examination results in termination by formal program policy, any dispute with respect to that grade shall be addressed as a dispute concerning academic termination.

B. The student may appeal the program's decision to the Provost's Office within 30 days of receiving notification of the decision by the filing of a written complaint stating the basis for the student's belief that the action taken was without reasonable or adequate basis.

The Provost's Office shall refer the appeal to the Student Academic Appeals Committee. The Appeals Committee shall consider whether the student was fairly treated in accordance with the policies and procedures of the doctoral program and The Graduate Center. The committee shall accept evidence and argument orally and/or in writing from the student and the instructor or faculty, Executive Officer, and/or adviser and may make such further investigation as it deems appropriate. The committee shall make a recommendation to the Provost's Office, where the determination shall be final.

Disputes Concerning Academic Termination

A student may be terminated from a doctoral program and from The Graduate Center by a formal action of the Executive Committee of the program or by established formal policy of the program.

A. The student may appeal the termination decision to the Executive Committee within 30 days of receipt of the letter of termination from the program. (In exceptional circumstances, the student may request an extension to the appeal deadline from the Executive Officer or from the Associate Provost and Dean for Academic Affairs.) The student may submit written evidence and statements to the committee and, upon request, shall be heard by the committee. The student shall be given the opportunity to withdraw from the program before any official action is taken.

B. The student may appeal the determination of the Executive Committee within 30 days of receipt of written notice of the determination by notifying the Provost's Office in writing of such appeal. Upon meeting with the Associate Provost to review the appeals procedure, the student may submit the appeal for referral to the Student Academic Appeals Committee. The committee shall review the record before the Executive Committee and shall accept evidence and argument orally or in writing from both the student and the Executive Committee and may make such further investigation as it deems appropriate. The committee shall make a recommendation to the Provost's Office, where the determination shall be final.

Procedures for Handling Student Complaints About Faculty Conduct in Academic Settings

I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity, and conduct unbecoming a member of the staff.

II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the “Fact Finder.”) Only students in a faculty member’s class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson’s stead. Further, the college president may reassign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact

Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member, and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.

F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. 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.

Other Institutional Policies

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' GC email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources. <http://www.cuny.edu/website/privacy.html>

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

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. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State's Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies.

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

Resources for Combating Sexual Harassment/Sexual Assault (Title IX)

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, discrimination on the basis of gender in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, is a form of gender discrimination prohibited by Title IX and by CUNY policy. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Harassing conduct creates a "hostile environment" when it is so severe or pervasive that it interferes with a student's ability to participate in educational activities.

If you are the victim of gender-based harassment, domestic violence, sexual or dating violence, or stalking you should immediately contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to address the situation:

- Chief Diversity Officer/Title IX Coordinator: Edith Rivera, Room 7301, 212-817-7410, erivera@gc.cuny.edu
- Chief Student Affairs Officer: Matthew G. Schoengood, Room 7301, 212-817-7400 mschoengood@gc.cuny.edu
- Director of Public Safety: John Flaherty, Room 9117, 212-817-7761, jflaherty@gc.cuny.edu
- Executive Director of Human Resources: David Boxill, Room 8403, 212-817-7700 dboxill@gc.cuny.edu

For additional information and resources see <http://www.gc.cuny.edu/TitleIX>

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I. Policy Statement

Every member of The City University of New York (“CUNY”) community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence).

Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited Sexual Misconduct;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any allegations of retaliation;
- 4) Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
- 5) Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to college constituencies; and
- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

The CUNY community should also be aware of the following CUNY policies:

- *The CUNY Policy on Equal Opportunity and Nondiscrimination* prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than Sexual Misconduct covered by this policy.
- *The CUNY Campus and Workplace Violence Prevention Policy* addresses workplace violence.
- *The CUNY Domestic Violence and the Workplace Policy* addresses domestic violence in or affecting employees in the workplace.
- *The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments* addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and or academic adjustment.

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

II. Scope of This Policy

This policy governs the conduct of (i) all the members of CUNY’s community, including employees and students, and (ii) non-members of CUNY’s community who interact with members of the CUNY community (hereinafter “visitors”). Visitors are both protected by and subject to this policy. A non-member may make a complaint of or report a violation of this policy committed by a member of CUNY’s community. A non-member may also be subject to restrictions for failing to comply with this policy. This policy applies to conduct that occurs on and off CUNY property.

III. Definitions

- A. **Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older).

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no can longer be given, sexual activity must stop.

- B. **Complainant** refers to the individual who alleges that she/he has been the subject of Sexual Misconduct, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.
- C. **Complaint** is an allegation of Sexual Misconduct made under this policy.
- D. **Confidentiality** is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.
- E. **Dating Violence** is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.
- F. **Domestic Violence** is any violence or sexual assault committed by (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child; (iii) a person who cohabits or cohabited with the victim as a spouse or intimate partner; or (iv) anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.
- G. **Forcible Touching/Fondling** is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire.
- H. **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

- I. **Intimate Partner Violence (“IPV”)** includes both Domestic Violence and Dating Violence.
- J. **Managers** are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.
- K. **Pastoral counselor.** A person who is associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition.
- L. **Privacy** is the assurance that the college will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.
- M. **Rape and Attempted Rape** is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.
- N. **Respondent** refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.
- O. **Retaliation** is adverse treatment of an individual as a result of that individual’s reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.
- P. **Sexual Activity** is:
 - contact between the penis and the vulva or the penis and the anus;
 - contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
 - penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- Q. **Sexual Assault** is any form of sexual activity that occurs without consent.
- R. **Sex Discrimination** is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.
- S. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
 - i. Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
 - ii. Such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual’s educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

- iii. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;
 - iv. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
 - v. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
 - vi. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.
- T. **Sexual Misconduct** is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.
- U. **Sexual Violence** includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below; and (4) voyeurism, as defined below.
- V. **Stalking** is intentionally engaging in a course of conduct directed at a specific person that:
 - i. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
 - ii. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.
- W. **Supervisors** are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.
- X. **Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.
- Y. **Voyeurism** is unlawful surveillance and includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:
 - i. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
 - ii. Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
 - iii. Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
 - iv. Using or installing, or permitting the use or installation of a device for the purpose of recording another person's sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person's consent.
- Z. **Writing.** Whenever this policy requires in "writing," electronic mail satisfies the writing requirement.

IV. Prohibited Conduct

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

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

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

Sexual harassment is considered a form of employee misconduct and an employee who engages in such conduct, or, managerial and supervisory personnel who knowingly allow such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements.

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

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking (“stalking”), and (4) voyeurism.

The complete definitions of these terms, as well as other key terms used in this policy, are in Section III above.

B. Retaliation

This policy prohibits retaliation against any person who reports Sexual Misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a Sexual Misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.

C. Certain Intimate Relationships

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

V. Title IX Coordinator

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter “Enough is Enough”). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on Sexual Misconduct as required by Title IX, the Clery Act, Enough is Enough, and other civil rights law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university’s dedicated Title IX website.

VI. Assistance in Cases of Sexual Violence

A. Reporting to Law Enforcement

Students, employees and other community members who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus may, but are not required to, report to local law enforcement, and/or state police. CUNY does not require a complainant to report sexual misconduct to law enforcement; however, if a student, employee, or other community member does wish to report to law enforcement, CUNY will provide assistance. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention and other services.

Additional information is available on the university's Title IX website.

B. Relationship of CUNY's Investigation to the Action of Outside Law Enforcement

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

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal procedures. When CUNY investigates allegations of sexual misconduct or brings disciplinary proceedings for violations of this policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence substantiates the complaint, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this policy may be sanctioned by the college and CUNY. In the criminal justice system, on the other hand, the issue is whether the accused violated state criminal law. The standard applied is proof beyond a reasonable doubt and an individual found *guilty* of a crime is subject to *criminal penalties*, such as incarceration, probation and fines. More information about relevant criminal laws is available in *'A Plain Language Explanation of Distinction Between the New York Penal Law and the College Disciplinary Processes.'*

C. Obtaining Immediate Medical Attention and Emotional Support

CUNY encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek medical attention as soon as possible. Medical resources can provide treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception, and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.

Individuals who have experienced or witnessed sexual violence are also encouraged to seek emotional support, either on or off-campus.

D. On-campus resources

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

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

VII. Important Information About Confidentiality, Privacy and Required Referrals

CUNY values the privacy of its students, employees, and visitors. They should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Some individuals who serve as resources on campus are **confidential** resources and will not share any identifying information with others, except as required by law in emergency circumstances. Other individuals are not permitted to maintain confidentiality but will protect **privacy** to the greatest extent possible and share information with other staff only on a need-to-know basis.

Confidential resources. Individuals considered confidential resources include counselors and health care providers at the college counseling centers and health offices, pastoral counselors, and designated staff members at women's or men's centers, if they exist on campus. *Students may use these resources even if they decide not to make a report or participate in University disciplinary proceedings or the criminal justice process.*

Private but non-confidential resources. Many college employees are required by federal and state law to provide information about possible sexual misconduct to the Title IX Coordinator. Individuals designated as non-confidential but private resources will **protect** privacy to the greatest extent possible, but must share relevant information about sexual misconduct with the Title IX Coordinator.

More information about confidential and private but non-confidential resources is provided in Section IX, below.

Under the Clery Act, the College is required to maintain records, advise the government about reports of certain crimes, and issue timely warnings when there is a serious, continuing threat to the community. Such reports and warnings do *not* disclose the names of reporting individuals.

VIII. Reporting Sexual Misconduct to the College

In order for the University to address allegations of sexual misconduct, it has to learn about them. Accordingly, CUNY strongly encourages individuals who have experienced sexual misconduct to file a complaint with a designated campus official, as outlined below. The designated officials are trained to accept complaints, to ensure they are investigated in accordance with this policy, and to help complainants get necessary assistance.

Students, faculty, staff and visitors are encouraged to report incidents of sexual misconduct to campus officials, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including "study abroad" programs.) Such reporting will enable complainants to get the support they need and provide the college with the information it needs to take appropriate action.

A. Complainant's Rights

Individuals who have experienced sexual misconduct have the right to file a complaint with the college or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the campus.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights (copy attached).

Complainants also have these rights:

- To notify campus public safety, local law enforcement, and/or the state police; or to choose not to report.
- To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination ("SAFE") as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney's office.

- To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services for reporting individuals. See Section IX, below.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To have complaints investigated in accordance with CUNY policy.
- To have privacy preserved to the extent possible.
- To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on- and off-campus, including the New York State Office of Victim Services.
- To disclose the incident to the college's Human Resources Director or designee (if the accused is a college employee) or request that a confidential or private resource assist in doing so.
- To disclose the incident confidentially and obtain services from state and local governments.
- To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and /or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough:<http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page>.
- To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.
- To withdraw a complaint or involvement from the process at any time.

Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to college authorities. See Section IX, below. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

B. Where to File a Complaint on Campus

Students, employees and visitors who experience sexual misconduct should bring their complaints to one of these campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of Vice President for Student Affairs or Dean of Students (students only);
- Residence Life staff in CUNY owned or operated housing (students and residence visitors only); and
- Human Resources Director (employees only).

Contact information for these officials can be found at <http://www1.cuny.edu/sites/title-ix/campus-websites/>

There is no prescribed method for filing a complaint of sexual misconduct and the college will respond to complaints whether they are oral or written. Complainants may, but are not required to, fill out the CUNY Sexual Misconduct Complaint form. After the form is filled out, it should be brought to one of the offices listed above.

Once any of the officials or offices above is notified of an incident of sexual misconduct, she/he will provide a copy of this Policy to the Complainant and coordinate with appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These officials and offices will maintain a complainant's privacy to the greatest extent possible, and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

Visitors: CUNY strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on a CUNY campus or at a CUNY sponsored event to the Office of Public Safety, Residence Life staff, or other appropriate college officials listed above. In certain instances, CUNY may be able to offer those visitors who have experienced sexual misconduct with resources and assistance. For more information on such assistance, please visit <http://www1.cuny.edu/sites/title-ix/>.

C. Request that the College Maintain a Complainant's Confidentiality or Not Conduct an Investigation

After a report of an alleged incident of sexual misconduct is made to the Title IX Coordinator, a complainant may request (a) that the matter be investigated only to the extent possible without further revealing her/his identity or any details regarding the incident being divulged further (b) that no investigation into a particular incident be conducted, or (c) that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant's request against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior; (c) any increased risk that the accused will commit additional acts of violence, (d) whether the accused used a weapon or force; (e) whether the complainant is a minor; (f) whether the college possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but that reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that the college may maintain confidentiality as requested by the complainant, the college will, if possible, take reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request for confidentiality.

D. Filing External Complaints

Complainants who feel that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below.

U.S. Department of Education, Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

U.S. Equal Employment Opportunity Commission
https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm

New York State Division of Human Rights
<https://dhr.ny.gov/complaint>

New York City Commission on Human Rights
<http://www1.nyc.gov/site/cchr/about/resources.page>

E. Action by Bystanders and Other Community Members

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

In addition, CUNY encourages all community members to report any incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, or the offices of Public Safety, Vice President of Students Affairs (students), Dean of Students (students) or Human Resources (employees) at their college. Community members who take action in

accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

F. Amnesty for Drug and Alcohol Use

The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to sexual violence) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CUNY strongly encourages students to report sexual violence to college officials. A bystander or complainant acting in good faith who discloses any incident of sexual violence to college officials or law enforcement will not be subject to discipline under CUNY's Policy Against Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate assault. Under CUNY's Amnesty for Drug and Alcohol Policy, personal drug use and possession, whether it is intentional or accidental, will not form the basis of faculty student disciplinary charges.

G. Reporting Suspected Child Abuse

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

H. Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if the individual has been retaliated against for reporting sexual misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section XI of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

IX. Reporting/Confidentiality Obligations of College Anduniversity Employees

An individual who speaks to a college or CUNY employee about sexual misconduct should be aware that employees fall into three categories:

- "confidential" employees, who have an obligation to maintain a complainant's confidentiality regarding the incident(s);
- "responsible" employees, who are required to report the incident(s) to the Title IX Coordinator
- all other employees, who are strongly encouraged but not required to report the incident(s).

A. Confidential Employees

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

- Pastoral counselor, if available at the college; or
- Designated staff member in a women's or men's center, if one exists at their college.

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

If a student speaks solely to a "confidential" employee, the college will rarely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees will assist students in obtaining other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or with local law enforcement.

- ii. **For Employees.** Although CUNY does not directly employ individuals to whom CUNY employees can speak on a confidential basis regarding sexual misconduct, free confidential support services are available through CUNY's Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City.

B. "Responsible" Employees – Private, but not confidential

"Responsible" employees have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator. Such employees are not permitted to maintain a complainant's confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section VII above. However, these employees will maintain a complainant's privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator and other people responsible for handling the college's response to the report.

To the extent possible, before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee's reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources identified above.

CUNY has designated the following individuals as "responsible" employees. Complainants who wish to report sexual violence are encouraged to speak with one of the responsible employees marked: *

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

C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are strongly encouraged but not required to report any possible sexual misconduct to the Title IX Coordinator. They are also strongly encouraged to maintain individual privacy to the greatest extent possible by sharing information, including the identities of the complainant and the respondent, only with the Title IX coordinator.

It is important to emphasize that faculty members other than those specifically identified in sub-Section “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so. An individual who wishes to ensure that the Title IX Coordinator is notified of an incident is strongly encouraged to speak with the Title IX Coordinator or one of the other individuals identified in Section IX, above.

D. Special Rules Concerning Public Awareness and Advocacy Events

CUNY supports public awareness events that help provide its community with information about sexual misconduct and how it can be addressed and prevented. In order to preserve the ability to participate freely in public awareness and advocacy events, if an individual discloses information about sexual misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report sexual misconduct to college officials so that the college can provide resources and assistance.

X. No Contact Orders and Other Interim and Supportive Measures

When a college becomes aware of an allegation of sexual misconduct and the complainant or other affected parties request interim or supportive measures, the college will take appropriate interim and supportive measures to protect the complainant and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The college may also take interim measures to protect the college community at large.

The college’s Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the complainant chooses not to file or continue to pursue a complaint. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer to identify a trained staff member to assist students to obtain interim and supporting measures. The Title IX Coordinator will work with the Human Resources Director to assist employee complainants to obtain interim and supporting measures.

A. No Contact Orders

When respondent is a student, the complainant has the right to a college-issued “no contact order” under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.

B. Types of Interim and Supportive Measures

Possible interim and supportive measures include:

- i. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting complainant or respondent to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;
- ii. Making appropriate changes to residential housing situations or providing assistance in finding alternate housing;
- iii. Changing an employee’s work assignment or schedule;
- iv. Providing the complainant with an escort to and from class or campus work location;

- v. Arranging appropriate transportation services to ensure safety;
- vi. Offering counseling services through the college Counseling Center or other appropriate office, or referral to an off-campus agency;
- vii. Assisting the complainant in obtaining medical and other services, including access to rape crisis centers;
- viii. Assisting the complainant with filing a criminal complaint and/or seeking an order of protection;
- ix. Enforcing an order of protection;
- x. Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;
- xi. Addressing situations in which it appears that a complainant's academic progress is affected by the alleged incident;
- xii. In exceptional circumstances, where a respondent is determined to present a continuing threat to the health and safety of the community, the college may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable CUNY Bylaws, rules, policies and collective bargaining agreements. The Office of Public Safety will, in cooperation with the Title IX Coordinator and appropriate other campus officials, determine whether a respondent presents a continuing threat to the health and safety of the campus, including (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation in unlawful conduct by the accused; and (c) any increased risk that the accused will commit additional acts of violence.

C. Interim Emergency Student Suspensions

The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing for not more than twelve (12) calendar days, unless the student requests an adjournment. See Section B above.

Prior to the commencement of a temporary suspension of a student, the college shall give the student respondent oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges. If the respondent denies them, the college shall forthwith give the respondent an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter.

Both complainant and the respondent will be notified of the suspension and if or when it the suspension is lifted at the same time and in the same manner.

D. Process for Review of Interim Measures, including “No Contact” Orders and Interim Suspensions.

Upon request, the complainant and the respondent shall each be afforded a prompt review of the need for and terms of restrictive interim measures, including “no contact” orders and interim suspensions. Issues that may be raised include possible modification or discontinuance of a “no contact” order. Complainants and respondents shall be allowed to submit evidence to support their request. The request shall be made to the college's Chief Student Affairs Officer, if either the complainant or the respondent is a student, or to the college's Human Resources Director, if neither the complainant nor the respondent are students. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Human Resources Director. The Chief Student Affairs Officer or Human Resources Director may consult with the Title IX Coordinator and other relevant officials regarding the request. If appropriate and possible, the college may establish an appropriate schedule for the complainant and the respondent to access college facilities when they are not being used by the other party to enable both parties to use college facilities to the maximum extent feasible, without violation of the “no contact” order.

Requests for accommodations that were made under CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments and do not directly affect the other party are governed by the appeals provisions set forth in those Procedures.

XI. Investigating Complaints Of Sexual Misconduct

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that refraining from an investigation will not result in a continuing threat to the college community. See Section VIII, above.

A. Rights of the Complainant and Respondent.

Whenever an investigation takes place, the complainant and respondent shall have these rights:

- to an investigation and process that is fair, impartial, timely and thorough and provides a meaningful opportunity to be heard;
- to have the complaint investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until any finding of responsibility;
- to have the college’s judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;
- to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;
- to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the stage that determines responsibility. (Past findings of sexual misconduct may be admissible in the stage that determines sanction.)
- to offer evidence during the investigation;
- to review documents and tangible evidence, consistent with FERPA and other law;
- to be accompanied by an attorney or other advisor of their choice, who may assist and advise the complainant or respondent throughout the process including during all related meetings and hearings. Such attorneys or advisors must comply with the CUNY policies and procedures; and
- to simultaneous notice of the outcome of proceedings.

B. The Investigation

The college Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner and may designate another appropriately trained administrator to conduct all or part of the investigation. Whenever an investigation is conducted, the Title IX Coordinator shall

- coordinate investigative efforts with other appropriate offices;
- inform the complainant that an investigation is being commenced and that the respondent will receive a written summary of the allegations;
- inform the respondent that an investigation is being commenced and provide the respondent with a written summary of the allegations of the complaint. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation;
- interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the complainant nor the respondent is restricted from discussing and sharing information related to the complaint with others who may support or assist them. This does

not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.

The college Title IX Coordinator shall maintain all documents of the investigation in accordance with the CUNY Records Retention and Disposition Policy.

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

Role of the Advisor

In cases involving this Policy, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.

C. Conflicts

If a complainant or respondent believes that any individual involved in the investigatory or adjudication process has a conflict of interest, he or she may make a request to the Chief Student Affairs Officer (or, if no students are involved, to the Legal or Labor Designee) to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the complaint or respondent's notification that the individual is to be involved and include a detailed description of the conflict. If the Chief Student Affairs Officer (or Legal or Labor Designee) determines that a conflict does exist, he or she will take immediate steps to address the conflict in order to ensure an impartial and fair process.

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

D. Informal Resolution

Except in instances involving sexual assault, the Title IX Coordinator, in his or her discretion, may offer the respondent and the complainant the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator, in coordination with the Chief Student Affairs Officer.

Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator. Even if both the respondent and complainant agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the complainant and the respondent shall be notified in writing, and the Title IX Coordinator will confer with the Chief Student Affairs Officer when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance. This memorandum will be included in the respondent's student record.

If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with subsection E below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

E. Action Following the Investigation or Closure of a Complaint.

- i. Within 30 days following the completion of an investigation, the Title IX Coordinator shall report her/his findings to the College President in writing ("Report of Findings"). In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.
- ii. In making findings regarding the allegations, the Title IX Coordinator shall use the "preponderance of the evidence" standard.
- iii. Following receipt of the Report of Findings, the College President shall, when warranted by the facts, authorize such action as she/he deems necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII below.
- iv. Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by informal resolution or the complainant withdrew cooperation); the Title IX Coordinator will summarize for the file the actions taken in response to the complaint and the basis on which the investigation was closed.

F. Malicious Allegations

Members of the CUNY community who make false and malicious complaints of violations of this policy or as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

XII. Disciplinary Process and Procedures

A. Disciplinary Action

If the College President recommends that disciplinary action be commenced against a respondent student or employee for violations of this Policy, the following procedures shall apply:

Discipline Against Students:

- a. In cases where a College President recommends discipline against a student for violations of this Policy, the matter shall be referred to the college's Office of Student Affairs and action shall be taken in accordance with Section 11.A-C of this Policy, below. This Section provides for, among other things, a University-Wide Faculty-Student Disciplinary Committee consisting of faculty members, students and in some cases staff members to hear and decide charges of violation of this Policy.
- b. As described in Sections XI above, complainants have the same rights as respondents:
 - to receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
 - to receive notice of the specific provisions alleged to have been violated and possible sanctions;
 - to present evidence and testimony at any hearing, where appropriate;
 - to be represented by an attorney or advisor of their choice;
 - to receive access to a full and fair record of any hearing;
 - to receive written notice of the decision of the faculty-student disciplinary committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;
 - to make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;

- To written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;
 - to choose whether to or discuss the outcome of a conduct or judicial process;
 - to appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;
 - to have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.
- c. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University. Students accused of crimes of violence are also subject to the university's policy on transcript notations which is discussed in this Section below.

Discipline Against Employees

In cases where the college President recommends discipline against an employee, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee's title, reprimand, suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the particular collective bargaining agreement.

For additional information on the disciplinary process in specific cases, complainants should consult their campus Title IX Coordinator, who will work with campus Human Resources Director to provide information. Respondents should consult their union representative, if any, or campus Human Resources Director.

Action Against Visitors

In cases where the person accused of sexual misconduct is not a CUNY student or employee, the college's ability to take action against the accused is usually extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, subject to Section VI, above, the matter may be referred to local law enforcement for legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate. College Public Safety will assist both students and employees in enforcing Orders of Protection on the campus.

No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and respondent of that decision at the same time, in writing, and shall offer any appropriate support services, including counseling, to both.

B. Student Disciplinary Procedures

Referral of Violation for Disciplinary Action

If the President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The chief student affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the University-Wide Faculty Student Disciplinary Committee and will follow the rules and procedures outlined in Section XI of this Policy.

Respondent Withdrawal Before Completion of the Process

In the event that a respondent withdraws from the college before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made, or the charges are otherwise resolved.

Immediately following such withdrawal, the college shall place a notation on the respondent's transcript that the respondent "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

Issuance of Charges & Notice of Hearing

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent that charges relate to the complainant. The Chief Student Affairs Officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the respondent and the complainant.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Faculty Student Disciplinary Committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without the respondent present, and any decision and sanction shall be binding.

Content of Notice of Charges and Hearing

The notice shall contain the following:

- a. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.
- b. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
 - i. to present their side of the story;
 - ii. to present witnesses and evidence on their behalf;
 - iii. to cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;
 - iv. for the respondent to remain silent without assumption of guilt; and
 - v. to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
- vi. A warning that anything the respondent says may be used against the respondent at a non-college hearing.

Review of Evidence before Hearing:

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

Admission & Acceptance of Penalty

After the charges have been preferred by the chief student affairs officer, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. If required by this Policy, the agreed-upon penalty shall be placed on the respondent's transcript consistent with CUNY's policy on Transcript

Notations (see below). Before resolving a complaint in this manner, the chief student affairs officer or designee shall first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the college President.

C. Faculty Student Disciplinary Committee Structure

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

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

The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. Members of the panel shall be trained on an annual basis in compliance with the law and this Policy. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected.

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

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

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

Roles and Responsibilities of Individuals during the Hearing

a. **Role and Responsibilities of Panel Chairperson:**

The chairperson shall preside at the hearing. The parties to the hearing are the college, the respondent, and if the complainant chooses to participate, the complainant. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent's rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. 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 shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

The chairperson shall preside at all hearing sessions and meetings and make all rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative. All hearings pursuant to this Policy shall be closed hearings. The chairperson shall not be a voting member of the panel but shall vote in the event of a tie. In the event that the chairperson cannot continue, the Vice Chancellor for Student Affairs, or his or his designee, shall appoint another chairperson from the University-wide committee. In the event that a seat on the panel becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student committee members by lot.

b. **Presenters:**

Each academic year, the chief student affairs officer at each College or designee shall identify one or more college employees to serve as presenters for the hearings. This list will be forwarded to the Offices of the Vice Chancellor for Student Affairs and General Counsel and Vice Chancellor for Legal Affairs prior to the first day of the academic year. The employee who serves as presenter during the hearing shall be from the same institution as the respondent.

c. **Recording of Proceeding:**

The college shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's advisor. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

Basic Hearing Rules

If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its evidence. At the conclusion of the college's presentation, the respondent may move to dismiss the charges. If the motion is denied by the committee, the complainant, if the complainant chooses to participate, shall be given an opportunity to make a presentation. After the college's, and, if complainant chooses to participate, complainant's presentation, the Respondent shall be given an opportunity to make a presentation.

The college bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

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

Neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they choose to, the respondent and the complainant shall cross-examine each other only through an advisor. If either or both of them do not have an advisor, the college shall assist them to find an advisor to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness, in the chairperson's discretion.

Responsibility Phase

The following rules apply to the introduction of evidence at the hearing: Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced; and b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent's character, including any past findings of a respondent's responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent's previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found responsible for the conduct charged. The hearing panel, to determine an appropriate penalty, shall use the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college.

If either the complainant or the respondent chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

Decision

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college shall send to the respondent a copy of the panel's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) calendar days of the conclusion of the hearing to send the panel's decision. The college is also encouraged to send the decision to any other e-mail address that it may have for the respondent. The decision shall be final subject to any appeal.

In cases involving a crime of violence or a non-forcible sex offense, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's

decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

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

Appeals/Review

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

If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.

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

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

Transcript Notation(s)

In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the college shall place a notation on the respondent's transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation. In cases where a student has been expelled as a result of a Clery Act crime of violence, the notation will not be removed.

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.

XIII. COLLEGE OBLIGATIONS UNDER THIS POLICY

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

A. Dissemination of Policies, Procedures and Notices

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website, and including it in residence life materials and training

and educational materials. In addition, the Students' Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college's website and posted in college campus centers and in CUNY owned and operated housing.

B. Training and Educational Programming

CUNY is responsible for providing training to college Title IX Coordinators and others who may serve as investigators. The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual misconduct among all students and employees. Specific required trainings include the following:

- i. **Training For Responsible and Confidential Employees**
The college shall provide training to all employees who are required to report incidents of sexual misconduct under this policy, as well as those employees who have been designated as confidential employees.
- ii. **Training For Title IX Coordinator and other investigators**
CUNY shall provide at least annual training to Title IX Coordinators and other investigators in conducting investigations of sexual misconduct, including
 - the effects of trauma;
 - impartiality;
 - the rights of the respondent, include the right to a presumption that the respondent is "not responsible" until any finding of responsibility is made;
 - relevant CUNY policies and procedures; and
 - other issues including what constitutes crimes of sexual misconduct.
- iii. **Student Onboarding and Ongoing Education**
Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the college determines could benefit from education in the area of sexual misconduct. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students. This may be done by linking to <http://www1.cuny.edu/sites/title-ix/information-for-parents-and-families/campus/university/>.

C. Campus Climate Assessments

Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students' general awareness and knowledge of the University's policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

XIV. Rules Regarding Intimate Relationships

Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual misconduct.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this Section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this Section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

The City University of New York
Students’ Bill of Rights

For CUNY students who experience Sexual Violence, including sexual assault; domestic, dating or, intimate partner violence, stalking or voyeurism.

All students have the right to

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Have access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This *Student Bill of Rights* was established by the “Enough is Enough” Law, New York State Education Law Article 129-B, effective October 7, 2015.

For more information about preventing and addressing Sexual Violence at CUNY see <http://www1.cuny.edu/sites/title-ix/campus-websites>.

Information about filing a report, seeking a response, and options for confidential disclosure is available also available CUNY’s Title IX web page.

Questions about CUNY’s Sexual Misconduct policy and procedures may be directed to your campus Title IX Coordinator.

Please visit <http://policy.cuny.edu/general-policy/> for the online version of this policy.

Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015.
Amended by the Board of Trustees on 10/1/2015. Cal. 6.B. Adopted as revised by BOT on 6/25/2018.
Cal.9.A.

The City University of New York Drug/Alcohol Use Amnesty Policy

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

- I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.
- II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
- III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

The City University of New York Policy on Equal Opportunity and Non-Discrimination

I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status

as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.¹

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Prohibited Conduct Defined

Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

Harassment is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that 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. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by CUNY's Policy on Sexual Misconduct.

Retaliation is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

II. Discrimination and Retaliation Complaints

The City University of New York is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. There shall be a Chief Diversity Officer at every college or unit of the University, who shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.

III. Academic Freedom

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

IV. Responsibility for Compliance

The President of each college of the University, the CUNY Chief Operating Officer, and the Deans of the Law School, Graduate School of Journalism, School of Public Health and School of Professional Studies and Macaulay Honors College, have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her college or unit if he or she becomes aware of conduct or allegations of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.

1 As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

COMPLAINT PROCEDURES UNDER THE CITY UNIVERSITY OF NEW YORK'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION²

1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly.

Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

- A. Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location.
- B. Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in CUNY's Policy on Sexual Misconduct.
- C. There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in CUNY's Procedures on Reasonable Accommodation.

2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination and/or retaliation should promptly contact the Chief Diversity Officer at their location to discuss their concerns, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the complainant has encountered or the college conducting a full investigation. Based on the facts of the complaint, the Chief Diversity Officer may also advise the complainant that his or her situation is more suitable for resolution by another entity within the University.

3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination and/or retaliation should be provided with a copy of the University's complaint form. Complaints should be made in writing whenever possible, including in cases where the complainant is seeking an informal resolution.

4. Informal Resolution

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the respondent and suspends the complaint process for up to thirty (30) calendar days, which can be extended upon consent of both parties, at the discretion of the Chief Diversity Officer.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

2 These Procedures govern any complaint of discrimination and/or retaliation, except complaints of sexual harassment and sexual violence, which are covered by CUNY's Sexual Misconduct Policy. These procedures are applicable to all of the units and colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate to address the special needs of their elementary and high school students.

These Procedures are intended to provide guidance for implementing the University Policy on Equal Opportunity and Non-Discrimination. These Procedures do not create any rights or privileges on the part of any others.

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) calendar days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation.

If no informal resolution of a complaint is reached, the complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.

5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed.

It is recommended that the intake and investigation include the following, to the extent feasible:

- a. Interviewing the complainant. In addition to obtaining information from the complainant (including the names of any possible witnesses), the complainant should be informed that an investigation is being commenced, that interviews of the respondent and possibly other people will be conducted, and that the President³ will determine what action, if any, to take after the investigation is completed.
- b. Interviewing the respondent. In addition to obtaining information from the respondent (including the names of any possible witnesses), the respondent should be informed that a complaint of discrimination has been received and should be provided a copy of the complaint unless circumstances warrant otherwise. Additionally, the respondent should be informed that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. A respondent employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The respondent must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under this policy and federal, state, and city laws. The respondent should be informed that if retaliatory behavior is engaged in by either the respondent or anyone acting on his/her behalf, the respondent may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the respondent is a student.

- c. Reviewing other evidence. The Chief Diversity Officer should determine if, in addition to the complainant, the respondent, and those persons named by them, there are others who may have relevant information regarding the events in question, and speak with them. The Chief Diversity Officer should also review documentary evidence that may be relevant to the complaint.

6. Withdrawing a Complaint

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

In either event, the respondent must be notified in writing that the complainant has withdrawn the complaint and whether University officials have determined that continuation of the investigation is warranted for corrective purposes.

7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of a complaint should be completed within sixty (60) calendar days of the receipt of the complaint.

3 References to the President in these Procedures refer to the Executive Vice Chancellor and Chief Operating Officer and the Deans of the Law School, Graduate School of Journalism, CUNY School of Public Health, School of Professional Studies and Macaulay Honors College, wherever those units are involved, rather than a college.

8. Action Following Investigation of a Complaint

- a. Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President. In the event that the respondent or complainant is a student, the Chief Diversity Officer will also report his or her findings to the Chief Student Affairs Officer.
- b. Following such report, the President will review the complaint investigation report and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the respondent under applicable University Bylaws or collective bargaining agreements.
- c. The complainant and the respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.
- d. The President will sign a form that will go into each investigation file, stating what, if any, action will be taken pursuant to the investigation.
- e. If the President is the respondent, the Vice Chancellor of Human Resources Management will appoint an investigator who will report his/her findings to the Chancellor. The Chancellor will determine what action will be taken. The Chancellor's decision will be final.

9. Immediate Preventive Action

The President may take whatever action is appropriate to protect the college community in accordance with applicable Bylaws and collective bargaining agreements.

10. False and Malicious Accusations

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

11. Anonymous Complaints

All complaints will be taken seriously, including anonymous complaints. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

12. Responsibilities

a. Responsibilities of the President:

- Appoint a Chief Diversity Officer responsible for addressing complaints under this Policy
- Ensure that the Chief Diversity Officer is fully trained and equipped to carry out his/her responsibilities.
- Ensure that managers receive training on the Policy.
- Annually disseminate the Policy and these Procedures to the entire college community and include the names, titles and contact information of all appropriate resources at the college. Such information should be widely disseminated, including placement on the college website.

b. Responsibilities of Managers:

Managers must take steps to create a workplace free of discrimination, harassment and retaliation, and must take each and every complaint seriously. Managers must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate the Policy.

For purposes of this policy, managers are employees who either (a) have the authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) have the authority to make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

c. Responsibilities of the University Community-at-Large:

- Members of the University community who become aware of allegations of discrimination or retaliation should encourage the aggrieved individual to report the alleged behavior.
- All employees and students are required to cooperate in any investigation.

Some Relevant Laws Concerning Non-discrimination and Equal Opportunity

Section 1324b of the Immigration and Nationality Act prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee’s identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.

Executive Order 11246, as amended, prohibits discrimination in employment by all institutions with federal contracts and requires affirmative action to ensure equal employment opportunities.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

Title VI of the Civil Rights Act of 1964 prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

Equal Pay Act of 1963, as amended, requires that men and women performing substantially equal jobs in the same workplace receive equal pay.

Title IX of the Education Amendments of 1972 prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

Age Discrimination in Employment Act, as amended, prohibits discrimination against individuals who are age 40 or older.

Section 504 of the Rehabilitation Act of 1973 defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

Section 503 of the Rehabilitation Act of 1973 requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

Vietnam Era Veterans’ Readjustment Act of 1974, as amended, requires government contractors and subcontractors to take affirmative action to employ and advance in employment disabled and other protected veterans.

Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, prohibits employment discrimination based on military status and requires reemployment following military service in some circumstances.

Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability.

Genetic Information Nondiscrimination Act of 2008 prohibits employment discrimination based on genetic information.

New York City Human Rights Law prohibits discrimination based on age (18 and older), race, creed, color, national origin, gender (including gender identity and expression), disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, unemployment status, or status of an individual as a victim of domestic violence, sex offenses or stalking.

New York City Workplace Religious Freedom Act requires an employer to make accommodation for an employee's religious needs.

New York State Education Law Section 224-a requires institutions of higher education to make accommodations for students who are unable to attend classes or take examinations due to their religious beliefs.

New York State Human Rights Law prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age (18 and older), marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

New York City Pregnant Workers Fairness Act provides that employers provide pregnant employees with reasonable accommodations for the employee's pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Graduate Center staff and faculty appointees for reporting complaints and concerns:

Chief Diversity Officer and Title IX Coordinator: Edith Rivera, Room 7301;
1-212- 817-7410

Director of Security and Public Safety: John Flaherty, Room 9117; 212-817-7761

The following Graduate Center staff members are also available to answer questions and address concerns:

504/ADA Coordinator: Vice President for Student Affairs Matthew Schoengood, Room 7301; 1-212-817-7400

Ombuds Officer: Professor Martin R. Gitterman, Room 7313; call for appointments at 1-212-817-7191. The Ombuds Officer offers complete confidentiality to all students, staff, and faculty.

Executive Director of Human Resources: David Boxill, Room 8403; 1-212-817-7700.

Director of the Wellness Center: Robert L. Hatcher

Diversity and Inclusion

The Graduate School and University Center is committed to following the letter and spirit of affirmative action laws and adheres to those policies and procedures established by the Graduate School and University Center and the Board of Trustees of the City University of New York that pertain to promoting pluralism and diversity. Allegations of discrimination may be addressed to Edith M. Rivera, Title IX Coordinator and Chief Diversity Officer, Room 7301; Telephone: 1-212-817-7410.

Doctoral Student Parental Accommodation Policies

Please refer to the appropriate parental accommodation policy below depending upon whether you are a GC doctoral student in the humanities, social sciences, and non–bench sciences; or whether you are a GC CUNY Science Scholar. For each of the two categories, the applicable policy is designed to accommodate the respective discipline groups.

Doctoral Student Parental Accommodation Policy: For students in the humanities, social sciences, and non-bench science programs

Download the Doctoral Student Parental Accommodation Request Form: http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Provost/Form Documents/The-Graduate-Center-Student-Parental-Accommodation-Request-Form.pdf

Introduction

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, this policy is intended to further The Graduate Center's commitment to supporting programs and services to help graduate student parents to meet their family care obligations while they pursue their academic goals. The policy assists doctoral students immediately prior to and/or immediately following the birth or adoption of a young child. The purpose of the policy is to make it possible for a student to maintain registered full-time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research, and teaching. The policy is not intended to replace communication between the student and the program, but it is intended, rather, to serve as a framework and to provide support for family situations. At all times, the student should work proactively with the advisor and Executive Officer to ensure progress toward academic goals. Faculty should be flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study at the same time that they face new demands in their parental roles.

Eligibility

The Parental Accommodation Policy applies only to full-time, enrolled Graduate Center doctoral students (other than CUNY Science Scholars) who are in good academic standing and are making satisfactory progress toward completion of their degree. The policy covers students who experience a childbirth (either who give birth or whose spouse or partner gives birth) or who adopt a child under the age of 6. Students who have completed at least two full-time semesters of their degree program have the option of applying for a one-semester service reduction (see Section III below).

Categories of Parental Accommodation

There are three categories of parental accommodation: **(I)** Extension of time limit to degree; **(II)** Parental academic accommodation for a total of one six-week period to be taken immediately prior to and/or immediately following the birth or adoption; **(III)** Service reduction for funded students during the semester that the birth or adoption occurs or the immediately following semester. Students must have completed at least two full-time semesters of their degree program to become eligible for service reduction.

I. Extension of Time Limit to Degree

Eligible students are entitled to an academic extension of six months per birth or adoption to the maximum time limit to degree as established in The Graduate Center's academic policies. In the event of a multiple birth or adoption, the length of the extension period is still limited to six months. The six-month extension does not serve to extend the period of the student's fellowship, if any (see Section III.B below).

II. Parental Academic Accommodation Period

All eligible students will be granted a parental academic accommodation period ("accommodation period") of up to six weeks to be taken immediately prior to and/or immediately following the birth or adoption. During this period of accommodation, the student will continue to be enrolled as a full-time student. Because the student remains enrolled as a full-time student and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities. The student will be able to postpone completion of course assignments, examinations, and other academic requirements. The student should consult in advance with his/her advisor and Executive Officer about how the student will meet academic goals and requirements. The student is responsible for ensuring that

this consultation takes place as far in advance of the accommodation period as possible. Accommodations will be tailored to the student's individual circumstances and academic responsibilities.

The student must complete the accommodation period within six weeks of the birth or adoption. The student may not divide the time period of parental accommodation for use past this time limit. If both parents are eligible graduate students, both may take the six-week accommodation period. The total accommodation period for each birth or adoption is limited to six weeks; in the event of a multiple birth or adoption, the length of the accommodation period will be limited to six weeks. After the end of the accommodation period, students are expected to return to graduate study and resume progress toward completing their degrees.

III. Service Reduction for Funded Students during the Parental Accommodation Period

A. Doctoral Students Employed by The Graduate Center

Doctoral students (other than CUNY Science Scholars) who are supported by The Graduate Center on a Graduate Assistantship A, B, or C or in a teaching/non-teaching adjunct position will be excused from their regular teaching, research, clinical, or other training duties for the semester in which the birth or adoption occurs or the immediately following semester, at the election of the student. If the birth or adoption takes place during the summer, the student is eligible for the service reduction in the fall semester. The service reduction may not span two semesters. During the semester of parental accommodation, these students will receive financial support from The Graduate Center in the form of their existing graduate appointment (Graduate Assistantship A, B, C or D) which provides eligibility for NYSHIP. In accordance with the parental accommodation policy, the student will be assigned a reduced workload of 50 hours service per semester. The student's Executive Officer will make an appropriate service assignment.

B. Doctoral Student Five-Year Fellowship Recipients

Doctoral students (other than CUNY Science Scholars) who are supported by five-year fellowships (e.g., Enhanced Chancellor's Fellowships, Graduate Center Fellowships) will experience no change in the total amount of their funding during the semester of parental accommodation; they will continue to receive their fellowship support and benefits. During the semester of parental accommodation, eligible students will receive financial support from The Graduate Center in the form of a Graduate Assistantship D (GAD), which provides eligibility for NYSHIP. The student will be responsible for the 50 hours of appropriate service per semester required of the GAD. The student's Executive Officer will make the GAD service requirement. The student will receive the remaining portion of his/her fellowship as a non-service University Fellowship stipend and the same tuition benefit received under his/her fellowship. For eligible students on five-year fellowships, the period of the service reduction will NOT serve to extend the period of the fellowship, which remains five years.

C. Doctoral Students without Financial Support from The Graduate Center Who Provide Service within CUNY

Doctoral students (other than CUNY Science Scholars) holding positions within CUNY through which they are eligible for NYSHIP are also eligible to apply for parental accommodation. Those who wish to give up their positions at CUNY during the semester of parental accommodation will be appointed as a Graduate Assistant D (GAD) (if they are eligible — the PSC-CUNY Contract specifies that no one can serve as a graduate assistant for more than 5 years) or as a non-teaching adjunct if they are not eligible for the GAD appointment, with an appropriate service requirement from The Graduate Center which will allow them to maintain NYSHIP coverage. In order to qualify for this, students must submit an appointment letter for their eligible CUNY position as part of their applications.

PLEASE NOTE:

- Students who are supported by fellowships external to the University must adhere to the rules of the granting agency with respect to absences from academic and research work.
- In the event that both parents are full-time doctoral students at The Graduate Center, only one is eligible for a reduction in service during the parental accommodation period. Both parents are eligible for the extension on time to degree/time to candidacy and the parental academic accommodation.

Planning

With assistance from the Executive Officer, it is the student's responsibility to make arrangements as early as possible with faculty for course completion and for continuation of teaching, research, and/or clinical activities affected by the six-week extension period and semester reduction in work hours. The student should also discuss with his/her advisor(s) how these accommodations might affect time-sensitive research, teaching, or clinical projects, and the feasibility of his/her continued participation in these same projects. A policy cannot anticipate every individual circumstance, so students who need additional accommodation due to medical needs during or after pregnancy, such as in the case of Caesarean birth, should consult with the Office of the Vice President for Student Affairs and their advisors/Executive Officers about arrangements for additional accommodation.

Students should initiate discussions with their advisors and Executive Officers and apply for the provisions of parental accommodation as early as possible to provide time necessary to reassign teaching duties for those students supported by teaching assistantships, or to adjust clinical assignments, or laboratory and other research schedules. The planning period should also be used to reach agreement on a timeline for academic work (e.g., class work, qualifying exam and other academic milestones, field work, time-sensitive research reports on sponsored projects) that may be affected by the six-week extension of requirements or one-semester reduction of service. It is essential that a student consult with his/her advisor(s) well in advance if the nature of his/her funding or research grant conditions require that specific tasks be completed by specified dates, or if a Principal Investigator (PI) will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student. Students who are teaching should consult with their direct supervisors on the campus.

Students should also be assured that sensitive or personal information they share with their supervisors, advisors, Executive Officers, and the Office of the Vice President for Student Affairs, such as medical information, will be treated with utmost discretion and communicated only to pertinent individuals. Students must feel free to share information in an environment where their privacy is respected.

Special Notice to International Students

Students who are attending The Graduate Center with an F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the Office of International Students about their plans during the period of Parental Accommodation.

Application and Approval Process

An eligible student must submit an application for Doctoral Student Parental Accommodation to the Office of the Vice President for Student Affairs. In the case of childbirth, the student must submit the application no later than the 24th week of pregnancy. In the case of adoption, the application must be submitted as soon as the adoption is confirmed. Appropriate documentation (i.e., a signed letter from the student's health care provider with an estimate of the delivery date or from the adoption agency with an estimate of the adoption date) must accompany the application.

The student must specify on the application whether he/she intends to receive the six-week academic accommodation during the period immediately preceding, and/or the period immediately following, the anticipated birth or adoption. If the student is requesting a one-semester service reduction, he/she must specify whether he/she intends to take it in the semester of the anticipated birth/adoption or in the next immediately following

semester. (As noted in Section III.C, above, doctoral students holding positions within CUNY through which they are eligible for NYSHIP must submit an appointment letter for their eligible CUNY position.)

The student must consult in advance with his/her instructors, advisor(s), and work supervisors and obtain the signature of his/her Executive Officer, who must indicate that he/she has received notice that the student has requested the parental accommodation as specified on the application form.

Assuming that the student meets the requisite eligibility requirements, the Office of the Vice President for Student Affairs will notify the student, the student's doctoral program, and the relevant University administrative offices that the six-week extension of academic requirements and the one-semester graduate assistantship service reduction have been approved, along with the start date for the extension and excusal periods.

Extended Leave

Students who wish or need to take a longer period of leave, without continuation of funding, may request a leave of absence through the established policy of The Graduate Center.

Doctoral Student Parental Accommodation Policy: For CUNY Science Scholars

Download the Doctoral Student Parental Accommodation for CUNY Science Scholars Request Form: http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Provost/Form%20Documents/The-Graduate-Center-Student-Parental-Accommodation-Request-Form-Science-Scholars.pdf

Introduction

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, this policy is intended to further The Graduate Center's commitment to supporting programs and services to help graduate student parents to meet their family care obligations while they pursue their academic goals. The CSS Policy assists doctoral students immediately prior to and/or immediately following the birth or adoption of a young child. The purpose of the CSS Policy is to make it possible for a student to maintain registered full-time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research, and teaching. The CSS Policy is not intended to replace communication between the student and the program, but it is intended, rather, to serve as a framework and to provide support for family situations. At all times, the student should work proactively with his or her advisor and Executive Officer to ensure progress toward academic goals. Faculty should be flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study at the same time that they face new demands in their parental roles.

Eligibility

The CSS Policy applies only to full-time, enrolled Graduate Center CUNY Science Scholars who are in good academic standing and are making satisfactory progress toward completion of their degree. The CSS Policy covers students who experience a childbirth (either who give birth or whose spouse or partner gives birth) or who adopt a child under the age of 6. Students who have completed at least two full-time semesters of their degree program have the option of applying for a service reduction (see Section III below).

Categories of Parental Accommodation

There are three categories of parental accommodation: (I) Extension of time limits to degree; (II) Parental academic accommodation for a total of one six-week period to be taken immediately prior to and/or immediately following the birth or adoption; (III) Teaching reduction during the semester that the birth or adoption occurs or the immediately following semester. Students must have completed at least two full-time semesters of their degree program to become eligible for service reduction.

I. Extension of Time Limits to Degree

Eligible students are entitled to an academic extension of six months per birth or adoption to the maximum time limits to degree as established in The Graduate Center's academic policies. In the event of a multiple birth or adoption, the length of the extension period is still limited to six months. The six-month extension does not serve to extend the period of the student's CUNY Science Scholarship (see Section III below).

II. Parental Academic Accommodation Period

All eligible students will be granted a parental academic accommodation period ("accommodation period") of up to six weeks to be taken immediately prior to and/or immediately following the birth or adoption. During this period of accommodation, the student will continue to be enrolled as a full-time student. Because the student remains enrolled as a full-time student and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities. The student will be able to postpone completion of course assignments, examinations, and other academic requirements. The student should consult in advance with his/her advisor and Executive Officer about how the student will meet academic goals and requirements. The student is responsible for ensuring that this consultation takes place as far in advance of the accommodation period as possible. Accommodations will be tailored to the student's individual circumstances and academic responsibilities.

The student must complete the accommodation period within six weeks of the birth or adoption. The student may not divide the time period of parental accommodation for use past this time limit. If both parents are eligible graduate students, both may take the six-week accommodation period. The total accommodation period for each birth or adoption is limited to six weeks; in the event of a multiple birth or adoption, the length of the accommodation period will be limited to six weeks. After the end of the accommodation period, students are expected to return to graduate study and resume progress toward completing their degrees.

III. Teaching Reduction for CUNY Science Scholars during the Parental Accommodation Period

CUNY Science Scholars who are teaching at one of the CUNY campuses will be released from teaching for a full semester of parental accommodation, and the teaching salary that they would have received (e.g., from a Graduate Assistantship A, Graduate Assistantship B, or teaching adjunct position) will be paid to them by The Graduate Center. The semester of accommodation can be the one in which the birth or adoption occurs or the immediately following semester, at the election of the student. If the birth or adoption takes place during the summer, the student is eligible for the teaching reduction in the fall semester. The teaching reduction may not span two semesters. During the semester of parental accommodation, these students will receive their financial support from The Graduate Center which provides eligibility for NYSHIP, and which together will total the amount of the salary that the student otherwise would have received from teaching. The student will be responsible for the 50 hours of service per semester. The student's Executive Officer will make an appropriate service assignment. The appointment will be in the form of a GAD or a non-teaching adjunct if they are not eligible.

Those students working on, and paid salary from, a mentor's grant will be released from work on that funded project for up to six weeks. The Graduate Center will provide the student with the funding that the student would have received from grant funds for that six-week period.

- The period of the teaching reduction will NOT serve to extend the period of the fellowship, which remains five years.
- In the event that both parents are full-time doctoral students at The Graduate Center, only one is eligible for a reduction in teaching during the parental accommodation period. Both parents are eligible for the extension on time to degree/time to candidacy and the parental academic accommodation.

Planning

With assistance from the Executive Officer, it is the student's responsibility to make arrangements as early as possible with (a) faculty for course completion, (b) the relevant campus department chair regarding teaching assignments, and (c) the research advisor (mentor) regarding field and/or laboratory research for the six weeks of academic accommodation, the six-weeks of work reduction on a funded project, and the semester release in teaching. The student should also discuss with his/her advisor(s) how these accommodations might affect time-sensitive research, teaching, or clinical projects, and the feasibility of his/her continued participation in these same projects. A policy cannot anticipate every individual circumstance, so students who need additional accommodation due to medical needs during or after pregnancy should consult with the Office of the Vice President for Student Affairs and their advisors/Executive Officers about arrangements for additional accommodation.

Students should initiate discussions with their advisors and Executive Officers and apply for the provisions of parental accommodation as early as possible to provide time necessary to reassign teaching duties for those students supported by teaching assistantships, or to adjust clinical assignments, or laboratory and other research schedules. The planning period should also be used to reach agreement on a timeline for academic work (e.g., class work, qualifying exam and other academic milestones, field work, time-sensitive research reports on sponsored projects) that may be affected by the six-week extension of requirements or one-semester reduction of teaching. It is essential that a student consult with his/her advisor(s) well in advance if the conditions of his/her funding or research grant require that specific tasks be completed by specified dates, or if a Principal Investigator (PI) will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student. Students who are teaching should consult with their direct supervisors on the campus.

Students should also be assured that sensitive or personal information they share with their supervisors, advisors, Executive Officers, and the Office of the Vice President for Student Affairs, such as medical information, will be treated with utmost discretion and communicated only to pertinent individuals. Students should feel free to share information in an environment where their privacy is respected.

Special Notice to International Students

Students who are attending The Graduate Center with an F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the Office of International Students about their plans during the period of Parental Accommodation.

Application and Approval Process

An eligible student must submit an application for the CUNY Science Scholars Doctoral Student Parental Accommodation to the Office of the Vice President for Student Affairs. In the case of childbirth, the student must submit the application no later than the 24th week of pregnancy. In the case of adoption, the application must be submitted as soon as the adoption is confirmed. Appropriate documentation (i.e., a signed letter from the student's health care provider with an estimate of the delivery date or from the adoption agency with an estimate of the adoption date) must accompany the application.

The student must specify on the application whether he/she intends to receive the six-week academic accommodation during the period immediately preceding, and/or the period immediately following, the anticipated birth or adoption. Additionally, he/she must specify whether he/she intends to take the service reduction in the semester of the anticipated birth/adoption or in the next immediately following semester.

The student must consult in advance with his/her instructors, advisor(s), and work supervisors and obtain the signature of his/her Executive Officer, who must indicate that he/she has received notice that the student has requested the parental accommodation as specified on the application form.

Assuming that the student meets the requisite eligibility requirements, the Office of the Vice President for Student Affairs will notify the student, the student's doctoral program, and the relevant University administrative offices that the six-week extension

of academic requirements and the one-semester teaching reduction and six-week work reduction on a funded project have been approved, along with the start date for the extension and excusal periods.

Extended Leave

Students who wish or need to take a longer period of leave, without continuation of funding, may request a leave of absence through the established policy of The Graduate Center.

Pregnancy Non-Discrimination Policy

The Graduate School and University Center does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions related to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from accessibility services within the Student Affairs office or from Title IX Coordinator Edith Rivera. (Contact information: Room 7301; 212-817-7410; ERivera@gc.cuny.edu; StudentAffairs@gc.cuny.edu.)

Disability Accommodations

The Graduate School and University Center does not discriminate on the basis of disability in the admission and retention of students or the employment of faculty and staff. For information regarding services and facilities for students with disabilities, please refer to "Services for Students with Disabilities" under the "Student Affairs and Student Services" section of this handbook and to the CUNY Disability Accommodations Procedure at <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/CUNY-Procedures-for-Implementing-Reasonable-Accommodations-and-Academic-Adjustments-9.21.2016.pdf>.

An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Civil Rights under section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. Grievances should be addressed to Matthew G. Schoengood, Vice President for Student Affairs and 504 / ADA Coordinator, Room 7301; Telephone: 1-212-817-7400.

Violence Prevention

Policy Statement

The City University of New York (the "University" or "CUNY") is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- (i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- (iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;
- (iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. The University will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/

or personnel action up to and including termination, consistent with University policies, rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found at <http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Security-Public-Safety/Workplace-Violence>.

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

Employee participation in the implementation of this Policy will be provided through their authorized employee representatives, who will be invited to participate in: (1) Scheduled physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence.

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

Notice of Access to Campus Crime Statistics, the Campus Security Report, and Information on Registered Sex Offenders

The Office of Security and Public Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. The campus security report includes: (1) the campus crime statistics for the most recent calendar year and the two preceding calendar years; (2) campus policies regarding procedures and facilities to report criminal actions or other emergencies on campus; (3) policies concerning the security of and access to campus facilities; (4) policies on campus law enforcement; (5) a description of campus programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; (6) campus crime prevention programs; (7) policy concerning the monitoring through the police of criminal activity at off-campus locations of students' organizations officially recognized by the college; (8) policies on illegal drugs, alcohol, and underage drinking; (9) where information provided by the State on registered sex offenders may be obtained (also see below); (10) policies on campus sexual assault programs aimed at the prevention of sex offenses and procedures to be followed when a sex offense occurs. This information is maintained pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; (11) disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies; (12) information on emergency notification and evacuation procedures; (13) information on missing student notification procedures; (14) fire safety reporting for institutions with on-campus student housing facilities; and (15) policies regarding the institution's programs to prevent dating violence, domestic violence, sexual assault and stalking, and procedures that will be followed when one of these crimes is reported.

The campus crime statistics and the annual campus security report are available at* [https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Campus-Security-Annual-Report-\(Clery-Act\)---Crime-](https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Campus-Security-Annual-Report-(Clery-Act)---Crime-). If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact John Flaherty, Executive Director of Institutional Services, at 1.212.817.7761, and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is <http://ope.ed.gov/security/index.aspx>.

*Click "Get data for one school" and then enter CUNY Graduate School and University Center.

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which they are a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the college's chief security officer, John Flaherty, Executive Director of Institutional Services (Room 9117; 1.212.817.7761), to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 2 and 3 offenders, you may also contact the Division's registry website at <http://www.criminaljustice.ny.gov/nsor/> and then click on "Search the Sex Offender Registry" or access the directory at the college's public safety department or police precinct.

Drugs and Alcohol Policy

The City University of New York is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees, and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

CUNY Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the federal Family Educational Rights and Privacy Act (“FERPA”), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Employees

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

Health Risks

The policies outlined above have been developed in order to safeguard the educational environment and protect individual members of the CUNY community. Grave legal and administrative consequences may result from breaches of these regulations, as do severe health risks that accompany substance abuse. Medically, both drug and alcohol abuse have been associated with sudden and/or early death, as well as a host of health problems, including: neurological impairment (brain damage), heart and liver degeneration, sexual impotence, and deterioration of the immune system, to name but a few. There are, in addition, particular risks to pregnant women and infants, reflected in higher mortality rates among mothers, as well as heightened susceptibility to illness and birth defects among infants. Negative effects upon the personal lives of drug and alcohol abusers are no less devastating. Often they cripple the individual’s ability to function on the job or in relationships with others. Far from being restricted to those who actually abuse substances, the effects of abuse cause unseen psychological damage to family members and loved ones, particularly to children, exerting an influence that frequently extends over lifetimes and even over generations.

Counseling and Assistance

Persons who are experiencing problems with drug or alcohol use may receive free, confidential health counseling and referral services in the Wellness Center (Student Health Services, 1-212-817-7020, and Student Counseling Services, 1-212-817-7020). Students hired as employees are eligible for free or low-cost services from CUNY’s Work/Life Program (CCA). The CCA offers information and support to help you manage your daily life, including selecting child-care or after-school programs, finding a therapist or support group, and a variety of personal, practical, and professional tools.

Smoking and Tobacco Policy

Under the City University of New York Board of Trustees Resolution passed September 24, 1994, all CUNY facilities are smoke-free environments. No smoking is permitted at any time in The Graduate Center or in any space owned, leased, or operated by the City University of New York. Smoking is also prohibited in front of the building’s entrances. The CUNY Tobacco Policy, effective September 4, 2012, further prohibits: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes. Violations by students of the no-smoking and CUNY Tobacco Policies will be referred to the Vice President for Student Affairs and may result

in disciplinary action. Questions about the no-smoking policy should be addressed to the Office of the Vice President for Student Affairs, Room 7301.

CUNY Protocol on Infectious Disease Notification (Revised: February 1, 2012)

From time to time, CUNY students or employees may contract an infectious disease that can be spread through casual contact. In such circumstances, which could impact the health and safety of the CUNY community, students and employees should follow this protocol. If a student or an employee is in doubt whether an infectious disease is covered, he/she should contact the campus Health Services office.

When students contract an infectious disease that can be spread through casual contact, they should immediately report it to the campus Health Services Director. If the campus Health Services Director is unavailable, they should report it to the campus Chief Student Affairs Administrator. If the Student Affairs office is closed, they should report it to the campus Public Safety office.

When employees contract an infectious disease that can be spread through casual contact, they should immediately report it to the Executive Director of Human Resources, who is responsible for reporting it to the campus Health Services Director. If the Human Resources office is closed, they should report it to the campus Public Safety office. Employees should also inform their supervisor or department chair.

When a child in the campus Child Care Center contracts an infectious disease, the Child Care Center Director should report it to the campus Health Services Director and to the campus Chief Student Affairs Administrator. If the campus Health Services Director is unavailable and the Student Affairs office is closed, the Child Care Center Director should report it to the campus Public Safety office.

The campus Public Safety office should report cases involving students to the campus Chief Student Affairs Administrator, cases involving employees to the Director of Human Resources, and cases involving a child in the campus Child Care Center to the Chief Student Affairs Administrator.

Please note the following information for The Graduate Center:

- Director of the Wellness Center – Robert Hatcher, Ph.D.
Room 6425, 212-817-7029, rhatcher@gc.cuny.edu
- Vice President for Student Affairs – Matthew Schoengood
Room 7301, 212-817-7400, mschoengood@gc.cuny.edu
- Executive Director of Human Resources – David Boxill
Room 8403, 212-817-7700, dboxill@gc.cuny.edu
- Executive Director of Institutional Services – John Flaherty
Room 9117, 212-817-7761, jflaherty@gc.cuny.edu

Reporting should include as much information as possible, including:

- names of the individuals involved
- all available contact information for the individuals involved:
 - phone numbers (e.g., cell, home, office)
 - email address(es)
 - emergency contact information
- student information (if applicable):
 - classes
 - clubs
 - residence hall room numbers
 - friends and/or faculty members and their respective contact information
- the date and time of the following:
 - diagnosis and/or symptoms
 - treatment
 - campus notification

Members of the University community who become aware of a student or an employee who has contracted an infectious disease that can be spread through casual contact are also encouraged to contact the campus Health Services Director or the Executive Director of Human Resources, as appropriate, with that information.

The campus is responsible for notifying the NYC Department of Health and Mental Hygiene (as required), and other appropriate campus officials via e-mail or phone, and for notifying the University Director of Environmental, Health, Safety, and Risk Management and the University Director of Mental Health and Wellness Services via e-mail to healthreporting@mail.cuny.edu. The Chief Student Affairs Administrator is responsible for cases involving students and the Executive Director of Human Resources is responsible for cases involving employees.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis.

If contact tracking is required, the campus Health Services Director is responsible for coordinating with NYC Department of Health and Mental Hygiene, the campus Registrar and the Chief Student Affairs Administrator, for students, or the Executive Director of Human Resources, for employees. Once contact tracking is complete, or if contact tracking is not required, the campus Health Services Director must document the tracking or the decision not to track.

Freedom of Information Law

The Provost's Office of the Graduate School and University Center of the City University of New York is responsible for ensuring compliance with the regulations of the Freedom of Information Law, Section 88, on public access. Lynette Phillips, Esq., has been designated as the Records Access Officer. Requests for access to public records must be made in writing. Records requested will be available for inspection and copying in the Office of Student Affairs, Room 7301, between the hours of 9 a.m. and 5 p.m., Monday through Friday. No fee is charged for the search for records, inspection, or certification. A fee not to exceed 25 cents per sheet may be charged for copying of records.

Religious Observances: Student Rights

Education Law Section 224-a, stating the rights and privileges of students unable to attend classes on certain days because of religious beliefs, appears below, as mandated by state law:

(1) No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.

(2) Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

(3) It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent from school because of religious beliefs an equivalent opportunity to register for classes or to make up any examination, study, or work requirements which he or she has missed because of such absence on any particular day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.

(4) If registration, classes, examinations, study, or work requirements are held on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, study, work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

(5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of that student's use of the provisions of this section.

(6) Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the institution is located for the enforcement of rights under this section.

Graduate Center Facilities Access and Use Policy

Distribution and Sale of Literature from Tables

Institutions of higher education need places where members of the institution can publicly present information about programs, activities, and issues. While The Graduate Center has a variety of public spaces for programs, we do not have the type of visible, central location at which information tables can be set up. Normally, this kind of “tabling” might take place in a centrally located student center or other similar location. Unfortunately, our facility does not have such a space. Our front lobby is a site that all community members must pass through, but the ability to place tables there is significantly restricted by safety considerations related to safe passage in and out of the building.

We have, however—in recognition of providing for this important function—developed a policy that will allow Graduate Center academic programs, centers or institutes, chartered DSC organizations, projects, and programs, and registered staff or faculty organizations to “table” in the lobby. In light of the restricted space available and specific fire and building regulations, the following policies will apply.

- Only one table will be allowed in the lobby at a time. To facilitate free passage through the lobby, the only approved location for that table is parallel to the wall directly to the left of the entrance to the library.
- The table to be used will be provided by The Graduate Center and will be of a size selected by The Graduate Center. The size will be based on safety considerations.
- The tabling entity must specifically be an approved Graduate Center academic program, center, or institute, a chartered DSC organization, project, or program, or a registered staff or faculty organization. Graduate Center entities may not reserve a table for use by a non-Graduate Center entity.
- Applications for tabling made by the DSC and its charter organizations must be made by email to the Office of Student Affairs (studentaffairs@gc.cuny.edu). All other applications for tabling should be made directly by email to Facilities (facilities@gc.cuny.edu). If a request is made by an academic program or involves anything of an academic nature, it must receive prior approval from the Provost’s Office (provost@gc.cuny.edu). Every effort will be made to be accommodating. Early requests are encouraged. The applicant should list the name of The Graduate Center entity making the request, the name of a specifically responsible individual, and a phone number at which the party can be reached. That individual will be responsible for the maintenance of the table and for the cleaning of any debris from around the table that results from the tabling.
- Those making the request should know that tabling may be precluded on the day they are requesting because of prior requests or lobby traffic or other logistical considerations.
- The Graduate Center reserves the right to limit the number of hours of tabling on a specific day based on the expected traffic in the lobby area that day.
- The Graduate Center may need to cancel a previously confirmed reservation based on safety or other logistical considerations.
- The Director of Security and/or highest ranking safety officer present has the authority to ask tabling to be concluded based on his or her assessment of health and safety considerations (e.g., crowding in the lobby).
- The only space that can be used by the tabling party is the table top itself. A sign may be placed on an easel behind the table but not affixed to the wall.
- A table must be staffed at all times by an individual. The lobby table cannot be used simply for placing unattended literature.
- Only Graduate Center faculty, staff, or students may serve as the responsible party or parties at a table.

Other opportunities for handing out flyers and leaflets include the Student Center, outside the Dining Commons, and in conjunction with Graduate Center events.

Persons wishing to distribute literature in the Robert E. Gilleece Student Center should contact the Doctoral Students’ Council (the graduate student government), Room 5495; Telephone: 1-212-817-7888; Fax: 1-212-817-1592; email: dsc@gc.cuny.edu.

Meeting Space

Space-Use Fees: Weekdays. When the event is the primary effort of one or more Graduate Center entities—doctoral and master’s programs, centers and institutes, the Doctoral Students’ Council, or chartered doctoral student organizations—there are no space use fees on weekdays. Space-use fees are charged on weekdays for all outside groups and for groups of which The Graduate Center or a Graduate Center entity is only one of several outside participants or cosponsors. Waiver of the space fee does not, however, preclude charges for extra audio-visual staff and equipment as well as for facilities staff and security costs. Such charges are typically assessed on weekends or when normal staffing is reduced, and/or depend on the size of the space being utilized. Reservation of space is arranged through The Graduate Center’s Room Reservations office at roomres@gc.cuny.edu.

In addition, student meeting space is available in the Robert E. Gilleece Student Center through arrangement with the Doctoral Students’ Council, Room 5495; Telephone: 1-212-817-7888; Fax 1-212-817-1592; email dsc@gc.cuny.edu.

Space-Use Fees: Saturdays. Charges will be assessed for Saturday usage. Please contact the Room Reservations office at roomres@gc.cuny.edu for further information.

Demonstrations/Picketing

Picketing in an orderly manner is permitted in front of the building subject to New York City rules and regulations, which provide that there may not be interference with pedestrian traffic or with access to and egress from the building through all entrances. New York City regulations for picketing and demonstrations also provide that hand-held signs may not be mounted on sticks or other hard objects.

Amplification Devices

The use of sound amplification devices such as loudspeakers and “bullhorns” is not permitted inside or adjacent to The Graduate Center, because their use would interfere with instructional and other Graduate Center activities.

Signs

Persons holding banners, signs, or other objects may not block the view of other audience members at an event.

Security and Public Safety Measures

The following measures are some of the means that may be used by The Graduate Center’s Office of Security and Public Safety in striving to provide a safe and secure environment for The Graduate Center community and its visitors while protecting and respecting the rights of the individual, including free-speech rights: enforcement of public assembly space occupancy limits; requiring the presentation of identification; assignment of additional security personnel; searching bags, packages, and other containers; requiring that coats, outerwear, bags, packages, and containers be put in checkrooms before entrance to events; the use of magnetometers (metal detectors); videotaping, audiotaping, and/or photographing an event; and requesting the presence of outside law enforcement agencies.

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

Rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes were adopted by the Board of Trustees of the City University of New York (formerly the Board of Higher Education) on June 23, 1969, in compliance with Chapter 191 of the Laws of 1969 of the State of New York. These rules and regulations are in effect at all campuses of the City University of New York. The full text may be found in the *Bulletin of The Graduate Center*. The following is an excerpt from these rules and regulations:

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 that sanctuary lies in the protection of intellectual freedoms: 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 condition 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.

Graduate Center Directory

Phone numbers are, unless listed completely, extensions for “1-212-817- ,” and may be dialed in abbreviated format from any other “1-212-817- ” phone. Locations are in The Graduate Center (365 Fifth Avenue) unless otherwise indicated.

Users of TTY should call the New York Relay Center (TTY) at 1-800-662-1220.

Online phone and email directories are also located on The Graduate Center’s website: www.gc.cuny.edu.

	Room number, Floor, or Location	Phone
Admissions	7201	7470
Advanced Science Research Center (ASRC)	85 St. Nicholas Terrace	212-413-3300
American Studies Certificate Program.....	5110	8124
Anthropology Program	6406	8005
Art History Program	3410	8035
Associate Provost and Dean for		
Academic Affairs	8113	7200
Audiology Program	7107	7980
Biochemistry Program	4312	8085
Biology Program	4315	8100
Building Design and Exhibitions	9119	7394
Building Maintenance / Repairs (see “Facilities”)		
Bursar’s Office	8105.7	7680
Business and Finance	8401	7600
Business Program	Baruch College	1-646-312-3090
	1 Bernard Baruch Way, Rm. 13-255	
Career Planning and Professional		
Development.....	3300.08	7425
Chemistry Program	4310	8135
Chief Diversity Officer	7301	7410
Child Development and Learning Center.....	3201	7032
Classics Program.....	3115	8150
Client Services, Information Technology	Library 2nd Floor	7300
Cognitive Neuroscience	6304.15	1815
Communications and Marketing, Office of	8302	7170
Comparative Literature Program.....	4114	8165
Compliance and Diversity Office.....	7301	7410
Computer Facilities (see “Information Technology”)		
Computer Science Program	4319	8190
Counseling Services, Student	6422	7020
Criminal Justice Program.....	John Jay College	1-212-237-8988
	524 W 59 St., Suite 631 Haaren Hall	
Critical Theory Certificate Program.....	9129	8184
Data Analysis and Visualization	5307	
Data Science.....	4319.02	8195
Dean for the Sciences	8111.03	7215
Digital Humanities	5307	
Dining Commons	8314	7953
Directory information		7000
Disability services, students.....	7301	7400
Diversity, Office for Educational		
Opportunity and,	8306	7540
Doctoral and Graduate Students’ Council	5495	7888

	<u>Room number, Floor, or Location</u>	<u>Phone</u>
Earth and Environmental Sciences Program ...	4306.....	8240
Economics Program.....	5316.....	8255
Educational Opportunity and Diversity, Office for	8306.....	7540
Educational Psychology Program	3203.....	8285
English Program	4409.....	8315
Event Planning, Special Events and.....	9113.....	7150
Facilities Services and Campus Planning, Office of.....	9118.....	7730
Film Studies Certificate Program	5110.....	8124
Financial Aid, Office of Fellowships and.....	7201.....	7460
French Program	4202.....	8365
General Information.....		7000
Help Desk		7300
History Program	5114.....	8430
Human Resources.....	8403.....	7700
Humanities and Social Sciences, Associate Provost and Dean for	8113.....	7200
Information, Directory		7000
IT Services.....		7300
Information Technology, Office of.....	8311.....	7350
Institutional Advancement Office of.....	8204.....	7130
Interactive Technology and Pedagogy Certificate Program	3300.....	7289
International Migration Studies	6112.05.....	8787
International Students, Office of.....	7200.....	7490
Keys (see “Security and Public Safety”)	9117.....	7769
Language Reading Program	4414.....	2083
Latin American, Iberian, and Latino Cultures..	4200.....	8410
Latin / Greek Institute	9127.....	2081
Liberal Studies Program.....	4108.....	8480
Library.....		7083
Book Acquisition.....	2314.....	7061
Circulation Desk	1.....	7083
Dissertation Library.....	1.....	7069
Interlibrary Loan	1100.16.....	7049
Chief Librarian’s Office	2315.....	7060
Reference Desk.....	2.....	7077
Serials.....	2316.....	7079
Linguistics Program.....	7407.....	8500
Mailroom	1211.....	7750
Master’s Study Room	7405.....	
Mathematics Program.....	4208.....	8530
Medieval Studies Certificate Program	5110.....	8124
Meditation Room	9201.....	
Middle Eastern Studies Program.....	6304.24.....	7571
Music Program	3105.....	8590
Nursing Science Program.....	4116.09.....	7987

	<u>Room number, Floor, or Location</u>	<u>Phone</u>
Ombuds Office.....	8108.....	7191
Office of the Dean for Master's Programs	8309.02.....	7200
Payroll Office.....	8105.01.....	7630
Personnel Office	8403.....	7700
Philosophy Program	7113.....	8615
Physics Program	4317.....	8650
Political Science Program.....	5202.....	8670
President / Graduate School and University Center, Office of the.....	8201	7100
Professional Development, Office of Career Planning and.....	3300.09.....	7425
Professional Staff Congress	61 Broadway, 15th floor	1-212-354-1252
Provost and Senior Vice-President	8113.....	7200
Psychological Counseling, Wellness Center.....	6422.....	7020
Psychology Program.....	6304.01.....	8705
Quantitative Methods in the Social Sciences...	6112.05.....	8787
Registrar	7201	7500
Renaissance Studies Certificate Program	5110.....	8124
Research and Sponsored Programs, Office of ..	3300.....	7520
Research Centers and Institutes, Office of Research and Sponsored Programs.....	3300.....	7520
Sciences, Office of the Dean for.....	8111.03.....	7215
Security	Lobby	7777
Security and Public Safety, Office of	9117	7760
Social Welfare Program	Hunter College..... 2180 Third Ave., 6th floor	1-212-396-7615
Sociology Program.....	6112.04.....	8770
Spanish Program—see Latin American, Iberian, and Latino Cultures		
Special Events and Event Planning.....	9113.....	7150
Speech—Language—Hearing Sciences Program ..	7107.....	8800
Sponsored Research	8309.....	7520
Student Activities Coordinator	7301	7400
Student Affairs.....	7301	7400
Student Counseling, Wellness Center	6422.....	7020
Supply Office / Central Stores	1211	7644
Teaching & Learning Center	3300.21.....	7273
Theatre Program.....	3112.....	8870
Urban Education Program	4202.04.....	8280
Vice President, Senior, for Finance and Administration	8401	7600
Vice President for Institutional Advancement ..	8204.....	7130
Vice President for Student Affairs	7301	7400
Wellness Center / Student Counseling Services ..	6422.....	7020
Women's Studies Certificate Program	5116.....	8905
Women's and Gender Studies Program	8904.....	8895

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CUNY Colleges

College websites may be accessed at www.cuny.edu.

Bernard M. Baruch College

1 Bernard Baruch Way, Manhattan
www.baruch.cuny.edu

Borough of Manhattan Community College

199 Chambers St., Manhattan
www.bmcc.cuny.edu

Bronx Community College

University Ave. at West 181st St., Bronx
www.bcc.cuny.edu

Brooklyn College

2900 Bedford Ave., Brooklyn
www.brooklyn.cuny.edu

The City College

160 Convent Ave., Manhattan
www.ccnycuny.edu

The College of Staten Island

2800 Victory Blvd., Staten Island
www.csi.cuny.edu

CUNY Baccalaureate Program

365 Fifth Ave., Manhattan
<http://cunyba.gc.cuny.edu/>

CUNY School of Labor and Urban Studies

25 West 40th Street, Manhattan
www.slu.cuny.edu

CUNY School of Law

2 Court Square, Queens
www.law.cuny.edu

CUNY School of Medicine

160 Convent Ave., Manhattan
www.ccnycuny.edu/csom

CUNY School of Professional Studies

119 W. 31st St., Manhattan
<http://sps.cuny.edu/>

CUNY Graduate School of Public Health and Health Policy

55 West 125th St., Manhattan
www.sph.cuny.edu

The Graduate School and University Center

365 Fifth Ave., Manhattan
www.gc.cuny.edu

Stella and Charles Guttman Community College

50 West 40th St., Manhattan
www.guttman.cuny.edu

Eugenio María de Hostos Community College

500 Grand Concourse, Bronx
www.hostos.cuny.edu

Hunter College

695 Park Ave., Manhattan
www.hunter.cuny.edu

John Jay College of Criminal Justice

524 W. 59th St., Manhattan
www.jjay.cuny.edu

Kingsborough Community College

2001 Oriental Blvd., Brooklyn
www.kbcc.cuny.edu

Fiorello H. LaGuardia Community College

31-10 Thompson Ave., Queens
www.lagcc.cuny.edu

Herbert H. Lehman College

250 Bedford Park Blvd. West, Bronx
www.lehman.cuny.edu

Macaulay Honors College

35 West 67th St., Manhattan
<http://macaulay.cuny.edu>

Medgar Evers College

1650 Bedford Ave., Brooklyn
www.mec.cuny.edu

New York City College of Technology

300 Jay St., Brooklyn
www.citytech.cuny.edu

Craig Newmark Graduate School of Journalism

219 W. 40th St., Manhattan
www.journalism.cuny.edu

Queens College

65-30 Kissena Blvd., Queens
www.qc.cuny.edu

Queensborough Community College

222-05 56th Ave., Queens
www.qcc.cuny.edu

York College

94-20 Guy R. Brewer Blvd., Queens
www.york.cuny.edu

The City University of New York



Questions? Need Assistance?

Student Affairs.....	1-212-817-7400
Financial Aid	1-212-817-7460
International Students.....	1-212-817-7490
IT Services	1-212-817-7300
Library.....	1-212-817-7083
NYC 311 Citizens Service Center	311
Ombuds Office	1-212-817-7191
Registrar	1-212-817-7500
Wellness Center / Psychological Counseling	1-212-817-7020

Emergency Numbers on Campus:

Campus Security	7777
Police, Fire, Ambulance.....	dial 9, then 911

Telecommunications Services for the Deaf:

New York Relay Service (TTY).....	1-800-662-1220
New York Relay Service (Voice)	1-800-421-1220
New York Telecommunications Relay Service (toll free in New York) ...	711