

# Student Handbook 2018-2020





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# Message from the President of York College

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## *Dear Students,*

On behalf of the entire York College family, I am pleased to welcome you to York College/CUNY. To our newly admitted freshmen and transfer students, congratulations on your decision to enroll at this dynamic institution.

You have chosen York because you have determined that obtaining a higher education and the credentials that come with it will prove a wise decision and will pay dividends in the years to come. Our outstanding faculty, most of whom hold Ph.D's from universities throughout the United States and beyond, are committed to engaging and challenging you to achieve academic excellence. Here at York, you will have a stimulating and rewarding educational experience that will prepare you to succeed in today's global marketplace.

Please connect with your professors, schedule your classes wisely, be methodical about your studies, and develop an academic plan that will allow you to complete your degree in a timely manner. I encourage you also to get to class on time, prepare ahead by reading your textbooks and engage actively in classroom discussions. Wherever possible, develop a mentoring relationship with a faculty member in your major. Outside of the classroom, I encourage you to get involved in the many opportunities that abound: Study Abroad, Undergraduate Research, Experiential Learning, Honors Programs and Professional Societies, all of which will prepare you for life beyond York.

I encourage you to utilize the student and academic support services staff who will help you navigate your path to success. Take full advantage of our Tutoring Center, Counseling Center, and Career Services Center among the many support services that will help you stay on track to achieving your goals.

Again, welcome to York College. I know that your life will be transformed by the people and programs you encounter here.

Regards,



Marcia V. Keizs  
President



# Message from the VP for Student Development

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## *Dear York College Cardinal,*

Welcome to York College! We are pleased that you have chosen York not only to obtain your degree but to also aid you in selecting a career path, which will eventually transform your life.

As a York College student we urge you to utilize all of the support services at the institution so that you can succeed both academically and personally. Getting fully integrated, engaged and involved as a student is essential to having a holistic experience that will validate, motivate and encourage you to continue on your journey to achieve your goals. Our faculty, professional staff and administrators are here for the sole purpose of ensuring that we can deliver on our promise, which is for you to achieve your life-long dreams and desires of becoming a successful professional in your chosen field.

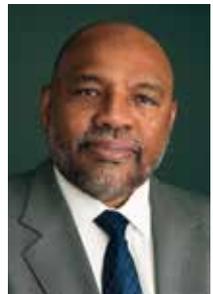
We urge you to become knowledgeable and aware of all of the information available to you in this handbook. Also, a key part of being a student at York is to get fully engaged and participate in college events, student clubs and organizations, undergraduate research, study domestically and abroad and to enjoy the experience with your peers, of which some may remain your life-long friends. In addition, it is essential that you understand your rights and responsibilities as well as all of the policies, guidelines and regulations. The Student Handbook is an important resource therefore, becoming familiar with all of its contents will be valuable throughout your academic experience at York College.

Lastly, you are encouraged to stop into any of the Student Development offices for assistance and we look forward to supporting each of you to achieve your lifelong aspirations and dreams.

Best wishes,



Vincent Banrey, Ph.D.  
Vice President for Student Development



# York College Mission, Vision and Values

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## Mission

York College enriches lives and enables students to grow as passionate, engaged learners with the confidence to realize their intellectual and human potential as individuals and global citizens.

## Vision

“York will be a Transformative Urban Institution and Cultural Hub.”

## Values

**Integrity** York College embraces integrity as a central value in all aspects of its engagement including teaching, learning, research and service. Integrity will emerge from committed, continuing and rigorous evaluation of all college policies, procedures and processes.

**Diversity** York College values cultivating a climate of acceptance, mutual respect and appreciation of unique differences across the human spectrum.

**Intellectual Discovery & Creativity** York College values providing an intellectual environment where students and faculty will take ownership for and responsibility to excel in academic inquiry, creativity, scholarship, research, interdisciplinary collaboration and professional growth.

**Intentional Interactions** York College creates opportunities for productive and creative intentional interactions among the various groups of the college to foster a small college atmosphere.

**Self-Reflection & Accountability** Each member of the York College Community, on an ongoing basis, will reassess their effectiveness, identify challenges, create a plan to meet the challenges, and improve decision-making and institutional effectiveness.

**Civic Engagement** Each member of the York College community assumes personal responsibility and awareness of our respective communities and strives to serve the common good.

# York College Governance

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York College is governed by The College Senate, which is comprised of representatives of the faculty, student body and administration. The number of student senators is equal to the number of faculty senators. The York College Student Government elects one of its members to serve as the student government president and the head of the Student Caucus. The Student Caucus is comprised of all the student representatives elected to the Senate. The York College Senate has established the following standing committees: Committee on Academic Standards; Committee on Elections; Committee on Admissions; Committee on Instruction; Committee on Campus Environment; Committee on Library; and Curriculum Committee. These committees are monitored by and report to the Senate. Committee membership on all standing committees includes student members, usually with full voting privileges. Students do not have to be members of the senate in order to serve on standing committees. The committee structure provides an opportunity for students to participate in the decision-making process, which subsequently affects the campus environment. It also provides a valuable learning experience for students.



# College Administration

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## Office of the President

### President

Dr. Marcia V. Keizs  
718-262-2350 • Office Suite AC 2H02

### Dean for the Executive Office of the President

718-262-2350 • Office Suite AC 2H02

### Executive Counsel, Office of Legal Affairs and Labor Relations

Russell Platzek, Esq.  
718-262-2140 • Office Suite AC 2H05F

### Director of Government and Community Affairs

Dr. Earl Simons  
718-262-3795 • Office Suite AC 2H02

### Chief Diversity Officer/ Title IX Coordinator

Alicia Franqui, Esq.  
718-262-2137 • Office Suite AC 2H04B

## Division of Student Development

### Vice President for Student Development

Dr. Vincent Banrey  
718-262-2331 • Office Suite AC 2F01A

## Division of Academic Affairs

### Provost & Senior Vice President for Academic Affairs

Dr. Panayiotis Meleties  
718-262-2780 • Office Suite AC 2H07

### Dean of School of Arts and Sciences

Dr. Donna Chirico  
718-262-2806 • Office Suite AC 2H07

### Dean of School of Business and Information Systems

718-262-5310 • Office Suite AC 2B06

### Dean of School of Health and Behavioral Sciences

718-262-2783 • Office Suite AC 2H05

## Division of Administrative Affairs

### Senior Vice President and Chief Operation Officer

Mr. Ronald Thomas  
718-262-2332 • Office Suite AC 2H05

### Chief Information Officer

Mr. Peter Tighe  
718-262-2351 • Office Suite AC 1H04

## Division of Institutional Advancement

### Vice President of Institutional Advancement Unit

Mr. Shereitte Stokes  
718-262-2354 • Office Suite AC 2H03

### Communications Publications Design Manager

Mr. Kenneth Beck  
718-262-2495 • Office Suite AC 2H03

# Division of Student Development

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## Student Development Mission Statement

The mission of the Division of Student Development is to integrate, engage, involve and validate students at York College. By developing, operating and implementing effective programs and services, we enable and empower students to become self-actualized, passionate, and engaged learners in a global society.

## Athletic Program



### ATHLETICS MISSION

The York College Intercollegiate Athletics and Recreation Department is committed to excellence in athletics and recreation as part of a larger commitment to enriching the lives of students through institutional pride and intellectual growth as individuals and global citizens.

### Goals

- To maintain academic integrity and eligibility to assure our student-athletes reach their educational goals;
- To steward our financial condition through our facilities, alumni contributions, sponsorships/partnerships and philanthropic funding to assure budget efficiency;
- To strengthen the department's contributions to and relationship with the College Community and the neighboring communities;
- To facilitate the improvement of our athletic programs and assure recruitment, retention, and growth of a diverse population to compete for conference championships.

### ABOUT ATHLETICS

York College, home of the Cardinals, competes in National Collegiate Athletic Association (NCAA) Division III competition and is part of the City University of New York Athletic Conference (CUNYAC). The Cardinals are also a member of the Eastern College Athletic Conference (ECAC).

York College offers 17 varsity sports:

#### Men's Sports

Basketball, Cross Country, Indoor and Outdoor Track & Field, Soccer, Swimming, Tennis, Volleyball

#### Women's Sports

Basketball, Cross Country, Indoor and Outdoor Track & Field, Soccer, Softball, Swimming, Tennis, Volleyball



### **Brief History**

The Cardinals have captured 31 CUNYAC Championships in their history, with the most coming from Men's Outdoor Track with seven. In 2010, York took home five conference titles, the most in school history for one season.

### **Athletic Eligibility**

To be eligible to participate in intercollegiate athletics, a student must:

1. Meet the admissions requirements of the college.
  2. Be a full-time matriculated student carrying at least 12 degree credits (or equated credits).
  3. Meet the minimum requirements for good academic standing (2.0 GPA)
  4. Attend required study hall if you are an incoming freshman or transfer student and if you are a returning student-athlete who has under a 2.5 GPA.
  5. Must be making reasonable progress toward a degree (minimum of 24 credits completed within an academic year)
  6. Comply with NCAA Division III rules and regulations, as well as meeting conference eligibility requirements.
- Student-athletes are eligible to compete for four seasons of intercollegiate competition in any one sport, spanning 10 full-time semesters (15 quarters) of college attendance.

Sports Medicine coverage is provided to all York College athletes by the Athletic Trainer (AT) or certified Athletic Trainer. The AT acts in conjunction with the Office of Public Safety in case of emergency or injury.

Athletics Department general contact number for all coaching staff is 718-262-5114.

## Media

*Website:* [yorkathletics.com](http://yorkathletics.com)

*Facebook:* [facebook.com/yorkathletics](https://facebook.com/yorkathletics)

*Youtube:* [youtube.com/yorkathletics](https://youtube.com/yorkathletics)

*Twitter/Instagram:* [@yorkcardinals](https://twitter.com/yorkcardinals)

## Facilities

York College offers numerous athletic facilities on its campus including:

- 2,500-person capacity Gymnasium
- Heated locker rooms
- Indoor Track
- Fitness Center & Weight Room
- Six-lane heated Swimming Pool
- Six-lane Outdoor Track (under construction)
- Six Tennis Courts
- Turf Soccer Field (under construction)
- Athletic Field with Throwing Cages

## RECREATION

The following facilities are available to all students, faculty, staff, and alumni of York College during specified hours. Recreation Schedules are available prior to the start of each semester and reflect the normal hours of operation. A copy of the schedule can be obtained at the Recreation and Intramural Office in HPE Room P109B, or by visiting our website at [yorkathletics.com](http://yorkathletics.com).

- Gymnasium
- Indoor Track
- Fitness Center
- Multi-Purpose Room
- Swimming Pool
- Outdoor Field
- Tennis Courts (seasonal)



## **Recreation Rules**

1. Valid York ID must be presented to Recreation staff in order to use the recreational facilities. ID will be held until completion of workout.
2. Proper attire must be worn at all times: Gymnasium – tee shirt, shorts or sweatpants and sneakers. Swimming Pool - Nylon or Lycra swimsuits only (no basketball shorts or cut-offs).
3. No outside food or drink is permitted in the recreation facilities.
4. Lockers are available on the lower levels and are for **daily-use only**.
5. Clothes are to be changed in community locker rooms only, or faculty locker rooms as assigned.
6. Personal belongings, such as coats, bags, books etc. are not permitted to be left in the recreational spaces.
7. All participants must adhere to York College's code of conduct.

## **Intramurals**

The York College Athletic Department hosts a wide range of athletic intramural events throughout the academic year. These activities and events are designed for the participation, recreation, and enjoyment of the entire campus community including faculty, staff, undergraduate and graduate students. It is our goal to actively promote college community engagement through health and recreational activities which include but are not limited to the following:

- Table Tennis
- Badminton
- Basketball
- Volleyball
- Flag Football
- Soccer
- Run For Fun Race
- Ultimate Frisbee
- Dodgeball

All activities are Co-Ed. Please refer to our website, and postings campus-wide, for the intramural schedule of events.

If you have any questions or are interested in participating or registering for an event, please contact us directly at 718-262-5107, visit our Recreation Office (HPE 109) in person, or register online.

## Career Services

Room: AC3M01 • 718-262-2282  
[www.york.cuny.edu/career-services](http://www.york.cuny.edu/career-services)



The primary mission of Career Services is to help students become fully marketable by strategizing a career map that runs parallel to their academic endeavors. We focus on providing career development assistance in a partnership effort involving students, faculty, business, industry and a wide variety of community agencies and organizations. The professional staff is available to help individuals increase self-understanding of their abilities, interests, values and goals. In addition, students are taught how to research careers and to develop the skills necessary to launch an effective job search. All students are automatically entered into our online database and should visit us during their first semester at York in order to gain maximum benefit from the following services:

- Career Counseling
- Career Development courses
- Personal Interests, skills, and value inventory
- Inclusion in national databases for internships, volunteer and other career opportunities
- Workshops for resume writing, interviewing skills, job search techniques and business etiquette
- Seminars on discipline related career opportunities
- Job and Internships fairs
- Computer-assisted career development tools
- On-line access to up-to-the-minute updates on all of the above.

You may check for current office hours and information concerning special events and services by going to our website.



## The Center for Student with Disabilities

Room: AC1G02 • 718-262-2191/3732

[www.york.cuny.edu/student-development/csd](http://www.york.cuny.edu/student-development/csd)

The Center for Students with Disabilities is dedicated to providing a wide range of supportive services to York students with disabilities. Supplemental services including accommodations, academic adjustments, and/or auxiliary aids are provided to help meet the unique educational needs of students with a permanent and/or temporary documented disability. Accommodations offered include extended time for exams, use of a tape recorder, reader/scribe, note-taker, magnification device, closed-caption television, and computers with adaptive technology. These are just a few of the services provided by the Center for Students with Disabilities Program.

The Center for Students with Disabilities is committed to fulfilling its mission by assisting students to achieve their full academic potential, while encouraging self-sufficiency, and facilitating the elimination of any physical, educational, and attitudinal barriers. All students with a disability are encouraged to self-identify to the Center for Students with Disabilities Program in a reasonable and timely manner to ensure access to all courses, programs, services, and activities at York College. To determine if you are eligible for any of the Center for Students with Disabilities Program services, please stop by the office and/or call to speak with a member of the Center for Students with Disabilities staff.

### CUNY LEADS

#### (Linking Employment, Academics, Disabilities and Services)

Room: AC1G02 • 718-262-2323

CUNY LEADS aims to facilitate successful academic and career outcomes for CUNY students with disabilities. The mission for the CUNY LEADS program is



to link a disabled student's academic accomplishments with his/her professional endeavors via career counseling, job coaching, internship assistance and more.

CUNY LEADS also facilitates students' involvement with ACCESS (Adult Career and Continuing Services-Vocational Rehabilitation). Stop by for additional information.

## York College Child and Family Center

94-12 160th Street, Jamaica, NY 11451 • 718-262-2930

[yccfc@york.cuny.edu](mailto:yccfc@york.cuny.edu)

Located in a new building on the former St. Monica's Catholic Church site, The Center has eight classrooms, a parent/staff resource room, a food preparation area and offices. The program has been designed to meet the needs of student parents by providing affordable, flexible child care for infant-toddlers and preschoolers. Children will be assigned to classrooms by age and developmental level. The center is licensed by the New York City Department of Health and Mental Hygiene.

**Flexible Scheduling** will be offered to student parents using their class schedules as a basis for their child's enrollment. With flexible scheduling student parents only register their child/ children for the days and hours they need for class, workstudy, fieldwork or for studying.

**Professional Staff** consist of certified teachers, assistant teachers and aides. The center will offer an early childhood education program in a homelike, multicultural environment. Teachers will plan and develop mentally appropriate activities that will stimulate the intellectual and creative abilities of each individual child while enhancing other developmental skills.

**Support for Student Parents** A parent/staff resource room has been incorporated to provide a lending library, a lounge area, a work area with one computer and space for meetings. Parents will be able to borrow children's books from the lending library, sit for a few minutes in the lounge area before picking up their child or attending classes. Small workshops or presentations on specific topics related to parenting, careers or academics will be held in the Resource Room.

**A Resource for the College Community** The Child and Family Center will become an integral part of the academic community by serving as a workstudy, fieldwork and observation site for interns from various academic departments. Presently, enrollment in The Center is available for children of York College students, staff and faculty. Children are registered in accordance to parent's class schedule. The Center does not provide drop-in or babysitting services. Enrollment will be limited and based on a first come first served basis.

**Monday – Friday 8:00am to 5:00pm**

## Counseling Center

Room: AC1G03 • 718-262-2272

[www.york.cuny.edu/student-development/counseling-center](http://www.york.cuny.edu/student-development/counseling-center)

The Counseling Center is committed to providing a broad range of high quality, innovative, and ethical services that address the psychological, educational, social, and developmental needs of York students. York College offers free psychological short-term individual counseling to all currently enrolled students that are having difficulty coping with personal and/or academic concerns. Referral information and guides for additional resources are available.

### Academic Probation

Any student who has been placed on academic probation **MUST** be seen by a counselor in the Counseling Center. If an academic block is placed on a student's record they are urged to seek advisement as soon as possible. Counselors are authorized to lift academic blocks to allow students to register after they've met with the counselor to address the deficiency. Workshops are available to help students succeed and improve their overall grade point average (GPA). Please see a counselor for scheduled workshops on stress/ time management, study skills, test-taking strategies, and more.

### Alcohol & Drug Prevention Counseling

Our trained staff can provide answers to your questions, referral information, and resources to accurate, useful, and trustworthy information. If you, or anyone that you know, has a problem with substance abuse please contact the Counseling Center.

### Graduate School

A Graduate School Fair is hosted at York College during each Fall semester. If you need help in choosing a graduate school to further your education, stop by and ask to see a counselor in the Counseling Center.

## Male Initiative Program

Room: AC3M02 • 718-262-3772

[www.york.cuny.edu/student-development/mens-center](http://www.york.cuny.edu/student-development/mens-center)

The purpose of the York Male Initiative Program and Men's Center is to provide a system of support through various resources that contribute to the improvement of enrollment and graduation rates of male students. The Center has two primary goals. One is to support the College's recruitment efforts from various areas in the community, and the other is to provide services that support student's persistence to graduation. The cornerstone of the program is our Mentoring Program, which gives students the opportunity to interact with other role models including our faculty and staff.

The programs of the York College Male Initiative Program are:

- Pi Eta Kappa - an academic fraternity and honor society
- Back-On-Track - a teacher development program that provides SAT assistance to high school students



- The Barbershop – a forum for young men to discuss hot topics, issues that impact the campus and the greater community.
- P.R.I.D.E – (Planting Roots in Dynamic Education) an after school program for middle and high school students in temporary housing.
- V.I.T.A. – (Volunteer Income Tax Program) a free tax-program for students, seniors and local residents.
- Route to Success – a collaboration with the NYC Department of Probation and the Queens District Attorney’s Office that attempts to disrupt the pipeline to prison cycle among underrepresented populations.

## **Military Science/Army ROTC**

**Room: AC3H01D • 718-262-3774**

**[www.ROTC@york.cuny.edu](mailto:www.ROTC@york.cuny.edu)**

Army Reserve Officers’ Training Corps (ROTC) provides college students the skills and leadership training to become officers in the United States Active Army, Army Reserve, and Army National Guard. The military science curriculum is designed to help you develop life skills and assist you with achieving your academic and career goals, all of which are essential in building a positive and productive future. The program can prepare you to become a U.S. Army officer while completing a degree.

Cadets develop maturity, responsibility, leadership ability, self-confidence, and other qualities essential to success in any field. The program stresses written and oral communication, physical training, first aid, land navigation, and ethics.

Upon successful completion of ROTC, Cadets receive commissions as second lieutenants in one of the Army’s specialized branches.

### **The New York National Guard Recruit Sustainment Program (RSP)**

York also offers the New York National Guard Recruit Sustainment Program (RSP) for those students who also wish to receive financial benefits from the US Army while pursuing their degree.

## Office of Student Activities

Room: AC1E01 • 718-262-2285

[www.york.cuny.edu/student-development/student-activities](http://www.york.cuny.edu/student-development/student-activities)

The mission of the Office of Student Activities (OSA) is to complement the academic experience of our students with co- and extra-curricular programs that promote social and personal development. Our staff advises and assists student groups in planning social, educational, and recreational programs, and provides opportunities for the development of leadership skills.

York College is home to various academic, social, athletic, cultural, recreational, political, and special interest groups which add an additional set of valuable learning experiences for students and faculty. Each group established on campus must meet approved criteria in order to gain status as a College-chartered organization. Faculty advisors assist and consult with students in the development of programs, and provide resources and assistance as needed. Additionally, OSA has responsibility for providing guidance to the Student Government Association; administrative oversight of the student newspaper, Pandora's Box; and supervises the operations of the Game Room and the on-line radio station, YCRadio.com.

For a listing of student clubs, please visit our website.

### Jumpstart

Room: AC1E01 • 718-262-2269

[www.jumpstart.org](http://www.jumpstart.org)

JumpStart's mission is to work toward the day every child in America enters school prepared to succeed. JumpStart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income communities. Through a proven curriculum, these children develop the language, literacy and social skills they need to be ready for school, setting them on a path to close the achievement gap before it is too late. JumpStart operates at over 60 colleges across the country and since its inception in 1993 has served over 90,000 children.

Students participating in JumpStart at York College, called Corps members, are a diverse group who have accepted the role as caring, committed adults shaping the lives of preschoolers in the South Jamaica community. Balanced with full-time academic schedules, part-time jobs, and family obligations, students give between 200 and 300 hours of community service and build lasting relationships with their peers and preschool partners in their classrooms. JumpStart is an AmeriCorps program, which means not only can York students serve their campus community, but they have an opportunity to earn an educational stipend to apply towards tuition and other educational experiences.

## Pandora's Box

Room: AC2C13 • 718-262-2529

[www.york.cuny.edu/news/pandoras-box-online](http://www.york.cuny.edu/news/pandoras-box-online)

Pandora's Box

Pandora's Box is York College's award winning and nationally recognized collegiate newspaper that keeps the campus up-to-date on current issues and events. It is an excellent opportunity for students to gain journalistic experience.

## Student Game Room

Room: AC1F19-20 • 718-262-2245

[www.york.cuny.edu/student-development/student-activities/game-room](http://www.york.cuny.edu/student-development/student-activities/game-room)

The Student Game Room offers a variety of fun and relaxing activities for students to enjoy, including: billiards, assorted card games, board games, Play Station 3 and Xbox 360 video gaming systems, an arcade gaming system, and two plasma television screens which have cable programming.

## Student Government Association

Room: AC1G04 • 718-262-2888

[www.york.cuny.edu/student-development/student-activities/student-government](http://www.york.cuny.edu/student-development/student-activities/student-government)



The Student Government Association (SGA) is comprised of student senators elected by the student body to represent your ideas, concerns, issues, and needs. SGA Senators meet, discuss and act upon critical issues that impact quality of life from an academic and social standpoint. The Senators serve on the York College Faculty/Student Senate, York College Association, York College Auxiliary Enterprises, Technology Fee Committee and various other committees that affect the campus environment. Members of the SGA also participate in an annual leadership training conference where they are taught skills and techniques that help them become better leaders.

## York College Radio Station

Room: AC1G06 • 718-262-5293

[www.york.cuny.edu/ycradio](http://www.york.cuny.edu/ycradio)



The York College Radio Station (YCRadio.org) was created within the Division of Student Development to give students a recreational and academic resource that fosters interest in broadcast production and communications technology. It provides hands-on experience for our students. YCRadio.org currently streams online. The station can be accessed through the York College website and is programmed with music, sports talk shows and discussions of "hot topics" by faculty scholars and guests.

## Percy E. Sutton SEEK Program

Room AC1C08 • 718-262-2300

[www.york.cuny.edu/student-development/seek](http://www.york.cuny.edu/student-development/seek)



If you are a talented and motivated individual whose academic record does not reflect your full potential, the SEEK Program is for you. SEEK (Search for Education, Elevation and Knowledge) is a higher education opportunity program found at each of the senior colleges of The City University of New York. The program provides comprehensive support to students with potential who might otherwise be excluded from higher education due to circumstances of academic and economic disadvantage. Throughout their college careers, SEEK students receive a broad range of support services, including academic, personal, and career counseling; academic support ranging from basic skills instruction through upper level courses; leadership training and student development workshops; and an enhanced financial aid package which provides additional semesters for degree completion. SEEK students add a positive dimension to York College through academic excellence, involvement in student organizations and college governance committees. Our student scholars are members of Chi Alpha Epsilon, the National Honor Society for students in educational opportunity programs. In addition to Chi Alpha Epsilon, students develop leadership skills and participate in planning and hosting SEEK events as members of the SEEK Student Society.

## Queens Educational Opportunity Center

158-29 Archer Avenue • 718-725-3403 or 718-725-3320

[www.queenseoc.net](http://www.queenseoc.net)

The mission of the SUNY-Queens Educational Opportunity Center (EOC), administered by York College via the Office of Student Development, is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Students and residents of Queens and surrounding boroughs are provided a range of programs and services to develop their academic and workforce development goals along with adequate life skills to become productive contributors to their families and communities. Programs and services are developed and structured to adapt to the demands of the community. All programs are tuition-free for eligible participants that are New York State residents, meet moderate-to-low income guidelines and demonstrate a measurable academic or career related need for assistance.

**2017-18 Programs include:** Developmental Studies, Basic Education, English for Speakers of Other Languages (ESOL), High School Equivalency (HSE) Preparation, Pathways to College, Certified Professional Coder & Biller, Microsoft Office Word, Computer Fundamentals, Security Guard Registration Training, Home Health Aide

**2017-18 Services include:** Readiness Assessment Project (RAP), Employment Services Plus, Post-Employment Services, the College Connections Initiative (CCI) and referrals to a variety of supportive services offered via other New York City CUNY-based EOCs and city-wide agencies and/or educational institutions.

The Queens EOC is also certified by the New York State Education Department as a HSE Test Assessing Secondary Completion (TASC) test site.

For more information, please visit our website or call the Center.

## Student Health Services Center

Room: AC1F01 • 718-262-2050

[www.york.cuny.edu/student-development/health](http://www.york.cuny.edu/student-development/health)

The Student Health Services Center provides programs and services to educate students about the importance of developing a healthy lifestyle to enrich the overall quality of their lives. Additionally, the center provides services relating to vaccination, first-aid treatment, counseling and information sharing on health related topics including nutrition, weight control, family planning and preventive medicine. Each semester the center conducts health insurance events and workshops in the area of domestic violence and other health concerns.

The Student Health Services Center is responsible for ensuring that all students are immunized. Therefore, students are required to provide proof of immunity to measles, mumps, and rubella and provide acceptable response to the receipt of meningococcal meningitis or acceptance or refusal of immunization. Student immunization and physical examination forms can be downloaded from the center's website (<https://www.york.cuny.edu/student-development/health>). Because physical examinations are important to developing a baseline health status, proof of a current physical examination is requested annually on the college's physical form.

**Note:** Accidents occurring on campus must be reported to the Student Health Services Center and/or the Public Safety Office within 24 hours or the next business day.



## TRiO Programs

### Student Support Services (SSS)

Room: AC3E03 • 718-262-2423

[www.york.cuny.edu/student-development/trio/yes](http://www.york.cuny.edu/student-development/trio/yes)

Student Support Services is a TRIO federally funded grant program that provides services to eligible students with a need for academic support. Our goal is to assist students that are traditionally underrepresented in postsecondary education to maintain, retain and graduate with a Bachelor's degree from York College. Students who are from a low- income family or first-generation college students (i.e. neither of their natural or adoptive parents have a bachelor's degree), especially 1st Year students, are strongly encouraged to apply. A counselor is assigned to the student to personalize those services essential to meeting the academic needs of each student.

To help participating students succeed at York, SSS offers the following services and activities.

- Individualized or small-group tutoring in most academic subjects
- Confidential Personal Counseling with the assistance of an Individualized Assistance Plan
- Computer Lab and Study Rooms for Program Participants
- Academic Advisement and Assistance in course Selection
- Assistance with completing Financial Aid Applications
- College Success, Personal and Academic-Skills Developmental Workshops
- Freshman Orientation and Mentoring
- Career Exploration and Guidance
- Graduate School Enrollment, Advice and Assistance
- Textbook Loan Library
- Financial Literacy Skills Development
- Scholarship Grant Aid exclusively for eligible program participants

**General office hours: 9:00am-5:00pm.**

### York Enrichment Services (YES)

Room: AC1G02 • 718-262-2274

[www.york.cuny.edu/student-development/trio/yes](http://www.york.cuny.edu/student-development/trio/yes)

York Enrichment Services is a TRIO federally funded grant program that provides services to students with documented disabilities and with a need for academic support. The YES Program is designed to offer the same services as the Student Support Services Program personalizing to the needs of students with disabilities. We also have a specialized computer lab to assist students who may require specialized equipment. Our goal is to help our students maintain, retain and graduate. A Counselor and Academic coordinator/Learning specialist is assigned to assist with the following:

- Individualized or small-group tutoring in most academic subjects

- Confidential Personal Counseling with the assistance of an Individualized Assistance Plan
- Adaptive Technology Equipment and Training and Computer Tech Room
- Academic Advisement and Assistance in Course Selection
- Assistance with completing Financial Aid Applications
- College Success, Personal and Academic Skills Developmental Workshops
- Freshman Orientation and Mentoring
- Career Exploration and Guidance
- Graduate School Enrollment, Advice and Assistance
- Textbook Loan Library
- Financial Literacy Skills Development
- Scholarship Grant Aid exclusively for eligible program participants
- Coordinating of Accommodations with The Center for Students with Disabilities Program

**General office hours: 9:00am-5:00pm.**



## Veterans Affairs

**Room: AC2D07 • 718-262-2749**

**[www.york.cuny.edu/student-development/veterans-affairs](http://www.york.cuny.edu/student-development/veterans-affairs)**

The Office for Veterans Affairs (OVA) was created within the Division of Student Development to address the needs of our student veterans. As a full service veteran's office, the counselor addresses special concerns, such as benefits eligibility requirements, tutorial assistance, and academic credit for military experience.

Other services available include, but are not limited to:

- Processing of the educational benefit application
- Processing the change of program application and/or place of training.
- Processing the application for survivors and dependents.
- Certifying enrollment for all veterans.

Students who are eligible for veterans' benefit should consider the following when planning class schedules for the Fall and Spring semesters:

- To qualify for full-time benefits you must enroll for a minimum of 12 credits.
- To qualify for  $\frac{3}{4}$  time benefits you must enroll for a minimum of 9 credits.
- To qualify for  $\frac{1}{2}$  time benefits, you must enroll for a minimum of 6 credits

**Please Note:** The Office for Veteran Affairs at York College is responsible for informing the Department of Veterans Affairs when a veteran has been dismissed from college for poor academic performance and/or for not making satisfactory academic progress. The OVA at York serves as a liaison between the student and Regional Offices in buffalo and New York City.

- There is no automatic waiver of the Physical Education Instrumental course requirement (Physical Education 150) for student veterans.
- Students who wish to receive a waiver must present evidence of proficiency to the chairperson of the Department of Health and Physical Education.



## Women's Center

Room: AC3C01 • 718-262-2008

[www.york.cuny.edu/student-development/womens-center](http://www.york.cuny.edu/student-development/womens-center)



The mission of the Women's Center is to provide supportive services for the growth and development of women students as they pursue their academic and career goals. The Center accomplishes its mission through informational seminars, workshops, colloquia and conferences which focus on diverse topics. Further, the Center has become a venue for informal discussions on the dynamics of male and female relationships designed to facilitate a greater understanding of each other.

## York College Association

The York College Association, a state chartered corporation with a board of directors comprised of students, faculty and administrators, was formed to provide support for college-related events and programs that cannot be funded by the tax levy budget of the College. It is the policy of the Association to consider funding activities and programs that are of broad general interest and benefit to the student body as a whole. Any organization which is primarily social in nature or has a restricted membership is not eligible for financial support from the Association.

The Association is responsible for allocating all Student Activity Fees paid by each student at registration.

# Campus Resources (A-Z)

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## Academic Advisement Center

Room: AC2C01 • 718-262-2280  
[www.york.cuny.edu/academics/advisement](http://www.york.cuny.edu/academics/advisement)

The Academic Advisement Center provides information related to graduation requirements. All entering First Year students and Transfer students who have not declared a major are advised by the Academic Advisement Center. Continuing students who have not declared a major or are non-degree students should seek advisement from the Center.

## Alumni Association

Room: AC1B05 • 718-262-2420  
[alumni@york.cuny.edu](mailto:alumni@york.cuny.edu)

From your first day on campus until you graduate, you are on the road to becoming a York alum. The Alumni Association was incorporated in 1979 to promote the interests of York College, its graduates, and the surrounding community. Membership in this organization extends to York graduates and to students who have successfully completed 94 credits or more. The association hosts a variety of events such as: the Student Scholarship Fundraising Dinner Dance, Graduates' Week, Holiday Party and Toys-for-Tots Drive, career seminars, student receptions, and the York College Alumni Literacy Program. The York College Alumni Association newsletter is published quarterly and provides students with information on scholarships, employment and internship opportunities, and alumni activities. The association also sponsors scholarships in excess of \$6,000 per year. The York College Alumni Association provides tutoring to students at the Learning Center as part of its community outreach. This is a community-based project where the volunteers are graduates of York who offer tutoring in reading, writing, and other subjects to residents of the community.



## Collaborative Learning Center

Room: AC1C18 • 718-262-2303 / 718-262-2494

[www.york.cuny.edu/academics/collaborative-learning-center](http://www.york.cuny.edu/academics/collaborative-learning-center)

York College Collaborative Learning Center aims to provide tutoring that assists, deepens, and enriches students' learning and understanding of course content materials.

### About the Collaborative Learning Center

The Collaborative Learning Center (CLC) is the result of a merger between the Academic Achievement Center and the Writing Center, in an effort to centralize tutoring services across campus. The CLC supports students academically at all levels and in all disciplines, except Physics and Chemistry. The Center is staffed by College Reading and Learning Association (CRLA) certified tutors and CUNY Graduate Center Writing Fellows. Our mission is to enhance students' academic performance, deepen their satisfaction with their academic experience, and increase the retention and rate at York College.

### What kind of help can I get at the Collaborative Learning Center?

Your Writing Consultant will work with you on any aspect of writing:

- helping you understand an assignment
- generating ideas for your writing
- finding and documenting source material
- developing and organizing your ideas
- grammar and mechanics

Your Discipline-Specific Consultant will work with you on:

- explaining complex concepts and principles
- practice using formulas
- working with anatomical models
- pre-exam reviews
- homework

### Come to the Collaborative Learning Center if you want help with:

- understanding concepts, principles, and formulas
- writing assignments
- pre-exam review
- interpreting the assignments for your writing or Writing-Intensive Class.
- coming up with ideas, and organizing them effectively.
- understanding how to use grammar and punctuation most effectively. Please note, the CLC Writing Consultants do not offer a proof-reading service. When you come to work on your grammar, your consultant will help you develop strategies, but he/she will not do the work for you.
- working with anatomical models

## Library Services

Room: AC3G02 • 718-262-2034

[www.york.cuny.edu/library](http://www.york.cuny.edu/library)

The Library is the locus of York College's intellectual community. With over a hundred online licensed databases, over 240,000 print books, 250,000 e-books, 765 titles in microfilm, 90,000 microfiche cards, 50 current titles in print periodicals, and tens of thousands of full-text journals online, the Library is here to assist with your research needs.

## Office of the Bursar

Room: AC1H01 • 718-262-2186

[www.york.cuny.edu/bursar](http://www.york.cuny.edu/bursar)



The Bursar's Office assists students with the collection of fees and the disbursement of funds, such as: tuition, student activity fees, parking fees and financial aid or reimbursement checks. Refunds will be issued only with an official program change.

## Office of the Registrar

Room: AC1H06 • 718-262-2145

[www.york.cuny.edu/registrar](http://www.york.cuny.edu/registrar)

The Registrar's Office is responsible for: registration, transfer credit evaluations, grade reporting, residency changes, scheduling, re-admission, student record maintenance and updating, transcripts, verification of student records, graduation checks, registration, reconciliation and permission to attend other CUNY and non-CUNY colleges.

- During the first week of classes, a student may withdraw from one or more courses, add courses or change from one section to another section of the same course.
- During the second and third weeks, a student may withdraw from a course or courses by logging onto their CUNYfirst account or stop by the Office of the Registrar during business hours.
- Withdrawals during these first three weeks will not appear on the student's transcript but the student may be liable for tuition.
- There is no fee for withdrawals only (although students may be liable for tuition); there is an \$18.00 program change fee (and the possibility of additional tuition).
- A student may withdraw from a course or courses from the fourth through the tenth week of classes by logging onto their CUNYfirst account or stop by the Office of the Registrar during business hours. This action will be recorded on the student's record with a grade of "W," in accordance with CUNY's regulations.

## Public Safety



Room: ACIM02 • 718-262-2222

[www.york.cuny.edu/administrative/public-safety](http://www.york.cuny.edu/administrative/public-safety)

The Public Safety Office is responsible for public safety and security at the college. The office is located in the Academic Core Building, Room 1M02, and maintains 24-hour public safety coverage of the campus. Dial extension 2222 from any campus phone. The department works closely with the Vice President for Student Development relative to incidents and conditions affecting the student body.

### • **Parking**

Parking in the York College's parking lots is only by York College permit. All vehicles must be registered with the Public Safety Office to lawfully park on college property. Applications for parking permits are available from the Public Safety Office. Additional information on parking can be viewed or downloaded from the York College Public Safety website.

### • **Emergency Procedures**

The York College Emergency Procedure Handbook was prepared by the York College Office of Public Safety & Security to assist members of the campus community to report and deal with on and off campus emergency situations appropriately. The Emergency Procedure Handbook can be viewed or downloaded from the York College Public Safety website <http://york.cuny.edu/administrative/public-safety>.

### • **Campus I.D. Cards**

All campus identification cards are issued by the Public Safety Department and members of the campus community are required to show their identification cards when requested to do so by any Public Safety officer. Students, staff and faculty may keep the same I.D. card for the length of their enrollment or employment. Additional information and schedules for obtaining an ID card are available at the Public Safety Office room 1M02 of the Academic Core Building.

### • **Lost and Found**

Any item(s) lost by a student and found by another student should be given to a Public Safety Officer in Room IM02 so that it may be logged in the Lost and Found Registry book.

### • **Annual Security Report**

The publication of our Annual Security Report is a means of sharing with the campus community our security policies and crime statistics for the most recent three-year period. In compliance with the 1990 Cleary Act, this information must be disseminated annually to all students and employees. The Annual Security "Right to Know" Report can be viewed or downloaded from the York College Public Safety website <http://york.cuny.edu/administrative/public-safety>.

## Student Financial Services

Room: AC1M08 • 718-262-2230

[www.york.cuny.edu/administrative/finaid](http://www.york.cuny.edu/administrative/finaid)

The Student Financial Services Office at York College provides instruction on the processes for applying, securing and maintaining eligibility for financial resources to meet educational costs and ensures that every student is treated with the highest degree of professionalism, confidentiality, honesty and integrity.

A basic financial aid principle to which institutions generally subscribe is that a college's financial aid program should provide financial assistance to students who, without such aid, would be unable to attend the college. Nevertheless, the family of a student is still expected to make a maximum effort to assist the student with college expenses.

Financial assistance from colleges and other sources are viewed only as supplementary to the efforts of the family. York College adheres to this principle. The cost of education is a total budget figure which includes tuition and fees as well as estimates for home maintenance/living expenses, personal expenses, transportation, books and supplies. Once the family's expected contribution is deducted from the cost of education, the remainder is the student's financial need. The need analysis calculation is done in accordance with federal methodology.

## Testing Center

Room: AC1G05D • 718-262-2012

[www.york.cuny.edu/testing](http://www.york.cuny.edu/testing)

The Testing Center is committed to maintaining the highest compliance with CUNY's testing standards and practices, safeguarding confidentiality of students' records, and creating an optimal testing environment in order to meet the increasing needs of our students, faculty, administrators, and community.

### Exams Administered

Our main function is the administration of the CUNY Assessment Tests (CAT), which comprise of Reading, Writing and Mathematics. The center also provides proctoring for the Certified Health Education Specialist and Master Certified Health Specialist (CHES/MCHES), National League for Nursing (NLN), Test of English as a Foreign Language (TOEFL), CLEP and Pearson VUE testing.

To schedule testing for CHES/MCHES, TOEFL and Pearson VUE certification testing you must visit their respective websites and choose YORK as your test center. As for CLEP you must first purchase your exam on the CLEP website. After purchasing your exam you could schedule your date and time by visiting [registerblast.com/cuny/exam](http://registerblast.com/cuny/exam), there is an additional administrative fee (\$28.50)

# College Policies and Procedures

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## **Henderson Rules to Maintain Public Order and Campus Codes of Conduct**

RESOLVED, that The City University, in compliance with Chapter 191 of the Laws of 1969 hereby adopt the following rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes.

### **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129A OF THE EDUCATION LAW**

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. Against such offenders the university has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the bylaws of The City University of New York.

With respect to enforcement of these rules and regulations we note that the bylaws of the CUNY Board provide that: The president, with respect to his educational unit shall: a. have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction; b. be the advisor and executive agent to the board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties; c. exercise general superintendence over the concerns, officers, employees, and students of his educational unit.

## **Henderson Rules to Maintain Public Order**

- 1.** A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he/she interfere with the institutions educational process or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
- 2.** Individuals are liable for failure to comply with lawful directions issued by representatives of the university/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.
- 3.** Unauthorized occupancy of the university/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of university/college equipment and/or supplies.
- 4.** Theft from or damage to university/college premises or property, or theft of or damage to property of any person on university/college premises is prohibited.
- 5.** Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds, shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against or spectators.
- 6.** Action may be taken against any and all persons who have no legitimate reasons for their presence on any campus within the university/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institutions educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational and community services.
- 7.** Disorderly or indecent conduct on university/college-owned or controlled property is prohibited.
- 8.** No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instrument or material that can be used to inflict bodily harm on any individual or damage upon a building or the grounds of the university/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on an individual or damage upon a building or the grounds of the university/college.
- 9.** It is a violation of acceptable standards of conduct at the college, and it is prohibited for any individual, group or organization to engage in the practice of

hazing. Hazing is defined as any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

**10.** In accordance with the policy of The City University of New York, the college prohibits sexual harassment of employees or students.

## Consumer Information

For additional information about CUNY, its campuses, York College support services, programs and policies, please use the Consumer link below.

<https://www.york.cuny.edu/about/consumer-information>

## CUNY Policies

### 1. Academic

#### Academic Integrity

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

- a. <http://www.cuny.edu/about/administration/offices/sa/policies/AcademicIntegrityPolicywithoutmemo.pdf>

#### Procedures for handling student complaints about faculty conduct in academic settings

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.

- b. [http://www.cuny.edu/about/administration/offices/la/PROCEDURES\\_FOR\\_HANDLING\\_STUDENT\\_COMPLAINTS.pdf](http://www.cuny.edu/about/administration/offices/la/PROCEDURES_FOR_HANDLING_STUDENT_COMPLAINTS.pdf)

## 2. Admissions

### Submission of Fraudulent Documents and On the Omission of Information In Support of an Application for Admission

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.

- a. <http://www.cuny.edu/about/administration/offices/sa/policies/SubmissionOfFraudulentDocuments.pdf>

## 3. Campus Security

### Missing Persons Procedures

The purpose of The City University of New York Procedures on Missing Persons (“CUNY Missing Persons Procedures”) is to establish official notification procedures for missing students who reside in on-campus housing and to ensure that a student who resides in on-campus housing is informed of his or her options and rights under section 485(j) of the Higher Education Act 1.

- a. <http://www.cuny.edu/about/administration/offices/sa/policies/MissingPersonswithoutmemo.pdf>

### York College Annual Security Report

- b. <https://www.york.cuny.edu/administrative/public-safety/york-college-2016-annual-security-report>

## 4. FERPA (Family Educational Rights and Privacy Act)

### Guidelines for The Implementation Of The Student Records Access Policy And The Federal Family Educational Rights And Privacy Act (FERPA)

The Student Records Access Policy of the Board of Trustees of The City University of New York (CUNY) provides that the University and its colleges shall be in full compliance with the Federal Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

- a. <http://www.cuny.edu/about/administration/offices/la/Guidelines-for-implementation-of-the-Student-Records-Access-FERPA.pdf>

### Directory Information Non-Disclosure Form

This form must be filed with the Registrar’s Office if you do not wish any or all directory information disclosed without your prior consent.

- b. <http://www.cuny.edu/about/administration/offices/sa/policies/FERPAForm.pdf>

## 5. Student Conduct

### The City University of New York Students' Bill of Rights

CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to certain rights:

- a. <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/CUNY-Bill-of-Rights-10.1.2015.pdf>

### Article XV Students

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

- b. <http://www.cuny.edu/about/administration/offices/sa/policies/BylawsFinalARTICLEXVSTUDENTSDec22Rev.pdf>

### Drugs and Alcohol

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

- c. <http://www.cuny.edu/about/administration/offices/ohrm/cohr/drug-alcohol2011.pdf>

### Medical Withdrawal and Re-Entry

- d. <http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/MedicalWithdrawalPolFINAL7-07.pdf>

### Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students

The City University of New York seeks to create and maintain a safe environment in which all members of the University community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence.

*Title IX Officer*—Alicia Franqui, Esq. - Coordinator

### The University's 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.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as 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.

e. <http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/equal-opportunity-and-non-discrimination-policy/>

### **The University's Policy on Sexual Misconduct**

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, 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 harassment, gender-based harassment and sexual violence;
- 5) Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence 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.

f. <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Sexual-Misconduct.pdf>

## **Sexual and Interpersonal Violence Prevention and Response Course (SPARC)**

New York State Education Law 129-b, also called the Enough is Enough (“EIE”) statute requires that all NYS colleges provide students with ongoing education and training about sexual misconduct, including domestic violence, dating violence, stalking, sexual harassment, gender-based harassment, and sexual violence. CUNY has implemented a new training program called SPARC (Sexual and Interpersonal Violence Prevention and Response Course) to provide students with this training.

SPARC is an online training module developed by SUNY, in collaboration with CUNY, that educates students about sexual misconduct, ways to prevent it, and the campus’ response to a complaint. The content has been customized to reflect New York State requirements and CUNY policies.

All incoming students are required to complete SPARC. In addition, student athletes, student government members, club leaders, students who are engaging in domestic or international travel and students who are going on internships must also complete SPARC. SPARC is accessible to the campus community through the following link:

**g.** <https://www.york.cuny.edu/sparc>

## **Drug and Alcohol Use Amnesty Policy**

**h.** <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/Drug-and-Alcohol-Use-Amnesty-Policy-10.1.2015.pdf>

## **6. Student Governance and Leadership**

### **Student Activity Fees and Auxiliary Enterprises**

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

**a.** <http://policy.cuny.edu/text/toc/btb/ARTICLE%20XVI/>

### **Fiscal Handbook for the Control and Accountability of Student Activity Fees**

**b.** [http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/fiscal\\_accountability\\_handbook.pdf](http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/fiscal_accountability_handbook.pdf)

### **Guidelines for Eligibility for Service as Members and Officers of Student Governments**

**c.** <http://www.cuny.edu/about/administration/offices/sa/policies/guidelines.pdf>

### **Requirements of the Open Meetings Law**

**d.** <http://www.cuny.edu/about/administration/offices/sa/policies/OpenMeetingsLawwithoutmemo.pdf>

## 7. Student Life

### Child-Care Services

The primary purpose of each child care center operating on a CUNY college campus, either as part of the college or as a separate entity, is to provide services to the dependent children of registered, matriculated college students.

- a. <http://www.cuny.edu/about/administration/offices/sa/policies/POLICYONCHILDCARESERVICES.pdf>

### Computer Use

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.

- b. <http://policy.cuny.edu/text/toc/mgp/ARTICLE%20IV/Policy%204.1/>

### Disability Accommodation

The City University of New York, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

- c. <http://www.cuny.edu/about/administration/offices/ohrm/policies-procedures/reasonable-accommodation.html>

### Notice to the CUNY Community Regarding File Sharing and Copyright Infringement

- d. <http://www.cuny.edu/about/administration/offices/sa/policies/FileSharing.pdf>

### Tobacco Policy

The largest urban university in the country, The City University of New York is committed to promoting the health and well-being of its faculty, students and staff.

- e. <http://www.cuny.edu/about/resources/healthycuny/tobaccofreecuny/TobaccoPolicyImplementation/TobaccoFreeCUNYWorkplan2011.pdf>

## 8. University Student Senate

### University Student Senate Constitution and Bylaws

We, the duly elected representatives of the student leadership of the City University of New York, in order to preserve the accessibility, affordability and excellence of higher education within the City of New York and to protect the rights of the student body and to inform when their rights are threatened, to further the cause of public higher education and to promote the general welfare of its student constituents and the University, do hereby establish and ordain this Constitution

- a. <http://www.cuny.edu/about/administration/offices/sa/policies/USSCONSTITUTIONANDBYLAWS.pdf>



## **USS Election**

Board policy on the scheduling of student government elections and the election of delegates and officers of the University Student Senate.

**b.** <http://www.cuny.edu/about/administration/offices/sa/policies/USSElections.pdf>

## **USSERC (Policy for University Student Senate Election Review Committee)**

Adopted by the Board of Trustees of The City University of New York on January 26, 1987, Cal. No. 7.A., and amended on September 30, 1996, Cal. No. 6.A. There shall be a University Student Senate Elections Review Committee with responsibility for reviewing and certifying the results of elections for officers of the University Student Senate.

**c.** <http://www.cuny.edu/about/administration/offices/sa/policies/USSERC.pdf>

## **9. Veterans/Military**

The City University of New York (CUNY) has one of the largest veteran student populations in the U.S., with over 3,000 enrolled veterans. CUNY consists of 11 four-year colleges, 7 community colleges, the Graduate Center, the Graduate School of Journalism, the CUNY School of Law, the Sophie Davis School of Biomedical Education, the School of Professional Studies, the CUNY Baccalaureate Program, the Macaulay Honors College and the Online Baccalaureate Program. CUNY offers a wide range of special programs and options to veterans seeking a high-quality undergraduate or graduate education.

**a.** <http://www2.cuny.edu/about/university-resources/veterans-affairs/veterans-admissions/>

# Notes

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