

Revised Fall | 2018

**Y O R K
E A R L Y
C O L L E G E
A C A D E M Y**

**A H A N D B O O K F O R
I N S T R U C T I O N A L S T A F F**



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MISSION

The Mission of the York Early College Academy (YECA) program at York College is to create opportunities for students to acquire the core abilities to be autonomous learners and to facilitate their successful transition from high school into post-secondary institutions. YECA provides traditionally underserved students with access to higher education opportunities and provide the academic and social supports that are needed to graduate high school having earned as many as sixty college credits towards a baccalaureate degree.

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Note to the Reader

This handbook has been developed for instructional staff hired to teach courses for York Early College Academy students. This handbook is for informational purposes only and does not constitute terms or conditions of employment, nor does it establish any past practice of the City University of New York or York College. The policies, procedures and college information have been paraphrased or otherwise presented for readability. Employees are advised to consult the appropriate administrative office or academic department, and current contracts and/or policies for complete details and requirements.

As a member of the York College faculty you are required to meet the contractual obligations and responsibilities that apply to all instructional personnel. You are entitled to the privileges associated with the position. You may wish to read the latest version of the PSC (Professional Staff Congress) contract negotiations by the PSC with the administration of CUNY. A copy of the adjunct and full time contracts may be obtained from logging onto the PSC CUNY website at www.psc-cuny.org.

Please be advised that any proceedings, formal complaints, and appeals should be brought to the attention of the YECA Manager & College Liaison. The complete list of York College and City University of New York policies can be found on the college website at <https://www.york.cuny.edu/president/legal>.

I hope this handbook will serve as a guide when you have questions about the York Early College Academy program at York College. I also encourage you to take advantage of the many resources made available to you through the academic departments. I am available to answer any questions you may have concerning the YECA students or Early College Program at York College. I look forward to working with you as we endeavor to provide the students with a truly enriching experience.

Please contact me via e-mail or at 718-262-2778 with any additional questions or concerns. Best wishes for a successful semester and I look forward to working with you as we provide a quality learning experience for the students at York Early College Academy.

Regards,

Reginald Madden
Academic Affairs Manager
Liaison to York Early College Academy

About York Early College Academy (YECA)

The York Early College Academy is a New York City Early College Public School serving students from grades six through twelve. Founded in 2006 with 81 sixth-graders, YECA is one of the several Early College Secondary School partnership programs between the City University of New York (CUNY) and the New York City Department of Education. The Early College Initiative at CUNY is also a part of the Early College High School Initiative, a nationwide project originally sponsored by the Bill and Melinda Gates Foundation. Through this partnership our students are provided with a rigorous academic program from grades six through twelve. Tenth through twelfth grade YECA students enroll in York College's general education coursework. Most or all of this coursework is transferable within CUNY Colleges and at other institutions of higher education. Coursework is offered during the fall and spring academic semester, as well as during summer session and January intercession. Based on YECA student's academic preparation and by meeting the required entrance criteria for specific general education coursework, students have the opportunity to earn up to 60 college credits.

Mission and Goals

The Mission of the York Early College Academy (YECA) program at York College is to create opportunities for students to acquire the core abilities to be autonomous learners and to facilitate their successful transition from high school into post-secondary institutions. YECA provides traditionally underserved students with access to higher education opportunities and provide the academic and social supports that are needed to graduate high school having earned as many as sixty college credits towards a baccalaureate degree. In efforts to carry out this mission, the program has established the following goals:

- Provide YECA students with access to higher education and provide the academic and social supports that are needed to graduate high school having earned as many as sixty college credits towards a baccalaureate degree
- Prepare YECA students to enter the college classroom with the academic efficacy to be autonomous learners and to facilitate their successful transition from high school into post-secondary institutions
- Create opportunities for students to acquire the core abilities to apply the necessary combination of skills and knowledge required for the lifelong pursuit of academic, occupational, and personal growth

GETTING STARTED

Getting Started

The beginning of the semester is always a hectic period at every college but you can make things run more smoothly if you take certain steps in advance.

Onboarding

This process begins once you have received and accepted a conditional offer of employment. To schedule an onboarding appointment, please contact the HRIS Assistant in the Office of Human Resources to review and process your paperwork by calling 718-262-2135 or by email at adjoinboard@york.cuny.edu. Please indicate in the subject of the email, the department you are being assigned to work. As a new employee, this meeting is mandatory as it will minimize delays in processing your paperwork and receipt of your paycheck. All completed documents must be submitted no later than the first day of employment; however incomplete documents will delay the process of being prepared for the first day of class and paycheck. You cannot begin working until the onboarding process is complete.

Payroll

Upon hiring, to get on payroll, you must work with Human Resources to complete all required forms in a timely fashion. This includes signing and returning offer letters and completing all necessary on-boarding processes and workload forms. For additional information, please see the Human Resources website at [York College Human Resources](#). If you want to have direct deposit, complete a form available in the Human Resources Office, AC-2H01. Paychecks and pay stubs are not mailed to residential addresses unless the employee provides postage to the Bursar's Office. Employees may either:

- Pick up check/stub in person at Bursar's Office, AC-1H01. or
- Provide authorization for the Bursar to send your stub/check to the York Early College Academy via interoffice mail. Neither the Bursar nor the York Early College Academy Office are responsible for checks/stubs lost via interoffice mail.

Benefits

Please see the following link to the benefits available to part-time instructional staff: [Adjunct Benefits](#).

CUNYfirst

CUNYfirst stands for "Fully Integrated Resources and Services Tool." These new processes are streamlining and standardizing how everyday things are done throughout the University, from registering for classes to paying our bills. New applications are being implemented in phases to replace aging legacy systems. The entire project will establish CUNY processes well into the future.

For tutorials on introduction to CUNYfirst, faculty/advisor self-service, please go to the [CUNYfirst Training](#) site. For self-paced eLearning on Faculty Self Service (class roster, posting grades, verification of attendance, etc.), please follow the instruction in

this [tutorial](#) to enroll yourself to the eLearning course and study. For other CUNYfirst training request, please contact Wenying Huang-Stolte at wyh@york.cuny.edu.

CUNYfirst will send messages ONLY to your York College e-mail account. Please be sure that your account is activated. Most faculty and staff members already have a York e-mail account. E-mail accounts for faculty and staff who are new to York as of Fall 2012 were generated at the beginning of the semester. For adjunct faculty members, revised security protocols now ensure that your York e-mail account will remain active for 30 days after the end of each semester's appointment.

Blackboard and CUNY Portal Services

Blackboard is an enterprise learning management system. It is used to provide web-enhanced or online courses at York College. CUNY CIS maintains a centralized Blackboard server. The campus Blackboard administrator and the Help Desk provide technical support for faculty and students.

To access your course(s) on Blackboard, you need a CUNY portal account. To register for a portal account, follow the instructions in the third link below. If you already have a portal account, click the first link to log on to the portal, and then under the "Blackboard Gateway" module click the Blackboard, or click "Direct access to Blackboard" to get on Blackboard directly. To access your course(s) on Blackboard, you need a CUNY portal account. To register for a portal account, use the following link: [How to Register for CUNY Portal Account](#).

York College Identification Cards

The York College Public Safety Office schedules certain times throughout the academic year to take pictures and generate York College identification cards. Call Public Safety at 718-262-2222 to inquire about the schedule. New employees must complete an I-9 form in Human Resources before obtaining an identification card. HR will provide for you with a letter to present to the Public Safety Office. Once you have an identification card, you need to have the bar code activated in the Library. This card will also provide access to the Library's electronic databases. All members of the campus community are required to show their identification cards when requested to do so by any Public Safety officer. If you should lose your identification card for any reason you will have to pay a \$10.00 fee to replace it.

York College E-mail Account

All instructional staff will have access to York College e-mail accounts. York College e-mail accounts must be used for all official communications between faculty, students, staff, and administrators. Instructional staff may claim their e-mail account following completion of successful on-boarding with Human Resources. Human Resources as well as other onboarding processing areas will automatically apply for these accounts as a result of the hiring process for all Tax Levy and non-Tax Levy appointments, including POI's (Person of Interest), whether created in the Human Capital Management system of CUNYfirst or not.

This procedure will ensure that only one source of personal information exists for any request requiring email or network ids. It will also provide a level of accuracy streamlining the process of who is authorized to make these types of security request as part of the onboarding process.

If you are one of the onboarding processing areas mentioned above request for Network and Email accounts can be done using the YConnect Self Service system by an authorized representative of these offices. For more information on YConnect visit the [YConnect](#) webpage.

ACADEMICS

Academics

Syllabi

Plan course instruction based upon department approved curriculum, to assure course content and objectives are met and e-mail to the Department Chair or Department's Program Coordinator. College policy requires that the following information appear on all syllabi, including the following: the course title, the instructor's name, office location, office hours, office telephone, e-mail address, required textbooks and other readings, grading policy, dates and times of examinations – including the final exam, due dates of papers and other assignments, and policy on late papers, late grades, attendance policy, credit/no credit and incompletes. Submit a hard copy of each course syllabus to the Department Chair or Department Coordinator at the start of the semester for the Department file. For additional assistance you may want to review the [New Syllabus Template](#).

At least two weeks before the start of the semester e-mail your syllabus or other course materials to the print shop to arrange to have it duplicated at printing@york.cuny.edu. You can only make this request with an active York College email. If time is short, you may need to take your materials to the college's Adjunct room and duplicate the material yourself. Books may take a few weeks to arrive, so plan supplemental reading for the first week or two. If you need any assistance in this matter, please contact your academic department.

Textbooks

Textbooks for courses are generally chosen by the Department Chair or Coordinator. Please be sure to confer with the department and the YECA Office to assure that the appropriate textbook will be used for your course. To support YECA students, we provide books on loan. Students must return a signed textbook rental agreement form and visit the YECA Office at York College to pick up their textbook(s).

Academic Progress

In efforts to provide YECA students with a quality educational experience, their academic progress is monitored closely. You will be asked to complete two evaluations. The first is the [Instructional Staff Survey](#) and the second is the [Mid-Semester Academic Progress Report](#). If you find that a student is having difficulty in your class, please let me know. I will try to arrange for additional support, or in serious cases, students will be withdrawn from the course.

Academic Alert

The Academic Alert Letter is one of the tools that we use to ensure that parents are aware of their child's performance and that the student receives the academic support needed for success in their college courses. The letter is composed after faculty members identify students as having excessive lateness, low exam scores, difficulty with course comprehension, or behavioral issues. The goal is to identify these students before the end of the drop period in the semester. The letter recommends a course of

action, usually tutoring or conversations with faculty to submit outstanding coursework. The parent is also informed about the decline in academic performance.

The College Liaison will notify the parent and meet with the student for a discussion about academic performance. At this time, tutoring options that are available in the academic department, as well as through the Academic Achievement Center are discussed. The College Liaison monitors the student's progress to ensure that the student adheres to the academic support plan discussed.

Withdrawal Policy

Students are withdrawn from college courses only after careful consideration and consultation. Students who do not show improved performance after receiving an Academic Alert Letter may be referred to the College Liaison to seek withdrawal as an appropriate course of action. At this point, a meeting will be scheduled with the student, parent/guardian, College Liaison, and the appropriate high school administrator. During the meeting, both the student and parent/guardian will be informed that the withdrawal process will be undertaken and once finalized by the Office of the Registrar is permanent. Withdrawal from the course will be recorded on the student's record with a grade of "W", in accordance with CUNY's regulations. This will not affect the student's grade point average. However, withdrawal from this course may prevent the student from taking certain courses moving forward.

Grades

Assigning grades for student work is perhaps the most difficult aspect of teaching. It requires careful thought, fairness, accuracy, and consistency. In some cases, students might appeal final course grades and you should be prepared to justify the grade assigned. It is very important to be able to explain how you arrived at your students' grades. It should be clearly based on a given set of criteria. It is mandated that your grading policy be shared with your students through your syllabus. Grades earned for college coursework will be recorded on the college transcript which will stay with students throughout their tenure at YECA and beyond.

Students are graded on performance in College courses. Each letter grade is assigned a quality point. The scholastic index (GPA) is computed by multiplying the total number of credits earned by the numerical index values of the grades and dividing the sum by the total number of credits attempted, including courses failed. A summary of the College's academic policies is available at this website:
www.york.cuny.edu/academics/policies.

Mid-Semester Grades

At the middle of the semester, we ask instructors to submit a mid-semester evaluation of students enrolled in their classes. These are not final grades; their purpose is to give the student an idea of how they are doing early enough so that they can seek help, if needed. We do not mail out grades for college credit bearing courses. Mid-term grades are usually shared by the professor and appear on the student's high-school report card.

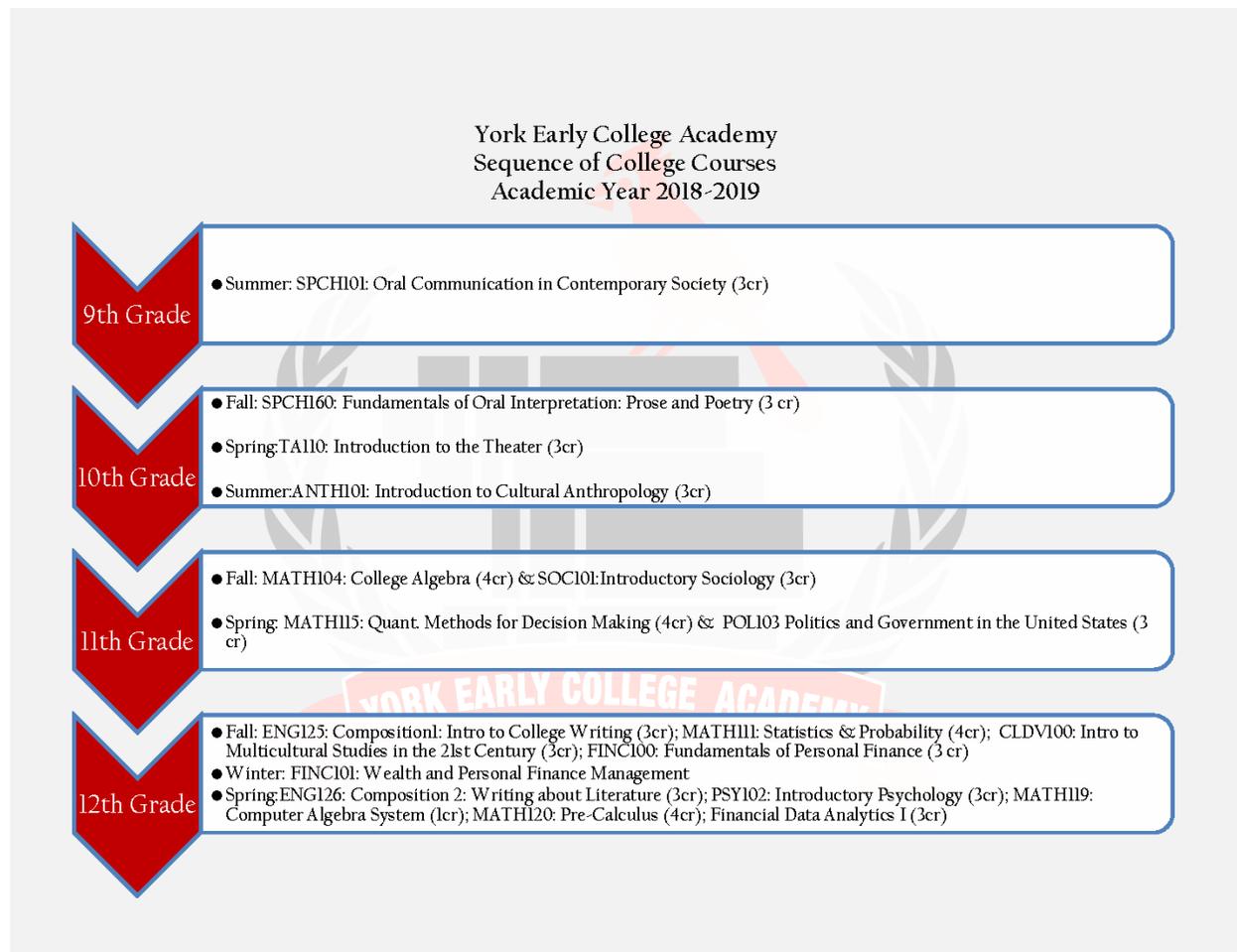
Courses

College courses offered to YECA students are aligned with CUNY Pathways General Education Requirements, consisting of a Common Core for all CUNY students and the College Option (students in bachelor's degree programs). [General Education Requirements](#)

Sequence of College Courses

The college courses offered to YECA students are part of a pre-defined scope and sequence. Below is a list of courses and general descriptions which YECA students may participate in. Please note that the number of electives or choices among courses is limited and may change based on the high-school's program and the college's availability. All pre-requisites and other eligibility requirements must be fulfilled prior to enrolling in college courses.

Each course will have a syllabus that will define specific expectations, goals, and objectives as well as a schedule of assignments and examinations. Students must pay close attention to the requirements that are contained in each syllabus, especially the policies regarding attendance and grading.



FACULTY RESOURCES

Faculty Resources

Academic Computing and Educational Technology

The Center for Academic Computing and Educational Technology affirms its support of the York College Mission to "Prepare students to develop technological literacy and skill." Our commitment is to maintain existing programs and developing new programs that encourage the use of computers and other technologies. The Center's academic computing literacy program is committed to providing all York College students the opportunity to achieve a level of computer literacy that will broaden their knowledge base and prepare them to enter the job market with a competitive edge. Its academic support program is committed to the integration of technology in York College academic programs, both in the liberal arts and professional programs.

Collaborative Learning Center

AC-1C18

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.

Computer Labs

Students with validated York College identification cards are permitted to use the labs. Instructors will provide class rosters at the beginning of the semester. Students will show their York College identification cards and sign in to be allowed to use the computers. Students are not permitted to bring friends or family members to the labs. No one may enter Control Room area without the consent of the lab staff. Do not install programs or save data on the hard disk drive without consent of computer staff. The lab is not responsible for the damage or loss of files, or any other personal belongings.

Students may visit and check the days and hours of availability. The Computer labs are located in the following areas: AC-2E03A, AC-2E04, AC-2F06, AC-3E03B, AC-3G01, CL-201.

Emergency Procedures

All members of the college community should register their contact information on the CUNY ALERT system on the CUNY website: <http://www2.cuny.edu/cuny-alert/> to ensure you are included in the CUNY emergency contact database. If it becomes necessary to cancel classes and or close the college due to severe weather conditions, radio stations will broadcast a message. In case of different closings, students attending classes at YECA must follow the NYC Department of Education information.

Educational Technology

AC-4G01/4G02

If you need to borrow a laptop, VCR, DVD, monitor, etc. for a class, contact “Ed Tech”. You need to give them 48 hour notice. You can set yourself up for the entire semester if you know the dates for which you will need equipment.

Human Resources

AC-2H01

HR handles all personnel-related issues including the many forms you must fill out each semester in order to get paid such as multiple position forms, time sheets, etc.

Information Technology Service Delivery Unit

The Service Delivery Unit at York College is your main contact point for all IT and Non-IT requests. We are committed to maintaining outstanding levels of excellence in servicing all of your requests. IT is comprised of Service Desk Analysts, Computer Systems Field Support Specialist and Telecommunication Support. Additionally we represent all other groups in Information Technology responsible for maintaining the entire technology infrastructure at York College. You can reach the IT personnel at helpdesk@york.cuny.edu or at 718-262-5300.

Library

AC-3G05

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. For information about utilizing the Library's resources, please see the following link: <https://www.york.cuny.edu/library/tutorials/use-the-library-s-e-resources-from-off-campus/view>.

Printing Service

AC-LL08

Duplicating services are available in the York College Printing Office located in the basement. These services are to be used only for your course syllabus and exams. You can request a print order by emailing them at printing@york.cuny.edu. It is advised that you send a pdf. Be specific in your e-mail and include: the course number and section, discipline, number of pages in the request, quantity needed, and whether you want copies printed double/single sided, collated, stapled, on colored paper (if so, what color). You must use your York College email for this request.

Public Safety

AC-1M02

This is where you obtain parking permits on campus, renew your ID, search the Lost and Found, and present other safety issues. If you are locked out of your assigned classroom, go to or call Public Safety and advise them that you are locked out.

Technology Workshops for Students

The Information Technology Department provides many technological services to York students. These services are critical for students to succeed in achieving their academic goals. There are a number of workshops offered by Educational Technology to assist faculty. Workshops include: Blackboard (and its myriad uses), Podcast Lecture, MS Powerpoint, MS Excel, and many more. Please see the following link for details <https://www.york.cuny.edu/academics/academic-affairs/ctlet/for-students/bbstudent/workshops>.

Helpful Faculty Tips

Queries from Parents

Parents play an integral role in the York College Academy. The majority of the students in the program are minors and parents do have the right to inquire about the student's grades and other records. However, York Early College Academy students are protected by the [CUNY FERPA Guidelines](#). From time to time, a situation may arise where a parent will contact instructors for information or to request a meeting. Please direct all parental queries to the College Liaison for appropriate action.

Missing Class or Late Arrival

If you are ill or there is an emergency that will make you miss class or arrive late, you need to notify the YECA Program Manager and your academic department and let us know that you will not be meeting your class so we can post a notice on the classroom door for you. If you are not able to reach someone in the office, you can call Public Safety at 718-262-2222 to post a notice. Use Blackboard or email to get a message to your students directly.

If you know in advance that you will miss a class, and have made arrangements with your students to make up the time for a missed in-class session, you must let the Department know how this is being handled or work with the chair/course coordinator to make arrangements. One alternative is the Counseling Office's workshop: DCTC: Don't Cancel That Class.

The following topics can be offered:

- Time management
- Test taking
- Study Skills
- Healthy Relationships
- Preparing for graduate schools
- Stress Management
- Learning Styles
- Coping with emotional distress

To schedule a DON'T CANCEL THAT CLASS, please email to jchoi@york.cuny.edu at least 2 weeks in advance. One of our counselors will follow up with you to schedule. Please note that the DCTC is offered to classes that meet during the Counseling Center operation hours, and the workshops are about 60 - 90 minutes in length. Faculty may request one DCTC per semester. In order for students to get the most benefits out of the workshop, please prepare your students by communicating your expectations for their attendance and sharing your enthusiasm towards the benefits of these programs.

Student Trips

York Early College Academy students are still enrolled in high school while they are taking course at York College. If you would like students to attend trips or events, it must be approved first by the high school administration and then the parents. Inform the manager, who will facilitate this process. This should be scheduled at least four weeks in advance.

POLICIES

Policies

Listed in this section are a few policies for instructional staff teaching York Early College Academy students. Please be advised that any proceedings, formal complaints, and appeals must be brought to the attention of the YECA Manager & College Liaison. The complete list of York College and City University of New York policies can be found on the college website at <https://www.york.cuny.edu/president/legal>.

Faculty Evaluations and Observations

During the semester, a faculty member from your department will come to observe your course. The faculty member will most likely e-mail you to set up the time, and these observations are kept on file. You will receive a copy of this evaluation. In addition to faculty observations, students play a role in evaluating faculty teaching. At the end of the semester, your students will evaluate your class. Student evaluations are now done electronically. Faculty should encourage students to check their York College e-mail accounts to complete the faculty evaluation.

Student Attendance

The college sets attendance policy. Instructors can establish requirements for class participation. These policies should be enumerated in your syllabus. Please be sure to take attendance at every class meeting and advise of any student that is not in attendance. Also, make sure that everyone who is attending your class is listed on your roster. This is very important because we are not able to register students after the late add period. They will not get a grade if they are not on your roster. Please send the names of any students who are not on your roster but attend the class immediately.

College-required attendance records are now required to be completed online. Monitor your York College e-mail account regularly for announcements from the Office of the Registrar concerning Verification of Enrollment Roster deadlines. Please note that all YECA students are required to check in and check out at the college at the College Liaison's office before and after their college class.

Students are expected to attend each college class meeting, even in the event of days throughout the academic year where Department of Education schools are closed and York College is open. YECA students are expected to attend class. Please follow the York College Academic Calendar closely: <https://www.york.cuny.edu/registrar/calendar>.

Procedure for Appeal of a Grade

If a student wishes to appeal a grade that has been received, the student is asked to initially consult the instructor. Should the student desire to pursue this matter further, the student may see the chairperson of the department and finally the Committee on Academic Standards. The Committee can consider instructors' adherence to their stated standards (Instructors should keep, in department offices, available copies of course syllabi, which should include the grading practice for each course.) and documented complaints of instructor-student relations, which will be kept confidential.

The Committee cannot evaluate subject matter, evaluate competence of instructor or compel an instructor to change a grade. The decision of the Committee will be submitted in writing to both the student and the instructor as a recommendation. The instructor will notify the student if the grade is to be changed. The student may appeal the denial of the petition to the Committee on Academic Standards.

Grades are based only on work, including the final examinations, done during the semester. Grade changes will not be considered for work submitted after the semester has ended, except in cases of assigned INC and ABS grades.

Necessary forms for appeals and denials of appeals can be found in the Academic Advisement Center. There is a two-year limitation on appeals for retroactive change of transcript entry. Grades cannot be changed once a student has graduated.

Academic Integrity Policy

In June 2011, the CUNY Board of Trustees adopted a revised policy on Academic Integrity. The initial policy, adopted in June 2004, is enhanced through this provision which provides definitions and examples of various forms of academic dishonesty, and outlines, as well as a framework, with some options, for procedures that each College should implement.

The revised policy reflects evolving legal requirements and provides broader due process protections to students who deny the allegations of academic dishonesty where academic but not disciplinary sanctions are sought. The revised policy continues the practice of having Article XV Committees hear cases involving disciplinary sanctions.

Definitions and Examples of Academic Dishonesty

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

- The following are some examples of cheating, but by no means is it an exhaustive list:
- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting 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 use of commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

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

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

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.
- Obtaining Unfair Advantage is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.
- The following are some examples of obtaining an unfair advantage, but by no means is this an exhaustive list:
 - Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
 - Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
 - Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
 - Intentionally obstructing or interfering with another student's work.
- Falsification of Records and Official Documents
 - The following are some examples of falsification, but by no means is this an exhaustive list:
 - Forging signatures of authorization.
 - Falsifying information on an official academic record.

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

CUNY Student Sexual Misconduct Complainants' Bill of Rights

The City University of New York Student Sexual Misconduct Complainants' Bill of Rights CUNY students who experience campus-related sexual harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To be provided with confidential on-campus counseling, and to be notified of other available services on- and off-campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable them to continue their education without undue stress or trauma.
- To have their complaints handled respectfully by the campus, to be informed about how the campus will protect their privacy and confidentiality, and to have any allegations of retaliation addressed by the campus.
- To file a criminal complaint and to seek an Order of Protection, with the assistance of the college, if they so choose.
- To make a formal complaint at the campus as the first step in the disciplinary process against the respondent(s).
- To have their complaint investigated in a prompt, impartial and thorough manner by individuals who have received appropriate training in conducting investigations and the issues related to sexual harassment and sexual violence.
- To report incidents of sexual harassment or sexual violence that they experience while under the influence of alcohol or drugs without receiving discipline for their alcohol or drug use, if they agree to complete appropriate education or treatment as the circumstances warrant.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to be present, to be represented by a person of their choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, receive notice of the outcome of the hearing, and to appeal from the decision.

Title IX

CUNY is committed to preventing and addressing sexual harassment and sexual violence throughout the CUNY community. People at every level of CUNY and at every CUNY campus are working together to find effective ways to help students who have experienced sexual harassment, including sexual violence, and to foster a culture that does not tolerate sexual misconduct.

York College is committed to maintaining a fair and equal environment for both its employees and student body, consistent with the requirements of Title IX of the Education Amendments Acts of 1972, which state that: "No person in the United States

shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to, discrimination under any education program or activity receiving Federal financial assistance...”

Anyone – of any gender, sexual orientation, religious affiliation, citizenship status, race, class or educational level – can suffer from sexual harassment, including sexual violence. We want to make sure students understand their rights related to sexual harassment and assault. Any student who believes he or she has been discriminated against on the basis of gender may direct all inquiries, concerns and complaints to the **Title IX Coordinator, Alicia Franqui** (afranqui@york.cuny.edu).

Student Conduct

Henderson Rules to Maintain Public Order and Campus Codes of Conduct

City University of New York’s policy on student conduct that all students are expected to abide by:

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 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.
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.

York Early College Academy Student Contract

The mission of York Early College Academy (YECA) is to ensure all of our students graduate high-school on time with a Regents or Advanced Regents Diploma; earn college credits; and are college and career ready. York College and the York Early College Academy are committed to every students having the opportunity to enroll in college level courses and gaining the academic support needed to be successful.

As a YECA student enrolling in classes at York College, you assume an obligation to conduct yourself in a manner compatible with the functions of the college as an institution of higher education. YECA instructors, counselors, and the YECA Manager will provide guidance as you transition to college classes at the College campus. As a student at YECA, you are not only a high school student; you are also a college student. I understand and agree to the following:

1. As a YECA student taking college classes, I am choosing to complete college level course content at the College. I agree to act appropriately, recognizing that college course materials contain adult materials and that the student body at the college includes students of all ages and backgrounds.
2. I understand the college courses offered to me are part of a pre-defined scope and sequence. I understand that the number of electives or choices among courses is limited by the school's program. I also understand that I must meet all pre-requisites and other eligibility requirements prior to enrolling in college courses.
3. I understand that I must be in good academic standing both at YECA and the College (C or better GPA). Any student failing one or more classes, having suspensions or Dean's Referrals at the high school will not be invited back to the

college for the following semester. Students who earn any grade lower than C, including W, WU, WN, and INC will not be invited back to the college for the following semester. If a student is dropped from the college in the spring semester, that student will not return to the college until the following academic year, and the students must submit a written appeal to the high-school Assistant Principal and the YECA Manager before returning.

4. I understand that grades that I earn in my College courses will be a part of my college transcript which will stay with me throughout my tenure in the college. As a student taking courses, I am subject to the College's policies regarding grades and academic standing. A summary of the College's academic policies is available at this website: www.york.cuny.edu/academics/policies.
5. As a student taking courses at the College, I understand that there is a zero-tolerance policy regarding any behavior that disrupts the classroom, at any time. If I engage in any disruptive behavior, I will be withdrawn from the course. Specifically, I understand that:
 - a. If a professor indicates that I disrupted class two or more times, I will be withdrawn from the course and may face immediate dismissal from all college courses.
 - b. If I leave the classroom and do not return, it is considered an absence from the college, and may result in an immediate dismissal from the college or detention at the high school.
 - c. If I am withdrawn from a course after the "W" deadline, I will receive a "WU" in that course, which will lower my overall college grade point average.
6. As a student taking college courses at the College, I will adhere to the College attendance and lateness policies as detailed on the College website. I understand that as a YECA student, three unexcused absences will result in an immediate dismissal from all my college courses. I also understand that if I am late three times, it will be equal to one unexcused absence, and being late nine times will result in an immediate dismissal.
7. I understand that all YECA students **must check in and check out at the College at the College Liaison's office**. Students missing the check-in and check-out procedure will be marked absent.
8. I understand that I have the ability to seek support for my college courses from a variety of resources, including the YECA Manager, the College Tutoring and Writing Centers, Instructors' Office Hours, the College Library and any Teaching

Assistants assigned to my courses. I understand that it is my responsibility to seek out help when I need it, and that college instructors are less likely to contact me if I am falling behind or struggling in a course. I understand that teachers and counselors at YECA are also available to help with college credit courses.

9. I understand that YECA and/or the College will provide me all necessary textbooks and course materials for the duration of the semester. I agree to return all textbooks and course materials at the end of the semester in good condition. I further understand that if I lose or damage a textbook or other course materials, that I will be required to reimburse the program for the full replacement cost of the materials. Students must not have any outstanding balances at the college or high-school.
10. All College policies pertain to me, and no exceptions will be made for me because of my age. I will refer to the College website for all policies and procedures.
11. I understand that York College e-mail accounts will be used for all official communications between faculty, students, and administrators.

York College Procedure for Handling Student Complaints

The procedure for handling student complaints about faculty conduct in formal academic settings was adopted by the Board of Trustees effective February 1, 2007. The University and its Colleges view academic freedom as being very important, but at the same time want to recognize their responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom. Examples might include inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff. Thus far, there are 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.

Informal Resolution

Students are encouraged to attempt to resolve complaints informally with the faculty member, for example, make an appointment to meet with the faculty member during office hours or where appropriate, the Academic Dean.

Formal Complaint

In an effort to make the formal complaint process seamless, the following documents were developed to be used where there is a complaint filed by a student.

- a. The student may file a written complaint with the department chairperson (“Fact Finder”). The formal complaint has to be filed within thirty (30) calendar days of the alleged conduct unless there is good cause shown for delay. The complainant should be as specific as possible in describing the conduct of which (s)he is complaining. The complaint should be filed on the Student Complaint Form (*See Student Complaint Form*).
- 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 (Attachment 3).
- c. The Fact Finder meets with the complaining student and faculty member, either separately or together, to discuss the complaint and try to resolve it.
- 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, the Chief Student Affairs Officer, and the Office of Legal Affairs and Labor Relations.
- e. At the conclusion of investigation, the “Fact Finder” shall issue a written report setting forth his or her findings and recommendations. A copy of the report shall be sent to the complainant, the faculty member, the Chief Academic Officer, the Chief Academic Student Affairs Officer, and the Office of Legal Affairs and Labor Relations. The process should be completed within 30 days after date it was filed.

*The link to the full text on the procedure for handling student complaints about faculty conduct in formal academic settings is available on the CUNY portal or the York College’s CPLA website.