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SUMMER 2012 CALENDAR

Session I & Session I-Extended

Monday	May 14	Registration for Session I and I-Extended.
Thursday	May 24	Last day to apply for matriculation for Summer 2012.
Monday	May 28	Memorial Day - College is closed.
Friday	June 1	Last day for 100% tuition refund for Session I and I-Extended.
Monday	June 4	First day of classes for Session I and I-Extended. Late Registration and Program Changes for Session I and I-Extended.
Tuesday	June 5	*Last day for 50% tuition refund for Session I and I-Extended.
Wednesday	June 6	*Last day for 25% tuition refund for Session I and I-Extended. *Last day to withdraw from a course(s) WITHOUT a "W" grade for Session I and I-Extended.
Tuesday	June 19	*Last day to withdraw from a course(s) WITH a "W" grade for Session I and I-Extended. Last day to apply for Pass/Fail option for Session I and I-Extended.
Tuesday	June 26	Last day of classes for Session I. Last day to rescind a Pass/Fail option for Session I.
Wednesday	June 27	Finals for classes in Session I.
Wednesday	July 4	College is closed.
Monday	July 23	Last day of classes for Session I-Extended. Last day to rescind a Pass/Fail option for Session I-Extended.
Tuesday	July 24	Finals for classes in Session I-Extended.

Session II

Thursday	May 24	Last day to apply for matriculation for Summer 2012.
Monday	May 28	Memorial Day - College is closed.
Thursday	June 14	Registration for Session II.
Thursday	June 28	Last day for 100% tuition refund for Session II.
Monday	July 2	First day of classes for Session II. Late Registration and Program Changes for Session II.
Tuesday	July 3	*Last day for 50% tuition refund for Session II.
Wednesday	July 4	*Last day for 25% tuition refund for Session II. College is closed.
Thursday	July 5	*Last day to withdraw from a course(s) WITHOUT a "W" grade for Session II.
Wednesday	July 18	*Last day to withdraw from a course(s) WITH a "W" grade for Session II. Last day to apply for Pass/Fail option for Session II.
Wednesday	July 25	Last day of classes in Session II. Last day to rescind a Pass/Fail option for Session II.
Thursday	July 26	Finals for classes in Session II.

**Students may still be liable for tuition.*

REFUNDS

Refunds will be issued only with an official program change according to the following schedules:

Session I & Session I-Extended

Withdraw before the first day of classes -	June 1	100%
	June 4	50%
	June 5	25%
	On or after - June 6	No Refund

Session II

Withdraw before the first day of classes -	June 28	100%
	July 2	50%
	July 3	25%
	On or after - July 4	No Refund

If eSIMS is not available, students must come to the Office of the Registrar during office hours to complete their transactions. The date the student completes the transaction in the Office of the Registrar or by using eSIMS is the date that determines the amount of refund.

The Association, Consolidated, Technology and University Student Government Fees are not refundable. All fees are subject to change without notice by the Board of Trustees, regardless of its fee schedule at the time of publication.

BUILDING INFORMATION:

The buildings are designated by the first two letters appearing before the room numbers.

AC: Academic Core, 94-20 Guy R. Brewer Boulevard

AT: Auditorium/Theatre, 94-45 Guy R. Brewer Boulevard

CL: Classroom Building, 94-43 159th Street

HP: Health and Physical Education Building, 160-02 Liberty Avenue

SC: Science Building, 94-50 159th Street

College buildings and parking facilities open at 7:00 AM and close one hour past the end of the last class.

ELIGIBILITY FOR SUMMER SESSION

All currently enrolled York College students are eligible to attend the York College Summer Session and need not formally apply for summer registration. Permit students from CUNY colleges must file a CUNY e-permit application on the CUNY portal. These students should come to the Office of the Registrar in Room AC-1H06 or call (718) 262-2147 with any questions regarding the e-permit. All other students who wish to register at York College in the summer must apply to the Admissions Office, Room AC-1B07, York College, Jamaica, New York 11451 no later than May 11, 2012. The telephone number is (718)262-2165.

OFFICE OF THE DIRECTOR - SUMMER SESSION

The Office of the Director of Summer Session is located in Room AC-2H05, telephone (718) 262-2780.

OFFICE OF THE REGISTRAR

The Office of the Registrar is located in the Academic Core, Room AC-1H06, telephone number (718) 262-2147.

BURSAR'S OFFICE

The Bursar's Office is located in the Academic Core, Room AC-1H01, telephone number (718) 262-2186.

COUNSELING CENTER

During the Summer Session, this office provides counseling for such concerns as withdrawals, transfers, leaves of absence and program planning. The Counseling Center is located in the Academic Core, Room AC-1G02, telephone number (718) 262-2272.

OFFICE OF FINANCIAL AID

Applications for financial aid may be obtained from the Office of Financial Aid located in the Academic Core, Room AC-1M08, telephone number (718) 262-2230.

BOOKSTORE

The bookstore is located in the Academic Core, Room AC-1G01, telephone number (718) 262-2882.

LIBRARY SERVICES

The York College Library is located in the Academic Core, Room AC-3G01 and AC-3H01, telephone number (718) 262-2023.

College facilities have designated hours of operation for reasons of security and fire safety as well as to control costs of light,

heat, ventilation, air-conditioning and cleaning. College policy is for facilities to be closed after the end of official programs, i.e., classes, library and special events. Check with individual offices for specific hours of operations.

REGISTRATION INFORMATION

All students will register on York's web site using **eSIMS**. Registration will take place on May 14, 2012 for Session I and I-Extended, and on June 14, 2012 for Session II. **Students who register using eSIMS on June 4, 2012 for Session I and I-Extended and on July 2, 2012 for Session II will incur an additional \$25 late fee.**

THINGS TO KNOW BEFORE REGISTERING

- Students should make an appointment to see an advisor prior to registering.
 - Students must register for courses using **eSIMS**.
 - Effective immediately, the Bursar's Office will not mail registration bills. Students must access their bills online on eSIMS, which is on the CUNY Portal at www.CUNY.EDU. Any student who registers may pick up a bill at any one of the following locations: the Registration Area (located near the Atrium on second floor of the Academic Core; available only during registration), the Office of the Bursar (AC-1H01), the Office of the Registrar (AC-1H06) or the Office of Financial Aid (AC-1M08) during their office hours only. The bill lists courses requested, tuition due **and payment due date**. The student should check carefully for the following:
 - **ALL** the courses and sections he/she requested are listed.
 - There are no travel difficulties or time conflicts.
- The checking of the above items is the student's responsibility. If there are any errors the student may have to pay \$18.00 for a Program Change.
- If the student's financial aid does not appear on the bill, the student should take the bill to the Office of Financial Aid in room AC-1M08.
 - All students must present their registration bills to the Bursar.
 - All students will be required to present their paid bursar's receipt for purposes of identification to enter college buildings and to borrow books from the library.

A STUDENT'S INITIAL REGISTRATION BILL MUST BE PAID BY THE DUE DATE ON THE BILL OR THE CLASSES WILL BE DE-REGISTERED. ONCE THE STUDENT'S INITIAL REGISTRATION BILL IS PROCESSED, CLASSES WILL NOT BE DE-REGISTERED FOR AN OUTSTANDING BALANCE DUE TO 'COP' (CHANGE OF PROGRAM).

USING eSIMS

eSIMS will be available Mondays through Sundays from 6:00 A.M. until 5:00 A.M. **On Thursday, May 1st, eSIMS will not be available for any transactions before 12:00 noon. On Wednesday, June 27th, eSIMS will not be available for any transactions before 12:00 noon.** If eSIMS is not available for any reason, students should come to the Office of the Registrar in room AC-1H06 during office hours. Although the registration systems will be available during evening hours and on the weekends, the college offices will only be open during their regular office hours.

Students may register for courses if the courses are open, if they do not need special permission, and if the student has all pre/co-requisites for the courses.

eSIMS will not allow a student to drop a course, add a course or change sections of the same course on or after June 6, 2012 for Session I and I-Extended and on or after July 4, 2012 for Session II. Students must come to the Office of the Registrar during office hours in order to drop courses. The date that a transaction takes place using eSIMS or through the Office of the Registrar is the date used to compute any possible refund.

INSTRUCTIONS FOR USING eSIMS

To register follow these simple **Step by Step Instructions:**

- Step 1:** Go to the CUNY Portal at www.cuny.edu to log-in and select the eSIMS icon.
- Step 2:** The privacy Protection Warning will appear. Click O.K. The York College eSIMS homepage will open, welcoming you to York College eSIMS. If you have active stops, a **STOP NOTICE** will open and you may not be able to continue with registration. To view your stops, select **view stops details**. If the York College eSIMS window does not open, go to 'My Profile' and set York College as your primary institution. If York College does not appear on 'My Profile', contact the HelpDesk at (718) 262-5300.
- Step 3:** If no stops exist, you will be able to continue and select **Registration** then **Summer 2012** on the York College eSIMS menu.
- Step 4:** To **ADD** classes, enter the course code for each class in the numbered boxes and then select **Add**. If the added courses were available, you will receive a message that displays your registered courses. If any course you tried to add is unavailable, you will receive a message that displays the problem(s) with the course.
- Step 5:** To **REPLACE** a course that was previously added with another course (or different section of the same course), select **REPLACE** after the course you wish to replace. Enter the new course code in the **REPLACE**

WITH box. Review your selection and then click on **REPLACE** (if correct) or **CANCEL** (if the change should not be completed). If the class is available, your course listing will reflect the change.

Step 6: To **DROP** a course, select **DROP** after the course you wish to drop. Choose the DROP option only if you do not choose to replace it with another course. If the class has been dropped, your course listing will immediately reflect the change. **Administrative fees may be applied if you drop a class.**

Step 7: You can continue to Add, Replace or Drop more classes.

Step 8: To maintain the privacy of your records, it is essential that you sign off eSIMS when you are finished with your session. Select **SIGN-OFF** from the eSIMS menu. A message will appear telling you that your session with eSIMS is finished.

With eSIMS, you can view or print an unofficial bill which will give a description of all charges and the amounts. The balance due will also be displayed. Choose **PAY/VIEW BILL** followed by **Summer 2012** on the eSIMS menu.

LATE REGISTRATION AND PROGRAM CHANGES

A student who cannot register during the regular registration periods, or who wishes to make a program change, may use eSIMS on the following dates. If either registration system is not available, students must come to the Office of the Registrar in room AC-1H06 during office hours.

Session I and I-Extended	June 4, 2012	9:00am - 6:30pm
Session II	July 2, 2012	9:00am - 6:30pm

All tuition and fees for initial registrations for students who register during the late registration period must be paid to the Bursar by 6:30pm on June 4, 2012 for Session I and I-Extended, and by 6:30pm on July 2, 2012 for Session II, or the student's registration will be canceled. The fee for late registration is \$25.00. **Once the student's initial registration bill is processed, classes will not be de-registered for an outstanding balance due to 'COP' (Change of Program).** The program change fee is \$18.00.

SIZE OF PROGRAM

Although there is no minimum program size requirement, the maximum load permitted is 6 credits for Session I and I-Extended (combined) and 6 credits for Session II. Students who wish to register for a program that exceeds these credits must secure written permission from the Chairperson of the Committee on Academic Standards no later than May 6, 2011. The Committee on Academic Standards is located in Room AC-2C01, telephone number (718) 262-2770.

ACADEMIC ADVISEMENT

Students are encouraged to seek academic advisement prior to course registration. Academic advisement, although not a mandatory requirement to register for summer courses, is strongly encouraged. Students who plan to register for summer courses should discuss their program with their advisors during the academic advisement and early registration period in April. Students who register after this period should seek academic advisement from the staff in the Counseling Center, Room AC-1G02 (for freshmen with less than 29.9 credits) or the Academic Advisement Center, Room AC-2C01 (for sophomores and above with more than 29.9 credits).

CARDINAL CHECK*

Cardinal Check is York College's new web-based academic advisement and degree audit system.

Cardinal Check generates an easy to read degree audit that takes the courses from a student's transcript and reorganizes them to fulfill requirements for a student's degree, major, minor and skills assessment as defined in the college bulletin.

At a glance **Cardinal Check** shows:

- All degree requirements for your major
- Courses already completed and courses still required
- Grades, transfer credits and Writing Intensive requirements applied to your transcript.
- Skills requirements
- GPA

Students and advisors should use Cardinal Check as a guide when planning a program toward completion of graduation requirements. The Cardinal Check audit is not an academic transcript nor is it an official notification of completion of degree or certificate requirements but an essential aid in determining those achievements. If graduation is anticipated within the next academic year, you must complete an Application for Diploma in the Office of the Registrar in Room AC-1H06. (See the Academic Calendar regarding deadlines for graduation applications.)

For any additional information regarding Cardinal Check please contact Gale Cunningham, Coordinator for DegreeWorks at

extension 3753 or email CardinalCheck@york.cuny.edu.

****[Cardinal Check is a customized version of DegreeWorks by SunGard Bi-Tech, Inc.]***

IMMUNIZATION REQUIREMENT

In compliance with New York State Public Health Law 2165, it is the policy of CUNY that all students born *after* December 31, 1956 are *required* to submit proof of two immunizations for measles and proof of immunization for mumps and rubella to be in attendance at the University.

ALL NEW STUDENTS MUST SHOW PROOF OF IMMUNITY.

Proof of immunity consists of:

MEASLES - Two (2) doses of live measles vaccine (the first administered after 12 months of age, and at least 30 days after the first), diagnosing physician documentation of measles disease, or a blood test showing immunity with a copy of lab results. Vaccinations given before 1968 are not acceptable.

MUMPS - One dose of live mumps vaccine administered after 12 months of age, diagnosing physician documentation of mumps disease, or a blood test showing immunity with a copy of lab results. Vaccination given before 1969 is not acceptable.

RUBELLA - One dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity with a copy of lab results. Vaccination given before 1969 is not acceptable.

****PROOF OF ELEMENTARY OR HIGH SCHOOL ATTENDANCE SINCE 1980 AND A MMR VACCINATION ADMINISTERED WITHIN ONE YEAR PRIOR TO THE FIRST DAY OF CLASSES WILL SATISFY THE STATE REQUIREMENT.****

If you have not yet complied by filing a completed York College Immunization record at the Health Services Office, Room AC-1F01, PLEASE DO SO IMMEDIATELY.

Transfer students must submit proof of immunization, (measles, mumps and rubella), to York College Health Services Office. Immunization records are not automatically sent with the transcript.

PERMITS

Students wishing to attend another institution must apply for permission to do so prior to the registration period of both institutions. See college bulletin for specific regulations regarding the permit process.

REQUIREMENTS FOR GRADUATION

Graduating seniors must have all grades resolved by August 2, 2012 to be eligible for graduation with the September 2012 class.

TUITION AND FEES

All tuition and fee schedules are subject to change without notice, at any time, upon action by the Board of Trustees of the City University of New York, regardless of the tuition and fee schedules in effect at the time of publication, and are payable at the time of registration.

Tuition Fees

	New York State Residents	Non-New York State Residents & Foreign Students
Undergraduate Matriculated		
Part-time	\$215.00 per credit*	\$460.00 per credit*
Graduate Matriculated		
Part-time	\$345.00 per credit*	\$640.00 per credit*
Undergraduate Non-Matriculated		
	\$320.00 per credit*	\$680.00 per credit*
Maintenance of Matriculation		
	\$170.00 per semester	\$280.00 per semester
Sr. Citizen Fee**	\$65.00 per session plus \$15 consolidated service fee per session	
Association & Consolidation Fees. (These fees are non-refundable.)		
Part-time (Summer)	\$10.85 per session plus \$15 consolidated fee	
Technology Fee. (This fee is non-refundable.)		
	\$50.00	

**Hours in the Compensatory, Developmental and Remedial courses are used instead of credits to determine fees.*

***Enrollment on a "space available" basis only.*

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

DEFINITIONS

1. **New York State Residents** - A resident student is one who is a United States citizen or a permanent immigrant and who has had his or her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes for the semester with respect to which the residency determination is made, and states his or her intention to permanently live and maintain his or her principal place of abode in New York State. Members of the armed services of the United States stationed in New York State, their spouses, and their dependent children, are considered residents of New York State.
2. **Lower Division** - A student who has earned less than 61 credits as of registration.
3. **Upper Division** - A student who has earned 61 or more credits as of registration. This includes students who have earned a baccalaureate degree.

SENIOR CITIZENS

Senior citizens, who are New York State residents, may be enrolled in undergraduate courses on a space available basis, without tuition or fee charges provided they register on an **audit basis**. Senior citizens who audit undergraduate courses will not receive degree credit and grades of "AUD" will be assigned. Senior citizens will be required to pay a \$65.00 non-instructional charge and a \$15.00 consolidated service fee for each summer session, as well as any penalty fees (i.e., late registration, library fines, reprocessing fees, etc.)

Senior citizens who wish to enroll for credit may opt to register on the same basis as any other degree-credit student. They shall pay the applicable tuition and fees. Applicants must apply to the Admissions Office, Room AC-1B07, telephone number (718) 262-2165.

TUITION WAIVERS

Tuition waivers may be changed or abolished by The City University Trustees without notice, and at all times are subject to budgetary limitations which have been established for City University. In the event a student receives a tuition waiver and is subsequently notified that the waiver has been reduced or eliminated, the student shall have the option within seven days after being notified of the reduction or elimination, to pay the amount then due, to make a payment agreement which is acceptable to the College, or to withdraw without penalty.

REFUND POLICY

The date on which the Change of Program and Withdrawal is processed using eSIMS or through the Office of the Registrar, not the last date of attendance in class, is considered the official date of the student's withdrawal. It is this official date which serves as the basis for computing any refund granted the student. No portion of the Association fee, special fees, or penalty fees is refundable.

A. A full (100%) refund of tuition and non-instructional fees (where applicable) will be made in the event that courses are canceled by the College or a student's registration is canceled by the College

B. Refund of tuition for courses dropped by a student will be made in accordance with the refund schedule on page 3.

Students who take a leave of absence after the first day of classes are liable for tuition and fees in accordance with the schedule of refunds.

C. Refunds to students claiming MILITARY SERVICE will be approved by complying with the following principles:

1. Military service must be documented with a copy of induction or military orders.
2. In order to obtain a grade, a student must attend the equivalent of 13 weeks of instruction. No refund will be made to a student who has been assigned a grade, regardless of whether the grade is passing or failing.
3. In instances where the students who have enlisted in the armed services do not qualify for a grade and continue in attendance to within two weeks of induction, refund of tuition and all fees, except application fee, will be made as follows:

Withdrawal before beginning the equivalent of 5 weeks of instruction - 100%

Withdrawal thereafter - 50%

In instances where students who are drafted into the armed services do not attend for sufficient time to qualify for a grade, there shall be 100% refund of tuition fees and all other fees except the application fee.

NOTE: All fees and tuition charges listed in the college bulletin and in any registration material issued by the College are subject to change by action by the Board of Trustees without prior notice.

In the event of any increase in the fees or tuition charges, payment already made to the College will be treated as a partial payment and notification will be given of the additional amount due and the time and method for payment. *Any student who has*

not paid the total fees and tuition by the time indicated will not be considered as registered and will not be admitted to classes.

FINANCIAL AID

Non-degree students are not eligible for financial aid.

This information is the most accurate available at the time of publishing. Check our website for current requirements at www.york.cuny.edu/finaid.

Students must complete a Request for Summer TAP and/or Pell Grant available in AC-1M08 or at www.york.cuny.edu/finaid under forms.

TAP SUMMER SCHOOL INFORMATION

In order to be eligible for Summer TAP at York, you must have completed 24 credits towards your degree the previous two semesters at York.

Summer TAP for 2011 is based upon 2011-2012 TAP eligibility. To get a TAP application, you must first apply online for federal aid at www.fafsa.gov. Make sure you indicate that you will attend York College (our federal code is **004759**). You may apply for TAP online either by linking from the FAFSA website on the confirmation page or by providing an email address so that the State can contact you with a link for the TAP on the web application. You may also apply for TAP directly from the HESC home page at www.hesc.com, but **only after your FAFSA has been processed**. Be sure to select York under CUNY in the drop down menu for Summer when you apply. Our state code is **1418**. **To receive tuition credit at Summer registration, your 2011-2012 TAP application must be processed by the State.** No manual estimates are available for the Summer. In addition to the completion of twenty-four credits or more in Fall 2011 and Spring 2012, you must also meet the following requirements:

- You must register for at least **six** credits towards your degree in the Summer.
- You must be matriculated, a New York State resident for at least one year and either a US citizen or eligible non-citizen.
- You must have met **Program Pursuit and Academic Progress** regulations, including the **2.0** cumulative grade point average requirement, which begins after two years of TAP or the equivalent. A chart detailing these requirements is available in 1M08 and in the College Bulletin.

Because of the closeness of Spring finals and Summer registration, information concerning whether or not you meet the requirements for the next award is subject to change. You will be notified if you are not eligible after your Spring grades are reviewed. In addition, Albany must approve your award. All TAP tuition credit at registration is estimated. If you are not eligible, you will be notified of changes in eligibility and you will be responsible for paying all tuition balances.

IMPORTANT: It is expected that Albany will again postpone actual payment of Summer TAP awards until **October 2011**. Actual TAP award amounts will not be known until the State budget passes.

For students taking 6-11.5 credits during the Summer, a Summer TAP award counts as one half a TAP payment towards your maximum of eight semesters (ten for SEEK students). If you take 12 credits or more in the Summer, the Summer payment counts as a full TAP award. Therefore, using Summer TAP reduces your remaining eligibility.

If you have previously used TAP for Summer or have previously received an APTS (Aid for Part-Time Study) award, using Summer TAP again may make it more difficult to receive TAP for Fall because it may move you to the next level of the TAP Progress chart.

HIGH SCHOOL GRADUATION REQUIREMENT

All recipients of NYS awards must have graduated from a U.S. high school, have a GED or other equivalent of a high school certificate or have received a passing score on all three parts of the ACT COMPASS exam.

Beginning with the summer term of academic year 2008-09, students must take and pass the COMPASS exam within the institution's add/drop period or within 30 days of the first day of classes, whichever is earlier, to be eligible for a NYS award.

AID FOR PART-TIME STUDY (APTS)

APTS is not available for Summer Session.

TITLE IV FEDERAL FINANCIAL AID PROGRAMS (PELL, FWS, SEOG, PERKINS, STAFFORD)

A Federal PELL Grant is an award to assist undergraduates to pay for their college education. You must be enrolled as an undergraduate matriculated student, at least one credit in an approved post-secondary institution and meet all other financial aid

criteria. If you receive a Federal Pell Grant for the Summer 2011 semester, you may need to complete 24 credits during the Summer 2011 plus Fall 2011 semester in order to receive more than a part-time Federal Pell award in Spring 2012.

To determine if you are eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. Based on the information you gave on the FAFSA, your Expected Family Contribution (EFC) number will be used to determine your eligibility for federal student aid.

RIGHTS AND RESPONSIBILITIES OF RECIPIENTS:

Federal regulations require the College to establish standards of Satisfactory Academic Progress for purposes of the receipt of Title IV financial assistance. When appropriate, this policy may be applied to other aid programs administered by the Financial Aid Office. A student must maintain satisfactory academic progress in a course of study regardless of whether the student was a previous recipient of Title IV financial assistance. The factors required to measure satisfactory progress are qualitative and quantitative. The **qualitative** measure is the grade point average. The **quantitative** measure is the time-frame/limitation. (For further information refer to the York College Bulletin.)

PASS/FAIL OPTION

A student not on probation, who has earned 30 or more credits, may decide to take one pass/fail course per semester for a total of not more than six courses. Courses given on a pass/fail basis such as Student Development 102-105 are not considered in the six-course total.

Courses taken on a pass/fail basis may not be those which constitute the student’s General Education Requirements or courses that fulfill major requirements.

A student who wishes to exercise the pass/fail option **may do so during the dates stated in the calendar for each session** and may elect to rescind the option up to the last day of classes. This is done by completing an application obtained in the Office of the Registrar. A letter grade is submitted by the instructor and converted by the Registrar.

In the pass/fail option a pass represents an evaluation of “A+”, “A”, “A-”, “B+”, “B”, “B-”, “C+”, “C”, “C-”, “D+” or “D” but will be computed simply as a course passed with the appropriate credit received. A fail will be equivalent to an “F” and will be computed under the traditional grading system.

STUDENT ATTENDANCE

Students are expected to attend each class session. There is no cut allowance. Students may be required at any time to account for undue irregularity in attendance by personal explanation to their instructor (and, for SEEK students, to their counselor). Any student who has been excessively absent from a course and does not present adequate documentation to the instructor, may receive the grade of “WU” (unofficial withdrawal) which is computed as an “F”.

Students absent for illness for more than one week will be required to present to the instructor medical documentation of the illness, including an indication that they are well enough to return to their classes. Students absent for more than one week for reasons other than illness will also be required to furnish documentation of reasons.

PARKING

Applications for parking permits are available from the **Public Safety Office** (Academic Core Building, Room AC-1M02). Students, staff and faculty must apply in person and present the following at the Public Safety Office:

- * Completed Parking Permit Application
- * Proof of school registration (eSIMS printout or Bursar receipt)
- * York College Identification Card (Validated)
- * Valid Driver’s License
- * Car Registration (which must be in the student’s name or in the family name)

The application will be checked and validated by the **Public Safety Office**. Applicants will pay the applicable parking fee at the **Bursar’s Office** and return to the Public Safety Office with their receipt to be issued the parking permit.

Type of Permit	Period Valid	Faculty/Staff	Students
Summer	June 1, 2012 – August 31, 2012	\$50.00	\$30.00

CUNY POLICY ON ACADEMIC INTEGRITY

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein.

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 it an exhaustive list:

- Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their course.
- 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 & 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 it is 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 it an exhaustive list:

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

Adapted with permission from *Baruch College: A Faculty Guide to Student Academic Integrity*. The Baruch College document includes excerpts from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson.

TRAVEL DIRECTIONS TO YORK COLLEGE

Transportation facilities for reaching York College's main location at 94-20 Guy R. Brewer Blvd. Are as follows:

BROOKLYN

Subway: BMT "J" or "Z" train to Jamaica Center (Parsons/Archer).

Bus: Q-8 Euclid & Pitkin Aves. To Archer Ave. & Guy R. Brewer Blvd.
Q-24 Atlantic Ave. to Parsons Blvd. & Jamaica Ave.
Q-54 Metropolitan Ave. to Guy R. Brewer Blvd. & Jamaica Ave.
Q-56 Jamaica Ave. to Guy R. Brewer Blvd.

MANHATTAN, BRONX & STATEN ISLAND

Subway: IND "E" train to Jamaica Center (Parsons/Archer).

Bus: Q-44 Bronx to Jamaica Ave. & Guy R. Brewer Blvd.

THE ROCKAWAYS

Subway: IND "A" or "C" to Broadway-East N.Y.; change for BMT "J" or "Z" train to Jamaica Center (Parsons/Archer)

Bus: Q-112 Liberty Ave. to 160th Street & Archer Ave.
Q-113 Far Rockaway to Guy R. Brewer Blvd. & Liberty Ave.

QUEENS

Subway: BMT "J" or "Z" train to Jamaica Center (Parsons/Archer)

IND "E" train to Jamaica Center (Parsons/Archer)

Bus: Q-4 Hillside Ave. to Archer Ave. & Parsons Blvd.
Q-5 Merrick Blvd. To Archer Ave. & Parsons Blvd.
Q-6 Farmers & Rockaway Blvds. To Archer & Guy R. Brewer Blvd. (East)
Q-6 Farmers & Rockaway Blvds. To Jamaica Ave. & Guy R. Brewer Blvd. (West)
Q-9 131st St. & Rockaway Blvd. To Jamaica Ave. & Guy R. Brewer Blvd.
Q-17 Flushing-Jamaica to Merrick Blvd. & Archer Ave.
Q-25/34 Flushing-Jamaica to Parsons Blvd. & Jamaica Ave.
Q-30 Little Neck to Archer Ave. & Merrick Blvd.
Q-31 Bayside-Jamaica to Archer Ave. & Merrick Blvd.
Q-41 Lindenwood Village to Jamaica Ave. & Guy R. Brewer Blvd.
Q-42 Hillside Ave. to Archer Ave. & Parsons Blvd.
Q-43 Hillside Ave. to Hillside Ave. & Parsons Blvd.
Q-65 Flushing-Jamaica to Parsons Blvd. & Jamaica Ave.
Q-83 114th Ave. to Archer Ave. & Parsons Blvd.
Q-83 Springfield Blvd. to Archer Ave. & Parsons Blvd.
Q-84 Hillside Ave. to Archer Ave. & Parsons Blvd.
Q-85 243 St./Huxley St. to Archer Ave. & Parsons Blvd.
Q-111 Rochdale Village to Guy R. Brewer Blvd. & Liberty Ave.

LONG ISLAND

LIRR To Jamaica - Jamaica Station & Archer Ave.

Automobile

From Eastern Long Island: Van Wyck Expressway (North) to "Liberty Ave." exit. Right on Liberty Ave. to Guy R. Brewer Blvd.

Grand Central Parkway (West) to "168th St." exit. Take service road to Parsons Blvd. Make left onto Parsons Blvd.; left onto Jamaica Ave., then right at Guy R. Brewer Blvd.

From Manhattan and points North: Van Wyck Expressway (South) to "Liberty Ave." exit. Left on Liberty Ave. to Guy R. Brewer Blvd.

Grand Central Parkway (East) to "Parsons Blvd" exit. Take service road to Parsons Blvd. Make right onto Parsons Blvd.; left onto Jamaica Ave., then right at Guy R. Brewer Blvd.