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# GENERAL INFORMATION

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## ADMISSION REQUIREMENTS

### Scholastic Requirements

Depending on the intended doctoral program, an applicant must have earned a bachelor's from an accredited institution whose requirements for the degree are substantially equivalent to those of the City University. In addition, the applicant must complete the prerequisites specified by the program, submit evidence that he or she shows promise of ability to carry out research, and be approved by the admissions committee of the program in which he or she intends to specialize.

### Requirements for International Students

Graduates of foreign colleges and universities who meet the standards of admission equivalent to those described above may be considered for admission to the City University's doctoral programs. The applicant must present authoritative evidence of sufficient competence in the English language to pursue a regular course of study at the City University. An applicant who has not studied in an English-speaking country must take the Test of English as a Foreign Language (TOEFL), administered internationally by Educational Testing Service (ETS), and request ETS to report examination results directly to the Admissions Office, the City University Graduate Center, 365 Fifth Avenue, New York, NY 10016. Inquiries concerning this examination may be made to: Test of English as a Foreign Language, Box 6151, Princeton, NJ 08540, U.S.A. or to most American embassies and consulates.

A student residing alone in New York City should have at least \$40,000 for the year to cover tuition, books, room, board, and personal expenses. International students must review financial requirements for visa applications.

University assistance for which international students are eligible to compete is limited and may not be adequate to fund the student's total expenses. Before receiving a visa for entrance into the United States in a student status, students must certify that they will have sufficient support for the entire period of their stay in the United States while pursuing a full-time program of study. Instructions for applying for a Certificate of Eligibility (COE) to study in the United States may be accessed at [www.gc.cuny.edu/International-Students](http://www.gc.cuny.edu/International-Students).

### Transfer of Credit

A maximum of 30 acceptable graduate credits taken prior to admission to the doctoral program at the City University may be applied toward the degree, provided the courses were completed with a grade of B or higher within an appropriate period preceding the time of application and are equivalent to comparable courses at the City University. In the case of master's programs, a total of 12 credits may be approved for transfer.

### Application Deadlines

Application deadlines for fall admissions vary. Visit our website for program deadlines.

### Financial Assistance

A student wishing to apply for financial assistance should refer to the listing of awards in a later section of this bulletin as well as our website for application dates and other pertinent information. An admissions applicant seeking financial assistance must submit both the admissions and financial forms and supporting documents by the award deadline date.

## DEGREE REQUIREMENTS

### Requirements for the Master of Arts

The Graduate Center offers the M.A. degree in Classics, Comparative Literature, Liberal Studies, Linguistics, Middle Eastern Studies, Philosophy, and Political Science only. See the appropriate program listing in this bulletin for specific requirements. The Graduate Center also offers en-route M.A.s to students enrolled in some Ph.D. programs. See the listing on the website.

### Requirements for the Doctor of Philosophy

The degree of Doctor of Philosophy is awarded for mastery of subject matter and demonstration of research ability. It is given in recognition of the candidate's superior attainments and ability in his or her major field. A student must maintain high academic standards to retain matriculated status in a doctoral program. Normally three or more years of full-time study and research beyond the bachelor's degree are needed to complete a doctoral program. See section on time limits for degree. The requirements for the Ph.D. vary from program to program. For the requirements for the Doctor of Musical Arts (D.M.A.), the Doctor of Audiology (Au.D.), the Doctor of Nursing Science (DNS), the Doctor of Physical Therapy (DPT), and the Doctor of Public Health (DPH), see the program listing in a later section of this bulletin. Listed below are general University Ph.D. requirements; special requirements are indicated under the specific program listings.

**Residency** At least 30 of the credits required for the degree must be taken in residence at the City University. Doctoral students are expected to spend at least one year as full-time students at the City University. Full-time consists of a schedule of no fewer than 12 credits or the equivalent for each of two consecutive semesters.

**Credits** At least 60 credits of approved graduate work, including the course requirements in the field of specialization, are required for the degree. Specific credit requirements vary and should be discussed with the Executive Officer of the individual program.

**First Examination** Each student must pass a First Examination in his or her field. Depending on individual doctoral program procedures, the examination shall be oral and/or written and may be administered within a narrow time period or may be administered in parts over a more extended time period. A student may continue in the doctoral program after completing 45 credits only if he or she has passed this examination.

**Foreign Languages** In any discipline in which research depends significantly on direct access to materials in a language other than English, students are required to demonstrate a working knowledge of at least one foreign language relevant to the conduct of research in that discipline. See paragraphs below on the CUNY Graduate Center Language Reading Program and the Latin/Greek Institute.

**Tools of Research** Each program may require its students to qualify in such tool subjects (computer languages, statistics, etc.) as are necessary to conduct research in its field.

**Second Examination** A student must pass a Second Examination within ten (10) registered semesters of enrollment in a doctoral program. The Second Examination shall be of at least two hours' duration and is usually taken after the completion of course requirements. A student may be admitted to the Second Examination only upon recommendation of a sponsor.

**Advancement to Candidacy** Before a student can be certified as a candidate for a doctoral degree (advancement to Level III of the process of earning the doctoral degree), he or she must have completed the following requirements: all required course work (of which at least 30 credits must be taken at the City University) with at least an overall B average; any language requirements; the First and Second Examinations; and any special program requirements for certification.

**Human Subjects Compliance** The Graduate Center has an ethical and legal commitment to protect human subjects in research. All such research, whether for the dissertation or for other purposes, must be reviewed and approved by the CUNY HRPP (Human Research Protection Program) prior to its initiation. This includes interviews, observations, questionnaires, use of previously collected data with identifiers, and any other methods by which data are obtained from human subjects. Student researchers who are conducting research with human subjects

must complete the Collaborative Institutional Training Initiative (CITI) human subjects training, as must their advisors.

**Important Information for Student P.I.s Concerning IRB Submissions:** CUNY graduate students must submit their research protocols involving human subjects research to the HRPP Office at the CUNY College with which their faculty adviser has his/her primary affiliation. This applies to new *and* open protocols. Thus, any P.I. with an open IRB protocol must submit continuing review applications, amendments, and/or closure forms to the adviser's primary campus irrespective of where he/she submitted the original application.

The Registrar sends all students advanced to Level III a "Dissertation Proposal Clearance: Human Participants" form. Students are required to submit the completed form to the Office of Research and Sponsored Programs after their committee approves the dissertation topic and methodology and before research begins. If human participants are not involved, students submit the completed "Dissertation Proposal Clearance: Human Participants" form, with the dissertation project abstract and methodology, to the Graduate Center's Office of Research and Sponsored Programs, Room 8309, 365 Fifth Avenue, New York, New York 10016. If human participants are involved, the student must also complete an "Institutional Review Board (IRB) Application for Approval to Use Human Subjects in Research," available at <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Funding/Human-Subjects-IRB>.

**Dissertation** The student must complete a dissertation that embodies original research. The dissertation must be successfully defended at an oral final examination and be deposited with the Graduate Center's library before the degree is granted. To defend the dissertation, the student must have been advanced to candidacy. The dissertation must be submitted to ProQuest and the Graduate Center's institutional repository for publication and archiving. Instructions for preparing and depositing the dissertation appear on the Graduate Center library's website.

The preparation of a dissertation and its defense form the final evaluation of a candidate's qualification for the doctoral degree within the academic program. Approval by the program is typically confirmed by action of the Graduate Council and the City University's Board of Trustees. Dissertation committees consist of at least three members of the CUNY doctoral faculty and are approved according to procedures detailed in the governance document of each program. The program will announce to the Provost, and, by posting and/or other means, to the general public and the members of the committee, the time and the date of the defense.

**Time Limit for Degrees Doctoral Degree.** All requirements for the degree must be completed no later than eight years after matriculation. A student who matriculates after the completion of 30 credits of acceptable work must complete all requirements within seven years. **Master's Degree.** All requirements for the degree must be completed no later than four years after matriculation.

**Satisfactory Academic Progress** Students must be making satisfactory progress toward the degree in order to maintain status at the Graduate Center and to be eligible for any student financial assistance. A student is deemed not to be making satisfactory progress if he or she has a grade point average below 3.00, has accumulated more than two open grades (INC, INP, NGR, ABS and ABP), has completed 45 credits without having passed the First Examination, has completed 10 semesters without having passed the Second Examination, has received two "NRP" grades in succession, or has exceeded the time limit for the degree.

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

**Teaching, Research, or Fieldwork** Teaching, research, or fieldwork is required as part of the student's training toward the degree.

**Special Requirements** Additional requirements or variations may be specified in the individual programs.

**Waiver of Requirements** To waive any specific requirement for the degree, a student may petition the Associate Provost and Dean for Humanities and Social Sciences or the Associate Provost and Dean for Sciences.

## **AWARDING OF DEGREES**

Degrees are awarded three times per academic year. In order for the degree to be awarded (and for the dissertation to be deposited, if applicable) the candidate must meet the following enrollment requirements: for the degree to be awarded in February, candidates must be enrolled the preceding fall semester; for May/June, the concurrent spring semester; for October, the preceding spring semester.

### ***En-route Master's Degree***

The master's degree is awarded by a senior college or, in certain fields, by the Graduate Center of the City University of New York to enrolled doctoral students who have fulfilled certain requirements for the degree to be awarded by a senior college. These requirements will vary depending on the academic program (consult this bulletin's section on individual programs' degree requirements), and any other requirements that may be established by the degree-granting college for en-route master's degrees. For the requirements for the degree awarded by the Graduate Center, see the individual program listings in later sections of this bulletin. Students must be enrolled and have met their financial obligations to the University. Applying students must abide by the deadline for filing established at each college. Those seeking an en-route master's degree should have their Executive Officer initiate the appropriate application.

### ***Master of Philosophy***

The Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students (with the exception of those enrolled in the Musical Arts or clinical doctoral programs) who are advanced to candidacy. Students should receive, along with the notice of advancement, an application-for-degree form for the Master of Philosophy degree. If the form is not received it is the responsibility of any student wishing this degree to obtain one from the Office of the Registrar. Please note that the date of filing for the degree determines the date upon which the degree will be conferred.

## **INTERNATIONAL ACADEMIC TRAVEL REQUIREMENTS**

All students participating in Graduate Center academic sponsored trips or independent international academic travel must purchase international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. The insurance policy must provide coverage for the insured individual for the entire program period including travel days to and from the destination(s). Students may purchase low-cost travel insurance from the CUNY designated carrier, Cultural Insurance Services International (CISI), or another provider that meets the above requirements. If you do not purchase coverage through CISI, you must provide proof of comparable coverage through another carrier. All students must submit the insurance confirmation form with proof of purchase to the Office of the Vice President for Student Affairs.

Students must file with the Office of the Vice President for Student Affairs a signed and notarized CUNY International Travel Participation, Waiver, and Emergency Contact Form and, as soon as the student becomes aware that planned travel is to an area with Department of State Travel Warnings or Alerts in effect, consult with the Office of the Vice President for Student Affairs regarding U.S. Department of State Travel Warnings or Alerts.

Students receiving any GC travel/research funds (including but not limited to Dissertation Fellowship Awards, Doctoral Student Research Grants, Conference Presentation Support, etc.) who do not submit a properly signed and notarized International Travel Participation, Waiver, and Emergency Contact Form and/or are not enrolled in the University's international insurance or comparable program will not receive funding for the purpose of travel. Students receiving any other financial support from the GC and who travel internationally for academic/research purposes may jeopardize their funding if they do not purchase the appropriate insurance and submit the waiver.

A full set of the CUNY International Guidelines can be found here: <http://www1.cuny.edu/studyabroad/wp-content/uploads/2013/09/International-Travel-Guidelines-Forms.pdf>.

## INTERUNIVERSITY DOCTORAL CONSORTIUM

The Graduate Center is a member of the Interuniversity Doctoral Consortium, which provides for cross-registration among member institutions. Matriculated Graduate Center doctoral students may cross-register for doctoral study in the graduate schools of arts and sciences of the following institutions: Columbia University (including Teachers College), Fordham University, New School University, New York University (including Steinhardt School of Education), Princeton University, Rutgers-New Brunswick (State University of New Jersey), and Stony Brook (State University of New York). The Graduate Center has a similar arrangement with the Bard Graduate Center for Studies in the Decorative Arts, Design and Culture whereby students may take classes at either school with the appropriate permissions.

The general terms for participating in the interuniversity cross-registration project are:

- (1) a student must be matriculated full- or part-time in a doctoral (not master's) program at one of the participating institutions.
- (2) must have completed at least two semesters of graduate study at the home institution and, as a Graduate Center student, be between the second and sixth year of enrollment.
- (3) courses available for cross-registration should not normally be available at the home institution.
- (4) participation in cross-registration is subject to approval by the deans of the home and host institutions.

## LANGUAGE PROGRAMS

### *CUNY Graduate Center Language Reading Program*

<http://www.gc.cuny.edu/lrp>

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

### *Latin/Greek Institute*

<http://www.gc.cuny.edu/lginst>

The Latin/Greek Institute, offered in conjunction with Brooklyn College, is a ten-week summer program of total immersion in language and literature. It is specifically designed to assist graduate students in meeting language requirements for their degrees and in providing the tools for research in Greek or Latin.

## LIBRARIES

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

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

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

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

## **INFORMATION TECHNOLOGY**

Information Technology (IT) is the division of the Graduate Center responsible for voice, video, and data systems and services. The mission of this unit is to promote, facilitate, and support the effective use of technology in the learning process, in instruction and research, and in processing and accessing institutional information.

IT services and resources provided to students include but are not limited to network accounts and email accounts, remote access to Graduate Center computing resources, Help Desk support and assistance, the GC Blackboard environment for online learning (accessible via the CUNY portal), a WordPress site for hosting web pages, and a video streaming service. IT provides and maintains a sizable collection of Windows and Mac computing platforms, as well as network printers and desktop scanners, in the Library, in the Ph.D. program suites, and in a variety of other student spaces. High-speed wireless access is available throughout the building.

The GC desktop computers are configured with an extensive software suite to support a breadth of student activities; many of these software titles are also available to students remotely from both PC and Mac platforms. GC network accounts also provide access to a host of online Library databases. The GC IT website houses a great deal of information, including a comprehensive knowledge base. We encourage all students to visit the IT website to learn more about the resources and services available to you.

## **REGISTRATION**

All Graduate Center students, regardless of where they are studying, register through the Graduate Center, 365 Fifth Avenue, New York, NY 10016 (Seventh Floor).

All students are required to be in status each semester. This means that students must either be registered or be on an approved leave of absence.

Information regarding registration procedures will be emailed to eligible students. The student will be advised on curriculum by his or her Executive Officer or academic advisor. Specific offerings to be given in a particular semester are listed in the Dynamic Class Schedule, available online at [https://ssb.gc.cuny.edu/prod/plsql/bwckschd.p\\_disp\\_dyn\\_sched](https://ssb.gc.cuny.edu/prod/plsql/bwckschd.p_disp_dyn_sched).

Students delinquent in their financial accounts (or library obligations) will be denied the opportunity to register as well as the issuance of their transcripts or their degree diplomas. In addition, students who fail to meet satisfactory progress requirements, who have not fulfilled New York State immunization laws, or who have outstanding obligations to the Offices of Financial Aid, Admissions, or Residence Life may be denied the opportunity to register.

### ***Immunization Requirement***

In accordance with New York State Public Health Law, Article 21, Title VI, Section 2165, all full- and part-time students who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella. The Graduate Center is required to bar registration or administratively withdraw (with tuition liability) students who do not comply.

Health records will be kept confidential and will be available for reference only to those Graduate Center personnel whose job duties require information from those records. Some students may be exempt from this requirement. A copy of Public Health Law 2165 is available in each of the Student Services offices as well as in the Office of the Vice President for Student Affairs.

In addition, New York State Public Health Law 2167 requires that all college and university students enrolled for at least six semester hours return a Meningococcal Meningitis Vaccination Response Form before they may register. All matriculated students (both new and continuing) should have received a form. Forms are available online at <http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Services/Immunization>.

### ***Program Changes***

Program changes must be approved by the student's adviser or advisory committee. The change in program (on the drop/add form) must be forwarded to the Registrar's Office in accordance with the deadlines published each semester.

International students must clear any change in program or degree level with the Office of International Students, update their SEVIS Record, and receive a new Certificate of Eligibility (COE) for student status in order to meet U.S. Department of Homeland Security requirements for maintaining nonimmigrant student status.

### ***Leave of Absence***

Leaves of absence will be granted to students deemed to be in good standing who wish to interrupt their doctoral study. No more than four semesters of total leave time will be granted to any student. Each leave request should be made in writing to the student's Executive Officer prior to the semester or academic year during which the leave will be taken. If approved by the program's Executive Officer, requests for leave will be forwarded to the Office of the Registrar. The leave must then be cleared by the Offices of Financial Aid and International Students (if applicable), the Coordinator of Residence Life (if applicable), and the Mina Rees Library, the Bursar, and the Business Office. Leaves of absence are not counted toward the time limit for completion of degree requirements. Any student subject to induction or recall into military service should consult the veterans' certifying officer before applying for an official leave. Any international student with F-1 or J-1 student status must consult the Office of International Students at the Graduate Center before applying for a leave. In general, international students must remain outside the U.S. for the entire semester while on a leave of absence and may need to reapply for a new student status if their absence is longer than five months. During the period of the leave, no changes in academic status, including such matters as the scheduling and taking of qualifying exams, application for en-route degrees, and advancement to candidacy, may be effected.

### ***Withdrawal***

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

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

### ***Readmission***

Readmission following a withdrawal is at the discretion of the student's program. A special Application for Readmission must be filed in the Office of the Registrar, and cleared by the Offices of Financial Aid, International Students (if applicable), and Residence Life (if applicable), as well as the Mina Rees Library, the Bursar, and the Business Office. It will be forwarded to the appropriate academic program office for consideration. A \$20 readmission fee will be assessed.

### ***Change of Name and Address***

Any change of name or address must be reported immediately to the Registrar's Office at the Graduate Center. International students must inform the Office of International Students directly, and in addition to all other reporting, about any change of name or residence address within ten days of the change in order to meet U.S. Department of Homeland Security requirements.

### ***Denial of Student Services***

By policy of the Board of Trustees of the City University of New York, provision of college services is prohibited to any student who is delinquent in any financial account with the University (including books owed to the library and loaned equipment owed to Information Technology), who is in default for any loan administered through the University, or who has failed to attend the required exit interview for federal or state student loan programs administered through the University. Denial of services means that students are not permitted to register or receive a leave of absence and are not issued a copy of their academic transcript, diploma, or certificate, nor are they eligible to receive additional student aid until the default/delinquency has been satisfied.

## **GRADING**

### ***Grading System***

Doctoral matriculants will be graded in all courses creditable toward the doctorate as follows:

A (+ or -) Excellent

B (+ or -) Good

C (+ or -) Fair (lowest passing mark)

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

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

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

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

F = Failure

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

INC = Incomplete. To be assigned only when student work has not been turned in and the instructor agrees to permit the student to complete the work at a later date. To resolve incomplete grades, students must fulfill their obligations within one calendar year after the INC grade is assigned. After one year, an incomplete grade ("INC") will become a permanent incomplete. Extensions will be granted only in exceptional circumstances upon written application and with the permission of the faculty member, the Executive Officer, and the Vice President for Student Affairs. Permanent incompletes will accrue no credit. Students with more than two incomplete courses will be brought to the attention of their Executive Officer to determine whether or not they are making satisfactory progress. Students will not normally be regarded as making satisfactory progress toward their degrees if they have more than two "INC"s on their records. Students should be aware that continued registration and most financial aid awards are conditional upon satisfactory academic progress. Students should also note that credits for which they have an "INC" as of the end of the third week of classes of a given semester are not counted toward advancement to the next level for that semester.

WN = Never Attended. This grade is to be assigned by faculty if a student never attended a class. The grade is nonpunitive and carries tuition liability.

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

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

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

(1) Determine the total number of G.P.A. credits by adding all the credits with letter grades "A" through "F."

(2) For each course with a letter grade that counts toward the average, multiply the number of credits by the appropriate quality point value, as indicated below:

Grade	Quality Point Value
A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
F	0.00
WN	0.00

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

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

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

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

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

**STUDENT RIGHTS REGARDING ACCESS TO EDUCATION RECORDS**

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

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

Students should submit to the Registrar, Vice President for Student Affairs, Executive Officer of the academic program, or other appropriate officials, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the Graduate Center official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

*(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.*

Students may ask the college to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

One exception that permits disclosure without consent is disclosure to college officials with legitimate education interests. A college official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as an agent to provide a service instead of using University employees or officials; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary committee, or assisting another college official in performing his or her tasks.

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

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

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

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

*(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.*

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

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

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

## **ACADEMIC HONESTY**

The Graduate Center of the City University of New York is committed to the highest standards of academic honesty. Acts of academic dishonesty include—but are not limited to—plagiarism (in drafts, outlines, and examinations, as well as final papers), cheating, bribery, academic fraud, sabotage of research materials, the sale of academic papers, and the falsification of records. An individual who engages in these or related activities or who knowingly aids another who engages in them is acting in an academically dishonest manner and will be subject to disciplinary action in accordance with the bylaws and procedures of the Graduate Center and of the Board of Trustees of the City University of New York.

Each member of the academic community is expected to give full, fair, and formal credit to any and all sources that have contributed to the formulation of ideas, methods, interpretations, and findings. The absence of such formal credit is an affirmation representing that the work is fully the writer's. The term "sources" includes, but is not limited to, published or un-

published materials, lectures and lecture notes, computer programs, mathematical and other symbolic formulations, course papers, examinations, theses, dissertations, and comments offered in class or informal discussions, and includes electronic media. The representation that such work of another person is the writer's own is plagiarism.

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

The source should be cited whenever:

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

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

### ***Procedures to be followed in instances of allegations of academic dishonesty***

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

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

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

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

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

### **CUNY Academic Integrity Policy**

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

#### **1. Definitions and Examples of Academic Dishonesty**

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

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.

- Using notes during a closed book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

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

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

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

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

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

Examples of falsification include:

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

## 2. Methods for Promoting Academic Integrity

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

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

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

### 3. Reporting

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

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

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

### 4. Procedures for Imposition of Sanctions

#### 4.1. Determination on academic vs. disciplinary sanction

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

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

seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

#### 4.2. Procedures in Cases Involving Only Academic Sanctions

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

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

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

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

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

##### 4.2.3. Student Denies the Academic Dishonesty

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

#### 4.3. Procedures in Cases Involving Disciplinary Sanctions

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

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

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

#### 4.4. Required Action in Cases of No Violation

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

### 5. Implementation

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

## SALE OF ACADEMIC PAPERS

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

## FRAUDULENT DOCUMENTS AND OMISSION OF INFORMATION

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

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

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

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

## TUITION AND FEES

### Notice of Possible Changes

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

### Payment Schedule

Full payment of tuition and fees is due by the first day of classes. Charts outlining the tuition rate and a list of fees are below. All payments are to be made to the Bursar. Make checks payable to CUNY Graduate Center. Payment may also be made by credit card (American Express, Discover, Master Card) and electronic checks on the web. Checks, cash, and money order payments may be made in person at the Bursar's Office.

**Warning Regarding Bounced Checks or Nonpayment**

If a check tendered to any unit of the City University in payment of any obligation is not honored by the bank upon which it is drawn, a reprocessing fee of \$15 will be assessed.

**If students do not make full payment on their tuition and fees and other college bills and their account is sent to a collection agency, they will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts they owe the college. In addition, nonpayment or a default judgment against the student's account may be reported to a credit bureau and reflected in the student's credit report.**

**Tuition Rates: Doctoral Students (and nonmatriculated students)***All except Audiology, Doctor of Nursing Science, and Physical Therapy*

Level	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I full-time* (7 or more credits/WIUs)	\$4,315	\$835 per credit/WIU
Level I part-time	\$490 per credit/WIU	\$835 per credit/WIU
Level II full-time* only	\$2,705	\$6,010
Level III** full-time* only	\$1,075	\$2,135

*Doctoral Students in Audiology*

Level	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I full-time* (7 or more credits/WIUs)	\$5,345	\$1,035 per credit/WIU
Level I part-time	\$605 per credit/WIU	\$1,035 per credit/WIU
Level II full-time* only	\$3,345	\$7,445

*Doctoral Students in Nursing Science (DNS degree)*

Level	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I full-time* only (7 or more credits/WIUs)	\$5,250	\$965 per credit/WIU
Level II full-time* only	\$3,640	\$6,010
Level III** full-time* only	\$2,010	\$2,135

*Doctoral Students in Physical Therapy*

Level	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Level I full-time* (7 or more credits/WIUs)	\$5,200	\$940 per credit/WIU
Level I part-time	\$595 per credit/WIU	\$940 per credit/WIU
Level II full-time* only	\$3,590	\$6,895

**Notes to Tuition Rate Tables: Doctoral Students**

\*A student may attain full-time status for financial-aid purposes either by registering for a minimum of 7 academic units (doctoral degree students) or for a minimum of 12 academic credits (master's degree students) or by receiving certification for an equivalent academic commitment

composed, in part or entirely, of Weighted Instructional Units (WIUs), which are assigned for such activities as teaching, exam preparation, and research. Level I doctoral students whose combined total of course credits and WIUs is 7 or greater are required to pay full-time tuition. Master's students whose combined total of course credits and WIUs is 12 or more are required to pay full-time tuition. Note: Should an academic program deem it necessary for a student to register for a course on an audit basis as part of the student's required course of study towards the degree, WIUs shall be added, which will be applied toward the calculation of the student's financial aid. The student will incur a tuition charge, based upon the credit value of the course, in accordance with Graduate Center billing rules.

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

### Tuition Rates: Master's Students

Regulations of the City University of New York require master's students to be registered in the semester during which they are taking any language or qualifying examinations and in the semester preceding graduation. If all course work was completed before the graduation semester or if students wish only to sit for an exam during a specific semester, students must register to maintain matriculation.

Master's Students	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Full-time (12 or more credits/WIUs)	\$4,825	\$745 per credit/WIU
Part-time (fewer than 12 credits/WIUs)	\$405 per credit/WIU	\$745 per credit/WIU
Maintenance of matriculation	\$200	\$325

### University Fees

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

\*The student activities fee, consolidated fee, and technology fee are not refundable at any time unless a student's registration is canceled before the first day of classes.

\*\*Doctoral candidates have copyright in their dissertations. If the author wishes to do so, he or she may register the copyright. Information on this procedure may be obtained from the U.S. Copyright Office, Washington, D.C. 20559. The University is prepared to effect the registration for a fee of \$55. This includes the cost of registering the dissertation with the Copyright Office in the author's name. Students should contact the Dissertation Assistant at the Mina Rees Library to determine the requirements in force relating to the form and position of copyright notice.

### **Other Costs of Attendance**

The costs of pursuing full-time doctoral study are not, of course, restricted to the tuition and fee charges alone. An expense budget for the academic year, September–May, drawn from government data in accordance with both federal and University regulations, appears below. The costs below apply to the 2013–14 academic year and will be revised for 2014–15.

#### *Single, Independent Student, for Academic Year 2013–14*

Books and Supplies – \$1,248

Housing (including rent/utilities) – \$14,850 (estimated)

Food – \$3,174

Transportation – \$1,020

Personal – \$6,451

### **Levels: Doctoral Students**

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

Level I — Students who have completed fewer than 45 credits of graduate work (including approved transfer credit) or who have not passed the First Examination. At Level I only, students who are New York State residents and enrolled on a part-time basis (total of credits and Weighted Instructional Units or WIUs do not exceed 6) are billed on a per-credit basis. In addition, at Level I, both full-time and part-time out-of-state and international students are billed at the per-credit rate for all credits/WIUs.

Note: For billing purposes, courses taken by Level I students on an audit basis will be treated the same as courses taken for credit and will be included in the assessment of tuition charges.

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

Level III — From the semester following advancement to candidacy. Level III students registering for courses for credit other than 90000 will be charged additional tuition on a per-credit basis. Level III students do not incur additional tuition charges for courses audited.

Tuition and fees are due by the first day of classes. Any student who has not paid the total fees and tuition by the time indicated could be barred from future registration.

The student activities fee, consolidated fee, and technology fee are not refundable at any time unless a student’s registration is canceled before the first day of classes.

### **Petition for a Change of Level**

Students are responsible for ascertaining that their tuition level has been properly established. Students who believe they have been billed inappropriately because of an inaccurate level designation must petition the Senior Registrar by the end of the third week of classes for a reassessment of their level. Unless such a petition is filed by the deadline, no retroactive changes in level can be made. Special problems should be referred in writing to the Vice President for Student Affairs prior to the stated deadline.

### **New York State Residency**

For the purposes of determining tuition charges, a student is considered a resident of the State of New York if he or she has 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, states an intention to permanently live and maintain a principal place of abode in New York State, and is not in the United States on any temporary visa. International students cannot qualify for resident tuition, because the U.S. government requires an international student to maintain a permanent home overseas to which he or she intends to return.

*Determination of Resident Rate of Tuition for Non-Residents of New York State, Including Undocumented and Out-of-Status Immigrants:* Chapter 327 of the New York State Laws of 2002, codified in Section 6206(7)(a) of the New York State Education Law, mandates that the payment of tuition by any student who is not a resident of New York State, other than those in lawful non-immigration statuses, shall be at a rate no greater than that imposed for students who are residents of the state, provided that they meet one of the following three conditions:

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

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

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

It should be noted that any student meeting one of the three conditions set forth in the law does not need to prove residence in New York State. In addition, students without lawful immigration status must file an affidavit (notarized) with CUNY stating that they have filed an application to legalize their immigration status or will file such an application as soon as they are eligible to do so (See Addenda W - Note: the Undocumented or Out-of-status Affidavit previously listed under Addenda I is no longer applicable).

### **Petition for a Change of Residency**

All students requesting a change of residency status must submit a "[City University Residency Form](#)" (downloadable from the "Registration" page on the GC website) to the Office of the Registrar along with sufficient supporting documentation no later than the end of the third week of classes of the semester for which the change is to be effective. Unless a written petition is filed with the Registrar by the deadline and the Vice President for Student Affairs is notified in writing of the pending petition, no retroactive changes in residency can be made.

### **Refunds for Withdrawal and Leave of Absence**

Each student registration, once classes have begun and regardless of whether or not the student has paid tuition at the point of registration, constitutes a financial obligation to the State of New York that cannot be rescinded. Any leave of absence or withdrawal from an academic program or individual courses must be requested by the student in writing. All students who are administratively withdrawn from classes will receive a grade of "WA" and are fully tuition liable. Withdrawal requests submitted after classes have begun but before the deadline for program changes will entitle the student to a partial adjustment in tuition, according to the City University's established remission policies.

### **Remission of Tuition and Fees**

*Student liability and refund policy:* Students are liable for the full amount of their tuition and fees, regardless of whether they receive expected financial aid, loans, or other financial support. The student activities fee, consolidated fee, and technology fee are not refundable at any time unless a student's registration is canceled before the first day of classes. Refunds of tuition must be based upon a timely written official withdrawal from classes. Such refunds are allowed only in accordance with a limited schedule established by City University policy. A student not entitled to a refund—even if withdrawn from classes—is fully liable for any unpaid tuition and fees.

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

*Withdrawal from course:*

before the official starting day of classes for the semester — 100%  
within one week of the official starting day of classes for the semester — 75%  
within two weeks of the official starting day of classes for the semester — 50%  
within three weeks of the official starting day of classes for the semester — 25%  
subsequent to the third week of the official starting day of classes for the semester —  
none

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

### **Special Provisions for Students in the Military**

For students called up to the reserves or drafted before the end of the semester:

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

For students who volunteer (enlist) for the military before the end of the semester:

*Grades.* In order to obtain a grade, a student must attend thirteen weeks (five weeks for summer session). *Refunds.* The amount of the refund depends upon whether the withdrawal is before the 5th week of classes. If the student withdraws before beginning of the fifth calendar week (or third calendar week for a summer session), he or she is entitled to 100% refund of tuition and all other fees except application fees. If the student withdraws thereafter, he or she is entitled to a 50% refund.

Other provisions for military service: *Resident Tuition Rates.* These lower rates are applicable to all members of the armed services, their spouses and their dependent children, on full-time active duty and stationed in the State of New York. *Re-enrollment of Veterans.* Veterans who are returning students are given preferred treatment in the following ways: (1) Veterans who were former students with unsatisfactory scholastic records may be readmitted with a probationary program. (2) Veterans, upon their return, may register even after normal registration periods, without late fees. (3) Granting of college credit for military service and armed forces instructional courses. (4) Veterans returning too late to register may audit classes without charge. *Late Admissions.* Veterans with no previous college experience are permitted to file applications up to the date of registration, and are allowed to begin classes pending completion of their application and provision of supporting documents. *Readmission Fee.* Upon return from military service, a student will not be charged a readmission fee to register at the same college. *Veterans Tuition Deferrals.* Veterans are entitled to defer the payment of tuition pending receipt of veterans' benefits. *New York National Guard Tuition Waivers.* Active members of the New York National Guard, who are legal residents of New York State and who do not have a baccalaureate degree, are eligible for a tuition waiver for undergraduate study.

## **SUPPORT SERVICES**

### ***Student Consumer Information***

Student consumer information on cost of attendance, refund policy, description of academic programs, and other matters relating to enrolled or prospective students may be obtained from the Registrar and from the Graduate Center's website. Please refer to the current Student Handbook for specific information regarding consumer complaints and redress of grievances.

### ***Housing/Residence Life***

The assistant director of admissions coordinates matters pertaining to residence life, including helping students locate affordable housing within the New York City area. The office maintains listings of available rooms within households, apartments for rent or sublet, and spaces for students in shared lodgings, and can suggest techniques for finding an apartment.

The Graduate Center also has available the Graduate Center Apartments, which provides twelve spacious apartments for faculty and sixty-four for graduate students, thus offering one of Manhattan's most sought-after resources—bright, comfortable, airy, and affordable housing. The eight-story building, located in the East Harlem neighborhood, on 118th Street between Lexington and Third Avenues, shares the plaza of CUNY's new East Harlem Campus with the university's School of Social Work and School of Public Health. With easy access to bus, subway, and train travel, the residence hall offers ready transit to the Graduate Center. One-year renewable licenses (leases) are offered to students on a first-come-first-served basis. For further information: [gchousing@gc.cuny.edu](mailto:gchousing@gc.cuny.edu) or <http://housing.gc.cuny.edu>.

### ***Wellness Center***

***Student Health Services.*** The Student Health Services is staffed and directed by a licensed Nurse Practitioner providing episodic and primary health care to registered Graduate Center students. Services include visits for short-term medical problems as well as management of ongoing health issues, women's health examinations and Pap smears, men's genitourinary examinations, screening for STIs (sexually transmitted infection), immunizations, referrals to outside health care providers, and health and wellness programs and workshops. For problems requiring specialty care, patients are referred to external resources. Students are seen by appointment. Students with urgent problems will be seen on a walk-in basis as available. There is no charge for visits to Health Services. For uninsured students, laboratory costs for blood and urine tests are substantially reduced through an arrangement with Mount Sinai Medical Center and then reduced further through partial subsidies through the Graduate Center.

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

### ***Career Planning and Professional Development***

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

For students interested in working at the Graduate Center while enrolled, listings of part-time positions are available through Ms. Anne Johnson, Work Study Coordinator, Office of Financial Aid. Other full-time job listings are available via the Office of Career Planning and Professional Development. The office can be reached by email at [careerplan@gc.cuny.edu](mailto:careerplan@gc.cuny.edu).

### ***Dossier Services (Letters of Recommendation)***

The Graduate Center has partnered with a company named Interfolio to provide online dossier services. As is now common practice, student portfolios can be placed online in an Interfolio account and accessed 24/7. The student works directly with Interfolio to establish a portfolio that can include letters of recommendation, curriculum vitae, writing samples, dissertation abstracts, teaching certifications, student evaluations, and more. The Interfolio system accepts

and stores almost any type of information. Interfolio is an excellent way to store and deliver materials to an academic search committee or for further study. Interfolio maintains robust technological safeguards to keep documents private and safe. Once you sign up and upload your documents, the process for sending out materials becomes as simple as telling Interfolio where you want to apply and when.

The Graduate Center will pay for a one-time, three-year membership for currently registered students in addition to subsidizing mailing credits. For more information, visit <http://career-plan.common.gc.cuny.edu/interfolio> or <http://www.interfolio.com>. The Office of Student Affairs no longer sends out dossier materials by mail.

### ***Student Disability Services***

The 504 / ADA Coordinator for persons with disabilities is Mr. Matthew G. Schoengood, Vice President for Student Affairs, Room 7301; Telephone: 1-212-817-7400. The Vice President for Student Affairs also serves as the chair of the 504 / ADA Committee for Persons with Disabilities. It is the policy of the Graduate Center to provide auxiliary aids and services and to make appropriate academic accommodations needed by students with disabilities. The Graduate Center provides readers/library assistants, sign-language interpreters, notetakers, scribes, and other auxiliary services as needed. A few examples of possible academic accommodations are extended or divided time for taking an examination, as might be required for a student who has a learning disability or for whom physical stamina is reduced; use of a computer or other auxiliary aid during an examination; recording of classes. Assistive technology available at the Graduate Center is described below. Students who wish to request accommodations or have questions about Graduate Center facilities, auxiliary aids and services, or any Graduate Center academic matters should consult with Ms. Sharon Lerner, Director of Student Affairs; Miss Elise M. Perram, Associate Director of Student Affairs; or the Vice President for Student Affairs. Discussions and information regarding a student's disability will be kept confidential unless a student requests otherwise. Documentation appropriate to the requested accommodations must be provided to the Student Affairs office. This documentation must come from a qualified professional and provide information on diagnosis/specific disability conditions, functional limitations in the higher education setting, and recommended accommodations. The purpose of this documentation is to enable us to determine, together with the student seeking accommodations, the most appropriate accommodations for the student. Students are encouraged to contact the Office of Student Affairs to discuss present and future needs to facilitate effective planning.

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

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

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

Users of TDD (Telecommunications Devices for the Deaf) within New York state should call the Telecommunications Service at 711 or at 1-800-662-1220. Users of TDD outside New York state should call their local Telecommunications Service.

### ***Services for Students Who Are Veterans***

Eligible veterans who wish to obtain benefits and information on other matters of concern to veterans may consult the Office of the Registrar. A useful CUNY website for veterans may be found at [www.cuny.edu/veterans](http://www.cuny.edu/veterans). Also see "Special Provisions for Students in the Military" under "Tuition and Fees."

***Office of International Students***

The Office of International Students provides advice and assistance to international students, particularly with regard to immigration issues relating to F-1 and J-1 student immigration status. Each semester the office conducts an orientation session for new international students. New international students should contact the office as soon as possible after their arrival so that their immigration documents and status can be reviewed and verified.

Because it is the student's responsibility to comply with all existing government regulations, students are urged to familiarize themselves with the regulations and procedures that apply to their specific immigration status. Students should keep copies of all documents relating to their Immigration Status and bring their original passport, I-94, I-20, or DS-2019 and I-901 SEVIS Fee Receipt when consulting the Office of International Students about an immigration matter.

International students should consult this office for requirements to maintain active Immigration Status and for information on the following: (1) obtaining Form I-20 or Form DS-2019; (2) travel outside the United States and reentry; (3) extension of stay; (4) school transfer; (5) practical training; (6) change of degree or program of study; (7) employment regulations; and (8) passport and visa information.

More detailed information can be found at the Graduate Center website under [International Students](#) and in the current brochure "U.S. Immigration Regulations and Procedures for CUNY Graduate Center Students," as well as in periodic updates published by the Office of International Students.

***Office of Educational Opportunity and Diversity***

The Office of Educational Opportunity and Diversity (EOD) has been established to support efforts to increase the representation of historically underrepresented students in the Graduate Center's doctoral programs. The office initiates and supports grant efforts to enhance recruitment, retention, and academic progress of historically underrepresented students. This includes managing such Graduate Center-based programs as MAGNET and CUNY Pipeline. The Executive Officer of the Office of Educational Opportunity and Diversity works closely with the Executive Officers of the doctoral programs and reports to the Provost.