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THE PLACE AND THE SPACE

Students take the required courses for the Ph.D. in Social Welfare at the Silberman School of Social Work at 119th Street at Third Avenue. Located in the center of East Harlem, the building is a state-of-the-art modern facility that houses the Silberman M.S.W. Program. The administrative offices of the Ph.D. Program are located on the Sixth Floor. There is a café on the ground floor of the building.

Doctoral students have access to the School of Social Work Library on the Silberman campus, which is a graduate- and doctoral-level branch of the Hunter College Library. The onsite print collection includes 55,000 books and 80 journals. Silberman students also have remote access to the Hunter Library’s electronic collections, which include 250,000 full-text eBooks, 100,000 eJournals, and over 300 electronic databases. The library participates in the national interlibrary loan program which is a consortium of academic libraries that share resources. These reciprocal agreements allow students extensive access to a multitude of collections. The Social Work Librarian at Silberman is Margaret Bausman mbausman@hunter.cuny.edu.

Students also have access to all the resources at the Graduate Center, where they take most of their elective courses. The Graduate Center building is located at 365 Fifth Avenue at 34th Street. The building was formerly the B. Altman department store, and remnants of its Beaux Arts style are still visible in the ornate staircase and elevator of the Mina Rees Library. The Social Work Librarian at the Graduate Center is Shawnta Smith ssmith4@gc.cuny.edu. There is a cafe located on the first floor and a full cafeteria with a ceiling skylight on the 8th Floor.

Our other "space" is virtual. The GC website is at www.gc.cuny.edu and the Program website is www.gc.cuny.edu/socialwelfare. The Program sends out important announcements via e-mail, which include employment opportunities, calls for papers, upcoming conferences, and Graduate Center programs of interest to students and faculty. Students are given an e-mail account at the Graduate Center when they matriculate, and the Ph.D. Program arranges for a Hunter College email and ID for students. Students may also provide a preferred e-mail address to the APO. Please update the APO if you change your email address, home address, or

Other Graduate Center Programs and the New York Doctoral Consortium

Social Welfare students are required to take at least two of the four requires elective doctoral-level courses outside of the Ph.D. Program in Social Welfare. Each semester, a number of Graduate Center doctoral courses appropriate as electives are cross listed with other disciplines. Students may also enroll in other Graduate Center courses offered in Psychology, Sociology, Political Science, Educational Psychology, among others. Students may also elect to meet the requirements for certificate programs offered through the Graduate Center in Women’s Studies, Interactive Technology and Pedagogy, Africana Studies, and Demography, among others.

The Graduate Center is a member of the New York City Interuniversity Doctoral Consortium. Schools in the Consortium include Columbia (GSAS and Teachers College), Fordham (GSAS), The New School for Social Research, NYU (GSAS), Rutgers, SUNY Stony Brook, and Princeton. The student must have completed at least one year of study in the doctoral program and may only register for courses not normally available at the Graduate Center. A student's cross registration must be approved by the
appropriate deans at the home and host institutions, and a student must register at both the home and the host institution.

**Governance and Student Membership on Committees**

Under the Bylaws, the Program has four standing committees, each with two student members elected by the student body. Each student member serves for a two-year term. The Executive Committee provides consultation and advice to the Executive Officer and meets at least twice a semester. The Curriculum Committee meets with faculty working on curriculum issues and meets as necessary during the year. All members of the Admissions Committee conduct initial review of applications to the program and participate in the Committee’s final decision process. The Admissions Committee conducts its work primarily in the Spring semester. Each year students elect two members to represent them on the Graduate Center’s Doctoral Students’ Council. In addition, students elect a representative to the Graduate Center’s Graduate Council, which is the central curricular policy-making body.

**The Academic Program**

**Overview of Requirements for the Degree**

**Course Descriptions of Required Courses**

**Knowledge Building in Social Welfare (SSW 70000)**

This course brings students to an advanced level of understanding issues in social work research. The course covers the nature of empirical knowledge, critical thinking, and the ontology, epistemology and, methodology of various research approaches. Presentations by doctoral faculty members will illustrate methodological pluralism as closely linked to decision making about methods researchers employ in actual studies. Students will consider the philosophical context and ethical issues in social work research; problem/issue formulation, and the elements of a well-conceptualized, comprehensive, and critical review of the literature that organizes existing knowledge related to a problem/issue of interest.

**Social Welfare Policy and Planning I. (SSW 71000)**

In this course, students develop an advanced capacity to analyze and think critically about social welfare policy though exposure to ideological frameworks, economic concepts, and political theory. The course then looks at the impact of social welfare policy (tax, spending, etc.) on service delivery and agency practice. Racism, sexism, heterosexism and decision making power are examined as analytic variables rather than descriptors and applied to explore disparities within social welfare program as well as differential welfare state outcomes. The frameworks presented provide students with the skills and knowledge to analyze the impact of changes in social welfare policy on individual, families and communities; to contextualize social work practice and to advocate for social change.

**Social Welfare Policy and Planning II. (SSW71100)**

Social Welfare Policy and Planning II builds on the understanding of social policy and planning developed in the first social welfare policy course (71000). In this course, students deepen their understanding of social problems and social policy analysis through the exploration of social problem definitions, social problem
development, and social policy analysis models. The first half of the course explores historical trends in social problem definition and the implications of those definitions on the development of policy responses and analysis. The second half of the course focuses on factors that influence the policy making and policy change processes. Specifically, students explore different policy analytic models; the utilization and application of available data; the influence of electronic communication (especially its role in organizing constituent groups); and the notion of policy advocacy as a social work intervention.

Methods of Quantitative Research (SSW 75100)

The course introduces students to knowledge and skills needed to design carry out research that addresses social needs, problems, and social work interventions using quantitative research designs. The focus is on the logic and design of such studies rather than on data analysis methods addressed in other courses in the program. A secondary goal of the course is to introduce students to the research of several other doctoral faculty members currently conducting research with whom students may wish to collaborate as they progress in the program.

Methods of Qualitative Research I. (SSW 77000)

This course presents the principle philosophical, sociopolitical, and cultural features of qualitative research. It covers the traditions of qualitative research, including ethnography, case study, grounded theory, and phenomenology. Students design and implement a qualitative research project in one of these traditions and do thematic coding and content analysis using QDA software.

Methods of Data Analysis (SSW 76000)

This course introduces concepts and provides experiences that enable students to gain a solid understanding of statistical procedures. The goal is to enable students to conduct univariate, bivariate, and multivariate statistical analysis of data. Students will understand the following: basic statistical concepts and their relationship to specific research designs; levels of measurement; types of hypotheses; statistics-based research literature in social welfare and other disciplines; and analyze, interpret, and present numerical information from data. The selected methods for statistical data analysis include descriptive and inferential statistics to explore variables, variable relationships, test hypotheses, use the appropriate statistical procedures, and identify and describe relationships. The use of computer assisted (SPSS) data analysis will be used as a means to generate statistical outputs for enhancing the understanding of statistical results.

Advanced Statistics

This is the second statistics course in a two-course sequence. The major content of the course will have to do with a set of statistical models called analysis of variance (ANOVA) and regression, although we may have time to touch on other models as well. These models are used frequently in all of the social sciences as well as social work. They are also used by public health researchers and others interested in trying to determine if a dependent variable is a function of one or more independent variables. Thus, the course will cover material that those interested in quantitative research should find extremely useful.

Program Design and Administration I. (SSW 70000)
Program Design and Administration II. (SSW70100)

Building on SSW 70000, the focus of the course is organizational change including organizational interventions for change, theories of change, and program development in an organizational environment. The aim of the course is to promote critical, innovative, and theory driven approaches to organizational change in relation to the social context and the interventions the organization hosts. A recurring theme of the course is exploration of innovative strategies that promote liberation from marginalization and clienthood.

Dissertation Seminar (89900)

The Dissertation Seminar supports Level 2 students in their submission of the Second Examination and prepares them for the next steps in their progress towards degree completion during Level 3. This includes issues in forming a dissertation committee, writing a dissertation proposal, submitting an IRB/HRRP application, and developing a realistic time line for completion of the dissertation. It includes professional development activities, including how to write an effective CV, preparing abstracts for conference presentations and papers, writing articles for publication, securing dissertation and other funding, navigating the job market for academic and non-academic employment, pilot research, and other undertakings to maximize the student’s post-graduation experience.

Dissertation Supervision (90000) By Advisor

THE PROGRAM’S MAJOR EXAMINATIONS

The First Examination

The First Examination calls on mastery of student’s foundational knowledge in the core content areas of Social Policy, Research Methods, Statistics, and Organizational Theory and Change. To be eligible to take the examination, students must have completed the required courses in the first year and have an overall grade point average of “B” or better.

The examination is a written test distributed the last day of classes in Year One. Students hand in the examination the week before classes begin the fall of that year. Students who do not pass the any or all parts of the First Examination are considered to be on “Probation.” The probationary status related to the Examination is removed when the student receives a grade of “Pass” from the faculty on retaking the Exam. Students may retake any section of the examination they do not initially pass one time. They must pass the examination by the end of the Fall semester of the Second Year or are separated from the Program.

The Second Examination

Students are eligible to submit the Second Examination after they have successfully completed all required courses and four elective courses (with the exception of the second semester of the Dissertation Seminar). They must be registered for the semester they submit the examination and may not have any holds on their registration. Ideally, students submit the Examination in April of their Sixth Semester. The Administrative Program Officer (APO) announces the due date for the April submission in
January. A timely submission insures that the three-person examination committee will read the document and meet for the oral portion of the examination by the end of the Spring semester. The faculty is not available to sit for the oral portion of the Second Examination from mid-June through the third week in August. Submissions received after the due date are not guaranteed faculty review until the following semester.

The Examination consists of a written document and a 90 minute oral examination with three members of the doctoral faculty. Students submit three hard copies and one electronic copy of the Second Examination to the APO by the April deadline. When submitting the examination, students may request one faculty member of their choice to serve on the examination committee. The Executive Officer (EO) will make every effort to honor the request depending on that faculty member’s availability. Otherwise, the EO will assign three faculty members to serve on the examination committee. The APO will schedule all examinations and make any special arrangements for accommodating students or faculty members who cannot be on campus for the oral examination.

The purpose of the Second Examination is to determine whether or not a student is ready to move to Level Three or candidacy. The written material and oral presentation and discussion must give evidence that a student can critically evaluate knowledge about a social problem, frame a research question, and design a study to explore that question.

There are three possible outcomes for the examination: Pass with Distinction, Pass, and No Pass. If a student receives a “No Pass”, they may take the Examination again. The outcomes for the resubmission are Pass or Fail. Failure to pass the Examination a second time results in separation from the Program. Students are required to pass the Examination within 10 semesters of their matriculation (excluding leaves of absence) to move to Level 3.

Upon passing the Second Examination, the student advances to Level Three and can begin the formal process of identifying a Dissertation Committee Chair and committee members. Students decide which faculty members they will approach, and faculty members may accept or decline the role as chair for that dissertation. Students may consider preparing a précis describing their ideas for dissertation research for faculty members they may approach to serve as their dissertation chair or committee members. Students must submit the Dissertation Proposal Human Subjects Research Clearance Form to the GC HRPP Coordinator upon advancing to Level Three.

The Dissertation: Proposal, Dissertation, and Defense

Upon successfully passing the Second Examination, the student advances to Level Three or candidacy for the Ph.D. in Social Welfare. The Examination Committee informs the Administrative Program Officer (APO) that the student has passed, and the APO reports the change of status to the Registrar’s Office. The student will receive notice of eligibility for the M.Phil. Degree. The Examination Committee directs the student to begin the process of identifying a dissertation chair and committee members.

Selecting the Dissertation Chair and Committee Members

The dissertation committee is comprised of a chair and two committee members who must be members of the Social Welfare Doctoral faculty. The APO maintains a current list of doctoral faculty members and their contact information. A student or dissertation chair may request a faculty member from within
CUNY to serve as a full member of the dissertation committee. That faculty member must agree to serve on the Social Welfare doctoral faculty for the purpose of sitting as a full member of the student’s dissertation committee. The Executive Committee votes on the appointment, and the Graduate Center must approve the appointment. In addition, in consultation with the dissertation chair, the student may request a fourth member who is not a member of the Social Welfare doctoral faculty or a CUNY faculty member. Outside committee members must be approved by the Executive Officer (EO), and it is the student’s responsibility to provide a current curriculum vitae for a proposed outside member. Once the chair and committee are agreed upon, the student informs the APO of the names of the chair and all committee members.

Identifying a Chair

The student is responsible for selecting a currently sitting Social Welfare doctoral faculty member to chair their dissertation. Choosing a chair requires a mutual agreement, and faculty members may decline to serve. Students should keep in mind the activities involved in chairing a dissertation. The chair oversees the dissertation from proposal through the defense. The chair works with the student to develop and design the dissertation research; decides when the proposal is ready for defense; runs both the proposal defense and the dissertation defense; reviews and signs the IRB/HRHP application; works with the student to complete the writing of the dissertation; and determines when the dissertation is ready for defense. The student and chair should develop a clear agreement about how they will work together and agree on their mutual expectations. Students who have difficulty identifying a faculty member to serve as chair may consult with the EO.

Identifying Committee Members Other than the Chair

The student is responsible for asking two Social Welfare doctoral faculty members to serve as committee members. Alternatively, the student and chair may propose a CUNY faculty member willing and eligible to serve on the doctoral faculty for the purpose of serving on the committee who is approved as above. Composing the dissertation committee is best done in consultation with the student’s chair. Choosing the committee members requires mutual agreements, and faculty members may decline to serve. The committee usually reads dissertation drafts and participates in the proposal defense and the dissertation defense. The responsibilities of committee members vary during the process of preparing the proposal and the dissertation for defense, depending on the chair’s style of working with the student and with the committee. The student, chair, and the committee members should develop a clear agreement about the process of working together and understanding of their mutual expectations. Students who have difficulty in identifying faculty who might serve as committee members may consult with the EO.

Writing the Dissertation Proposal

The proposal is written under the guidance of the chair, and the chair may select a format for the proposal that they find suitable (See Examples). The proposal should include a timeline for completing the dissertation. The chair may or may not suggest that the student consult with the committee members prior to submission of the proposal for defense. However, the committee members must have copies of the proposal three weeks prior to the defense. The chair decides when the proposal is ready for defense and may or may not ask committee members for their approval of its readiness. The proposal format must comply with the Dissertation Checklist. The student is responsible for proposal and dissertation drafts conforming to APA 6th Edition style
The Dissertation Proposal Defense

Once the chair approves the proposal for defense, the student informs the APO and sends the APO an electronic version of the completed proposal with the completed Dissertation Proposal Signoff Sheet. Committee members may request paper copies of the proposal, which the student must provide. The APO schedules the student and committee members for a two-hour defense and distributes electronic copies of the proposal to the dissertation committee. The faculty is not available to sit for a proposal defense from mid-June through the third week in August. Committee members should receive the proposal at least three weeks prior to the defense date. Under unusual circumstances, a student may ask committee members if they may submit the proposal closer to the defense date; the committee is not under any obligation to agree to less time.

The committee meets in person for the Proposal Defense. When necessary, members may participate via telephonic or web technology. The dissertation chair runs the defense. Under the chair’s guidance, the student may be asked to prepare a short presentation summarizing the key elements of the dissertation. The Proposal Defense should include discussion of the proposal’s merits and any suggestions for revisions or reworking the design for the dissertation or other input from the committee members. The committee decides if the student is ready to proceed to work on the dissertation. At the end of the defense, the student is informed of the committee’s disposition, and the student and the chair and/or the committee agree to next steps in the dissertation process. The student may be asked to revise the proposal, and if so, the student will rewrite the proposal as discussed in the defense. If the committee decides on a revision, the committee may or may not convene a defense.

Upon passing the Dissertation Proposal, this student gives the APO the signed Dissertation Proposal Acceptance Form signed by the dissertation chair and committee members. If the student did not submit the form following advancement to Level Three, they must submit the Dissertation Proposal Human Subjects Research Clearance Form to the Graduate Center Library once the dissertation proposal is approved.

IRB (HRRP) Application

The student must secure IRB/HRRP clearance before collecting any original data or analyzing any secondary data for the dissertation. The student may have received IRB/HRRP approval for a pilot study before the proposal stage, in which case they may only need to submit amendments to the protocol for expanding the research for the dissertation. The chair will help the student determine when IRB/HRRP submission for the dissertation research is required. If the chair is a member of the Hunter faculty, the application must go through the Hunter/HRRP. If the chair is Graduate Center central line faculty, the application must go through the Graduate Center IRB/HRRP. As part of the electronic IRB/HRRP application submission process, the student electronically invites the chair to be on the research team to enable chair’s signature. The student must ensure their CITI certificate and the chair’s CITI certificate is up to date.

Completing the Dissertation: Research, Analysis, and Writing
The student should develop a working contract with the dissertation chair, which can be informal or formal as per the chair’s discretion and set up a timeline for completion of the research. The student works in consultation with the chair while conducting the research and writing the dissertation and consults with committee members as warranted. It is advisable to schedule regular meetings. The dissertation is written under the guidance of the chair, and the chair may select a format they find suitable (See Examples). The dissertation must comply with the Dissertation Checklist. The student is required to ensure the dissertation conforms to APA 6th Edition style and should suggest editorial assistance if necessary to achieve proper formatting. See the Graduate Center Guidelines for Formatting Dissertations for further formatting requirements for deposit of the dissertation.

The dissertation chair determines when the dissertation is ready for defense informs the APO, who will schedule the defense. The student sends the APO an electronic copy of the dissertation draft in Word. The student must provide paper copies of the dissertation if committee members or chair request them. The APO distributes electronic copies of the proposal, or requested paper copies, to the dissertation committee members and chair. The APO schedules the student and committee members for a two-hour defense. Committee members should receive the proposal at least three weeks prior to the defense date. Under unusual circumstances, a student may ask committee members if they may submit the proposal closer to the defense date; the committee is not under any obligation to agree to less time. Although it is desirable for the entire committee to meet in person for the defense, committee members or the student may participate via telephonic or web technology if they are unable to attend in person.

**The Dissertation Defense**

The APO schedules the dissertation defense and provides the forms that need to be signed following the defense. The faculty is not available to sit for a dissertation defense from mid-June through the third week in August. Customarily, the defense has been closed to people other than the chair, committee members, and the student; however, students may invite guests to hear the defense with the approval of the chair.

Following a successful dissertation defense, the chair informs the APO of the outcome and signs the required forms for the APO to process. There are four possible outcomes for the defense: Pass without revisions; pass with minor revisions; pass with major revisions; and fail. If the outcome is pass with minor revisions, only the dissertation chair has to review the changes. If the outcome is pass with major revisions, all the committee members have to review the dissertation and convene another defense. If the student fails the defense, the chair and committee members make written recommendations for the student to follow.

Revisions and corrections are common, and students should factor in time to respond to any concerns raised by faculty members in the defense. The EO must sign off on all dissertations and may also raise concerns about the quality of the work and the presentation of the dissertation for deposit.

**Dissertation Deposit**

The process for depositing the dissertation and resources for students planning to deposit can be found at [http://libguides.gc.cuny.edu/dissertations](http://libguides.gc.cuny.edu/dissertations).
Graduate Center Dissertation Fellowships

Level Three students who have made substantial progress in their dissertation research and who are entering their final year of doctoral study are the most successful competitors for dissertation-year fellowships from The Graduate Center. The strong likelihood that the student will complete the dissertation during the award year is a criterion for selection. These fellowships are administered through the Office of the Provost (Room 8113; telephone: 212/817-7200; fax: 212/817-1612; provost@gc.cuny.edu). Each award is given for one year and cannot be renewed. When they apply for a fellowship, students must be registered or on an approved leave of absence, and must be officially advanced to candidacy. They should also read carefully application instructions that describe submission requirements.

ACADEMIC PROCEDURES

Definition of Levels and Advancement to Candidacy

Tuition charges are based on a student's level within the Program as follows:

Level I: Students remain at Level One until they have completed all 45 credits of required course work, including the first semester of the Professional Seminar.

Level II: After completion of all 45 credits of course work and the first semester of the Professional seminar, students advance to Level Two. At Level Two, they may submit the Second Examination.

Level III: Upon passing the Second Examination, students advance to candidacy and are eligible for the degree Master of Philosophy (M.Phil.).

Maintaining Full Time Status

The program does not accept students on a part-time basis, and students must maintain full-time status while in the Program. If a student registers for less than the seven credits required for full-time status, they must also register for Weighted Instructional Units (WIUs) to make up the balance.

Transfer Credit

Students may transfer up to six credits of doctoral level courses as electives towards the four-course or 12-credit elective requirement. Students requesting transfer of credits must submit course outlines to the EO for review and must be prepared to submit official transcripts to the Registrar. Once approved, the EO submits a transfer recommendation form to the Registrar’s office for final approval.

Registration Procedures

Continuing students who are enrolled may sign up for courses during the initial registration period that runs about four weeks, usually in May and June for the Fall Semester and December and January for the Spring Semester. At that time, on-line registration is open to all students who do not have holds because of financial, academic concerns, or other concerns.
To register online, go to www.gc.cuny.edu and click on Portal, then "Self Service Banner." The login asks for the student's Banner ID and PIN which is pre-set to be the student's six digit date of birth without slashes - month then day then year. Once in, students are asked to create a new six-digit PIN.

Students may change their registration during the add/drop period which extends through the third week of every semester.

Students who want to register for courses through the New York Doctoral Consortium should first try to contact the professor teaching the course or at least the department to make sure the course is indeed open. Students complete a "Permit Out" form with the EO's signature and submit it to the Office of Student Affairs. If approved by Student Affairs, the student will be provided with an Inter-University Registration Form. The student then gets signatures required on the forms and returns the completed forms to the Registrar no later than the end of the third week of the CUNY semester. Students who drop a course at a host consortium institution must notify both institutions and follow the appropriate instructions for withdrawing.

**Grades**

The following grades and quality points are given to students in the Ph.D. Program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+ 4.0</td>
</tr>
<tr>
<td></td>
<td>A 4.0</td>
</tr>
<tr>
<td></td>
<td>A- 3.7</td>
</tr>
<tr>
<td>Good</td>
<td>B+ 3.3</td>
</tr>
<tr>
<td></td>
<td>B 3.0</td>
</tr>
<tr>
<td></td>
<td>B- 2.7</td>
</tr>
<tr>
<td>Fair</td>
<td>C+ 2.3</td>
</tr>
<tr>
<td></td>
<td>C 2.0</td>
</tr>
<tr>
<td></td>
<td>C- 1.7</td>
</tr>
<tr>
<td>Failure</td>
<td>F 0</td>
</tr>
</tbody>
</table>

To remain in good standing in the Ph.D. Program, students must maintain a “B” average.

The following grades may be given in particular circumstances:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>SP</td>
<td>Satisfactory Progress</td>
</tr>
<tr>
<td>NGR</td>
<td>No Grade Recorded</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
</tr>
</tbody>
</table>

A “P” or an “F” must be assigned to courses taken for more than 3 credits.

The grade assigned to students at Level Three working on their dissertations with evidence they are progressing.

This grade appears if the registrar has not received the grade.

See below.

The grade when students audit a course.
Withdrawal Without Academic Penalty

Grades of Incomplete and Their Removal

Students who are unable to complete their work for a course within the allotted time period may request a grade of incomplete ("INC") from the faculty member. The Registrar puts a hold on the registration of any student who has more than two grades of incomplete, and Ph.D. Program administration oversees their removal. Incompletes must be resolved within one year.

Maintaining Satisfactory Progress

The Ph.D. Program takes each student's steady movement toward the doctorate seriously. The following are impediments to a successful completion of the degree:

- Failure to pass the First Examination given after the first year of study. The examination is given out during the last class session in Year One and submitted before the Fall semester of Year Two.
- Failure to maintain a B average in coursework;
- Failure to pass the Second Examination within one year after completing all course work and before the end of 10 semesters of matriculation;
- Accumulation of three or more grades of incomplete ("INC") or two grades of no record of progress ("NRP")
- Exceeding 16 semesters of matriculation for completing the Ph.D. or without approval from the student’s dissertation chair and the Executive Officer’s assertion the student is making satisfactory progress towards completion.

Leaves of Absence

Students who wish to interrupt their doctoral study may be granted leaves of absences for up to a total of four semesters. Students should apply for a leave at least two weeks before the first day of classes for the semester in which the leave is to begin. If the leave is warranted, the EO will forward the application to the Office of the Registrar approving it. Leaves of absence must be cleared by the Office of Financial Aid, the Mina Rees Library, the Bursar, the Business Office, and, if applicable, the Offices of International Students and Residence Life. No changes in academic status may occur during the leave period. These include scheduling or taking a the required examination, moving from one tuition level to another, advancing to candidacy, or defending a dissertation proposal or dissertation. Students who are not United States citizens should ensure that a leave of absence does not affect their visa status.

The Office of the Registrar automatically generates registration materials for returning students based on the period of time stipulated for the leave of absence.

Withdrawal from the Ph.D Program

Students who voluntarily withdraw from the Program should Request a Withdrawal to the EO. Withdrawals must be cleared by the Office of Financial Aid, the Mina Rees Library, the Bursar, the
Business Office, and, if applicable, the Offices of International Students and Residence Life. To return to the Program, a student applies for readmission and is evaluated by the Executive Officer. Students who have been withdrawn from the program for four years or less fill out an Application for Readmission. Students who have been withdrawn from the program for more than four years must apply to the program as a new student and must obtain an Application for Admission from the Admissions Office.

See the Graduate Center Handbook Graduate Center policies and procedures.

For policies regarding academic honesty, see Avoiding Plagiarism.