



Student Handbook 2021–22

Prepared by the Office of Student Affairs:
The Student's Companion to the 2021–22 Bulletin
of The Graduate Center

Dear Graduate Student:

Revised annually, the *Student Handbook* supplements information in the *Bulletin of The Graduate Center*. Both are available on The Graduate Center web page at <http://www.gc.cuny.edu> in the “Student Life” under “Prospective & Current Students.” In addition, you will want to consult your respective academic program’s handbook. Take some time to familiarize yourself with the contents of these publications—you may discover useful information about opportunities and services, as well as academic policies, that you might not otherwise have known about on a timely basis.

Also, keep in mind that all students enrolled at The Graduate Center have access to a secure self-service web page. From this website you may view general financial aid information and the current class schedule or log into a secure area where you may view your academic transcript, current registration, financial aid award(s), and other information about your status at The Graduate Center. You can access the login to the self-service web page by clicking on the link below to https://ssologin.cuny.edu/cuny.html?resource_url=%3A%2F%2Fhome.cunyfirst.edu%252Fpsp%252Fcityepprd%252FEMPLOYEE%252FEMPL%252Fh%252F%3Ftab%253DDEFAULT.

The student affairs staff and I are here for you. We can answer questions you may have, help to resolve problems, provide up-to-date information, and work to enhance services in response to your needs. Please stop by and say hello!

Sincerely,



Matthew G. Schoengood
Vice President for Student Affairs

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

Calendar / 2021–2022

Fall 2021

No one will be allowed to register after Tuesday, August 31, 2021.

PLEASE NOTE: If you register on or after August 25, 2021 you will be charged a \$25 late registration fee. If you make an adjustment to an already existing enrollment on or after August 26, you will be assessed an \$18 Program Adjustment Fee.

- April 27 (Tues.) Registration begins for the Fall 2021 semester for those enrolled in the Spring 2021 semester.
- July 30 (Fri.)..... Financial aid registration deadline. Last day for returning students to register full-time in order to ensure fellowship payment during the first week of classes.
- August 2 (Mon.)..... Deadline for filing for readmission and last day for non-matriculated and auditor student to file an application for the Fall 2021 semester.
- August 16 (Mon.)..... Registration begins for new matriculated students.
- August 20 (Fri.)..... Registration begins for non-matriculants readmits, and permit students.
- August 24 (Tues.) Last day to apply for leave of absence for Fall 2021. Last day to drop for 100% tuition refund. Last day to file ePermit request.
- August 25 (Wed.) First day of classes for Fall 2021 semester. All students who register on or after this day must pay tuition and fees in full at that time, including \$25 late registration fee. Students making adjustment to an already existing enrollment on or after this day will be assessed an \$18 Program Adjustment Fee. 75% Refund Period begins.
- August 31 (Tues.) Last day to register for Fall 2021 semester. Last day to drop for 75% tuition refund.
- September 6 (Mon.) .. Labor Day observed. The Graduate Center is closed.
- September 6 (Mon.) .. Last day to drop for 50% tuition refund.
- September 14 (Tues.) . Deadline for filing an add with special written permission or drop (without the grade of “W” appearing on the student record), changes of level, or residency changes for the Fall 2020 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date. Last day to drop for 25% tuition refund.
- September 15 (Wed.) .Last day to deposit a dissertation or thesis for a September 30th degree. Grade of W is assigned to students who officially withdraw from a course.
- September 15–16
(Tues.–Wed.)..... No classes scheduled.
- October 11 (Mon.).... College is closed.
- November 25–26
(Thurs.–Fri.) College is closed. No classes scheduled.
- December 14 (Tues.) . Reading Day.
- December 15–21
(Wed.–Tues.)..... Fifteenth week of the semester including Final Examination Period.
- December 30
(Thurs.)..... Final grade submission deadline.

Spring 2022

No one will be allowed to register after Thursday, February 3, 2022.

PLEASE NOTE: If you register on or after January 28, 2022 you will be charged a \$25 late registration fee. If you make an adjustment to an already existing enrollment on or after January 28, you will be assessed an \$18 Program Adjustment Fee.

November 30 (Tues.). Registration begins for the Spring 2022 semester for those matriculated student enrolled in the Fall 2021 semester.

December 31 (Fri.).... Financial aid registration deadline: Last day for students to register full-time in order to ensure fellowship payment during the first week of classes.

January 3 (Mon.)..... Deadline for filing for readmission and last day for non-matriculated and auditor students to file an application for the Spring 2022 semester.

January 17 (Mon.)..... Martin Luther King, Jr. Day observed. The Graduate Center is closed.

January 19 (Wed.) Registration for new matriculated students.

January 24 (Mon.)..... Registration for non-matriculants, readmits, and permit students.

January 27 (Thurs.)... Last day to apply for a leave of absence for Spring 2022. Last day to drop for 100% tuition refund. Last day to file ePermit request.

January 28 (Fri.)..... First day of classes for the Spring 2022 semester. All students who register on or after this day must pay tuition and fees in full at that time, including \$25 late registration fee. Students making an adjustment to an already existing enrollment on or after this day will be assessed an \$18 Program Adjustment Fee. Last day to deposit dissertation or thesis and file for a February 1, 2022 degree.

February 3 (Thurs.)... Last day to register for Spring 2022. Last day to drop for 75% tuition refund.

February 10 (Thurs.). Last day to drop for 50% tuition refund.

February 13 (Thurs.). Lincoln's Birthday observed. The Graduate Center is closed.

February 18 (Thurs.). Last day to drop for 25% tuition refund. Deadline to add a course with permission or drop (without the grade of "W" appearing on the student record). All changes that may affect student billing must be completed by this date (including level and residency changes). No petitions for changes will be accepted after this date.

February 18 (Fri.)..... Grade of W is assigned to students who officially withdraw from a course.

February 21 (Mon.)... Presidents Day observed. The Graduate Center is closed.

April 15–22

(Fri.–Fri) Spring Recess.

April 30 (Sun.) Last day to deposit dissertation or thesis for a May 2022 degree.

May 16 (Mon.) Last day to withdraw from course with a grade W.

May 17 (Tues.) Reading Day

May 18–24

(Wed.–Tues.)..... Fifteenth week of the semester including final exams.

May 25 (Mon.) End of Spring semester.

2021-2022 Graduate Center Building Closing Dates

September 6 (Mon.)	Labor Day
October 11 (Mon.)	Columbus Day
November 25–November 26 (Thurs.–Fri.)....	Thanksgiving Holiday
December 24–25 (Fri.–Sat.)	Christmas Holiday
December 31–January 1 (Fri.–Sat.)	New Year’s Holiday
January 17 (Mon.)	Dr. Martin Luther King Jr. Day
February 13 (Thurs.)	Lincoln’s Birthday
February 21 (Mon.)	President’s Day
May 30 (Mon.)	Memorial Day
June 20 (Mon.)	Juneteenth (Observed)
July 4 (Mon.)	Independence Day (Observed)

Building and Library Access

The Graduate Center is typically open to students, faculty, and staff from 8 a.m. to 10 p.m. Monday through Friday (with access to the library from 9 a.m. until 11 p.m. Monday through Friday). On Saturdays, the building is open from 10 a.m. to 6 p.m., and on Sundays the building hours are 12 noon to 6 p.m. (The library is open 10 a.m. to 8 p.m. on Saturday and 12 noon to 8 p.m. on Sunday.) **Exceptions to this policy are noted in the GC calendar and/or posted on the GC website at <http://www.gc.cuny.edu> and on the library website at <http://library.gc.cuny.edu> (where library policies are also posted).** Access to the library may vary when classes are not in session, and the library’s website should be consulted for summer and holiday weekend hours. Typically, access to administrative and academic offices is not permitted when the building is closed. When administrative and academic offices are closed, students and faculty are required to have current valid GC ID and the keys to any office they are authorized to use.

PLEASE NOTE: The official name of the institution is “The Graduate School and University Center,” which is also known as “The Graduate Center.”

CUNY Alert Emergency Notification System

CUNY Alert allows you to receive text, email and/or voice alerts of emergencies or weather related closing on your campus. You can choose your campus or office locations, phone numbers for voice and text messages, and/or email addresses for emergency communications delivered directly to you. New students, faculty and staff members are auto-enrolled in the CUNY Alert system. Your accounts are prefilled with your college affiliation(s) and CUNY college or business email address, with the option of adding additional contact information. Use CUNYfirst access and manage your preferences for receiving emergency notifications from CUNY Alert. You may review and modify your contact information at any time. Additional information can be found at <http://www2.cuny.edu/cuny-alert/>.

Email Communication Policy

Students should note that The Graduate Center sends official email only to students’ GC email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY’s internal policy for the use and protection of CUNY computer resources. <http://www.cuny.edu/website/privacy.html>

City University of New York Policy on Acceptable Use of Computer Resources

CUNY’s computer resources are dedicated to the support of the University’s mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State’s Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies. <http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

2021-2022 Student Handbook

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This handbook is available at

<http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Resources>

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Administration

Office of the President

Robin L. Garrell, B.A., Ph.D.
President

Kimberly McBryan, B.A., M.Sc.
Chief of Staff

Alexandra Robinson
Executive Assistant to the President

Martin D. Ruck, B.Sc. M.A., Ph.D.
Senior Advisor to the President for Diversity and Inclusion and Executive Officer, Office of Educational Opportunity and Diversity

Lynette M. Phillips, B.A., J.D.
Legal Counsel & Labor Designee

Pinar Ozgu, B.A., M.A., J.D.
Interim Vice President for Institutional Equity and Human Resources and Chief Diversity Officer

Office of the Vice President for Institutional Advancement

Wendy DeMarco Fuentes, B.A.
Interim Vice President for Institutional Advancement & Communications

Molly Yin, B.A.
Administrative Director for Institutional Advancement

TBA
Director of Major and Special Gifts

Jim Cronin, B.A.
Director of Alumni and Member Relations

Helen Koh, B.A., Ph.D.
Director of Institutional Giving and Strategic Initiatives

Tara McDonnell, B.A.
Director of Individual Giving

Office of the Provost and Senior Vice President

Steve Everett, B.A., M.A., M.A., D.M.A.
Provost and Senior Vice President

David Olan, A.B., M.S., M.M., D.M.A.
Associate Provost and Dean for Academic Affairs

Joshua Brumberg, B.A., Ph.D.
Dean for the Sciences

Brian A. Peterson, B.A., M.P.A.
Interim Senior Vice President for Administration and Finance and Dean for Academic Initiatives & Strategic Innovations

Annette Gray, S.B., Ph.D.
Associate Dean for the Sciences and Executive Director of the Advanced Science Research Center

Yun Xiang, B.A., M.Ed., Ph.D.
Associate Dean for Effectiveness

Patti Myatt, A.B., M.A., M.A.
Executive Director of Academic Affairs

Anne Ellis, A.B.
Director of Graduate Assistant Programs

Phillip Kasinitz, B.A., M.A., M.Phil., Ph.D.
Director, Advanced Research Collaborative

Barbara Fish, B.A.
Director of Faculty Administration and Academic Information Systems

Emily Drabinski, M.L.S.I.S., M.A.
Interim Chief Librarian

David Boxill, B.A., M.S.
Executive Director of Human Resources

Phyllis Schulz, B.A., M.P.A., Ph.D.
Executive Director of Fellowships and Financial Aid

Teresa Curmi, B.A., M.A., Ph.D.
Interim Academic Director, CUNY Baccalaureate Program

Office of the Senior Vice President for Finance and Administration

Ken Tirino, B.A.
Deputy to the Interim Senior Vice President for Finance

Dharvendra Kanhai, B.S., M.S.
Director of Finance/Bursar

Charles Scott
Director of Facilities Services and Campus Planning

Ray Ring, B.F.A., M.F.A.
Director of Building Design and Exhibitions

John P. Flaherty, B.B.A., M.B.A., M.P.A.
Executive Director of Institutional Services

Althea H. Harewood, B.B.A., M.B.A.
Director of Finance for Graduate Center–Related Entities

Finney J. Joshua, B.A.
Director of Budget and Special Programs

Ronald Paynter, B.B.A.
Director of Purchasing and Contracts

Office of the Vice President for Institutional Equity & Human Resource

Pinar Ozgu, B.A., M.A., J.D.
Interim Vice President for Institutional Equity and Human Resources and Chief Diversity Officer

David Boxill, B.A., M.S.
Executive Director of Human Resources

Office of the Vice President for Student Affairs

Matthew G. Schoengood, A.B., M.P.A.
Vice President for Student Affairs

Elise M. Perram, B.A., M.Ed.
Director of Student Affairs

Vincent J. DeLuca, B.A., M.A.
Director of Student Services and Senior Registrar

Paula Fleischer, B.S.
Deputy Director of Student Services and Information Systems

Linda Asaro, B.A., M.S.
Director, Office of International Students

Jennifer S. Furlong, B.A., M.A., Ph.D.
Director of Career Planning and Professional Development

Les Gribben, B.A., M.S.
Director of Admissions

Robert L. Hatcher, Ph.D.
Director of the Wellness Center

Molly Polin-Kane, B.A., M.S.
Director, Child Development and Learning Center

Lucas Waltzer, B.A., Ph.D.
Director, Center for Teaching and Learning

Office of the Vice President for Information Technology and Administrative Services

Elaine Montilla, B.B.A., M.S.
Assistant Vice President for Information Technology and Chief Information Officer

Matt Liston, B.S.
Director of the Division of Systems Services

Tawana Spellen, B.S., M.S.
Director of the Division of Administrative Services

Office of Communications and Marketing

Wendy DeMarco Fuentes, B.A.
Interim Vice President for Institutional Advancement & Communications

Tanya Domi, B.A., M.A.
Director of Media Relations

Bonnie Eissner, B.A.
Director of Communications

Kimberly Miu, B.S., M.A.
Director of Digital Media

Karen Sander, B.A.
Director of Public Programs

Office of Research and Sponsored Programs

Huyuni Suratt, B.A., M.S.
Director of Sponsored Research

Adrienne Klein, B.F.A., M.A., M.F.A.
Director of Budgets and Special Programs and Co-Director of Science & the Arts Program

Executive Officers of Doctoral and Master's Programs

Students should first consult the Executive Officer or appropriate adviser in their programs if questions arise related to curriculum, examinations, standards, or financial aid. The Vice President for Student Affairs is available by appointment to discuss such matters (1-212-817-7400).

Anthropology

Executive Officer: Professor Jeff Maskovsky
Room 6406 / 1-212-817-8005
Assistant Program Officer: Ellen DeRiso

Art History

Executive Officer: Professor Jennifer Ball
Room 3410 / 1-212-817-8035
Assistant Program Officer: Marilyn Mercado

Audiology (Au.D.)

Executive Officer: Brett Martin
Room 7107 / 1-212-817-7980
Assistant Program Officer: Charmain Sanjamino

Biochemistry

Executive Officer: Professor Sebastien Poget
Room 4312 / 1-212-817-8085
Assistant Program Officer: Denise Charles

Biography and Memoir

Executive Officer: Sarah Covington
bam@gc.cuny.edu
Assistant Program Officer: Marilyn Weber

Biology

Executive Officer: Professor Cathy Savage-Dunn
Room 4315 / 1-212-817-8100
Assistant Program Officer: Joan Reid

Business

Executive Officer: Professor Karl Lang
Baruch College, 1 Bernard Baruch Way
Room B13-255 / 1-646-312-3090
Assistant Program Officer: Leslie DeJesus

Chemistry

Executive Officer: Professor Yolanda Small
Room 4310 / 1-212-817-8135
Assistant Program Officer: Trisha Plummer

Classics (M.A., Ph.D.)

Executive Officer: Professor Dee Clayman
Room 3115 / 1-212-817-8150
College Assistant: Artemida Tesho

Cognitive Neuroscience (M.S.)

Director: Presidential Professor Tony Ro
Room 6304.15
Assistant Program Officer: Wanda Mercado

Comparative Literature (M.A., Ph.D.)

Executive Officer: Giancarlo Lombardi
Room 4114 / 1-212-817-8165
Assistant Program Officer: Carol Pierce

Computer Science

Executive Officer: Professor Ping Ji
Room 4319 / 1-212-817-8190
Assistant Program Officer: Lina Garcia

Criminal Justice

Acting Executive Officer: Professor Valli Rajah
John Jay College, 524 West 59th St., Suite 2013,
North Hall / 1-212-237-8988
Assistant Program Officer: Shari Rodriguez

Data Analysis and Visualization (M.S.)

Director: Professor Matthew K. Gold
datavis@gc.cuny.edu
Program Assistant: Jason Nielsen

Data Science (M.S.)

Director: Professor Ping Ji
Room 4319.02
Assistant Program Officer: Dilvania Rodriguez

Digital Humanities (M.A.)

Director: Professor Matthew K. Gold
dh@gc.cuny.edu
Program Assistant: Jason Nielsen

Earth and Environmental Sciences

Executive Officer: Professor Monica Varsanyi
Room 4306 / 1-212-817-8240
Program Assistant: Judy Li

Economics

Executive Officer: Professor Christos Giannikos
Room 5316 / 1-212-817-8255
Assistant Program Officer: Christine Chan

Educational Psychology

Acting Executive Officer: Professor Joan Lucariello
Room 3204 / 1-212-817-8285
Assistant Program Officer: Kelvin Wallace

English

Executive Officer: Professor Kandice Chuh
Room 4409 / 1-212-817-8353
Assistant Program Officer: Nancy Silverman

French

Executive Officer: Professor Maxime Blanchard
Room 4204 / 1-212-817-8365
Program Assistant: Joanna Pineda

History

Executive Officer: Professor Joel Allen
Room 5111 / 1-212-817-8430
Assistant Program Officer: Marilyn Weber

International Migration Studies (M.A.)

Executive Officer: Professor Richard Ocejo
Room 6112.05
Assistant Program Officer: Rati Kashyap

Latin American, Iberian, and Latino Cultures

Acting Executive Officer:
Professor Jane Marcus Delgado
Room 4200 / 1-212-817-8410
Assistant Program Officer: Dilvania Rodriguez

Liberal Studies (M.A.)

Executive Officer:
Professor Elizabeth Macaulay-Lewis
Room 4108 / 1-212-817-8480
Assistant Program Officer: Katherine Koutsis

Linguistics (M.A., Ph.D.)

Executive Officer: Professor Cecelia Cutler
Room 7407 / 1-212-817-8500
Assistant Program Officer: Nishi Bissoondial

Mathematics

Executive Officer: Professor Ara Basmajian
Room 4208 / 1-212-817-8530
Assistant Program Officer: Debbie Silverman

Middle Eastern Studies (M.A.)

Director: Professor Simon Davis
Room 6304.24 / 1-212-817-7570
Program Assistant: Jeremy Randall

Music (D.M.A.)

Executive Officer: Professor Norman Carey
Room 3105.24 / 1-212-817-8603
Assistant Program Officer: Jacqueline Martelle

Music (Ph.D.)

Executive Officer: Professor Norman Carey
Room 3105 / 1-212-817-8590
Assistant Program Officer: Tonisha Alexander

Nanoscience (M.S.)

Director: Professor Michele Vittadello
nano@gc.cuny.edu

Nursing (Ph.D./DNS)

Acting Executive Officer: Professor Juan Battle
Room 4116 / 1-212-817-7987
Assistant Program Officer: Tricia Plummer

Philosophy (M.A., Ph.D.)

Executive Officer: Professor Nickolas Pappas
Room 7112 / 1-212-817-8615
Assistant Program Officer: Natile Clarke

Physics

Executive Officer: Alexios Polychronakos
Room 4317 / 1-212-817-8650
Assistant Program Officer: Daniel Moy

Political Science (M.A., Ph.D.)

Executive Officer: Professor Alyson Cole
Room 5202 / 1-212-817-8670
Assistant Program Officer: TBA

Psychology

Executive Officer: Professor Richard Bodnar
Room 6304.01 / 1-212-817-8705
Assistant Program Officers: Swe Swe Htay,
Basya Kasinitz

Quantitative Methods in the Social Sciences (M.S.)

Director: Professor Jeremy Porter
Room 6112.05
Assistant Program Officer: Rati Kashyap

Social Welfare

Executive Officer: Professor Barbra Teater
jbagcal@gc.cuny.edu
Administrative Assistant: Janille Bagcal

Sociology

Executive Officer: Professor Lynn Chancer
Room 6112.04 / 1-212-817-8770
Assistant Program Officer: Rati Kashyap

Speech–Language–Hearing Sciences

Executive Officer: Professor Valerie Shafer
Room 7107 / 1-212-817-8800
Assistant Program Officer: Andre Perez

Theatre and Performance

Executive Officer: Professor Peter Eckersall
Room 3112 / 1-212-817-8870
Assistant Program Officer: Patricia Goodson

Urban Education

Executive Officer: Professor Wendy Luttrell
Room 4201 / 1-212-817-8280
Assistant Program Officer: Christine Saieh

Women's and Gender Studies (M.A.)

Director: Professor Dána-Ain Davis
Room 5116 / 1-212-817-8905
Assistant Program Officer: Eileen Liang

Certificate Program Coordinators**Africana Studies Certificate Program**

Acting Coordinator: TBA
Room 7114 / 1-212-817-2076
Assistant Program Officer: Zee Dempster

American Studies Certificate Program

Coordinator: Professor David Waldstreicher
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Critical Theory Certificate Program

Coordinator: Professor Bettina Lerner
1-212-817-8150
Assistant Program Officer: TBA

Demography Certificate Program

Coordinator: Professor Neil Bennett
1-646-364-9531
Program Assistant: Eric Ketchamek

Film Studies Certificate Program

Acting Coordinator: Professor Edward Miller
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Global Early Modern Studies Certificate Program

Coordinator: Amanda Wunder
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

**Interactive Technology and Pedagogy
Certificate Program**

Coordinator: Professor Michael Mandiberg
Room 7301.10 / 1-212-817-7290
Program Assistant: Julia Fuller

Medieval Studies Certificate Program

Coordinator: Professor Sarah McDougall
Room 5110 / 1-212-817-8124
Assistant Program Officer: Rukshana Jalil

Women's Studies Certificate Program

Coordinator: Professor Dána-Ain Davis
Room 5116 / 1-212-817-8905
Assistant Program Officer: Eileen Liang

Advanced Science Research Center

The Advanced Science Research Center (ASRC) at The Graduate Center catalyzes visionary and interdisciplinary research in five of the most energized areas of global research: nanoscience, photonics, structural biology, neuroscience, and environmental sciences. Since opening in 2014, the ASRC has attracted top international researchers to pursue science and innovation that is of vital, real-world consequence. They work side by side with doctoral, postdoctoral, and undergraduate students from across CUNY in laboratories and shared core facilities that are among the most advanced in the world. Together, they are taking on the most urgent challenges and exciting opportunities. Recent breakthroughs have opened up new possibilities for renewable energy, disease treatment, nanomaterials, and revolutionary microelectronics. Learn more at asrc.cuny.edu.

Advanced Research Collaborative

Established in 2013, the Advanced Research Collaborative (ARC) extends the CUNY Graduate Center's global reach and prominence as an international hub of advanced study. Through its fellowships, ARC embraces the vital work of eminent scholars both within and outside of CUNY. These scholars enter an interdisciplinary environment in which they conduct their own research, access the GC's research centers and institutes, and collaborate with doctoral students and other scholars. As an interdisciplinary space for collaboration, ARC currently focuses on the following key areas of intellectual and public policy concerns: Race, Diversity, Immigration, Inequality, Multilingualism, Global Cities and Critical University Studies. In addition, ARC partners with The Graduate Center's forty research centers, institutes, interdisciplinary committees, and other academic initiatives to promote interdisciplinary research.

Centers and Institutes

American Social History Project/Center for Media and Learning
Bildner Center for Western Hemisphere Studies
Barry S. Brook Center for Music Research and Documentation
 18th-Century Symphony Archive
 Ensemble for the Romantic Century Seminars
 Foundation for French and Francophone Musical Cultures
 Foundation for Iberian Music
 Music in Gotham: The New York Scene (1863–1875)
 Répertoire International de Littérature Musicale (RILM)
 Research Center for Music Iconography (RCMI)
 Xenakis Project of the Americas
Ralph Bunche Institute for International Studies
 Center for Global Ethics and Politics
 Global Centre for the Responsibility to Protect
 The Universal Rights Group
 European Union Studies Center
Center for Advanced Study in Education (CASE)
Center for Human Environments (CHE)
Center for the Humanities
Center for Jewish Studies
 Rosenthal Inst. for Holocaust Studies
 Institute for Sephardic Studies
Center for Latin American, Caribbean, and Latino Studies
CLAGS: The Center for LGBTQ Studies
Center for Place, Culture and Politics
Center for the Study of Culture, Technology and Work
Center for the Study of Women and Society

Center for Urban Research (CUR)
CUNY Data Service
CUNY Mapping Service
NYC Labor Market Information Service
Center on Philanthropy and Civil Society
CUNY Institute for Software Design and Development (CISDD)
Gotham Center for New York City History
Human Ecodynamics Research Center (HERC)
Institute for Language Education in Transcultural Content
Institute for Research on the African Diaspora in the Americas and the Caribbean (IRADAC)
Saul Kripke Center
The Leon Levy Center for Biography
Middle East and Middle Eastern American Center (MEMEAC)
Henri Peyre French Institute
Research Institute for the Study of Language in Urban Society (RISLUS)
Martin E. Segal Theatre Center
Stone Center on Socio-Economic Inequality

Detailed information about centers and institutes is available in the *Bulletin of The Graduate Center*, on The Graduate Center website, and from the Office of Research and Sponsored Programs, Telephone: 1-212-817-7520.

Initiatives and Committees

The Endangered Language Initiative
The Futures Initiative
Graduate Center Digital Initiatives
Initiative for the Theoretical Sciences (ITS)
Intellectual Publics
Publics Lab
Revolutionizing American Studies Initiative
The Committee for the Study of Religion
The Committee on Globalization and Social Change
The Committee for Interdisciplinary Science Studies

Academic Programs and Graduate Degrees

Doctoral Programs

The Graduate Center offers doctoral programs in the following areas. Opportunities for interdisciplinary study are also available.

Anthropology	Economics	Political Science
Art History	Educational Psychology	Psychology
Audiology	English	Social Welfare
Biochemistry	French	Sociology
Biology	History	Speech–Language–Hearing Sciences
Business	Latin American, Iberian, and Latino Cultures	Theatre and Performance
Chemistry	Linguistics	Urban Education
Classics	Mathematics	
Comparative Literature	Music (Ph.D/D.M.A)	
Computer Science	Nursing	
Criminal Justice	Philosophy	
Earth and Environmental Sciences	Physics	

Master’s Programs

In addition to its doctoral programs, The Graduate Center offers programs leading to the master’s degree in the following areas:

Biography and Memoir	Digital Humanities	Philosophy
Classics	International Migration Studies	Political Science
Cognitive Neuroscience	Liberal Studies	Quantitative Methods in Social Sciences
Comparative Literature	Linguistics	Women’s and Gender Studies
Data Analysis and Visualization	Middle Eastern Studies	
Data Science	Nanoscience	

Certificate Programs

Africana Studies Certificate Program

Doctoral candidates enrolled at The Graduate Center can complete a Certificate in Africana Studies. The study of the African Diaspora as it is manifested in social and cultural structures outside of the African continent has emerged as one of the academic world’s most active interdisciplinary arenas. The goal of the Certificate in Africana Studies is to produce scholars who are fully conversant with this diverse field, to provide scholars with the analytic and research tools to navigate and articulate the Black experience, and to advance the ongoing dialogue on race and multiple forms of intersecting inequalities. For more information on courses, faculty, and requirements, contact Zee Dempster, Assistant Director. Telephone: 1-212-817-2070.

Website: <http://www.gc.cuny.edu/africanastudies/>

American Studies Certificate Program

The Certificate Program in American Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. Students do not have to be working toward the certificate to take courses offered by the program. Certificate program courses are

also open to students enrolled in the M.A. programs offered at The Graduate Center. The American Studies Certificate Program offers seminars specifically designed to allow students to work and move across disciplinary and chronological boundaries. The program also offers grounding in the genealogies, methods, and key questions characterizing the field of American Studies. To earn the certificate, students take a four-course sequence of seminars (81000: American Studies Genealogies and Methods; 81500: Key Questions in American Studies; 82000: Research Practices in American Studies; and an additional course on an American studies topic offered by any program at The Graduate Center). The Certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor David Waldstreicher Coordinator. Email: dwaldstreicher@gc.cuny.edu Website: <http://www.gc.cuny.edu/americanstudies>

Critical Theory Certificate Program

The Certificate Program in Critical Theory is open to students matriculated in the Ph.D. programs at The Graduate Center. Critical Theory is the examination and critique of literature, society, ethics, and culture, providing a new set of techniques to enhance the approach to textual analysis and social criticism. The program familiarizes students with the historical emergence, evolution, and practical application of various modes of critical thought; it also gives students the expertise to teach Critical Theory and to incorporate it into their own research. The Certificate Program in Critical Theory allows students to engage with Critical Theory through the lens of academic disciplines across the Humanities and Social Sciences. The required core course, CTCP 71088 Critical Theory: Foundations and Practices, surveys a wide range of theoretical approaches. The certificate lists courses originating in various Graduate Center departments that may be used to fulfill the four required elective courses. The certificate is awarded when the Ph.D. degree is conferred. For further information, please contact Professor Bettina Lerner, Coordinator. Telephone: 1-212-817-8170. Email: criticaltheory@gc.cuny.edu. Website: <http://www.gc.cuny.edu/criticaltheory>.

Demography Certificate Program

The Certificate Program in Demography offers students enrolled in any CUNY doctoral program the opportunity to expand their knowledge in an interdisciplinary way with regard to demographic studies. Students will acquire the tools to conduct rigorous analyses of population structure and processes. The program consists of nine credits of core courses (Introduction to Demography, Methods of Demographic Analysis, and Advanced Methods of Demographic Analysis) and six credits of elective courses. These courses will focus on analyzing the causes and consequences of change in population-related phenomena—for example, family formation, fertility and reproductive health, longevity and mortality, urbanization, racial and ethnic composition, population aging, and mobility—and determining how such changes shape social, economic, and political processes and outcomes at the local, national, and international level. Many certificate students will work with demography scholars from several CUNY campuses who are affiliated with the CUNY Institute for Demographic Research. The Institute also has strong ties with a number of local, regional, national, and international organizations that have demographic orientations and are located in New York City. Professor Neil Bennett, Coordinator. Email: neil.bennett@baruch.cuny.edu. Website: <http://www.cuny.edu/cidr> then select “Certificate Program in Demography” from the menu.

Film Studies Certificate Program

The Certificate Program in Film Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. The program aims to develop a student’s basic familiarity with the history, theory, and criticism of cinema and other moving-image media. Specific emphasis is placed on developing student competence in methods of historical research, appreciating the rich classical and contemporary traditions of film theoretical discourse, and cultivating skills in analyzing and interpreting media texts in a rigorous manner. The FSCP aims to provide a foundation in media pedagogy and to foster professionalization, to help prepare students for positions in film and media studies. The

program works closely with the student-led Cinema Studies Group in planning events and student conferences.

To earn the certificate, students must take three core courses: Aesthetics of Film, Seminar in Film Theory, and one History of Cinema course (I or II). All of these courses may be taken without prerequisite, in any sequence. In addition, two more electives in film in any department complete the certificate requirements. Students are encouraged to consult with the coordinator of the program to individually tailor their curriculum. The certificate is awarded when the Ph.D. degree is conferred. For more information contact Professor Edward Miller, Coordinator. Email: emiller@gc.cuny.edu Telephone: 1-212-817-8361. Website: <http://www.gc.cuny.edu/filmstudies/>

Global Early Modern Studies

The Certificate in Global Early Modern Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. With ten affiliated programs, its broad international and interdisciplinary focus enables culturally and methodologically capacious study of early modernity (c.1350–c.1700). It also cultivates skills essential to scholars of the period, and gathers through lectures and symposia leading-edge work in the field. Requirements for the certificate are: two core courses (Introduction to Global Early Modern Studies and Topics in Material History); two elective courses outside the student's home discipline, which may include electives in the certificate program; reading proficiency in a language related to the student's research; and a dissertation, which need not be in early modern studies. The certificate is awarded when the Ph.D. degree is conferred. For further information, contact Amanda Wunder, Coordinator. Telephone: 1-212-817-8432. Email: awunder@gc.cuny.edu. Website: <http://www.gc.cuny.edu/Page-Elements/Academics-Research-Centers-Initiatives/Certificate-Programs/Renaissance-Studies>.

Interactive Technology and Pedagogy Certificate Program

The Interactive Technology and Pedagogy (ITP) Certificate Program is a 9 credit, 3 course certificate that provides intellectual opportunities and technical training that enable students to think creatively and critically about the uses of technology to improve teaching, learning, and research. Students learn praxis-oriented methodologies for digital research and pedagogy, and complete capstone projects under the mentorship of one of our faculty. Our students have won intramural and extramural grants for their research, and their skills and knowledge are in demand on the job market. ITP is designed to be complete in two years. We welcome master's students in the program, who may begin in their first or second year. Ideally, Ph.D. students begin advancing to Level 3. ITP courses meet Monday 4:15–6:15 with Lab directly following from 6:30–8:30. Learn more at <http://www.gc.cuny.edu/itp> and see examples of past capstone projects here: <https://itpis.commonsgc.cuny.edu>. To inquire or enroll please contact Julie Fuller, Program Assistant jfuller1@gc.cuny.edu or Michael Mandiberg, Coordinator mmandiberg@gc.cuny.edu. Telephone: 212-817-7289.

Medieval Studies Certificate Program

The Certificate Program in Medieval Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. The certificate program provides doctoral students with the opportunity to study the Middle Ages within the kind of broad, multidisciplinary framework that is particularly appropriate to Medieval Studies. It offers training in skills important to all medievalists and an introduction to the central scholarly issues facing medievalists today. To earn the certificate, students take at least one interdisciplinary Medieval Studies seminar, two Medieval Studies courses outside their own disciplines, and a course in resources and methods of medieval research. The certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor Sara McDougall, Coordinator. Telephone: 1-212-817-8761. Email: smcdougall@jjay.cuny.edu. Website: <http://www.gc.cuny.edu/medievalstudies/>

Women's Studies Certificate Program

The Certificate Program in Women's Studies is open to students matriculated in the Ph.D. programs at The Graduate Center. Women's Studies is an interdisciplinary approach to

research and scholarship that draws on various disciplines while challenging disciplinary boundaries. The general aim of the program is to offer critical reflection on gender and sexuality, as well as race, class, ethnicity, and nation. Students prepare themselves to teach courses and to do research in Women's Studies and related critical approaches to the disciplines. Besides focused course work and guidance in research, Women's Studies offers participation in a wide range of graduate student and faculty activities, including lecture series and forums. Students are also invited to participate in the research programs and seminars of the Center for the Study of Women and Society at The Graduate Center. The certificate is awarded when the Ph.D. degree is conferred. For further information, contact Professor Dána-Ain Davis, Coordinator. Telephone: 1-212-817-8896 or Eileen Liang, Assistant Program Officer. Telephone: 1-212-817-8905. Website: <http://www.gc.cuny.edu/womenstudies/>

Master of Philosophy Degree

The Graduate Center awards the Master of Philosophy degree (M.Phil.) to doctoral students (with the exception of those enrolled in the Musical Arts, HPCS Clinical Psychology, or Audiology programs) who are advanced to candidacy. Please note that the date the advancement to candidacy is processed determines the date upon which the degree will be conferred.

Master's Degree "en route"

The en-route 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 currently enrolled doctoral students who have fulfilled certain requirements. Consult The Graduate Center Bulletin for specific requirements. All 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. Further information may be obtained from the Registrar at The Graduate Center.

Inter-University Doctoral Consortium

The Graduate Center is a member of the Inter-University 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, The New School, 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).

Rules and Requirements

Please note the following rules and requirements before you petition for enrollment in a consortium course:

1. You must be a matriculated doctoral student in good standing.
2. You must have completed at least two semesters of graduate study at your home institution and be between your 2nd and 6th year of enrollment at The Graduate Center.
3. The course you wish to take must not be available at The Graduate Center or other CUNY college. Registration is subject to approval by the Vice President for Student Affairs at The Graduate Center and the divisional Dean at the host institution.
4. The course must be offered through the Graduate School of Arts and Sciences at the host institution.
5. There is a two-course limit per semester.
6. You may not take a consortium course for audit.

Procedures

To take a course through the Inter-University Doctoral Consortium, you must:

1. Obtain a Permit Out form online from the GC Registrar homepage or in person from the Office of the Registrar in Room 7201.
2. Obtain the signatures of your Executive Officer and the Vice President for Student Affairs in Room 7301.
3. Submit the signed Permit Out form to the Office of the Registrar who will then issue you the Inter-University Doctoral Consortium Registration (IUDC) form.
4. Complete your portion of the IUDC form and obtain the signatures of the GC Registrar, your program's Executive Officer, the IUDC coordinator of the host school, and the course instructor.
5. Follow any required procedures of the host institution to complete registration at that school. Return the completed and signed IUDC form to the GC Office of the Registrar before the end of the GC drop/add period, or the course will be automatically dropped from your schedule.

Please Note:

Graduate Center students pay tuition to The Graduate Center for any cross-registered courses.

Students taking courses at host schools in the IUDC are subject, in those courses, to the registration and academic regulations of the host school, including their grading system, credit value, calendar, and academic honor system. It is the responsibility of students to familiarize themselves with the pertinent regulations of the host school.

If you choose to drop the course, contact both the GC Registrar and the host school, as the course must be dropped at both institutions.

Any registration questions regarding the IUDC should be addressed to the GC Office of the Registrar. Academic or policy questions should be addressed to the Office of the Vice President for Student Affairs.

CUNY Graduate Center Language Reading Program

Room 4414; Website: <http://www.gc.cuny.edu/LRP>

Email: dtoman@gc.cuny.edu

The Language Reading Program teaches students from CUNY, other schools, and all walks of life to read texts in languages other than English, and to translate them into idiomatic English, so students can meet their graduate program language proficiency requirements and achieve their goals for personal or professional development. Many graduate programs recognize success in LRP Level 1 and Level 2 courses as satisfying their language reading requirements. For others, we are good preparation for the departmental exam. Level 1 courses assume no knowledge of the language and prepare students to begin to attempt literary or scholarly translations by providing the essential building blocks. In Level 2 courses we translate scholarly articles in the disciplines of the students; grammar and other basics are briefly reviewed as needed. Students are encouraged to develop glossaries in their fields and to build their lexical vocabularies. By the end of Level 2, students who succeed are able to swiftly and accurately translate scholarly texts in their fields with the aid of a dictionary.

Latin/Greek Institute

Room: 4206; Telephone: 1-212-817-2078

Director: Lucas Rubin, Ph.D.

Email: lrubin@brooklyn.cuny.edu

The Latin/Greek Institute offers total-immersion programs in Latin or Ancient Greek that enable students to master the material normally covered in two to three years in a single summer. Founded in 1973 as a collaborative effort between The Graduate Center and Brooklyn College, the Institute is the most intensive summer language program of its kind. All programs are team-taught by experienced instructors; hourly rotation of faculty provides for exposure to a variety of approaches, and faculty closely mentor and advise students. The programs prepare graduate students to meet language requirements for their

degrees and to conduct original research on Greek or Latin texts. More information can be obtained online (<http://www.gc.cuny.edu/lginst>) and from Lucas Rubin, Director (lrubin@brooklyn.cuny.edu) or Suklima Roy, Program Manager (sroy@gc.cuny.edu).

Interdisciplinary Studies

The Graduate Center encourages students to pursue interdisciplinary studies. Certificate Programs in Africana Studies, American Studies, Critical Theory, Demography, Film Studies, Interactive Technology and Pedagogy, Medieval Studies, Global Early Modern Studies, and Women's Studies are available to Graduate Center doctoral students. The certificate is awarded at the same time as the Ph.D. degree. In addition to the Certificate Programs, a number of interdisciplinary concentrations are offered: Advanced Social Research; Cognitive Science; European Union Studies; Fashion Studies; Food Studies; Language and Literacy; Latin American and Caribbean Studies; Lesbian/Gay/Queer Studies; Psychology of Political Behavior; Public Policy and Urban Studies; Twentieth-Century Studies; and Urban Health and Society. A certificate of completion is awarded for interdisciplinary concentrations they do not appear on transcript. For information about the interdisciplinary Certificate Programs or concentrations, please contact the Office of the Associate Provost and Dean for Academic Affairs (Telephone: 1-212-817-7282). Proposals for new interdisciplinary concentrations should be directed to this office, as well.

Professional Development Seminars

The Graduate Center offers enrolled doctoral students a range of professional development courses designed to help them in their careers and professional activities. These courses do not carry credit, are ungraded, and do not appear on the student's transcript. Students register for them as they do their academic classes and can find them listed under "Professional Development" in the course schedule. For further information, contact The Writing Center at 212-817-7425.

Student Affairs and Student Services

Office of the Vice President for Student Affairs

Room 7301; Telephone: 1-212-817-7400; Fax: 1-212-817-1621

Email: studentaffairs@gc.cuny.edu

Vice President for Student Affairs: Matthew G. Schoengood

Assistant to the Vice President for Student Affairs: Sheila Berman

Director of Student Affairs: Elise Perram

Director of Student Services and Senior Registrar: Vincent J. DeLuca

Deputy Director of Student Services and Information Systems: Paula Fleischer

Disability Services Manager: Clare Wilson

Housing Manager: Jane Tartaro

Student Health Insurance Manager: William McGowan

Student Activities Coordinator: Eric Brown

The Vice President for Student Affairs has overall responsibility for the following: (1) the provision of student support services (Admissions, the Registrar, student disability services, Doctoral Student Employee Health Insurance, Graduate Center Apartments, Wellness Health Services and Counseling, Career Planning and Professional Development, Center for Teaching and Learning, Writing Center, International Students, and the Child Development and Learning Center), (2) procedural student academic matters relating to incomplete grades, leaves of absence, withdrawals, program changes, satisfactory progress, and time limits for degrees, and (3) the general quality of student life at The Graduate Center.

The Director of Student Affairs supervises the following areas: student activities, student disability services, the Wellness Center (Student Health Services and Student Counseling Services), and the Child Development and Learning Center. The Director of Student Services supervises the Offices of Admissions, Registrar, and International Students.

The Office of the Vice President for Student Affairs is available to assist students with problems, to interpret policies and procedures, and to serve as ombudsperson when needed. It is also charged with overseeing the administrative resolution of disputes with regard to grades, satisfactory progress, and disciplinary matters.

The Vice President for Student Affairs serves as administrative liaison to the Doctoral and Graduate Students' Council, serves on the Student Services Committee, and is the 504 / ADA Coordinator.

Information about academic policies and procedures may be obtained from each student's program, but students are encouraged to contact the Vice President for Student Affairs regarding academic issues that cannot be resolved within the program. In addition, students are invited to consult with and seek assistance from staff in the Office of the Vice President concerning any matter that relates to quality of life, services, facilities, and special needs or problems.

Office of Admissions

Room 7201; Telephone: 1-212-817-7470; Fax: 1-212-817-1624

Email: admissions@gc.cuny.edu

URL: <http://www.gc.cuny.edu/Prospective-Current-Students/Prospective-Students.aspx>

Director of Admissions: Les Gribben

Associate Director of Admissions: Marisa Panzani

Associate Director of Admissions: Gerry Martini

Assistant Director of Admissions: Haslyn Miller

Assistant Director of Admissions/Science Recruiter: Jason Patterson

The Office of Admissions works with The Graduate Center academic programs to recruit, admit, and serve an academically accomplished and diverse student body. The Office of Admissions develops and administers admissions policies and procedures for The Graduate Center, oversees an applicant self-managed admissions submission process,

assembles admissions applications, and distributes electronic files to The Graduate Center academic programs. The Office communicates admissions decisions to applicants. The Office of Admissions is committed to best practices and professional standards which further the goals and mission of The Graduate Center.

Office of Career Planning and Professional Development

Room 3300.09; Telephone: 1-212-817-7425

Email: careerplan@gc.cuny.edu

Twitter: @CareerPlanGC

URL: cuny.is/careerplan

Director: Jennifer Furlong, Ph.D.

Career Advisors: Emily Seamone and Donald Goldstein

Administrative Coordinator: Annabella Bernard

The Office of Career Planning & Professional Development (CP&PD) supports The Graduate Center's (GC) students in exploring and understanding career paths and achieving their professional goals. We offer workshops and information sessions on the job search process in the academic, non-profit, government, and for-profit sectors; host networking events with alumni and potential employers; and help students to identify and apply their transferable skills. In partnership with other GC offices and programs, we encourage students to develop a multidisciplinary skill set through their teaching, research, and service. Our goal is to foster choice and connection as students imagine their careers beyond their graduate training. 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.

The Teaching & Learning Center

Room: 3300.20; Telephone: 1-212-817-7273

Email: tlc@gc.cuny.edu

Director: Luke Waltzer, Ph.D.

Twitter: @GCTLC

URL: cuny.is/teaching

The Graduate Center's Teaching Center (GCTLC) supports Graduate Center students who are beginning and evolving as college teachers, and develops programming that asserts and explores the centrality of pedagogy to the modern university. TLC staff provide individual consultations and workshops for students on course and assignment design, syllabus construction, classroom management, the role of technology in the classroom, assessment, preparing for the job market, and the scholarship of teaching and learning. The TLC also partners with sister units on special projects at The Graduate Center and across CUNY. Members of the GC community can stay abreast of the TLC's activities by joining its group on the CUNY Academic Commons, located at <https://commons.gc.cuny.edu/groups/teaching-and-learning-center/>.

The Writing Center

Room: 3300.10; Telephone: 1-212-817-7425

Email: writingcenter@gc.cuny.edu

Director: David Hershinow, Ph.D.

In order to create and communicate academic knowledge, scholars in every discipline must cultivate advanced skills and habits not only with respect to their research, but also with respect to their writing. The Writing Center assists current and past graduate students in the cultivation of these writerly skills and habits through individual consultations, workshops, and other programming. As one of the few writing centers in the country that specifically serves the needs of graduate students, we also make it our mission to ask and answer the question of what services a graduate writing center could and should offer. Students can connect with the Writing Center in several ways: email us at WritingCenter@gc.cuny.edu; follow us on Twitter @WritingCenterGC; or access our calendar of events

and use the many resources on our website. We look forward to helping you achieve your writing goals!

Quantitative Research Consulting Center

Room 3204.04

Email: qrcc@gc.cuny.edu

URL: <https://qrcc.commonsgc.cuny.edu/>

Consultants : Walter Kaczetow; TBD

The Quantitative Research Consulting Center (QRCC) provides The Graduate Center's (GC) community (faculty, master's students, doctoral students, and post-docs) greater resources for statistical support in quantitative and empirical research. The QRCC complements existing statistics coursework by bridging the gap between the classroom and implementation in researchers' own work. We assist researchers in the following: brainstorming their research ideas; in developing statistical plans before data are collected; transitioning to new statistical software, executing statistical tests or methods; interpreting results etc. The QRCC also holds workshops focusing on a specific software or method.

Graduate Center Apartments

Room 7201; Telephone: 1-212-817-7605

Email: gchousing@gc.cuny.edu

Housing Manager: Jane Tartaro

Information about licensing a Graduate Center Apartment at 165 East 118th Street in Manhattan can be found at <http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Housing>.

Office of Fellowships and Financial Aid

Room 7201; Telephone: 1-212-817-7460; Fax: 1-212-817-1623

Email: financialaid@gc.cuny.edu

URL: <https://www.gc.cuny.edu/Prospective-Current-Students/Financing-Your-Education>

Executive Director of Fellowships and Financial Aid: Phyllis Schulz, Ph.D.

Associate Director of Fellowships and Financial Aid: Thomas Becker

Associate Director of Master's Programs and Financial Literacy: Kelsey Woodford

Financial Aid Counselor: Shelley Worrell

Financial Aid Counselor: Jane Tartaro

Financial Aid Counselor/Federal Work Study Coordinator: Anne Johnson

Information on estimated educational costs, detailed descriptions of the financial aid programs, and information on application procedures and filing dates are in the *Bulletin of The Graduate Center* and on the website. They also provide an overview of financial aid awards, including named fellowships, available to Graduate Center students. Below is a brief summary of the sources of financial support available to students at The Graduate Center.

Sources of Financial Assistance

Financial support is available to full-time doctoral and master's matriculants at The Graduate Center through a program of fellowships (both service-connected and non-service-connected), scholarships, grants, assistantships, tuition assistance, loans, and work-study assignments. Students from historically underrepresented groups may be eligible for assistance through funds offered by the Office of Educational Opportunity and Diversity.

Institutional (Graduate Center) financial-aid awards for doctoral students are determined on the basis of merit by the program to which the student has applied. The program forwards its nominations to the Office of Fellowships and Financial Aid, which sends an award notice to the student and collects the documents needed to pay the award.

Federal aid is determined in accordance with federal guidelines.

The Office of Fellowships and Financial Aid sends financial aid notifications to students' Graduate Center email addresses. Many fellowships include several separate components

(e.g., tuition, stipend, graduate assistantship). Students must accept each separate award online or the award may be cancelled.

Students holding the title of Graduate Assistant A, B, C, or D should be aware of the Professional Staff Congress (PSC)-CUNY contractual workload limits. For specific contractual information, students may contact the Human Resources office at the campus from which they are receiving the assistantship.

A number of fellowships funded by The Graduate Center and by private donors are available on a competitive basis. Competitive fellowships include The CUNY Graduate Center Dissertation Fellowships for level three doctoral students and other fellowships to support either research, the writing of the dissertation, or course work.

For listings of part-time Federal Work Study positions, consult Anne Johnson, Federal Work Study Coordinator in the Office of Fellowships and Financial Aid. Other full-time job listings are available for review in the Office of Human Resources and the CUNY Portal.

Office of the Registrar

Room 7201; Telephone: 1-212-817-7500; Fax: 1-212-817-1627

URL: <http://www.gc.cuny.edu/Prospective-Current-Students/New-Current-Students/Registrar>

Email: registrar@gc.cuny.edu

Director of Student Services and Senior Registrar: Vincent J. DeLuca

Deputy Director of Student Services: Paula Fleischer

Registrar: Cheuk Lee

Associate Registrar: Jessica Rivera

Assistant Registrar: Anick Rolland

Assistant Registrar: Nicole Fennimore

Students should consult this office with respect to all matters involving registration and student records.

For information regarding registration and academic record keeping, students should consult the “Academic Policies and Procedures” section of this handbook, pages 48-69.

The Director of Student Services and Senior Registrar, Vincent DeLuca (Telephone: 1-212-817-7500), is the Veterans’ Certifying Officer for Graduate Center students. He can provide information on veterans’ educational benefits.

Wellness Center

Room 6422; Telephone: 1-212-817-7020 Fax: 1-212-817-1602

Email: wellness@gc.cuny.edu

URL: <http://cuny.is/wellnesscenter>

Director of the Wellness Center: Robert L. Hatcher, Ph.D.

Deputy Director for Student Counseling Services: Arielle F. Shanok, Ph.D.

Assistant Director of Student Counseling Services: Nicole Benedicto Elden, Psy.D.

Supervising Clinical Psychologist: Inez Strama, Psy.D.

Administrative Coordinator: Cheri Daniels M.S.

College Assistant: Deborah Mandas

College Assistant: Grace Acevedo

The Wellness Center provides students with Student Health and Student Counseling services.

Student Health Services

The focus of the Wellness Center’s Health Service has changed from prior years and is now devoted exclusively to serving as a resource for health information and education. Student Health Services provides health and wellness education, referral, and health information throughout the year, including presentations, workshops, health screening events and the yearly comprehensive Wellness Festival, held during the spring. Although students who are ill or require routine health care should seek service outside The Graduate Center, we can offer information and referrals to assist you in finding the health care you need.

The Graduate Center’s Wellness Center no longer offers direct clinical patient healthcare. If a student is experiencing a health emergency, notify Security at 7777 and/or call 911.

Student Counseling Services

The Student Counseling Services is staffed by licensed psychologists and predoctoral clinical 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. Please see our website for current information: <https://gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness>

Office of International Students

Room 7200; Telephone: 1-212-817-7490

Email: intstu@gc.cuny.edu

Director: Linda Asaro

International Student Counselor: TBA

International Student Counselor: Heidi Raush

International Student Counselor: Bengisu Peker

I. GENERAL INFORMATION

The Office of International Students provides advice and assistance to students from outside the United States, with regard to immigration status issues for students in F-1 and J-1 status. The CUNY employees at the Office of International Students at The Graduate Center are authorized as the Designated School Officials (DSO) for F-1 status students and the Alternate Responsible Officer (ARO) for J-1 status students. DSO's and ARO'S are authorized to give information on and advice about a student's F-1 or J-1 immigration status in the United States.

NOTE: Any proposed changes to your immigration or academic status must be discussed with an International Student Counselor. It is important to discuss your plans before making any change, as your plans may have an official effect on your student immigration status.

This office also assists students in understanding aspects of American culture and interpreting various bureaucratic and procedural requirements, including Non-Resident Alien taxation.

After arrival in New York City, new international students must come to the Office of International Students as soon as possible to complete the check-in process. This office will verify arrival immigration status, so that students can proceed with other academic requirements.

The Office of International Students conducts an international student orientation session each fall semester for incoming students. Please attend one of the orientation sessions.

II. SEVIS RECORDS

The U.S. government regulates the immigration status of international students through the Student and Exchange Visitor Information System (SEVIS). International students are personally responsible for complying with all government regulations (as outlined below) that relate to their F-1 or J-1 immigration status. Students should therefore familiarize themselves with the regulations and procedures that apply to their specific immigration status. All students should keep copies of all documents relating to their immigration status.

General Regulations

SEVIS regulations require reporting to the Office of International Students within 10 days of any change to the following:

- Change in U.S. residence address
- Change in academic degree level
- Change in academic program of study
- Change in legal name—as it appears in the passport
- Planned changes in immigration status.

The Statement of Understanding for F-1 and J-1 International Students, provides information on immigration status regulations for individuals in F-1 or J-1 student status. It is available on our website for your review.

International students who have questions regarding any aspect of their valid stay in the United States may consult with an International Student Counselor in the Office of International Students.

III. SERVICES PROVIDES

The Office of International Students provides information on the following:

- Obtaining an initial Form I-20 (for F-1 status) or Form DS-2019 (for J-1 Student status);
- On-campus employment regulations and procedures;
- On-campus employment authorization for J-1 students;
- Off-campus employment authorization procedures and limitations;
- Travel outside and reentry to the United States;
- Inviting dependents (spouse and minor children) to the United States;
- Extension of status in the United States to complete an authorized program of study;
- Visa application procedures for U.S. reentry after travel;
- Transfer of immigration status between schools;
- Change of status to F-1 or J-1 status;
- Discontinuation of studies through Termination, Withdrawal, or Completion.

IV. F-1 AND J-1 REGULATIONS

A. Full-Time Enrollment / Reduced Course Load Authorizations / Leave of Absence:

International students are required by the United States Department of Homeland Security (DHS) to enroll/register in a full-time course of study each semester to maintain proper immigration status. This enrollment may include required exam preparation or research for the degree. Students who consider enrolling less than full-time for any semester, must apply for and receive a reduced course load authorization before dropping below full-time enrollment. Eligibility for a reduced course load authorization is extremely limited. Student considering applying for a Leave of Absence from registration at The Graduate Center must contact an International Student Counselor to discuss the leave of absence procedure and the impact on their legal status before they submit an application for leave of absence.

B. Full-Time Enrollment / Withdrawal from Course(s):

International students who consider withdrawing from a course must contact an International Student Counselor before withdrawing to determine the effect of such a withdrawal on maintenance of proper F-1 or J-1 student status.

C. Employment:

The F-1 and J-1 regulations provided certain employment benefits to F-1 and J-1 students in the United States.

- 1. On-Campus Employment:** International students who are currently enrolled full-time, or who are registered full-time for the next semester, may work on-campus at any CUNY college as follows:
 - a) 20 hours per week total maximum during the semester and b) above 20 hours per week during official school vacation periods. For F-1 students, there is no specific employment authorization required for this employment, as a student who is properly maintaining F-1 status may work “incident to status.” J-1 students must apply for and receive on-campus employment authorization for each on-campus employer. J-1 on-campus employment authorization is valid for a maximum of one year and must be renewed annually. Each semester CUNY colleges will request verification of F-1 or J-1 immigration status from the Office of International Students regarding a student’s eligibility for on-campus employment. Each semester you may submit the CUNY Foreign Student Employment Status Verification Form to the Office of International Students for completion.
- 2. Off-Campus Employment:** International students may not begin any kind of work or employment off-campus (i.e., outside CUNY) without receiving specific employment authorization before beginning any work or employment. International students who

have a job offer, or a potential job, must contact the Office of International Students to receive information on the types of off-campus employment available, and on the limits and procedures for employment authorization.

a. Curricular Practical Training (CPT):

CPT is available for F-1 status students when the work or employment will, in some specifically describable way, assist in meeting the student's academic degree requirements before graduation.

b. Optional Practical Training (OPT):

OPT is an Extension of F-1 status after graduation for the purpose of obtaining work experience in the completed field of study. OPT work must be a job, or other activity paid or unpaid, in the completed field of study.

c. Academic Training (AT):

AT is off-campus employment authorization for work directly related to the field of study for students in J-1 status. AT authorization may be used either during studies or after completion. The total time available (whether full or part-time) for Academic Training is 18 months for Master's students. Doctoral students are eligible for a total of 36 months of Academic Training (whether full or part-time). However, only 18 months of Academic Training may be used prior to completing the program of study. Further information regarding employment authorization for international students is available on our website. International Students who work outside the employment regulations for their particular immigration status will be considered in violation of the regulations and no longer maintaining status in the U.S.

V. TRAVEL AND REENTRY TO THE UNITED STATES

When international students plan to travel outside the United States, they should first contact the Office of International Students at The Graduate Center about two weeks before leaving the United States.

Before leaving the U.S., students should bring their passport and I-20 or DS-2019 to the Office of International Students to verify validity to reenter the United States. If the student's entry visa will expire before the planned reentry, the student must prepare to apply for a new entry visa at a United States Consulate Visa Office during travel overseas. Contact the Office of International Students at The Graduate Center early enough before travel in order to prepare the required documentation.

After reentry to the U.S., students should report to the Office of International Students as soon as possible to verify their continuing immigration status. Students must download and print out their electronic I-94 Admission Record at www.cbp.gov/i94, and bring their printed I-94, passport, and I-20 or DS-2019 to the Office of International Students.

VI. DEPENDENTS

International students may invite their dependent spouse and minor children to join them in the United States temporarily while the student maintains valid F-1 or J-1 student status. Employment by F-2 dependents is prohibited. Part-time study by F-2 dependents is allowed. J-2 dependents may study either part-time or full-time, and may apply to the U.S. government for employment authorization.

VII. TAXATION

All international students are subject to taxation on money earned or received in the United States (U.S. Source Income). They must complete an annual report (a "tax return") to the U.S. Internal Revenue Service (IRS) regardless of whether they received any income or not. CUNY also makes available each year an online software program that allows students in nonresident tax status to prepare the proper federal (U.S.) income tax return. Although the Office of International Students is not able to provide income tax advice, it does make available appropriate information concerning U.S. (federal) taxation and New York (state) taxation. The office provides a tax preparation workshop each March to assist students in understanding the terminology and the procedures related to income tax reporting.

Office of Educational Opportunity and Diversity

Room 8306; Telephone: 1-212-817-7540; Fax: 1-212-817-1630

Email: eod@gc.cuny.edu

URL: <http://www.gc.cuny.edu/eod>

Executive Officer: Martin Ruck, Ph.D.

Assistant Program Officer: John Eric Frankson

The Office of Educational Opportunity and Diversity's mission is to increase the representation of historically underrepresented students in The Graduate Center's doctoral programs aid throughout the academy. The Executive Officer works closely with the doctoral programs to enhance recruitment, retention, and academic progress of diverse students. This includes managing such Graduate Center-based programs as the Provost Enhancement Fellowship and the CUNY Pipeline Program.

Conference Presentation Support

Limited funds are available for students presenting at professional conferences. These funds are available to full-time matriculated doctoral students who are registered during the semester for which the funds are requested and are also available to master's level students presenting at professional and scholarly conferences who have completed no more than eight semesters.

To receive this funding, The Graduate Center, CUNY or CUNY, Graduate Center **must** be listed as the students' academic affiliation. Further information and application guidelines are sent each semester to the academic programs for distribution to students.

For any conferences taking place at international locations, the International Academic Student Travel Requirements must be completed. All required forms must be submitted at least two weeks prior to departure. <http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Students>.

Please contact the Student Affairs office for more information. Room 7301; Telephone: 1-212-817-7400; studentaffairs@gc.cuny.edu.

Veterans' Benefits

The Veterans' Certifying Officer is Jessica Rivera, Associate Registrar, Room 7201; Telephone: 1-212-817-7500. Each semester, in order to receive educational benefits, veterans must contact the Registrar's office.

A useful CUNY website for veterans may be found at <http://www.cuny.edu/veterans>. Also, please refer to pages 52-53 of this Handbook for additional information about registration and tuition and grade policies for students in the military.

In accordance with Title 38 US Code 3679 subsection (e), the following additional provisions have been adopted for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Services for Students with Disabilities

The provision of student disability services is a function of The Office of the Vice President for Student Affairs (the Student Affairs office). The 504 / ADA Compliance Coordinator for persons with disabilities is 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.

The Graduate School and University Center does not discriminate on the basis of disability in the admission and retention of students. To ensure equal access for students with disabilities to all academic and other programs, services, and activities of the GC, as required by law, appropriate accommodations will be made. Non-discriminatory, or equal, access for students with disabilities is achieved through a process of accommodation. 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, real-time captioning, sign-language interpreters, notetakers, scribes, assistive technology, and other auxiliary aids and 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; adjustments in course load when appropriate; and recording of classes. Student Disability Services works closely with faculty and the academic program offices to arrange for accommodated exam administration and other types of academic modifications.

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. Some software is also available for home use by students registered with our office.

It is the student's responsibility to initiate services and self-disclose. To do so (with confidentiality), contact the Manager of Student Disability Services (Clare Wilson), Director of Student Affairs, or the Vice President for Student Affairs. Students are encouraged to contact SDS to discuss present and future needs to facilitate effective planning. 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 Disability Services manager. 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.

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

The Wellness Center provides students with Student Health and Student Counseling services and can refer students for further evaluation.

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), Text Telephones (TTYs), or Voice Carry-Over (VCO) within New York State should call the Telecommunications Service at 711 or at 1-800-662-1220.

Users of TDD and TTY outside New York State should call their local Telecommunications Service.

The Child Development and Learning Center

Room 3201; Telephone: 1-212-817-7033

Director: Molly Polin-Kane

Email: mpolin@gc.cuny.edu

Committed to providing a high-quality, developmentally appropriate early childhood education, the Child Development and Learning Center is open to preschool children of students enrolled in The Graduate Center*. The center provides a warm, nurturing environment that encourages each child's natural curiosity and fosters a love of learning. Play and exploration are valued as two of the most important means by which learning takes place. The emphasis on all projects and activities is on the process of interacting with the materials and integration of knowledge rather than the acquisition of specific academic skills. The center also serves as a lab school for faculty and students doing research pertinent to preschool children.

The program is licensed by the New York City Department of Health to serve 27 children from two to five years old, and is staffed with certified early childhood educators. The daily hours of operation are 9:00 a.m. to 5:00 p.m. Monday through Thursday, and 9:00 a.m. to 4:00 p.m. on Friday. The teaching staff helps parents to develop individualized schedules that meet the specific needs of each child and family. The center observes The Graduate Center calendar, but remains in operation in January and during the month of June.

*Graduate Center student parents have the first priority for child care slots. Once Graduate Center student parents are recruited and enrolled the Center's waiting list has been exhausted, any remaining slots may be filled by Faculty and Staff.

Administration and Other Graduate Center Offices

Office of the President

Room 8201; Telephone: 1-212-817-7100

Email: president@gc.cuny.edu

President: Robin L. Garrell, B.A., Ph.D.

Acting Chief of Staff: Kimberly McBryan

Executive Assistant to the President: Alexandra K. Robinson

The President is the chief academic and administrative officer of The Graduate Center. She has general responsibility in accordance with the policies of the Board of Trustees of the City University of New York to develop, implement, and administer the doctoral programs of the University and other educational programs located at The Graduate Center.

Office of the Provost and Senior Vice President

Room 8113; Telephone: 1-212-817-7200; Fax: 1-212-817-1612

Email: provost@gc.cuny.edu

URL: <http://www.gc.cuny.edu/About-the-GC/Provosts-Office>

Provost and Senior Vice President: Steve Everett, D.M.A.

Executive Director of Academic Affairs: Patti Myatt

Dean for Academic Initiatives and Strategic Innovation: Brian A. Peterson

Assistant to the Provost: Stacy Modica

Associate Dean for Institutional Effectiveness: Yun Xiang, Ph.D.

Director of Faculty Administration and Academic Information Systems: Barbara L. Fish

Coordinator for Academic Operations: Margarita Bazan

Assistant Director of Faculty Administration and Academic Information Systems:

Steven Wong

The Provost is the principal academic officer of The Graduate Center; she also serves as deputy to the President. He has overall responsibility for the quality and performance of the degree-granting programs. The Provost is also responsible for overseeing the library, Institutional Research and Program Effectiveness, Research and Sponsored Programs, and the student affairs and student services areas, as well as the Office of the Associate Provosts. Specific responsibilities include curriculum development, degree requirements, governance, academic program reviews, institutional research, academic planning, staffing (both instructional and noninstructional), educational resources, and budgetary matters related to these areas.

Office of the Associate Provost and Dean for Academic Affairs

Room 8113; Telephone: 1-212-817-7200

Email: provost@gc.cuny.edu

Associate Provost and Dean for Academic Affairs: Professor David Olan, D.M.A.

Director of Graduate Assistant Programs: Anne Ellis

Associate Director of Student Research Fellowships: Rachel Sponzo

Human Research Protection Program Manager: Rebecca Banchik

The Associate Provost and Dean for Academic Affairs serves as deputy to the Provost. He supervises the Office of Financial Aid and is responsible for most student fellowship programs and graduate assistantships. These include: Graduate Center Fellowships, Writing Across the Curriculum Fellowships, Graduate Teaching Fellowships, and Dissertation Fellowships. He is responsible for the Office of Educational Opportunity and Diversity. He oversees interdisciplinary studies, professional development offerings, The CUNY Graduate

Center Language Reading Program, and the Student Academic Appeals Committee. He is the Provost's representative to the Curriculum and Degree Committee.

Office of the Dean for the Sciences

Room 8111.03; Telephone: 1-212-817-7215

Email: sciences@gc.cuny.edu

URL: <http://www.gc.cuny.edu/sciences>

Twitter: [@GCsciences](https://twitter.com/GCsciences)

Facebook: www.facebook.com/SciencesatGC

Dean for the Sciences: Joshua Brumberg, Ph.D.

Associate Dean for the Sciences and Executive Director of the ASRC:

Annette Gray, Ph.D

Administrative Assistant to the Dean: Myra Doneger

The Dean for the Sciences oversees The Graduate Center's Advanced Science Research Center, supervises the science doctoral and master's programs and the health sciences doctoral programs. He is a Graduate Center liaison to the Office of the University Dean for Research, and to the senior CUNY college divisions that participate in the doctoral science programs.

Office of Research and Sponsored Programs

Room 3300; Telephone: 1-212-817-7520

Email: rsp@gc.cuny.edu

URL: <https://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Research-Sponsored-Programs>

Director of Sponsored Research: Huyuni Surratt

Email: hsurratt@gc.cuny.edu

Director of Budgets and Special Programs: Adrienne Klein

Email: aklein@gc.cuny.edu

Doctoral Student Research Grant Program:

Email: dsrg@gc.cuny.edu

The Office of Research and Sponsored Programs serves The Graduate Center community in all matters related to external grants and contacts which support research, including government, foundation, or industry sources. The office has access to the latest search engines that can be used to assist researchers in identifying sources of possible funding based on topic areas and interests. The office also assists researchers in developing effective strategies for submitting competitive grant proposals and post-award administration. Resources awarded to the researcher through The Graduate Center are managed by the CUNY Research Foundation for payment of expenses and accounting. Our office is the liaison between the Principal Investigator and the Research Foundation.

Office of the Senior Vice President for Finance and Administration

Room 8107; Telephone: 1-212-817-7600

Email: favop@gc.cuny.edu

Interim Senior Vice President for Administration and Finance: Brian Peterson

Deputy to the Interim Senior Vice President for Finance: Ken Tirino

Room 8401; Telephone: 1-212-817-7660

The Senior Vice President for Finance and Administration is the President's principal administrative officer. He is generally responsible for such areas as accounting, budget requests and allocations, bursar, payroll, purchasing and receiving, nonacademic personnel, graphic arts, and mailroom, and for all matters pertaining to the day-to-day operation, maintenance, and security of The Graduate Center.

Office of Human Resources

Room 8403; Telephone 1-212-817-7700; Fax 1-212-817-1639

Email: hr@gc.cuny.edu

URL: <http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources>

Executive Director of Human Resources: David Boxill

Confidential Executive Assistant: April Stuckey

The Office of Human Resources (OHR) supports a vibrant, diverse, and inclusive employee community at The Graduate Center and at its affiliated CUNY colleges and professional schools, which include the Graduate School of Journalism, Macaulay Honors College, and School of Public Health. Through high-level expertise and services, we seek to create a workplace where faculty, staff, and student employees can thrive. Our comprehensive program includes employee relations, recruitment, benefits, compensation, professional development, coaching, and mentoring, with emphasis on quality and responsiveness. The OHR team works to ensure an environment of professionalism, mutual trust, and respect. We invite you to explore the administrative services and opportunities available to our faculty, staff and student employees.

Please visit the Office of Human Resources website by clicking the HR tab at the top of The Graduate Centers' homepage or visiting: www.gc.cuny.edu/About-the-GC/Administrative-Services/Human-Resources for procedures, policies, announcements, job openings, forms, and onboarding information for new staff. Time and Leave questions may be directed to timeandleave@gc.cuny.edu.

Office of Compliance and Diversity

Room 7301.06; Telephone: 1-212-817-7410

Email: compliancediversity@gc.cuny.edu

Interim Vice President for Institutional Equity and Human Resources and Chief Diversity Officer/Title IX Coordinator: Pinar Ozgu

Reporting to the President, the Chief Diversity Officer is responsible for directing the activities of the office, and development, implementation, monitoring of the Affirmative Action Program, and making policy and program recommendations regarding equal employment opportunities. As Title IX Coordinator, she coordinates investigations of all employee and student complaints of alleged discrimination and provides routine guidance to search committees and the college community on recruitment policies and procedures.

Office of Facilities Services and Campus Planning

Room 9118; Telephone: 1-212-817-7730; Fax: 1-212-817-1605

Email: facilities@gc.cuny.edu

Director of Facilities Services and Campus Planning: Charles Scott

Telephone: 1-212-817-7736

Facilities Director's Assistant: Carline Dennery

Telephone: 1-212-817-7734

The Office of Facilities Services and Campus Planning is responsible for the operation, maintenance, and repair of The Graduate Center's heating, ventilating, and air conditioning systems as well as all other mechanical, electrical, plumbing, and elevator systems. In addition, the office supervises all cleaning operations and setups for classes, conferences, seminars, and other special events. Members of The Graduate Center community may wish to visit the office to learn about the services available and the process for requesting services.

Office of Security and Public Safety

Room 9117; Telephone: 1-212-817-7761

Email: security@gc.cuny.edu

URL: <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety>

Executive Director of Institutional Services: John Flaherty

Assistant to the Director of Security and Public Safety: Diane Rosenblum

Room 1215; Telephone: 1-212-817-7768

Lobby Desk; Telephone: 1-212-817-7777

Lost and Found: Found articles may be deposited and lost articles may be claimed at the Lobby Desk.

The Office of Security and Public Safety strives to provide a safe and secure environment for The Graduate Center community while protecting and respecting the rights of the individual. Responsibilities include crime prevention, emergency response, access control, key distribution, fire safety, special event security, and administration of the Lost and Found. Security and Public Safety personnel provide a visible security presence through a combination of fixed posts and roving patrols, 24 hours a day, seven days a week. The Office of Security and Public Safety has an excellent working relationship with local law enforcement agencies and is available to make confidential referrals.

Under the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Act, The Graduate Center is required to disclose certain timely and annual information about campus crime and various security policies. An annual report that contains crime statistics for the prior three years as well as sexual assault and crime reporting information must be made available each year by October 1st. In addition, timely warning must be issued whenever a crime takes place that poses an ongoing threat to the community. This information can be viewed on the above-referenced website. Printed copies of the report can be obtained in the Office of Security and Public Safety.

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Harassing conduct creates a "hostile environment" when sufficiently severe or pervasive to limit a student's ability to participate in educational activities.

If you are the victim of a sexual assault, sexual harassment, domestic violence, intimate partner violence, dating violence, or stalking you should immediately contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to end the harassment or violence:

- Interim Vice President for Institutional Equity and Human Resources/Chief Diversity Officer and Title IX Coordinator: Pinar Ozgu, Room 8204.03, 212-817-7100, pozgu@gc.cuny.edu
- Chief Student Affairs Officer / Vice President for Student Affairs: Matthew G. Schoengood, Room 7301, 212-817-7400 mschoengood@gc.cuny.edu
- Director of Public Safety: John Flaherty, Room 9117, 212-817-7761, jflaherty@gc.cuny.edu
- Executive Director of Human Resources: David Boxill, Room 8403, 212-817-7700 dboxill@gc.cuny.edu

A proper relationship between the Office of Security and Public Safety and the college community, fostered by trust and confidence, is essential to a successful security and safety program. In order for us to better understand the community's perception of our service,

it is important that we investigate any allegation of inappropriate officer conduct. Your criticisms and constructive suggestions for improvement are welcome. Each complaint will be thoroughly investigated and appropriate corrective action will be taken when warranted. We also welcome recognition of exceptional service provided by Graduate Center officers. You can file a complaint or commendation at the Lobby Desk by asking for the tour supervisor or by mailing, emailing, or calling the Director of Security and Public Safety.

The Office of Security and Public Safety also has responsibility for environmental and occupational health and safety matters. By periodically inspecting our facility, identifying and controlling recognized hazards, complying with state and federal regulations, and planning for emergencies, Security and Public Safety personnel are committed to providing a safe and healthful environment for our students, staff, and faculty. Any questions or complaints concerning health and safety should be forwarded to the Director of Security and Public Safety.

Ombuds Office

Room 8108; Telephone: 1-212-817-7190

Email: ombuds@gc.cuny.edu

URL: <http://www.gc.cuny.edu/About-the-GC/Resource-Services/Ombuds>

Ombuds Officer: Martin R. Gitterman, Ph.D.

The Ombuds Officer serves as a resource to The Graduate Center community in helping students, staff, and faculty resolve problems. The Ombuds Officer has been designated as a neutral, confidential, independent, informal complaint handler. His job is to listen, to provide information, and to clarify institutional procedures for dispute resolution.

The Ombuds Office offers a safe place for students to voice concerns, evaluate situations, organize their thoughts, access feelings, and explore options for resolving problems. The Ombuds Officer can gather information, serve as a shuttle diplomat, or mediate, as well as provide referrals to relevant authorities. The Ombuds Officer operates outside the administrative hierarchy and reports directly to the President. In a manner consistent with the preservation of the principles of confidentiality and impartiality the Ombuds Officer may identify to the President areas of concern warranting further attention.

Office of Institutional Advancement and Communications

Room 8302; Telephone 1-212-817-7130

Email: development@gc.cuny.edu

URL: <http://www.gc.cuny.edu/Support-the-GC>; <http://www.gc.cuny.edu/comms>

Interim Vice President for Institutional Advancement and Communications:

Wendy DeMarco Fuentes

Director of Media Relations: Tanya Domi

Director of Communications: Bonnie Eissner

Director of Institutional Giving and Strategic Initiatives: Helen Koh, Ph.D.

Director of Individual Giving and Major Gifts: Tara McDonnell

Director of Digital Media: Kimberly Miu

Director of Public Programs: Karen Sander

Administrative Director for Institutional Advancement: Molly Yin

The Office of Institutional Advancement and Communications supports The Graduate Center's mission and enhances its international visibility and stature as an important New York City educational institution through strategic communications, fundraising, advocacy, and public programming.

The institutional advancement team within the office is responsible for all private fundraising at The Graduate Center, both unrestricted and for specific priorities such as scholarships, programs and centers, and capital and endowment needs requiring private sources of income. Funds are solicited from individuals, foundations, and corporations, and

through current or planned gifts. The staff works in consultation with the members of The Graduate Center Foundation to build relationships with donors and expand funding.

The communications and marketing team within the office provides expert guidance and support to raise The Graduate Center's visibility as a leader in graduate education and an incubator of research that enhances the public good. The team manages The Graduate Center's website, print and digital marketing, branding, media relations, social media, public programs, and official communications.

The Office of Institutional Advancement and Communications also manages The Graduate Center's government relations effort and oversees the GC's special events and event planning office.

Office of Special Events and Events Planning

Room 9113; Telephone 1-212-817-7150

URL: <http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Event-Planning>

The Office of Special Events and Event Planning develops and disseminates policies to ensure effective coordination and efficient management of Graduate Center special events, including Commencement; advises faculty, directors of centers and institutes, and heads of offices about organizing and sponsoring special events, lecture series, conferences, receptions, and dinners; and manages rental of space to outside groups.

Office of Building Design and Exhibitions

Room 9119; Telephone: 1-212-817-7394

Email: rring@gc.cuny.edu

Director of Building Design and Exhibitions: Ray Ring

The Office of Building Design and Exhibitions provides aesthetic consultation and services throughout The Graduate Center's campus and establishes and maintains building and interior design standards. This includes developing and implementing plans for interior design and managing exhibition spaces.

Information Technology

Main Office: Room 8311

Telephone: 212-817-7350

Email: it@gc.cuny.edu (for IT support matters)

Chat: [Chat now](#)

URL: <http://www.gc.cuny.edu/IT>

Self Service: <https://itservices.gc.cuny.edu/>

**Assistant Vice President for Information Technology and Chief Information Officer:
Elaine Montilla**

Director of the Division of Administrative Services: Tawana C. Spellen

Director of the Division of Client Services: Mukul David Kapur

Director of the Division of Systems Services: Matthew Liston

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 learning, in research, and in processing and accessing institutional information. Organizationally, IT is comprised of three divisions: Administrative Services, Client Services, and Systems Services.

IT services and resources provided to students include, but are not limited to, network accounts and Office 365 email accounts, cloud-based file storage via Office 365, desktop support and assistance, the GC Blackboard environment for online learning, a WordPress site for hosting webpages, 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. GC network accounts also provide access to a host of online library databases. The GC IT website houses a great deal of information. We encourage all students to visit the IT website to learn more about the resources and services available to you.

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' Graduate Center email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources. <http://www.cuny.edu/website/privacy.html>

City University of New York Policy on Acceptable Use of Computer Resources

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State's Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies.

<http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

Library

Telephone: 1-212-817-7040

URL: <http://library.gc.cuny.edu/>

Interim Chief Librarian: Professor Emily Drabinski

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 and digital scholarship. It also serves as a gateway to the collections of other CUNY libraries, the New York Public Library (NYPL), and libraries worldwide.

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 also 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 communication topics. The library also manages The Graduate Center section of CUNY Academic Works, CUNY's institutional repository.

Graduate Center students benefit from an extensive network of libraries within and beyond CUNY. They have full use and borrowing privileges at all CUNY libraries (with the exception of the CUNY School of Law Library). A CUNY-wide system (CLICS) provides book delivery between campuses; researchers may also place requests through Interlibrary Loan, a highly efficient service for obtaining print and electronic materials beyond CUNY.

The Mina Rees Library enjoys a longstanding special relationship with the New York Public Library. NYPL grants Graduate Center students enhanced borrowing privileges for materials held at its research libraries, including the vast humanities and social sciences collections of the Stephen A. Schwarzman Building eight blocks away. NYPL also approves some students for participation in the Manhattan Research Library Initiative (MaRLI) for book borrowing privileges at NYU and Columbia.

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

Amenities and Other Services

Dining, Lounges, and Meeting Spaces

The **Student/Faculty Dining Commons** is located on the 8th floor. A convenient comfortable space for students and faculty to meet.

The **Foundation Lounge** offers comfortable seating and coin-operated food and beverage dispensers. The Foundation Lounge is open when the building is open. (For GC building access hours, please refer to “Building and Library Access.”)

The **Robert E. Gilleece Student Center** is located on the 5th floor. It houses offices for student government and chartered organizations of the Doctoral and Graduate Students’ Council, three lounges (Room 5414, Room 5409 and Room 5396), a kitchenette, meeting space (Room 5489), and a computer lab (Room 5487). Information about the use of the Gilleece Student Center, including access, room reservations, and meeting spaces, may be obtained by contacting the Doctoral and Graduate Students’ Council, 1-212-817-7888, visiting Room 5495 or 5497 and at <http://www.cunydisc.org>.

Room 9201 at the GC has been designated as a quiet **Meditation Room**, a space for prayer/meditation/reflection.

Room 7405 at the GC has been assigned as the **Master’s Study Room**, a quiet space and meeting room.

Information concerning the availability of space at The Graduate Center for special events or meetings may be obtained from **Room Reservations** by sending an email to roomres@gc.cuny.edu.

Bulletin Boards, Digital Signage, and Posted Literature

The Graduate Center’s digital signage system is designed to highlight the GC’s daily calendar of events as well as provide an internal communication platform to promote events and announcements central to our institutional purpose. Digital screens are maintained by various administrators. Instructions for using the digital signage system are available at <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Office-of-Communications-and-Marketing/Resources/Digital-Signage-Templates>.

Additional information may be found throughout The Graduate Center on bulletin boards or easels in display areas administered by different programs and offices, including the Offices of Student Affairs (Room 7301), Research and Sponsored Programs (Room 8309), and Human Resources (Room 8403; outside the Human Resources office; the 8th floor Elevator Lobby; and in Room 8313, the Staff Lounge), the Wellness Center (Room 6422), and the library.

The posting of materials on walls, windows, doors, equipment, kiosks, elevators, and restrooms is prohibited. Posted literature must identify the issuing person or organization. Due to space limitations, outdated literature or duplicate postings on the same easel will be removed.

Graduate Center Health-Care Resources

Wellness Center / Student Health Services

The focus of the Wellness Center's Health Service has changed from prior years and is now devoted exclusively to serving as a resource for health information and education. Student Health Services provides health and wellness education, referral, and health information throughout the year, including presentations, workshops, health screening events and the yearly comprehensive Wellness Festival, held during the spring. Although students who are ill or require routine health care should seek service outside The Graduate Center, we can offer information and referrals to assist you in finding the health care you need.

The Graduate Center's Wellness Center no longer offers direct clinical patient care. If a student is experience a health emergency, notify Security at 7777 and/or call 911.

Wellness Center / Student Counseling Services

In addition to providing direct short-term psychotherapeutic services free of charge to registered Graduate Center students, Student Counseling Services (Telephone: 1-212-817-7020) maintains a referral list of private practitioners and institutions offering psychological services. Most of these take NYSHIP and some provide services to students for low or moderate fees. The center also offers seminars and workshops on such specific psychological issues as dissertation completion, writing anxiety, stress reduction, procrastination, learning to teach, and parenting. Please feel free to call for more information.

Substance Abuse Counseling and Referral Services

Student Counseling Services (Telephone: 1-212-817-7020) offers referral services for issues pertaining to substance abuse.

Lactation Room

A dedicated space has been established at The Graduate Center for mothers to express breast milk for a nursing child. Room 7408, also called the Mothers' Room, is available to all nursing women students and employees who present a current Graduate Center ID. Those wishing to use the Mothers' Room should fill out a one-time key request form in the Student Affairs office, Room 7301. Nursing mothers may also use the Child Care Center (until 5 p.m.) for the same purpose, ring the bell for Room 3201.

New York State Health Insurance Plan (NYSHIP)

Matriculated doctoral students at The Graduate Center who are (1) employed as either Graduate Assistants A, B, C, or D; or in one of the eligible Adjunct titles and (2) meet specific income minimums in those job titles are eligible to enroll in the New York State Health Insurance Program (NYSHIP). The health insurance is made available through the Student Employee Health Plan (SEHP).

The program provides medical, hospitalization, prescription drug, mental health/substance abuse, dental, and vision benefits. Benefits are administered by a specified insurance provider depending upon the coverage.

Participants pay for the plan by having automatic biweekly deductions from their paychecks. For 2021, the biweekly premium is \$17.69 for individual coverage and \$116.26 for family coverage (which includes spouses, children, and domestic partners). The cost for the NYSHIP program is subsidized by The Graduate Center and the University

Chancellery. Additional information is also available by accessing the GC website at <https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Insurance> or sending an email to healthinsuranceinfo@gc.cuny.edu, calling 212-871-7400, or stopping by the Student Affairs office, Room 7301.

Voluntary Student Health and Accident Insurance Plans

The Graduate Center offers health insurance information for both part- and full-time students and for postdoctoral research fellows at The Graduate Center. Participation in any plan is entirely voluntary but is strongly recommended. General health-related information, brochures, application forms, and a guide, “Student Health Insurance and Selected Resources,” prepared by the Office of Student Affairs, are available in the Student Affairs office, the Wellness Center, and online at <https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness/Health-Insurance>. The health insurance guide, which does not endorse specific providers, details contact representatives, phone numbers, and/or mailing addresses for your follow-through efforts on all programs listed.

Please call 1-212-817-7400 for further information or to make an appointment to discuss questions you may have. The Graduate Center provides only information on voluntary insurance programs and is not responsible for students’ choices.

PLEASE NOTE:

Information about hospitals and other health services in New York City, including clinics and emergency rooms, can be found at <http://www1.nyc.gov>. Below are some hotline and other phone numbers for additional reference.

Alcoholics Anonymous	1-212-647-1680
Al-Anon Intergroup Services.....	1-212-941-0094
COVID-19 Coronavirus Hotline	1-888-364-3065
HIV/AIDS Hotline	1-800-541-2437
Gay Men’s Health Crisis Hotline	1-800-243-7692
Lifenet (confidential mental health and substance abuse services)	1-800-543-3638
National Suicide Prevention Lifeline.....	1-800-273-TALK(8255)
Special Victims Liaison Unit/Hot Line (confidential, nonrecorded telephone service answered by specially trained female New York City police detectives) ..	1-212-267-7273
Safe Horizon (abuse, rape, etc.) (24-hour number)	1-866-689-4357

The following link contains resources for victims/survivors of sexual violence <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Compliance-and-Diversity>.

Office of Alcoholism and Substance Abuse Services (OASAS) Hotline and CUNY Resources for Substance Abuse and Overdose (NYS Governor’s Office Opiate/Heroin Initiative)

CUNY has joined the New York State Governor’s Office in an important initiative to address the recent increase in heroin overdose. Heroin is an opiate, a class of drugs that is derived from the poppy plant. All opiate abuse, including many prescription painkillers, can lead to addiction, overdose, and even death. If you or someone you know is abusing heroin or prescription painkillers, CUNY’s Mental Health and Wellness Offices can provide educational resources and referrals to organizations that can help. In addition, selected CUNY health and public safety staff are being trained to administer Naloxone, a drug used to counter the effects of opioid overdose and prevent death. For immediate help, visit your local emergency room, or call the OASAS HOPEline at 1-877-846-7369 24 hours a day, seven days a week, to speak with a trained medical professional. HOPEline staff can answer your questions and help you find treatment. All calls are free and confidential.

Governance

Graduate School Governance Document

The governance of the Graduate School of The Graduate School and University Center is outlined in its Governance document and the Bylaws of Graduate Council. The Governance document includes provisions regarding administration, degree and certificate programs, faculty membership, and faculty and student responsibilities. The Bylaws of Graduate Council set forth its rules of governance. The Governance document and the Bylaws are available on the Web at <http://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Governance,-Policies-Procedures>.

Student Leadership Eligibility

The CUNY Board of Trustees bylaws require the Vice President for Student Affairs to certify to the President of The Graduate Center and/or to the Chancellor of the University, that all students running for or holding certain elected or appointed leadership positions meet specified academic and term limit eligibility guidelines. These guidelines apply to all student members (and alternates) of the following bodies: student government, including the Doctoral and Graduate Students' Council (DGSC) and the University Student Senate (USS); Graduate Council, including all Graduate Council committees; all Graduate Center advisory committees, including search committees; departmental governance bodies and committees, including search committees; Faculty-Student Disciplinary Committee; College Association Governing Board; Auxiliary Enterprise Governing Boards; Student Election Review Committee (SERC); and editors of student publications (as well as officers and directors of any radio/TV station).

The academic eligibility guidelines pertinent to Graduate Center students require that students running for or holding the specified positions be matriculated at The Graduate Center; have a grade point average of 3.0; *and, if a Level I or master's student*, be registered for a minimum of 3 credits and "have completed and earned passing grades in at least 50 percent of the credits for which [he or she] registered the prior semester, but in no event less than 3 credits"; *or, if a Level II or Level III student*, be making satisfactory academic progress.

Except for Doctoral and Graduate Students' Council Co-Chairs, who are limited to a maximum of three years, "[s]tudents shall be permitted to serve in the same executive office in a student government, the University Student Senate, or [executive office in an] other student leadership position for a maximum of two years."

The full policy can be found at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/StudentLeadershipEligibility-Guidelines.pdf.

Questions regarding the eligibility guidelines may be addressed to Elise Perram, Director of Student Affairs (1-212-817-7411; eperram@gc.cuny.edu).

Graduate Council

Graduate Council is the academic governing body of The Graduate School of the Graduate School and University Center, and the Bylaws of Graduate Council set forth its rules of governance. Members include representatives of the faculty, students, and administration. The President of The Graduate Center is the Chair of Graduate Council. The Executive Committee of Graduate Council formulates the agenda and brings actions to Graduate Council, which meets four times each year. Graduate Council is concerned with such matters as curriculum, degree requirements, standards of admission, academic performance, and program governance. Much of the work of Graduate Council is done through its standing committees, which include the following:

Executive Committee
Committee on Structure
Committee on Curriculum and Degree Requirements
Committee on Research
Committee on Committees
Committee on Student Services
Student Academic Appeals Committee
Library Committee
Committee on Information Technology

Complete information on the membership and functions of Graduate Council is contained in the Bylaws of Graduate Council, available on the Web at <http://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Governance,-Policies-Procedures>.

Doctoral and Graduate Students' Council (DGSC)

Robert E. Gilleece Student Center, Fifth Floor
Main Office: Room 5495; Telephone: 1-212-817-7888
Email: dsc@cunydisc.org
URL: <http://www.cunydisc.org>

The Doctoral and Graduate Students' Council (DGSC) is the sole policymaking body representing students in doctoral or master's programs at The Graduate Center. It serves and advocates for all students enrolled in Graduate Center doctoral and master's programs or courses who pay a Graduate Center Student Activity Fee. This includes students whose programs may be based largely at other CUNY campuses. The DGSC administers the money collected from the Student Activity Fee and welcomes suggestions from the student body on how to maximize the use of its resources.

The DGSC is located in the Robert E. Gilleece Student Center on the 5th floor. It houses the student organizations chartered by the DGSC and has two spacious, large-windowed student lounges (Rooms 5414 and 5409) where students can meet and relax. These lounges, together with two smaller conference rooms (Rooms 5489 and 5396), are available for reservation for student events through the DGSC.

The Executive Committee consists of three co-chairs, the University Student Senate (USS) Delegate, and the University Faculty Senate (UFS) Liaison:

Co-Chair for Student Affairs: Sharanya Dutta (English)
 Room 5493; Telephone: 1-212-817-7881; ccsa@cunydisc.org
 Co-Chair for Communications: Deborah Leter (Anthropology)
 Room 5491; Telephone: 1-212-817-7847; ccc@cunydisc.org
 Co-Chair for Business: Adam Kocurek (History)
 Room 5499; Telephone: 1-212-817-7892; ccb@cunydisc.org
 University Student Senate Delegate: Edward Charnley (History)
 Room 5496; Telephone: 1-212-817-7866; uss@cunydisc.org
 University Faculty Senate Liaison: Parisa Montzaran Osmanovic (Sociology)
 Room 5496; Telephone: 1-212-817-7867; ufs@cunydisc.org

The Steering Committee consist of the Executive Committee and six officers-at-large who which oversee a particular domain:

Christian Martinez (Cognitive Neuroscience); funding@cunydisc.org
 Officer for Funding
 Katie Anderson (Biology); governance@cunydisc.org
 Officer for Governance and Membership
 Silvia Rivera Alfaro (LAILAC); health@cunydisc.org
 Officer for Health and Wellness
 Sameer Sabharwal-Siddiqui (Cognitive Neuroscience); outreach@cunydisc.org
 Officer for Outreach
 Carmín Quijano-Seda (LAILAC); services@cunydisc.org
 Officer for Student Life and Services
 Adashima Oyo (Social Welfare); technology@cunydisc.org
 Officer for Technology and Library

Each program has representatives to the council elected on a proportional basis according to the number of students enrolled in the particular program. In addition, at-large representatives are elected from the student body as a whole: one at-large representative for every two hundred students. A listing of DGSC representatives is available from the DGSC office and on the website, <http://www.cunydisc.org>. The DGSC nominations are held each February and elections each April. Nominees are solicited from and voted for within each discipline. The incoming council elects the officers from among its own membership in May. The term of the new council and its officers begins on July 1.

DGSC Affiliates

The Doctoral and Graduate Students' Council (DGSC) maintains three affiliates which advocate for students' interests in different domains. Each affiliate is led by one or more senior employees paid on an annual basis and selected by a hiring team convened by the DGSC after public announcements about open positions.

• *Adjunct Project*

The DGSC Adjunct Project exists to improve the employment opportunities, situation, and status of CUNY doctoral student adjuncts. Project staff use a variety of methods to accomplish these goals. They engage in advocacy for doctoral student adjuncts, publicize issues of importance to doctoral student adjuncts, facilitate communication about issues of concern, and assist students in advocating for themselves with department chairs and other University administrators. In cases where adjuncts are represented by an existing union, the project works to advocate for them within the union and to make clear the issues of importance to doctoral students. For inquiries or more information about the Adjunct Project, stop by Room 5498, call 1-212-817-7869, or visit <http://cunyadjunctproject.org>.

The current Adjunct Project senior employees are:

Coordinator for Advocacy and Education: Leanne Fan (Sociology);

lfan@gradcenter.cuny.edu

Coordinator for Labor Relations: Jamila Hammami (Social Welfare);

jhammami@gradcenter.cuny.edu

Coordinator for Organization and Planning: Michelle Gaspari (Anthropology);

mgaspari@gradcenter.cuny.edu

• *The Advocate*

The *GC Advocate* is the student voice of The Graduate Center community and is published six times a year with support from the Doctoral Students' Council. For more information about the *Advocate* or to inquire about being a paid freelance contributor, stop by Room 5396, call 1-212-817-7885, visit <http://opencuny.org/gcadvocate/>, or email gcadvocate@gc.cuny.edu.

The current senior employee is:

Editor-in-Chief: Rafael Munia (Anthropology); rmunia@gradcenter.cuny.edu

Managing Editor: Queenie Sukhadia (English); qsukhadia@gradcenter.cuny.edu

• *OpenCUNY*

OpenCUNY advocates on behalf of and provides students access to free and open-source digital media. Currently, OpenCUNY runs an installation of WordPress, which offers free Web space for students as well as organizations, whether they are officially chartered through the DGSC or are ad hoc groups. For inquiries or more information about OpenCUNY, stop by Room 5396 or visit www.opencuny.org.

The current OpenCUNY senior employees are:

Coordinator for Education & Support: Paul Hebert (English);

paul@opencuny.org

Coordinator for Planning & Development: Kristen Hackett (Environmental Psychology);

kristen@opencuny.org

Coordinator for Organizing & Action: Zachary Muhlbauer (English);

zach@opencuny.org

Program Student Associations

The DGSC officially recognizes student governments within programs as the official bodies representing students in their programs. To petition for recognition, a student government must present a ratified constitution, evidence that a majority of the voting body of that government supports DGSC recognition, and evidence that any officers or representatives were elected by democratic processes. Program Student Associations (PSAs) must renew their recognition each year. For up-to-date information about PSAs, see the DGSC website, <http://www.cunydisc.org>.

The following are program student governments currently recognized by the DGSC:

- Computer Science Students' Association
- Criminal Justice Doctoral Students' Association
- Doctoral Theatre Students' Association
- English Student Association
- French Program Student Association
- Philosophy Students' Association
- Political Science Graduate Students' Association
- Sociology Students' Association
- Urban Education Students' Association

Student Organizations Chartered by the DGSC

The DGSC considers requests for charters for interdisciplinary student organizations. Based on the organization's intent and fulfillment of various structural requirements, the DGSC evaluates and votes on whether to charter the organization, which entitles its members to funding according to specified guidelines. (Consult the DGSC Co-Chair for Student Affairs for further information.) For up-to-date information about student organizations, see the DGSC website, <http://www.cunydisc.org>.

The following are current student organizations chartered by the DGSC:

- AELLA (Latino & Latin-American Students Association)
- Africa Research Group (ARG)
- Africana Studies Group (ASG)
- American Studies Group (aka CUNY Americanists)
- Arab Crossroads
- Association for Critical Theory (ACT)
- Boosting Research Area Interactions in Neuroscience Engagement Hour (BrainE Hour)
- Chinese Students and Scholars Association (CSSA)
- Cinema Studies Group (CSG)
- Classical and Ancient Near Eastern Studies Group (CANES)
- Collective of Critical Transport Scholars
- Colombian Studies Group
- Comp Comm
- Critical Palestine Studies Association
- CUNY International Marxist Club
- CUNY Public History Collective (CUNY PHC)
- CUNY STEM Outreach
- CUNY Women In Science, Technology, Engineering and Math
- Dominican Studies Group
- Early Modern Interdisciplinary Group (EMIG)
- Feminist Studies Group (FSG)
- Food Studies Collective
- FRAME (Journal of Visual Material Culture)
- GC Poetics Group
- GC-ISO: GC Chapter of the International Socialist Organization
- Global Studies Collective
- Hunter Alliance of Cross-Disciplinary Sciences (HACS)
- Immigration Working Group
- Jewish Connection Group
- Korean Student Association (KSA)
- Mentoring Future Faculty of Color Group (MFFC)

Mesamerican Studies Group
 Mexican Studies Group
 Middle Eastern Studies Organization (MESO)
 Mise en Scène
 Nature, Ecology and Society
 Pearl Kibre Medieval Study
 Postcolonial Studies Group (PSG)
 Prison Studies Group
 Puerto Rican Studies Group
 QUNY
 Religion and the Sacred in Art and Critical Theory Studies (RSACT)
 South Asian Students and Scholars (SASS)
 Space Time Research Collective
 SPTSA: Social and Political Theory Students Association
 Students of the State (SOS)
 Taiwanese Students Organization (TSO)
 Text Textile Texture Studio (3 Text)
 Thought Club
 Twentieth Century Area Studies Group
 Women of Color Network

Services Provided by the DGSC

• *Representation and Policymaking*

In addition to informal and ongoing communications, the DGSC Executive Committee and Steering Committee members meet regularly with members of The Graduate Center administration to advocate for students and exchange information. Students may have issues presented by their DGSC representatives or the DGSC Executive Committee before the Doctoral Students' Council, or can personally address the council by requesting to be put on the DGSC agenda for an upcoming meeting. This may, in turn, result in discussion or actions taken within the DGSC or between the DGSC and the administration. The DGSC members also act as advocates for graduate student interests at the Board of Trustees, University Student Senate, University Faculty Senate, New York State Assembly, and the Mayor's Office, and with The Graduate Center administration. Students who are interested in serving on Graduate Council or advisory committees should indicate their interest to the DGSC co-chairs. (Please refer to the Student Leadership Eligibility section for standing committees of Graduate Council and consult a co-chair for other committee information.) Examples of DGSC efforts on students' behalf include: working for tuition remission for all graduate students; securing enhanced fellowships, professional development funds, and research awards for students; striving for improvements in student health insurance and services provided by the Wellness Center; working to ensure student representation on Graduate Council standing and ad hoc committees as well as on program committees; opposing tuition increases; and maintaining student autonomy in handling Student Activity Fees. The DGSC co-chairs serve as ombudspersons for students, providing information and assistance as requested. This includes guidance and referral in grievance matters and working with departmental student representatives to address student grievances at The Graduate Center.

• *Funding Opportunities*

DGSC Grants. The DGSC provides funding for cultural events, conferences, performances, professional development activities, publications, seminars, and other projects organized by students from program standing or ad hoc committees, chartered organizations, or ad hoc groups not necessarily associated with programs or chartered organizations. The Grants Committee gives priority to applications that are interdisciplinary in nature and to programs, disciplines, and areas of interest that have not received grant funds during the current fiscal year. Participation in grant-funded activities must be free and open to all Graduate Center students. Specifics about grants can be found on the DGSC website at <http://www.cunydc.org/grants>.

Program Allocations. Funds derived from the Student Activity Fees are also available for use by the individual programs. Each program receives a per-semester allotment based on the number of students—either \$5 per student or \$200 per program, whichever is larger. These student funds must be obtained through program representatives to the DGSC and must be requested within the academic year for which the funds are allocated. Funds are disbursed as reimbursements through check requests, which can be filed at <http://www.cunydisc.org/works>.

- ***Outreach and Social Activities***

The DGSC keeps The Graduate Center community informed on important issues through the DGSC website, social media, the student newspaper (the *Advocate*), posters, and open forums. The DGSC also organizes free Graduate Center student social events, including all-school parties, as well as hosting a lunch and open house during new student orientation when funding allows. The Outreach Committee also organizes at least two campus outreach visits each semester, with campuses selected on a rotating basis.

- ***Legal Services***

The DGSC provides free legal consultations through a partnership with New York State licensed lawyers. To find out more and request a consultation, visit the DGSC website at <http://www.cunydisc.org/services/legalconsultation/>.

- ***Meeting and Event Space***

The Robert E. Gillette Student Center (5th floor) has a microwave, sofas, worktables, meeting space for student chartered organizations, and office spaces. To make arrangements for the use of student meeting space, file a room request on the DGSC website at <http://www.cunydisc.org/works>. The time and location of each DGSC event is posted on the DGSC website.

Academic Policies and Procedures

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' GC email addresses.

Registration

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. Individuals who are not in status will be considered withdrawn from The Graduate Center.

Registration information is emailed to students prior to the start of each semester. It is expected that all registrations will be completed by the end of the registration period. (See "Calendar," pages 2–3.)

Students delinquent in their financial accounts or obligations to the library or have outstanding equipment loans from Information Technology will not be permitted to register, take a leave of absence, or officially withdraw; nor will they be issued transcripts or diplomas (see page 65). In addition, students who fail to meet satisfactory progress requirements or to comply with New York State immunization laws, or who have outstanding obligations to the Offices of Financial Aid or Admissions, may not be permitted to register, take a leave of absence, or officially withdraw.

Notification of Student Immunization Requirements

Public Health Law 2165 requires that 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 in order to register, attend classes, or use University facilities. The Graduate Center is required to bar registration or administratively withdraw students who do not comply. Students administratively withdrawn incur full tuition liability. A copy of Public Health Law 2165 may be found in all Student Services offices. Specific questions should be directed to the Office of the Vice President for Student Affairs.

In addition, 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 by mail. Additional forms are available in the Wellness Center, Room 6422.

Change of Address

Address changes may be submitted online through the CUNYfirst Student Center.

Tuition and Fees

Payment Schedule

Full payment of tuition and fees is due by the first day of classes. A chart outlining the tuition charges and a list of fees are below. Make checks payable to CUNY Graduate Center. Payment may also be made by electronic checks and credit cards via link in the "Student Center" on CUNYfirst. Checks, cash, and money order payments may be made in person at the Bursar's Office. Nelnet payment plan is available via link in "Student Center" on CUNYfirst.

Payment by Mail

Make check or money order payable to CUNY Graduate Center and mail to:
The Graduate Center
Bursar Office, Room 8105.07
365 Fifth Avenue
New York, NY 10016-4309

Employee Tuition Waiver

Employees eligible for a CUNY employee tuition waiver must submit the original tuition waiver form to the Bursar’s office no later than **October 1** for the fall semester and no later than **April 1** for the spring semester.

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 \$20 will be assessed. If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees, and court costs, in addition to whatever amounts you owe the college. In addition, nonpayment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

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.

Schedule of Tuition Charges

Doctoral Students (and nonmatriculated students)

All except Audiology, Nursing Science, and Physical Therapy

	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)	\$4,965	\$965 per credit/WIU
Level I part-time	\$560 per credit/WIU	\$965 per credit/WIU
Level II full-time* only	\$3,110	\$6,910
Level III** full-time* only	\$1,235	\$2,450

Doctoral Students in Audiology

	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)	\$6,135	\$1,190 per credit/WIU
Level I part-time	\$695 per credit/WIU	\$1,190 per credit/WIU
Level II full-time* only	\$3,840	\$8,550

Master’s Students

Applicable to all students admitted before Fall 18 and students in the following programs regardless of admission date: **MA in Biography and Memoir, MA in Classics, MA in Comparative Literature, MA in Linguistics, MA in Philosophy, MA in Political Science, MA in Women’s and Gender Studies.**

	New York State Residents (rate per semester)	Out-of-State Residents and International Students (rate per semester)
Full-Time (9 or more credits)	\$5,545	\$855 per credit
Part-Time (fewer than 9 credits)	\$470 per credit	\$855 per credit
Maintenance of Matriculation	\$225	\$370

Master’s Students

Applicable to all students admitted Fall 18 or later in: **MS in Cognitive Neuroscience, MA in International Migration Studies, MA in Liberal Studies, MA in Middle Eastern Studies, MS in Data Science, MS in Quantitative Methods in the Social Sciences, MS in Data Analysis and Visualization, MA in Digital Humanities.**

	New York State Residents	Out-of-State Residents and International Students
	(rate per semester)	(rate per semester)
Full-Time (9 or more credits)	\$5,545	\$855 per credit
	+ \$100/credit (excellence fee)	+ \$100/credit (excellence fee)
Part-Time (fewer than 12 credits)	\$470 per credit	\$855 per credit
	+ \$100/credit (excellence fee)	+ \$100/credit (excellence fee)
Maintenance of Matriculation	\$225	\$370

*A student may attain full-time status for financial-aid purposes either by registering for a minimum of 7 academic credits/WIUs (doctoral degree students) or for a minimum of 9 academic credits (master’s degree students). Weighted Instructional Units (WIUs) 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. Note: Should an academic program deem it necessary for a student to register for a course on an audit basis, these hours are not applied toward the calculation of the student’s financial aid and 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 \$530 per credit for New York State residents and \$905 per credit for nonresidents; tuition for audited courses is the same as for credit courses.

Fees

- Doctoral and Master’s Application Fee \$75.00
- Readmission Fee \$20.00
- Student Activities Fee \$40.75*
- University Student Senate Fee \$1.45*
- 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 Bill Fee \$5.00
- Duplicate ID Card Fee \$10.00
- Duplicate Diploma Fee \$30.00
- Returned Check Fee \$20.00

*Billed to each student and nonrefundable, unless a student’s registration is cancelled by The Graduate Center or the student withdraws before the first day of classes.

Doctoral Levels

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. These levels are defined as follows:

Level I—Students who have completed fewer than 45 credits of graduate work (including approved transfer credit) and/or have not passed the First Examination. At Level I only, students who are New York State residents and enrolled on a part-time basis—fewer than 7 credits and weighted instructional units (WIUs)—are billed on a per-credit basis. In addition, both full-time and part-time out-of-state and international students at Level I are billed at the per-credit rate for all credits/WIUs.

N.B. 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. (For more details, see “Auditing Courses.”)

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. (See “Advancement to Candidacy.”) Level III students registering for non-90000 courses for credit will be charged additional tuition on a per-credit basis. Level III students do not incur additional charges for courses audited.

New York State Residency

In general, to qualify for the resident tuition rate at a senior college based on residency in the State of New York, a student must:

Be a U.S. citizen, permanent resident or in a qualifying immigration status

AND

Have continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve (12) consecutive months immediately preceding the first day of classes;

AND

Have a bona fide intention of living in New York permanently.

Qualifying for the Resident Tuition Rate Based on Having Attended and Graduated from a New York High School or Having Received a GED in the State of New York, including Undocumented and Out-of-State Immigrants.

Pursuant to Section 6206 (7)(a) of the New York State Education Law, students who are not residents of the State of New York, other than those in lawful non-immigration statuses, qualify for the resident tuition rate if one of the following conditions are met:

The student has 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.

The student has 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.

The student was enrolled in CUNY in the Fall of 2001 semester or quarter and was 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.

Any student who has been admitted to and is attending CUNY, who subsequently receives his GED, does not qualify for the resident rate under the conditions stated above. CUNY does not recognize a New York State GED from any student who has already received a high school diploma or its equivalent from elsewhere.

Petition for a Change of Residency

All students requesting a change of residency status must submit a “City University Residence” form 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.

Petition for a Change of Level

Students are responsible for ascertaining that their tuition level has been properly established. Students questioning their level for billing purposes must petition the Office of the Registrar and the Vice President for Student Affairs in writing **by the end of the third week of the semester in question**. 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 level 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 and receive grades of “WA” or “WN” 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 (see below). (See also “**Leave of Absence**,” “**Withdrawal**,” and “**Special Provisions for Students in the Military**.”)

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 activity fees and other nontuition charges cannot be refunded. Refunds of tuition must be based upon a timely 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:

Refund Schedule for Dropping Courses

- 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 and “W” grades will be assigned

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 13 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 13 weeks (five weeks for summer session). *Refunds.* The amount of the refund depends upon whether the withdrawal is before the fifth 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) 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.

Auditing Courses

Matriculated students may audit courses in which they have an interest so that they can increase their knowledge and proficiency. Students must formally register to audit courses in the same manner as for any other course. You must select the audit option at the time you process your registration or no later than the end of the add/drop period. "Unofficial" auditing is not permitted. Auditor status cannot be changed to credit status after the change-of-program period has ended. Similarly, credit status cannot be changed to auditor status after the same period. The grade notation "AUD," which carries no earned credit, cannot be changed to any other credit-bearing grade.

For doctoral Second- and Third-Level students, who are charged a flat tuition rate, there is no additional charge for auditing courses. For doctoral First-Level students and master's students, audited courses will be included in the calculation of total billable hours. Doctoral students assessed in-state tuition who are registered for 7 or more credits (whether for credit or as an audit) will be charged full-time tuition, whereas students registered for 6 or fewer total credits will be charged per credit. Thus, a student registered for both a 3-credit course for credit and a 3-credit course as an audit will be charged for 6 credits at the per-credit rate; and a student registered for both a 3-credit course for credit and a 4-credit course as an audit will be charged full-time tuition.

Nonmatriculant Enrollment

Enrollment in courses by students who have not been accepted for admission to The Graduate Center is at the discretion of each academic program. In no instance will anyone be permitted to accumulate a total of more than two courses or eight credits (whichever is less) as a nonmatriculant without written approval from the Office of the Vice President for Student Affairs.

Identification Card

All employees (staff and faculty) and students of The Graduate Center are required to carry a Graduate Center photo identification (ID) card with a current validation sticker in order to gain access to the building and the library.

All students enrolled at The Graduate Center will be issued an identification card that may be used for entry to the various CUNY libraries. Students may be asked to show the card when entering The Graduate Center or other City University buildings or when using any Graduate Center facilities. Unless tuition is paid, students will not be issued validation stickers for their identification cards. These stickers are required for borrowing books from the library.

Validation stickers may be obtained in the Bursar's Office. Students must show proof of payment for the current semester's tuition and fees before a card or validation sticker will be issued. Students who have lost their ID card will be issued a duplicate upon payment of a \$10 fee.

Access to the Library

The currently validated CUNY ID card with library patron barcode from the home campus library serves as the library card.

In accordance with the security regulations of The Graduate Center, all faculty, staff, and students are expected to carry their currently validated Graduate Center ID cards, or currently validated ID cards from other CUNY colleges, and to show these cards upon request. These cards must be shown for admission to the library.

Complete information about library access may be found at <http://library.gc.cuny.edu>.

Temporary Graduate Center Identification Card

Non-Graduate Center students who are currently enrolled in a class or classes scheduled at The Graduate Center may obtain a temporary Graduate Center ID card from the Office of Security and Public Safety upon presentation of confirmation of registration from the Office of the Registrar. Other non-Graduate Center students and Graduate Center students who do not have validated ID cards (e.g., students who are on approved leaves of absence) may file a written request in the Office of the Vice President for Student Affairs for consideration for a temporary Graduate Center ID card.

On occasion, some students arrive at The Graduate Center prior to being officially registered but still may need access to the building and the Library. In these cases, students can be issued a temporary card which will later be replaced by a regular student ID after the students register. Early-arriving students needing temporary ID cards are required to present a memo to Security from the program's Executive Officer or Assistant Program Officer, on Graduate Center letterhead stationery, requesting the temporary ID. The memo should state the student's name and the expiration date for temporary access (sometime around the registration period).

Temporary ID cards will be granted only under unusual circumstances when there are strong academic reasons for doing so. Persons who have any outstanding financial obligations to the University will not be eligible for consideration.

Program Changes

During the first week of each semester, students have the option of adding courses to their initial program and of dropping courses. During the second and third weeks, students may drop courses. Adds during the second and third weeks of the semester require the permission of the academic program and/or instructor. From the third to tenth week of the term, if a student elects to withdraw from a course, a "Course Withdrawal" form should be submitted to the Registrar. A grade of "W" will be assigned, and the student remains liable for tuition. A fee of \$18 may be assessed for any program changes made after a student's original schedule has been processed.

Grading System

A (plus or minus)	— Excellent
B (plus or minus)	— Good
C (plus or minus)	— 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 by the end of the semester and the instructor agrees to permit the student to complete the work at a later date. Effective Fall 2021 - The grade of “INC” lapses to an “FIN” grade no later than the last day of the following semester, or its equivalent in calendar time. Prior to Fall 2021 - The “INC” must be changed to a letter grade within the following calendar year, after which time the “INC” is considered permanent.

NGR — No Grade Recorded. No grade was received from the instructor.

WN — Never Attended. This grade is to be assigned by faculty if a student never attended a class. The grade is calculated into the GPA in the same way a “W” grade is calculated.

WU — A grade of “WU” is to be assigned to a student who attended a minimum of one class, completely stopped attending at any time before the final exam week, and did not officially withdraw.

* Please note two important changes have been made by the University to the uniform grading policy, effective the Fall 2021 semester:

The WU (unofficial withdrawal) grade, defined as a grade which is to be assigned to students who participate in an academically related activity at least once, completely stopped attending at any time before the culminating academic experience of the course, i.e., final exam, final paper, etc., and did not officially withdraw, is no longer considered a failing grade and is no longer calculated into the grade point average.

Graduate Students who receive an Incomplete (INC) grade must fulfill their academic obligation within one calendar year of the end of the semester in which the grade of Incomplete is given. Incomplete grades unresolved within the one year time-period will become FIN (F from Incomplete) grades in student records. The FIN grade is calculated into the grade point average as a failing grade and may not be changed thereafter.

This policy is effective beginning the Fall 2021 semester. The new policy does not apply to any INC grades from prior semesters (Spring 2021 or earlier) which will remain non-punitive grades when they convert to permanent incomplete grades consistent with the policy as published in the Fall 2020 GC Bulletin.

Incomplete Grades

For INC Grades in Courses Prior to Fall 2021: To resolve incomplete grades, students must fulfill their obligations within one calendar year after completion of the course. After one year, an incomplete (“INC”) will automatically 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. Incomplete grades cannot be changed to letter grades after a student has been advanced to candidacy and has been moved to Level III.

For INC Grades Effective Fall 2021: The grade of “INC” should only be given by the instructor in consultation with the student, 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. Graduate Students who receive an Incomplete (INC grade) must fulfill their academic obligation within one calendar year (or earlier campus deadline) of the end of the semester in which the grade of Incomplete is given. Incompletes unresolved in the above-mentioned time-period will become FIN in students’ records and may not be changed thereafter.

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. (Please refer to “Standards for Retention,” below, and to the section “Satisfactory Academic Progress” in this handbook.) Students should be aware that continued registration and most financial aid awards are conditional upon satisfactory 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.

Standards for Retention

Students’ records will be evaluated each semester, and matriculation may be terminated for unsatisfactory academic performance—generally considered less than a “B” average and/ or failure to meet other program requirements. Please refer also to “Satisfactory Academic Progress” on page 56.

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 your grade point average/cumulative index: “A” (+ or -), “B” (+ or -), “C” (+ or -), and “F.” Credits for all other grades are not counted toward your average.

- To compute your grade point average, complete the following steps:
- (1) Determine the total number of G.P.A. credits by adding up all the credits with letter grades “A” through “F.”
 - (2) For each course with a letter grade that counts toward your average, multiply the number of credits by the appropriate quality point value, as indicated below:

<u>GRADE</u>	<u>QUALITY POINT VALUE</u>
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
WU	0.00

- (3) Add the quality point values for all the courses to determine your total quality points.
 - (4) Divide the total quality points by the total number of credits (as computed in Step 1).
- The resulting figure is your grade point average/cumulative index. Please note that the index is computed to two decimal points and is not rounded off.

Credits with grades of “P” or “SP” do not figure into the computation of the grade point average but do count toward your degree. Advanced standing transfer credits also count toward your degree but may not figure into the index. In some cases, credits and grades earned at 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 shall not be computed into the grade point average.

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. Please refer to the sections on “Incomplete Grades,” “Standards for Retention,” “Computation of Grade Point Average,” and “Time Limits for Degrees,” which appear in this handbook’s section on “Academic Policies and Procedures.”

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.

Students who are employed as graduate assistants on departmental adjunct lines or as research assistants by individual grant holders must show satisfactory performance in these activities. If this performance is found to be unsatisfactory, such employment may be terminated. This type of termination is independent of satisfactory academic progress.

International Academic Student Travel Requirements

Students receiving any financial support from the University, including the GC, and who travel internationally for academic and/or research purposes (including but not limited to Dissertation Fellowship Awards, Doctoral Student Research Grants, Conference Presentation Support, etc.) who do not purchase the appropriate international travel insurance and submit all the appropriate forms will not receive funding for the purpose of travel.

At least two weeks prior to departure

All students participating in international academic travel for independent research, to attend academic conferences, or to participate in any University sponsored 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 University requires students to file with the Office of the Vice President for Student Affairs the appropriate signed CUNY Independent Travel Notification, Waiver, and Emergency Contact Form or International Travel Participation, Waiver, and Emergency Contact Form. If the student becomes aware that planned travel is to an area with a U.S. Department of State Level 3 or 4 Travel Advisory or Center for Diseases Control and Prevention (CDC) travel notice in effect, the student must consult with the Office of the Vice President for Student Affairs immediately regarding such Level 3 or 4 Travel Advisory or CDC travel notice. Students must submit a completed Student Travel Emergency Contact Information form. Students are to also register their international travel in the University's CUNY-GO registry and register for updates on their travel destination(s) from the U.S. Dept. of State's Smart Traveler Enrollment Program (STEP).

The forms can be found at: <https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Students>

Human Subjects Research

The CUNY Human Research Protection Program (HRPP) is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and students and Research Foundation (RF) CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and state regulations, University policy and the highest ethical standards. The CUNY HRPP is comprised of 3 University Integrated Institutional Review Boards (IRBs) and 22 on-site HRPP offices.

For more information about the CUNY HRPP, please visit <http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp>

Students conducting research under the supervision of Graduate Center faculty should also visit the GC HRPP webpage at www.gc.cuny.edu/hrpp.

Time Limits for Degrees

Doctoral Degree

All requirements for the Ph.D. degree must be completed no later than eight years after matriculation. A student who matriculates after the completion of 30 transfer credits of

acceptable work must complete all requirements within seven years. Students in other doctoral programs should consult The *Graduate Center Bulletin* for specific requirements.

Master's Degree

All requirements for the degree must be completed no later than four years after matriculation.

Periods of official leaves of absence are excluded from the time limits set for completion of degrees.

Extension of a time limit must be initiated by an Executive Officer and requires the approval of the Vice President for Student Affairs.

Advancement to Candidacy

Before a student can be certified as a candidate for a doctoral degree, the student must have completed all required course work with an overall grade average of at least "B," language and research tools requirements, the First and Second Examinations, and any special departmental requirements for certification; have a clear financial account; and be registered for the current semester. At least 30 credits of the required course work must have been taken at the City University of New York.

After advancement to candidacy, students are expected to maintain their matriculation by enrolling in the appropriate dissertation supervision course (except for approved leaves of absence) until completion of all remaining requirements for the degree.

N.B.: Dissertation defenses *cannot* be scheduled until after a student has been advanced to candidacy in accordance with the above certification requirements.

Dissertation Defense

Please follow individual program requirements for selection of the dissertation committee and arrangements for the defense. Note that at least three members of the dissertation defense committee must be members of The Graduate Center doctoral faculty. A minimum of four weeks prior to the scheduled dissertation defense, the program office should be provided with the following information to forward to the Provost, who then sends letters of invitation to the members of the committee: (1) Name of the student; (2) Title of dissertation; (3) Date, time, and place of the defense; and (4) Names of committee members, their affiliation, and addresses to which invitations are to be sent.

Doctoral Dissertations

Students are required to deposit dissertations with the library electronically in PDF format via an online submission process. The library no longer archives print copies of dissertations. A preliminary review meeting with the Dissertation Librarian prior to deposit is optional. For further instructions regarding the deposit procedures, please consult the library website: <http://library.gc.cuny.edu/dissertations>.

Candidates must apply for graduation in the CUNYfirst system at least two weeks prior to submitting their work to the library. Upon doing so, student records will be checked by the Bursar, the Registrar, the Office of Financial Aid, the Director of the Office of International Students (if applicable), and The Graduate Center library. Proof of graduation will be withheld until all account holds are cleared.

Awarding of Degrees

Degrees are awarded three times per academic year. In order for the degree to be awarded (and for the dissertation or thesis to be deposited, if applicable) the candidate must meet academic degree requirements in their program of study and the following enrollment requirement:

For the degree to be awarded in February, candidates must be enrolled the preceding Fall semester; for May/June, the concurrent Spring semester; for September 30, the preceding Spring semester.

Leave of Absence

Leaves of absence will be granted to students deemed to be in good standing who wish to interrupt their 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) and the 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 (see page 27 under "Veterans' Benefits"). Any international student with F-1 (student) or J-1 (exchange visitor) status should consult the Office of International Students before applying for a leave. A \$20 readmission fee will be assessed upon the student's return. 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 processed.

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 and International Students (if applicable), as well as the 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.

Course Withdrawal Policy for Fellowship Recipients

In order to receive a fellowship, students must be registered full-time (7 credits/WIUs). Audit credits do not count towards full-time enrollment for financial aid/fellowship purposes.

Students who drop below full-time but remain enrolled will have their fellowship, including tuition coverage, cancelled. Students will be responsible for paying any remaining tuition charges and returning any stipend funds they had been paid.

Students who withdraw from all of their courses before 60% of the semester has passed will have their fellowship, including tuition coverage, cancelled. Students will be responsible for paying any remaining tuition charges and returning any stipend funds they had been paid.

Students who withdraw from all of the courses after 60% of the semester has passed will be able to retain their fellowship and tuition coverage.

Course withdrawal can affect a student's academic progress and future financial aid eligibility.

Students considering withdrawing from a course are strongly advised to speak with financial aid about the impact of the withdrawal on their financial aid.

Readmission

Readmission following a withdrawal is at the discretion of the student's program. An Application for Readmission must be filed in the Office of the Registrar. It will be forwarded to the appropriate academic program office for consideration. Academic work (including courses, examinations, and dissertation proposals) completed before the student withdrew from The Graduate Center will be reevaluated upon readmission and will be credited toward completion of a degree at the program's discretion. A \$20 readmission fee will be assessed.

Student's Right to Review Education Records

A student generally has the right to review their own *education records*.

Procedures for Review and Inspection

1. A college must permit a student to inspect and review his/her education records within 45 days of the college's receipt of a request for access, subject to the exceptions below. Such request shall be made to the college's Registrar. Although an initial request may be oral, the college should require the student to put the request in writing and identify the records the student wishes to inspect. A school official may be present when the student inspects and reviews education records; this is advisable if the student is inspecting original records. FERPA provides a right to inspect and review; it generally does not require the college to provide copies of records to the student or to allow the student to make copies on their own electronic device.

2. If the request is denied or not responded to within 45 days of receipt, the student may appeal to the College's *FERPA Appeals Officer*. The appeal must be in writing and should identify the particular records to which access was requested, the date of the original request for access, the person to whom the request was made, and the reasons why the student believes that the student has a right of access to the record. The *FERPA Appeals Officer* should render a decision on the appeal no later than 30 days after receipt of the appeal. Denial of an appeal for access must be in writing and contain the reasons for the denial and a statement that the student has a further right to appeal.

Records Not Subject to Mandatory Access

A student has no right to review, and the College need not permit inspection of, the following types of records. (Please note that other laws, such as state medical privacy laws or the New York State Freedom of Information Law (FOIL), may relate to some of these categories).

1. Confidential letters and confidential statements of recommendations placed in the education records before 1975, or after January 1, 1975, if the student (1) has waived the right to inspect and review those letters and statements, and (2) those letters and statements are related to the student's (a) admission to an educational institution, (b) application for employment, or (c) receipt of an honor or honorary recognition; and (3) the waiver is not required as a condition of admission to or receipt of another service or benefit from the college.

2. Financial records of the student's parents, and any information those records contain.

3. Records that are in the sole possession of the maker, are used as a personal memory aid and are not accessible or revealed to another person except a temporary substitute for the maker of the record.

4. Records maintained on behalf of a college by its law enforcement unit (i.e. Public Safety Department or equivalent), or by a contract guard service, provided that such records are: (1) created and maintained by the law enforcement unit; and (2) created for a law enforcement purpose. This law enforcement unit exception does not apply to copies of law enforcement unit records in the possession of another office within the college or to records created and maintained by the law enforcement unit exclusively for a non-law enforcement purpose.

5. Employment records of a college employee who is also a student provided that: (a) such records are normally maintained by the college; (b) such records relate exclusively to the individual's employment; (c) such records are used only for employment purposes; and (d) such employment is not the result of student status (e.g., work study, graduate assistants).

6. Records made by a health care provider—a physician, psychiatrist, psychologist, or other recognized professional/paraprofessional acting or assisting in his or her professional or paraprofessional capacity, which: (a) are created, maintained, or used only in connection with the provision of treatment of the student, and (b) are not disclosed to anyone other than the individuals providing the treatment.

7. Records which pertain to a student but were generated after the student is no longer in attendance and not directly related to attendance as a student (for example, alumni records created after the student's graduation.)

8. Grades on peer-graded papers before they are recorded by a teacher.
9. Any other record, which, pursuant to any other law or regulation, is privileged, or which is otherwise inaccessible to the student.

Procedures for Amending or Correcting Records

1. If a student believes that his/her education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the college to amend the record. The college shall decide whether to amend within a reasonable time after receiving the request. If the college denies the student's request, it shall inform the student of its decision and of the student's right to appeal to the *FERPA Appeals Officer*. A student may not contest the assignment of a grade through this procedure, but may contest whether the assigned grade was recorded accurately.

2. The *FERPA Appeals Officer* shall hold a hearing within a reasonable time after receipt of the appeal; reasonable notice of the date, time and place of the hearing shall be given to the student. The student shall be given a full and fair opportunity to present relevant evidence. The student may be assisted or represented by one or more individuals of his/her choice. The decision must be based solely on the evidence presented at the hearing. The *FERPA Appeals Officer* shall within a reasonable time after the hearing issue a decision in writing and include a summary of the evidence and the reasons for the decision.

3. If as a result of the hearing, the *FERPA Appeals Officer* decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the college shall: (a) amend the record accordingly; and (b) inform the student of the amendment in writing. If, on the other hand, the college decides that the information is correct and not in violation of the student's privacy rights, it shall inform the student of his/her right to place a statement in the record commenting on the contested information or stating why he or she disagrees with the decision of the college. If a statement is placed in the education records of the student, the college shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Disclosure of Education Records

Student Consent Required

A student's written consent is required to disclose personally identifiable information (PII) contained in education records to someone other than the student, unless the information disclosed is Directory Information or another specific exception (including the exemption for disclosure to School Officials) applies.

1. The consent must be signed and must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; and (3) identify the party or class of parties to whom the disclosure may be made.
2. Students and alumni requesting disclosures must provide proof of identity.

Directory Information

A college may disclose "directory information" to someone other than the student without a student's written consent. One of the primary purposes of directory information is to allow the college to include this type of information from the student's education records in certain school publications, such as on-line directories, yearbooks, Dean's list and other recognition lists, commencement programs, and sports activity materials.

1. Directory information consists of a student's:
 - a. Name
 - b. Address (to limited recipients set forth below)*
 - c. Email address (to limited recipients set forth below)*
 - d. Telephone number (to limited recipients set forth below)*
 - e. Attendance dates (semesters and sessions, not daily records)
 - f. Photograph
 - g. 8-digit student ID number (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity)

- h. Enrollment status (full or part-time, undergraduate or graduate, etc.)
- i. Level of education (credits completed)
- j. Degree enrolled for and major field of study
- k. Participation in officially recognized activities and sports (teams)
- l. For members of athletic teams only, height and weight
- m. Degrees, honors and awards received

*Address, email address and telephone number may be released only to employees of the University and its constituent colleges for the purpose of conducting legitimate University business. They may not be shared with individuals and organizations outside the University.

- 2. Directory information does not include a student's social security number, race, ethnicity, gender or immigration status.
- 3. Each college must notify its students about directory information and allow them to request that the college not disclose such information. A student may request that directory information not be released without prior written consent by completing a form to be made available on the college's web site as well as in the Registrar's office of each college during regular business hours. Attachment C is a Directory Information Non-Disclosure Form. Students may not block release of their names, identifiers, or email addresses in classes in which the students are enrolled, and may not refuse to display student ID cards or badges.

Disclosure of Education Records without Prior Consent

A college may (and sometimes must) disclose personally identifiable information from an education record of a student without prior consent under the following circumstances:

- 1. *Health and Safety Emergencies.* The disclosure is to appropriate parties (including the student's parents) in an emergency if the information is necessary to protect the health or safety of the student or other individuals. This exception applies where a college, taking into account the totality of the circumstances, is able to articulate a significant threat to the health or safety of a student or other individual and discloses information to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. OGC should be consulted, if possible, prior to the release of information under this emergency provision.
- 2. *To School Officials.* The disclosure is to a School Official, as defined above, who has a legitimate educational interest in the record. The College must use reasonable methods to ensure that School Officials have access only to those records in which they have legitimate educational interest. A legitimate educational interest includes the need for one college to access student records maintained by another college in connection with the investigation or potential discipline of the student for alleged misconduct.
- 3. *Enrollment or Transfer.* The disclosure is to an official or employee of another college or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer, provided that the college also gives the student written notice of such disclosure, and upon request, a copy of the record that was disclosed.¹
- 4. *Designated Governmental Authorities.* The disclosure is to authorized representatives of the United States Comptroller General, Secretary of Education, or Attorney General or to State or local educational authorities, in connection with an audit or evaluation of Federal or State supported education programs or for the enforcement of or compliance with Federal legal requirements which relate to those programs.
- 5. *Financial Aid.* The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for purposes such as the determination of eligibility, amount or conditions, or enforcement of the terms and conditions of the aid.
- 6. *Court Order or Subpoena.* The disclosure is to comply with a judicial order or lawfully issued subpoena. Before complying with an order or subpoena, the college must notify

¹ Providing PII from an education record to a party identified as having provided or created the record is not a "disclosure," and a student's consent is not required to do so. This exception covers situations in which a student submits a transcript, letter of recommendation or similar document which the college believes may be fraudulent. FERPA permits the college to show the document to the purported creator to verify authenticity.

the student so that the student may seek protective action and do so by mail five business days in advance of compliance, unless a shorter period has been authorized by OGC. The notice should be sent to the last known address for the student and may also be sent to the student's last known email address.

There is an important **exception** to the requirement that students be notified in advance of compliance with a subpoena, if a subpoena is (a) a Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response not be disclosed; (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an *ex parte* court order obtained by the United States Attorney General or appropriate designee concerning investigations or prosecution of certain federal crimes relating to domestic or international terrorism.

7. *Studies Exception.* The disclosure is to an organization conducting a study for or on behalf of the college, pursuant to a written agreement, to (a) develop, validate, or administer predictive tests, (b) administer student aid programs, or (c) improve instruction, so long as the study does not permit personal identification of parents and students by those other than representatives of the organization with legitimate educational interests, and so long as the information is destroyed or returned to the educational institution after the study is over.

8. *Accrediting Organizations.* The disclosure is to accrediting organizations to carry out their accrediting functions.

9. *Disciplinary Proceedings arising from alleged crimes of violence or nonforcible sex offenses.* The final results of such proceeding may be disclosed only in these circumstances:

- a. The disclosure is of the final results of a disciplinary proceeding against a student whom the college has determined violated an institutional rule or policy in connection with alleged acts that would, if proven, also constitute a crime of violence or nonforcible sex offense. Only the disciplined student's name, the violation committed (including rules violated and essential finding of fact supporting the determination), and the sanction imposed may be disclosed. This applies only if the final results were reached after October 6, 1998. The release may not include the name of any other student, such as a victim or witness, absent that student's consent.
- b. The disclosure is of the final results of a disciplinary proceeding and made to the victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, even if the institution concluded that no violation was committed.

10. *To parents or guardians of financially dependent students.* The disclosure is to a parent or legal guardian and the student is a dependent of the parent or legal guardian as defined in the Internal Revenue Code Section 152. A copy of the parent's or guardian's latest tax return may be requested as documentation.

11. *Alcohol or substance use by those under 21.* The disclosure is to inform

- a. parent or legal guardian of a student under the age of 21 at the time of the disclosure that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance. The determination may be made other than through a disciplinary proceeding.

12. *Litigation and administrative proceedings.* The disclosure is made in litigation brought by the student against CUNY, or litigation by CUNY against the student and the records are relevant to that litigation. Similar disclosures are permissible where the institution must defend itself against a complaint made by the student to a government entity or an accreditation or licensing organization.

13. *Registered Sex Offenders.* The disclosure concerns sex offenders or other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (Wetterling Act), 42 U.S.C. § 14071, and the information was provided to the college under that statute and applicable federal guidelines.

14. *Foreign Students with F or J visas.* The Department of Homeland Security Office of Immigration and Customs Enforcement ("ICE") is entitled to specified PII about foreign students with F or J visas: the student's name, date and place of birth, country of citizenship, student identification number, physical and mailing addresses, current academic status, date of commencement of studies, degree program and field of study, course titles

and grades, grade point average for each term, information about certification for practical training, statement of graduation or termination date and reason, number of credits completed each semester and the student's I-20 ID. ICE representatives do not need a subpoena to obtain this information and notice to the student is not required. Upon request (which the college may obtain in writing), the school has three work days to respond to any request for information concerning an individual student. If the request concerns a student who is being held in custody, the college must respond orally on the same day. The college is allowed ten work days to respond to information about a class of students.

15. *Students in the Foster Care System.* The disclosure concerns a student who is in a foster care placement, and the disclosure is to a representative of a child welfare agency legally responsible for the care and protection of the student such as the New York City Administration for Children's Services.

16. *De-identified records and information.* The disclosure is of de-identified records and information and the College has reasonably determined that the student is not personally identifiable, taking into account other reasonably available information.

17. *To Military Recruiters (Solomon Amendment).* In accordance with federal law, educational institutions are required to disclose student recruitment information to U.S. military recruiters. This information consists of a student's name, addresses, telephone listings, date and place of birth, level of education, academic major, degrees received and educational institution in which the student was most recently enrolled.

Recordkeeping Requirements

The Registrar's office of each college shall maintain a record of each request for and disclosure of a student education record, other than directory information. For each disclosure, the record must include the parties who have requested and received personally identifiable information from the education records and the basis for obtaining the information, including, in the case of a health or safety emergency, the "articulable and significant threat" to health and safety of a student or other individuals.

Redisclosure of PII

A college may disclose PII from the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the student or the college's authorization. Personally identifiable information which is disclosed to an institution, agency or organization, however, may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made. The party to whom the disclosure is made shall be informed in writing of this requirement.

Procedural Requirements

Annual Notification of Rights

1. Each college must annually inform its current students of their rights under FERPA. While this notification does not need to be made to students individually, it must be by a means likely to inform students of their rights, such as: in a schedule of classes, student handbook or calendar of school events, or posted at the Registrar's office at the school. This notice should also be placed on the college's web site.

2. Notification of Student Rights Concerning Education Records and Directory Information, which includes (a) a statement of the procedures for inspection and review and amendment of education records, (b) the procedure for requesting amendment of records, the criteria for determining who is a School Official, and what is a legitimate educational interest, (c) rights of appeal, and (d) directory information and how to request non-disclosure.

Appeal Rights

1. A student may appeal an alleged failure by any college to comply with the requirements of FERPA to the College's FERPA Appeals Officer, and may appeal the decision of that college officer to the General Counsel within 30 days of the decision of the

FERPA Appeals Officer. Attachment E is a form for appeals to OGC. It must be completed in writing and submitted with a copy of the determination of the FERPA Appeals Officer and the reasons why the student disagrees with the determination. If the FERPA Appeals Officer does not issue a decision within 30 days of an appeal or the holding of a hearing thereon, whichever is later, the student may also file with OGC.

2. The General Counsel shall render a decision no later than 30 days after the receipt of the appeal. Decisions of the General Counsel shall be submitted to the Board Committee on Student Affairs and Special Programs for its approval, and the student may submit a response.

3. Students are also entitled to file grievances about violations of FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-8520.

Denial of Student Services

The Board of Trustees of the City University of New York has a formal policy that prohibits all college services 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) or who is in default for any loan 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 their degree, certificate, or transcripts; nor are they eligible to receive additional student aid until the default/delinquency has been satisfied.

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 unpublished 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 and 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. 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>.

Student Appeals Policies and Procedures

There may at times be problems affecting students' academic success, progress toward the degree, or relationships within the program. As such situations arise, students are advised to attempt to address the issues with the individual faculty, the Executive Officer, and/or the Executive Committee. If these avenues do not appear to offer satisfactory solutions, the Vice President for Student Affairs may be consulted (Matthew G. Schoengood, Telephone: 1-212-817-7400). The Graduate Center's Ombuds Officer is also available to consult confidentially (Martin R. Gitterman, Ph.D., Telephone: 1-212-817-7190); see page 34.

The appeals policies and procedures described below distinguish between disputes concerning grades and disputes concerning termination of matriculation. Appeals of administrative decisions that affect academic progress fall under the appeal procedures for disputes concerning termination. (Note: Prior to going forward with the appeal, students may want to consult with the Ombuds Officer about resolving the issue informally.)

Registration pending appeal: While an appeal is in process, the student appealing may register. A student registered on the basis of a pending appeal of termination of matriculation may register only on record; the student may not register for classes. Students registered during an appeal are not eligible to receive institutional or Federal aid.

Administrative Disputes Concerning Grades

Policy

The mode of determining grades in a course for a student who for nonacademic reasons does not complete the work in the course shall be uniform in a given program. When appropriate, it shall be reviewed by joint administration-student-faculty consultation and shall not compromise the educational quality of the degree.

Procedure

A.1. A student believing himself or herself aggrieved by a grade given for nonacademic reasons should first informally discuss the matter with the instructor.

2. If the matter is not informally resolved, the student shall, within 30 days of receiving written notification of the failure to reach a resolution, request in writing that a determination be made by the Executive Committee of the program. The student may submit any evidence or argument in writing to the committee and may, if he or she chooses, be heard in person. The committee shall consider the matter de novo and make such investigation as it deems necessary. It shall advise the student within a reasonable time of its determination.

B. A student may appeal the Executive Committee's determination to the Provost's Office within 30 days of receiving written notification of the determination. The Provost's Office shall review the record and make a determination thereon, which shall be final.

Academic Disputes Concerning Grades

Policy

The doctoral faculty as a whole and, more specifically, the faculty of a doctoral program are responsible for determining the requirements and standards of performance for courses and for qualifying examinations. A course instructor retains considerable discretion in these matters. The instructor is under obligation, however, to ensure that the course syllabus is consonant with the goals of the curriculum of the degree program. The expected level of performance in a given course shall reflect levels of difficulty relevant to the educational objective of the program. In addition, the instructor has an obligation to students to make clear the basis of evaluation (e.g., reading assignments, papers, contributions to seminar discussions, experimental work) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

Procedures

A.1. In the case of disputes with respect to grades for work in a course, final course grades, grades on first and second qualifying examinations, or the dissertation defense, the student should discuss the matter with the instructor; or, in the case of a qualifying examination, with one or more examination readers identified by the Executive Officer; or, in the case of the dissertation defense, with the adviser. The student may be accompanied by a student or other member of The Graduate Center community in discussion with the instructor or readers or adviser. Under the federal Family Educational Rights and Privacy Act (FERPA), students have the right to review their examinations.

2. If the matter is not resolved, the student may, within 30 days of receiving written notification of the failure to reach resolution, register a formal complaint with the Executive Officer of the program, who shall consult with the instructor or readers and/or the student's adviser and attempt to resolve the matter.

3. If the matter is not informally resolved by the Executive Officer, the student may, within 30 days of receiving written notification of the failure to reach resolution, appeal the grade in writing to the Executive Committee. The Executive Committee will either hear the appeal itself or appoint a special grade appeal committee (consisting of no fewer than three faculty members) which will hear the appeal and report to the Executive Officer who will transmit the decision of the Executive Committee or the special grade appeals committee to the student in writing. The student may submit written evidence and statements to the committee and, upon request, shall be heard by the committee. When the grade on a qualifying examination results in termination by formal program policy, any dispute with respect to that grade shall be addressed as a dispute concerning academic termination.

B. The student may appeal the program's decision to the Provost's Office within 30 days of receiving notification of the decision by the filing of a written complaint stating the basis for the student's belief that the action taken was without reasonable or adequate basis.

The Provost's Office shall refer the appeal to the Student Academic Appeals Committee. The Appeals Committee shall consider whether the student was fairly treated in accordance with the policies and procedures of the doctoral program and The Graduate Center. The committee shall accept evidence and argument orally and/or in writing from the student and the instructor or faculty, Executive Officer, and/or adviser and may make such further investigation as it deems appropriate. The committee shall make a recommendation to the Provost's Office, where the determination shall be final.

Disputes Concerning Academic Termination

A student may be terminated from a doctoral program and from The Graduate Center by a formal action of the Executive Committee of the program or by established formal policy of the program.

A. The student may appeal the termination decision to the Executive Committee within 30 days of receipt of the letter of termination from the program. (In exceptional circumstances, the student may request an extension to the appeal deadline from the Executive Officer or from the Associate Provost and Dean for Academic Affairs.) The student may submit written evidence and statements to the committee and, upon request, shall be heard by the committee. The student shall be given the opportunity to withdraw from the program before any official action is taken.

B. The student may appeal the determination of the Executive Committee within 30 days of receipt of written notice of the determination by notifying the Provost's Office in writing of such appeal. Upon meeting with the Associate Provost to review the appeals procedure, the student may submit the appeal for referral to the Student Academic Appeals Committee. The committee shall review the record before the Executive Committee and shall accept evidence and argument orally or in writing from both the student and the Executive Committee and may make such further investigation as it deems appropriate. The committee shall make a recommendation to the Provost's Office, where the determination shall be final.

Procedures for Handling Student Complaints About Faculty Conduct in Academic Settings

I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity, and conduct unbecoming a member of the staff.

II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the “Fact Finder.”) Only students in a faculty member’s class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson’s stead. Further, the college president may reassign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact

Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member, and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.

F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate, and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The committee shall issue a written decision within 20 calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

VI. Subsequent Action. Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

VII. Campus Implementation. Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members, and students and post them on the college website.

Other Institutional Policies

Email Communication Policy

Students should note that The Graduate Center sends official email only to students' GC email addresses.

City University of New York Privacy Policy

The City University of New York Privacy Policy applies to users of cuny.edu and is intended to explain what types of information is gathered from users and how that information is used. Members of The Graduate Center Community should also refer to the City University of New York Policy on Acceptable Use of Computer Resources which outlines CUNY's internal policy for the use and protection of CUNY computer resources. <http://www.cuny.edu/website/privacy.html>

City University of New York Policy on Acceptable Use of Computer Resources

CUNY's computer resources are dedicated to the support of the University's mission of education, research and public service. In furtherance of this mission, CUNY respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry. Users are responsible for reading, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their use of CUNY networks, equipment, and resources. In particular, all users should be aware that New York State's Freedom of Information Law requires disclosure, on request, of information kept, maintained, filed or produced on CUNY computer resources, unless a specific statutory exemption applies. <http://www.cuny.edu/about/administration/offices/CIS/policies/ComputerUsePolicy.pdf>

Resources for Combating Sexual Harassment/Sexual Assault (Title IX)

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, discrimination on the basis of gender in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, is a form of gender discrimination prohibited by Title IX and by CUNY policy. The U.S. Department of Education's Office for Civil Rights defines sexual harassment as unwelcome conduct of a sexual nature that can include unwelcome advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, as well as acts of sexual violence. Harassing conduct creates a "hostile environment" when it is so severe or pervasive that it interferes with a student's ability to participate in educational activities.

If you are the victim of gender-based harassment, domestic violence, sexual or dating violence, or stalking you should immediately contact one of The Graduate Center officials listed below so they can investigate the allegation and take prompt and effective steps to address the situation:

- Interim Vice President for Institutional Equity and Human Resources/Chief Diversity Officer and Title IX Coordinator
Pinar Ozgu, Room 8204.03, 212-817-7100, pozgu@gc.cuny.edu
- Chief Student Affairs Officer / Vice President for Student Affairs:
Matthew G. Schoengood, Room 7301, 212-817-7400
mschoengood@gc.cuny.edu
- Director of Public Safety: John Flaherty, Room 9117, 212-817-7761,
jflaherty@gc.cuny.edu
- Executive Director of Human Resources: David Boxill, Room 8403, 212-817-7700
dboxill@gc.cuny.edu

For additional information and resources see <http://www.gc.cuny.edu/TitleIX>

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PREAMBLE

This Policy prohibits Sexual Misconduct at The City University of New York (“CUNY”). In addition to defining what constitutes Sexual Misconduct and explaining the resources available to those affected by Sexual Misconduct, this Policy details CUNY’s procedures for investigating and adjudicating allegations of Sexual Misconduct. CUNY’s process for addressing allegations of Sexual Misconduct is based on federal, state and local laws, including Title IX, the federal law that prohibits sex discrimination in education and New York State’s Education Law Article 129- B, also known as the “Enough is Enough” law. Each time there is a change in the law, CUNY must review and revise this Policy.

In May 2020, the United States Department of Education (“USDOE”) issued regulations that significantly limited the behavior that constitutes sexual harassment prohibited by Title IX—this behavior is now referred to as Title IX Sexual Harassment.

Title IX Sexual Harassment is defined by the USDOE to mean conduct on the basis of sex that occurs in CUNY’s education program or activity against a person in the United States and that satisfies one or more of the following: (1) a CUNY employee conditioning the provision of an aid, benefit, or service of CUNY on an individual’s participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CUNY’s education program or activity; or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined in this Policy.

The regulations mandate a specific procedure for the investigation, resolution and adjudication of allegations of Title IX Sexual Harassment (“Title IX grievance procedure”). The regulations state that educational institutions may still prohibit sexual misconduct that falls outside of the narrow definition of Title IX Sexual Harassment and CUNY will continue to prohibit, investigate and adjudicate such conduct - for example, conduct that has a reasonable connection to CUNY but occurs outside of CUNY’s education program or activity, conduct that occurs outside the United States or unwelcome physical or verbal conduct of a sexual nature that does not meet the severe, pervasive and objectively offensive standard.

This Policy uses Sexual Misconduct as an umbrella term that covers all conduct prohibited by the Policy— regardless of whether that conduct meets the Title IX Sexual Harassment definition or not. Sexual Misconduct that falls outside the scope of Title IX Sexual Harassment will be referred to as a Non-Title IX Sexual Misconduct matter.

While the regulations specify a strict and complex Title IX grievance procedure for Title IX Sexual Harassment matters, those procedures are not required when Sexual Misconduct falls outside the scope of Title IX and CUNY determined that it would not use the Title IX grievance procedure for Non-Title IX Sexual Misconduct matters. Therefore, to ensure compliance with Title IX, as now interpreted, as well as other federal, state and local laws, this Policy provides two different sets of procedures: Title IX Sexual Harassment matters will follow the Title IX grievance procedure required by the regulations and Non-Title IX Sexual Misconduct matters will follow a different process that largely mirrors the CUNY investigation and adjudication process that existed under previous versions of this Policy, with a few changes and updates.

I. Policy Statement

CUNY students, employees and visitors deserve the opportunity to live, learn and work free from Sexual Misconduct. Accordingly, CUNY is committed to:

1. Defining conduct that constitutes Sexual Misconduct;
2. Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct;
3. Providing ongoing assistance and support to all parties after allegations of Sexual Misconduct have been made;
4. Promptly and respectfully responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate and taking action to investigate and address any allegations of retaliation;

5. Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this Policy, as well as a “Students’ Bill of Rights” and implementing training and educational programs on Sexual Misconduct to college constituencies;
6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of allegations of Sexual Misconduct;
7. Distinguishing between the specific conduct defined as Title IX Sexual Harassment by the USDOE and the broader definition of Sexual Misconduct prohibited by this Policy; and
8. Ensuring compliance with the federal regulations under Title IX, and other federal, state and local laws.

This is CUNY’s sole policy to address Sexual Misconduct and it is applicable at all CUNY colleges and units. This Policy will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

II. Scope of This Policy

This Policy governs the conduct of CUNY students, employees and visitors. Visitors may report a violation of this Policy and may also be subject to restrictions for failing to comply with this Policy. This Policy prohibits Sexual Misconduct that occurs on CUNY property and conduct that occurs off CUNY property but has a reasonable connection to CUNY.

III. Prohibited Conduct and Definitions

This Policy prohibits Sexual Misconduct (addressed in this section), Retaliation (addressed in Section VII-G and defined below), knowingly submitting false statements or information (defined below) and certain intimate relationships between students and faculty members/employees (addressed in Section XIV).²

The following behaviors constitute Sexual Misconduct prohibited under this Policy:

- a. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. Dating violence includes the threat of sexual assault or physical abuse. The existence of such a relationship is determined based on a consideration of the following factors: (1) The length of the relationship; (2) The type of relationship and (3) The frequency of interaction between the persons involved in the relationship. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature.
- b. **Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under applicable domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person’s acts under applicable domestic or family violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.
- c. **Sexual Assault: Contact** is any sexual contact, including sexual touching for the purpose of sexual gratification of either party or degrading or abusing such person, without a person’s consent. Sexual touching includes contact under or over clothing

² Sex discrimination that does not constitute Sexual Misconduct is not addressed in this Policy but is covered by CUNY’s Equal Opportunity and Non-Discrimination Policy. Sex discrimination is defined as treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.

with another person's anus, breasts, buttocks, genitals, groin or inner thigh; touching another person anywhere with any of these body parts; making another person touch any of these body parts under or over clothing; or the emission of ejaculate on the clothing or body of another person.

- d. **Sexual Assault: Penetration** is any form of vaginal, anal, or oral penetration or attempted penetration, however slight, by a penis, object, tongue, or finger without a person's consent. This term includes incest and statutory rape.
- e. **Sexual Harassment** is unwelcome verbal or physical behavior based on a person's sex (including sexual orientation, gender, gender expression and gender identity, including transgender status). Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive. This includes unwelcome conduct when: (1) a CUNY employee conditions the provision of an aid, benefit, or service of CUNY on an individual's participation in unwelcome sexual conduct (quid pro quo); and/or (2) such conduct alters the conditions of, or has the effect of interfering with, an individual's educational or work experience by creating an intimidating, hostile or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant. While it is not possible to list all circumstances that might constitute Sexual Harassment, the following are some examples of conduct that might constitute such harassment:
- Suggestive body language or inappropriate or unwelcome physical contact that does not qualify as Sexual Assault: Contact;
 - Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
 - Making lewd or sexual comments about an individual's appearance, body, or clothing;
 - Visual displays or distribution of sexually explicit drawings, pictures, or written materials;
 - Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures; or
 - Offensive comments regarding a person's sexual orientation, gender identity or gender expression, such as persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.
- f. **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for their safety or the safety of others or (2) suffer substantial emotional distress. This Policy addresses stalking that is based on sex (including sexual orientation, gender, gender expression and gender identity, including transgender status). All other stalking will be addressed under other applicable policies.
- g. **Title IX Sexual Harassment** is a subset of the broader definition of Sexual Harassment above. It is defined by the USDOE to mean conduct on the basis of sex³ that occurs in CUNY's education program or activity against a person in the United States and that satisfies one or more of the following: (1) a CUNY employee conditioning the provision of an aid, benefit, or service of CUNY on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CUNY's education program or activity; or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined in this Policy.
- h. **Voyeurism** is unlawful surveillance and includes acts that violate a person's right to privacy in connection with their body and/or sexual activity such as:
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

3 "Basis of sex" includes sexual orientation, gender, gender expression and gender identity, including transgender status.

- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness where that person would have a reasonable expectation of privacy, without that person's consent;
- Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness where that person would have a reasonable expectation of privacy, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure; or
- Using or installing, or permitting the use or installation of a device for the purpose of recording another person's sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person's consent.

Other important terms and concepts addressed in this Policy:

a. Consent means affirmative consent.

b. Affirmative Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- In order to give consent, one must be of legal age (17 years or older in New York).
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.

c. Sexual Act/Sexual Activity is

- Any form of vaginal, anal, or oral penetration or attempted penetration, however slight, by a penis, object, tongue or finger.
- Any sexual contact, including sexual touching. Sexual touching includes contact under or over clothing with another person's anus, breasts, buttocks, genitals, groin or inner thigh; touching another person anywhere with any of these body parts; making another person touch any of these body parts under or over clothing; or the emission of ejaculate on the clothing or body of another person.

d. Complainant refers to the individual who alleges that they have been the subject of Sexual Misconduct, and may be a CUNY student, employee (including all full-time and part-time faculty and staff and paid/unpaid interns) or visitor. Under this Policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.

e. Confidentiality is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers and pastoral counselors may offer confidentiality. See additional discussion in Section VI.

f. Day Whenever this Policy refers to a "day," it means a calendar day other than a Saturday, Sunday or federal or state holiday.

- g. Knowingly submitting false statements or information** means knowingly making false statements or submitting false information in connection with any allegation of Sexual Misconduct (as opposed to providing information which, even if erroneous, is provided in good faith). Anyone who knowingly makes false statements or submits false information in connection with any allegation of Sexual Misconduct will be subject to disciplinary action in accordance with CUNY Bylaws, policies and collective bargaining agreements.
- h. Non-Title IX Sexual Misconduct Matter** is the term used to describe allegations of Sexual Misconduct that do not meet the definition of Title IX Sexual Harassment and therefore will be resolved, investigated and adjudicated pursuant to the procedures outlined in Section XII.
- i. Party** is a complainant or respondent.
- j. Preponderance of evidence** is the standard of evidence used during the investigation and adjudication of Sexual Misconduct allegations under this Policy. A preponderance of the evidence means whether it is more likely than not that the Sexual Misconduct occurred.
- k. Privacy** is the assurance that an individual or the college will only reveal information about allegations of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy. See additional discussion in Section VI.
- l. Respondent** refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.
- m. Retaliation** is adverse treatment of an individual as a result of that individual's reporting Sexual Misconduct, assisting someone to report Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner (or refusing to participate) in an investigation or resolution under this Policy. Adverse treatment includes intimidation, threats, coercion or discrimination for the purpose of interfering with any right or privilege secured by this Policy. All individuals are prohibited from engaging in retaliation, including complainants, respondents and others, such as friends or relatives of the parties.
- n. Title IX Formal Complaint** is a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a respondent and requesting that the college investigate the allegations. The Title IX Coordinator may sign a Title IX Formal Complaint with or without a complainant's desire to participate in a grievance process.
- o. Title IX Sexual Harassment Matter** is the term used to describe allegations of Sexual Misconduct that meet the definition of Title IX Sexual Harassment and therefore must be resolved, investigated and adjudicated pursuant to the Title IX grievance procedures required by the USDOE and outlined in Section XI.
- p. Visitor** is any person other than a CUNY student or employee who interacts with the CUNY community. CUNY alumni are considered visitors under this Policy.
- q. Writing** Whenever this Policy requires a "writing," electronic mail satisfies the writing requirement.

IV. Title IX Coordinator

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator.⁴ This employee is responsible for compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. chapter 38, which prohibits sex discrimination in education programs (including Title IX Sexual Harassment as it is defined above), New York State Law Article 129-B ("Enough is Enough") and other federal, state and local laws pertaining to sex discrimination and sexual misconduct. The Title IX Coordinator has overall responsibility for implementing this Policy, including overseeing the investigation

⁴ Any reference to the Title IX Coordinator may also include their designee.

of allegations of Sexual Misconduct at their college or unit (including Title IX Sexual Harassment matters and Non-Title IX Sexual Misconduct matters) and carrying out the other functions of that position set forth in this Policy. All Title IX Coordinators will receive annual training as required by Title IX, the Clery Act, Enough is Enough, and other civil rights laws. The name and contact information for all Title IX Coordinators at CUNY can be found on CUNY's dedicated [Title IX website](#). Title IX Coordinator training obligations are discussed in Section XIII.

V. Resources and Information for Individuals Affected by Sexual Misconduct

CUNY is committed to providing assistance, support and resources to those affected by Sexual Misconduct. This Section discusses a complainant's option of reporting Sexual Misconduct to outside law enforcement, the differences between CUNY's process and procedures and those of outside law enforcement and how to obtain immediate medical attention and emotional support.

A. Reporting to Outside Law Enforcement

Students, employees and other community members may choose to report Sexual Misconduct to local law enforcement and/or state police ("outside law enforcement"). However, CUNY does not require that a complainant report Sexual Misconduct to outside law enforcement; nor will CUNY do so without the complainant's agreement, except in exceptional circumstances. The college may report Sexual Misconduct to outside law enforcement without the complainant's consent when the college determines that the respondent poses a serious continuing threat to the physical safety of the complainant or another person.

If a student, employee or other community member chooses to report Sexual Misconduct to outside law enforcement, CUNY will provide assistance. Each college Public Safety office must have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus Public Safety officers can also assist the complainant with reporting allegations both on and off-campus and in obtaining immediate medical attention and other services.

Additional information is available on CUNY's [Title IX website](#).

B. Differences between CUNY's Process and Procedures and Those of Outside Law Enforcement

In cases where the complainant reports allegations to outside law enforcement authorities as well as to the college, the college must determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this Policy.

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal law. When CUNY investigates allegations of Sexual Misconduct or brings disciplinary proceedings for violations of this Policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence supports a finding of responsibility, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this Policy may be sanctioned by the college and CUNY. In the criminal justice system, on the other hand, the issue is whether the accused violated criminal law. The standard applied is proof beyond a reasonable doubt and an individual found guilty of a crime is subject to criminal penalties, such as incarceration, probation and fines. More information about relevant criminal laws is available in *['A Plain Language Explanation of Distinction Between the New York Penal Law and the College Disciplinary Processes'](#)* on the CUNY Title IX website.

C. Obtaining Immediate Medical Attention and Emotional Support

CUNY encourages anyone who has experienced Sexual Assault, Domestic Violence or Dating Violence to seek medical attention as soon as possible. Medical resources can provide treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be helpful if an individual later decides to pursue criminal charges or a protective order.

Individuals who have experienced or witnessed Sexual Assault, Domestic Violence or Dating Violence are also encouraged to seek emotional support, either on or off-campus.

On campus resources may include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

CUNY also maintains a [list of off-campus emergency contacts and resources](#), including rape crisis centers, available throughout New York City on its dedicated web page. This includes a list of local hospitals designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

VI. Important Information about Reporting/Confidentiality Obligations of CUNY Employees

CUNY values the privacy of its students, employees and visitors and recognizes that they should be able to seek the assistance they need without fear that the information they provide will be shared more broadly. An individual who speaks to a college or CUNY employee about Sexual Misconduct should be aware that employees fall into three categories:

- a. **Confidential Employees** have an obligation to maintain a complainant's confidentiality regarding allegations of Sexual Misconduct and will not share any identifying information with others, except as required by law in emergency circumstances;
- b. **Responsible Employees** are required to report allegations of Sexual Misconduct to the Title IX Coordinator but will protect an individual's privacy to the greatest extent possible and share information with other staff only on a need-to-know basis; and
- c. **All other employees** are strongly encouraged, but not required to report allegations of Sexual Misconduct to the Title IX Coordinator. These employees are otherwise encouraged to protect an individual's privacy to the greatest extent possible and share information only with the Title IX Coordinator.

Note: Under the Clery Act, the College is required to maintain records, advise the government about reports of certain crimes and issue timely warnings when there is a serious, continuing threat to the community. Such reports and warnings do not disclose identifying information.

A. Confidential Employees

a. **For Students.** Students who wish to speak to someone who will keep the communications confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other college health office staff member;
- Pastoral counselor (a person associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling and identified by CUNY as functioning within the scope of that recognition); or
- Designated staff member, if any, in a women's or men's center, if one exists at their college.

These individuals will not report the allegations to the college's Title IX Coordinator or other college employees without the student's permission. The only exception is in the case where there is an imminent threat of serious injury to the complainant or any other person.

If a student speaks solely to a confidential employee, the college will rarely be able to conduct an investigation into the allegations or pursue disciplinary action against the respondent. Confidential employees will assist students in obtaining other necessary support.

- b. For Employees.** Although CUNY does not directly employ individuals to whom CUNY employees can speak on a confidential basis regarding Sexual Misconduct, free confidential support services are available through CUNY'S Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City.

Complainants may use these confidential resources even if they decide not to report allegations of Sexual Misconduct or participate in an investigation, CUNY resolution process or the criminal justice process. A complainant who first speaks to a confidential resource may later decide to report allegations to the college or with outside law enforcement.

B. Responsible Employees

Individuals designated as responsible employees have a duty to report allegations of Sexual Misconduct, including all relevant details, to the Title IX Coordinator. These employees are not permitted to maintain a complainant's confidentiality, but will maintain a complainant's privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator and other people responsible for handling the college's response to the report.

To the extent possible, before a complainant reveals any information to a responsible employee, the employee should advise the complainant of the employee's reporting obligations—and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

CUNY has designated the following individuals as responsible employees:

- University Title IX Director
- College Title IX Coordinator and staff
- Office of Public Safety employees
- Vice President for Student Affairs or Dean of Students and all staff housed in those offices (other than staff that are designated as confidential employees)
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants
- Directors and Deputy Directors of Human Resources
- College President, Vice Presidents and Deans
- Athletics Staff
- Department Chairpersons/Executive Officers
- CUNY Office of the General Counsel attorneys and College/unit attorneys
- College/unit labor designee
- Faculty and staff members at times when they are leading or supervising students on off- campus trips
- International Education Liaisons/Study Abroad Campus Directors and Field Directors
- All employees at Hunter College Campus Schools
- College Childcare Center staff
- Managers or supervisors, regarding alleged Sexual Misconduct involving people who report to them
 - a. Managers** are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.
 - b. Supervisors** are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.

C. Special Rules Concerning Public Awareness and Advocacy Events

CUNY supports public awareness events that help provide its community with information about Sexual Misconduct and how it can be addressed and prevented. In order to preserve

the ability to participate freely in public awareness and advocacy events, if an individual discloses information about Sexual Misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report Sexual Misconduct to college officials so that the college can provide resources and assistance.

VII. Reporting Sexual Misconduct to the College

In order for CUNY to address allegations of Sexual Misconduct, it has to learn about the allegations. Accordingly, CUNY strongly encourages individuals who have experienced Sexual Misconduct to report allegations to a designated campus official, as set forth in “Where to Report Allegations of Sexual Misconduct on Campus” below. The designated officials are trained to receive allegations of Sexual Misconduct, to ensure they are investigated in accordance with this Policy and to help complainants get necessary assistance. Students, employees and visitors are encouraged to report allegations of Sexual Misconduct to campus officials, regardless of whether they have reported the incident to outside law enforcement authorities and regardless of where the incident took place.

A. Complainant’s Rights

Individuals who have experienced Sexual Misconduct have the right to report allegations to the college or to decide not to do so. Students who report Sexual Misconduct have all of the rights contained in the Students’ Bill of Rights (copy attached).

Complainants also have these rights:

- To notify campus Public Safety and/or outside law enforcement, or to choose not to report.
- To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise about the importance of preserving evidence and obtaining a Sexual Assault Forensic Examination (“SAFE”) as soon as possible. The official will also explain that the criminal process uses different standards of proof and evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney’s office.
- To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services. See Section VI, above.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable (subject to the procedures outlined in Sections XI and XII).
- To have allegations of Sexual Misconduct investigated in accordance with CUNY policy.
- To have privacy preserved to the extent possible.
- To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on and off campus, including the New York State Office of Victim Services.
- To disclose the incident to the college’s Human Resources Director or designee (if the respondent is a college employee) or request that a confidential or private resource assist in doing so.
- To disclose the incident confidentially and obtain services from state and local governments.
- To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and/or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough.
- To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.
- To withdraw allegations or involvement from the process at any time.

B. Where to Report Allegations of Sexual Misconduct on Campus

Students, employees and visitors who experience Sexual Misconduct and wish to report the allegations to the college/CUNY, should notify one of these campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of Vice President for Student Affairs or Dean of Students;
- Residence Life staff in CUNY owned or operated housing; or
- Human Resources Director.

Contact information for these officials can be found at CUNY's [Title IX Website](#).

Complainants are encouraged, but not required, to complete the CUNY Sexual Misconduct Allegation Form. After the form is filled out, it should be brought to one of the offices listed above or submitted electronically through the college's Title IX website (where available) or by email. The college will also respond to allegations made without the form, whether oral or written.

When any of the officials or offices above is notified of allegations of Sexual Misconduct, they will provide a copy of this Policy to the complainant and coordinate with appropriate college offices to address the matter in accordance with this Policy, including providing appropriate supportive measures (addressed in Section VIII, below). These officials and offices will maintain a complainant's privacy to the greatest extent possible, and all information in connection with the allegations, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

C. Request that the College Maintain a Complainant's Confidentiality or Not Conduct an Investigation

Whether a college may maintain a complainant's anonymity or request to not conduct an investigation, depends on whether the allegations will proceed as a Title IX Sexual Harassment matter or a Non-Title IX Sexual Misconduct matter (See Section X).

If the allegations will proceed as a Title IX Sexual Harassment matter, the Title IX Coordinator must inform the complainant that the complainant's identity may not be kept anonymous if the complainant wishes to proceed with a Title IX Formal Complaint, and that the notice to the respondent will reveal the complainant's identity. The complainant may choose whether to file a Title IX Formal Complaint when so informed. If the complainant chooses not to file a Title IX Formal Complaint, their identity will not be disclosed to the respondent.

If the allegations will proceed as a Non-Title IX Sexual Misconduct matter, a complainant may request:

- That the matter be investigated only to the extent possible without further revealing their identity or revealing further details and/or
- That no investigation into a particular incident be conducted.

If a complainant makes such a request, the Title IX Coordinator will weigh the complainant's request against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant.

Factors used to determine whether to honor such a request include, but are not limited to:

- Whether the respondent has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior;
- Any increased risk that the accused will commit additional acts of violence,
- Whether the accused used a weapon or force;
- Whether the complainant is a minor;
- Whether the college possesses other means to obtain evidence such as security footage and
- Whether available information reveals pattern of misconduct at a given location or by particular group.

The college's decision to maintain the complainant's anonymity does not mean that anonymity can be guaranteed in all circumstances; rather, the college will make reasonable efforts to keep information confidential consistent with law. Of course, a college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by

such a request for anonymity. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the supportive measures and accommodations set forth in Section VIII of this Policy.

D. Filing External Complaints

Individuals who feel that they have been subjected to Sexual Misconduct have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below:

U.S. Department of Education, Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

U.S. Equal Employment Opportunity Commission
https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm

New York State Division of Human Rights
<https://dhr.ny.gov/complaint>

New York City Commission on Human Rights
<http://www1.nyc.gov/site/cchr/about/resources.page>

In certain circumstances, the college or unit may close an investigation upon the filing of an external complaint. When this happens, the outside agency takes over the investigation and the college or unit will cooperate with the investigation conducted by the outside agency. If a college or unit closes an investigation for this reason, the Title IX Coordinator must notify the parties in writing.

E. Action by Bystanders

CUNY encourages employees, students and visitors to take reasonable and prudent actions to prevent or stop an act of Sexual Misconduct that they may witness, unless doing so would pose a safety risk to themselves or others. Although these strategies will depend on the circumstances, they may include direct intervention, calling law enforcement or seeking assistance from a person in authority.

In addition, CUNY encourages employees, students and visitors to report any incident of Sexual Misconduct that they observe or become aware of to the Title IX Coordinator or the offices referenced in Section VII-B, above. Individuals who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to discipline.

F. Amnesty for Drug and Alcohol Use

The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that Sexual Misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CUNY strongly encourages students to report Sexual Misconduct to college officials. A bystander or complainant acting in good faith who discloses any incident of Sexual Misconduct to college officials or law enforcement will not be subject to discipline under CUNY's policy on Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the Sexual Misconduct.

G. Reporting Retaliation

An individual may report allegations of retaliation to the Title IX Coordinator if the individual has been subject to retaliation, as defined in Section III. All retaliation allegations will be investigated in accordance with the investigation procedures set forth in this Policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

VIII. Supportive Measures and Accommodations

Supportive measures and accommodations are non-disciplinary, non-punitive individualized services designed to restore or preserve equal access to education and to ensure safety, prevent retaliation and avoid an ongoing hostile environment. Supportive measures and accommodations are available to complainants, respondents and other affected parties. Supportive measures are available when a college becomes aware of allegations of Sexual Misconduct (including both Title IX Sexual Harassment matters and Non-Title IX Sexual Misconduct matters), whether or not a complainant chooses to move forward with an investigation and/or resolution. Supportive measures may be provided on an interim or continuing basis. The college may also take reasonable measures to ensure the safety of the college community at large.

The Title IX Coordinator is responsible for coordinating and ensuring the effective implementation of supportive measures and accommodations. When a college learns of allegations of Sexual Misconduct, the Title IX Coordinator will promptly contact a complainant to discuss the availability of supportive measures and accommodations, discuss the complainant's wishes with respect to supportive measures and accommodations and inform complainant that supportive measures and accommodations are available even if the complainant does not wish to proceed with an investigation and/or resolution of the allegations. Requests for supportive measures and accommodations should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer or designee to identify a trained staff member to assist students to obtain supportive measures and accommodations. The Title IX Coordinator will work with the Human Resources Director to assist employees to obtain supportive measures and accommodations.

A. Range of Supportive Measures and Accommodations

Possible supportive measures and accommodations may include:

- Making appropriate changes to academic programs, including changes in class schedule; accommodations to permit students to take an incomplete or drop a course or courses without penalty; permitting students to attend a class via video-conference platform or other alternative means; providing an academic tutor, or extending deadlines for assignments;
- Making appropriate changes to residential housing situations or providing assistance in finding alternate housing;
- Changing an employee's work assignment or schedule;
- Providing an escort to and from class or campus work location;
- Arranging appropriate transportation services to ensure safety;
- Offering counseling services through the college Counseling Center or other appropriate office, or referral to an off-campus agency;
- Enforcing an Order of Protection issued by a court;
- Issuing a No Contact Order whereby continued intentional contact would be a violation of CUNY Policy and subject to disciplinary action (see discussion below); and
- Emergency removal of a respondent when they pose an imminent threat to the physical health or safety of any person (see discussion below).

B. No Contact Orders

A No Contact Order is a directive issued by a college prohibiting intentional contact or communication between specified parties. An individual who intentionally violates a No Contact Order is in violation of CUNY Policy and will be subject to disciplinary action. No Contact Orders may be issued for both complainants and respondents, as well as other individuals as appropriate. No Contact Orders are issued by the Chief Student Affairs Officer (for students) and the Director of Human Resources (for employees).

C. Emergency Removal

In exceptional circumstances, where a respondent presents an immediate threat to the physical health or safety of any student or other individual arising from a report of Sexual Misconduct, the college may effectuate an emergency removal of a student or take similar emergency measures against an employee, consistent with applicable CUNY Bylaws and policies.

Prior to emergency removal under this Section, the President or their designee will, in cooperation with the appropriate campus officials, conduct an individualized safety and risk analysis to determine whether a respondent presents an immediate threat to the physical health or safety of any person arising from a report of Sexual Misconduct. The college will give the student respondent notice and an opportunity to challenge the decision immediately following the removal (see Section VIII-D, below). Both parties will be notified at the same time and in the same manner of the emergency removal and if or when the emergency removal is lifted.

D. Process for Review of Supportive Measures and Accommodations, Including No Contact Orders and Emergency Removal

Parties may request a prompt review of the need for and terms of supportive measures that directly affect them, including No Contact Orders and emergency removal. Issues that may be raised include possible modification or discontinuance of a No Contact Order.

If either party is a student, a request for review must be made to the college's Chief Student Affairs Officer. If neither party is a student, a request for review must be made to the college's Human Resources Director. If a case involves both a student and an employee, the Chief Student Affairs Officer will consult with the Human Resources Director before making a decision. Requests for review must be in writing and parties may submit evidence to support their request. All requests will be reviewed within seven (7) days after receipt.

IX. Evaluation of Initial Allegations of Sexual Misconduct

Upon learning of allegations of Sexual Misconduct, the Title IX Coordinator will evaluate whether the alleged behavior falls within the scope of Title IX Sexual Harassment. If the alleged Sexual Misconduct meets these criteria, it must proceed as a Title IX Sexual Harassment matter:

- The allegations, if true, meet the definition of Title IX Sexual Harassment as defined above in Section III; and
- At the time the allegations are made, the complainant is participating in, or attempting to participate in an education program or activity at CUNY.

If the alleged Sexual Misconduct does not meet the above criteria, the allegations will proceed as a Non-Title IX Sexual Misconduct matter. For allegations that involve multiple incidents of Sexual Misconduct, some of which qualify as a Title IX Sexual Harassment matter and some of which qualify as a Non-Title IX Sexual Misconduct matter, the allegations will proceed as a Title IX Sexual Harassment matter. Allegations of discrimination covered by CUNY's Equal Opportunity and Non-Discrimination Policy will continue to be referred to the Chief Diversity Officer and handled pursuant to separate procedures outlined in that policy.

Rights and procedures that apply to all Sexual Misconduct matters are addressed in Section X. Procedures for the investigation, resolution and/or adjudication of Title IX Sexual Harassment matters are addressed in Section XI. Procedures for the investigation, resolution and/or adjudication of Non-Title IX Sexual Misconduct matters are addressed in Section XII.

X. Rights and Procedures That Apply to All Sexual Misconduct Matters

The following rights and procedures apply to all allegations of Sexual Misconduct, regardless of whether the allegations will proceed as a Title IX Sexual Harassment matter or a Non-Title IX Sexual Misconduct matter.

A. Rights of Parties during any Investigation and Resolution

Parties will have the following rights when an investigation or resolution is initiated under either Section XI or XII of this Policy:

- To an investigation and process that is fair, impartial, timely, thorough and provides a meaningful opportunity to be heard;
- To have the allegations investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until any finding of responsibility;
- To have the allegations investigated, resolved and/or adjudicated by individuals who are free from a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent;
- To have the college’s judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay;
- To an investigation process where the burden of proof and burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the college and not on the parties;
- To receive reasonable advance written notice of any meeting they are required to or eligible to attend;
- To exclude their own prior sexual history with persons other than the other party in the investigation or conduct process and their own mental health diagnosis and/or treatment, subject to certain exceptions described in Sections XI and XII;
- To offer evidence during the investigation;
- To have irrelevant evidence excluded from any hearing;
- To review documents and tangible evidence, consistent with the Family Educational Rights and Privacy Act (“FERPA”) and other laws (see Sections XI or XII for additional details);
- To be accompanied by an advisor of their choice (who may be an attorney), who may assist and advise throughout the process, including during all related meetings and hearings. Advisors must comply with applicable CUNY policies and procedures;
- To simultaneous notice of the outcome of proceedings, including written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;
- To access to a full and fair record of any hearing;
- To protection against retaliation as defined in Section III; and
- To protection against the provision of false statements and evidence, as defined in Section III.

B. Informal Resolution

Informal Resolution is an alternative to the formal investigation and adjudication procedures outlined in Sections XI and XII and may include administrative resolution (such as a mutual agreement to abide by a No Contact Order), acceptance of responsibility and penalty, mediation or other alternative dispute resolution. In some cases, informal resolution may represent a beneficial outcome for both parties by providing an alternative to the formal investigation and adjudication process.

This informal resolution process is available in matters proceeding as Title IX Sexual Harassment matters and Non-Title IX Sexual Misconduct matters, except in cases involving Title IX Sexual Harassment allegations by a student against an employee.

Informal resolution may take place at any point prior to a determination of responsibility. For Title IX Sexual Harassment matters, informal resolution is available after a Title IX Formal Complaint is filed. The Title IX Coordinator must consider every eligible case for informal resolution. When the Title IX Coordinator determines that it is appropriate to refer a matter for informal resolution, the Title IX Coordinator will provide the parties with written notice that an informal resolution is being offered to resolve the allegations. This written notice will include:

- A description of the allegations;
- The requirements of the informal resolution process, including the circumstances under which an informal resolution will preclude the parties from resuming an investigation and formal resolution arising from the same allegations;
- Potential consequences resulting from participating in the informal resolution process, including what records will be maintained or could be shared with the other party; and
- Notice that either party has the right to withdraw from the informal resolution process and resume an investigation and formal resolution process at any time prior to agreeing to an informal resolution.

Both parties must agree to begin the informal resolution process. The time frame for investigations will be tolled while the parties engage in the informal resolution process. The Title IX Coordinator must reevaluate the parties' progress towards informal resolution every thirty (30) days and has the discretion to terminate the informal resolution process and resume the investigation at any time.

Upon referral by the Title IX Coordinator, the informal resolution process is conducted by a qualified staff or faculty member designated by the Title IX Coordinator, in coordination with the Chief Student Affairs Officer or a designated Human Resources representative, as applicable. Either party has the right to end the informal resolution process at any time prior to finalizing an informal resolution agreement.

Any agreement reached through informal resolution must be acceptable to both parties and the college. If a resolution is reached, the parties will be notified in writing, and a written memorandum will memorialize the agreed upon resolution. Both parties must provide their voluntary, written consent before an informal resolution agreement is finalized. Once finalized, the obligations in the agreement will be binding and the allegations of Sexual Misconduct (and for Title IX Sexual Harassment matters, the Title IX Formal Complaint) will be deemed resolved. Once finalized, this memorandum will be maintained for seven (7) years, in compliance with recordkeeping requirements outlined in Section X-J.

Information learned as a direct result of the informal resolution process will not be documented in an investigatory report or subsequent adjudication. However, information learned from another source will not be excluded from an investigatory report or subsequent adjudication merely because it was discussed or raised during the informal resolution process. The staff or faculty member conducting the informal resolution process is precluded from participating as a witness in the investigation or participating as a witness or presenter in a subsequent adjudication. Violations of informal resolution agreements will be referred for discipline or other appropriate action in accordance with CUNY Bylaws, policies and collective bargaining agreements.

C. CUNY-wide Sexual Misconduct Panel and Committee Structure

CUNY will constitute a CUNY-wide Sexual Misconduct Panel ("the Panel") comprised of faculty members, Higher Education Officer series employees ("HEO"), and students from its constituent campuses, from which members will be drawn to serve as the decision-maker at hearings (Adjudication Committee) and the decision-maker of appeals (Appeal Committee) for both Title IX Sexual Harassment matters and Non-Title IX Sexual Misconduct matters. CUNY will consult with each College President to help constitute the Panel. When selecting faculty members, the President shall consult with the faculty member who is the head of the appropriate campus governance body or where the President is the head of the governance body, the faculty members of its executive committee. Each Panel member should be specially trained annually on the relevant law and this Policy.

Each Adjudication and Appeal Committee shall be comprised of three members of the Panel. Panel members will be selected on a rotation basis and will serve CUNY-wide, but will not serve on cases from their home campus. For cases in which the respondent is a student, each Committee will consist of one (1) faculty member or one (1) HEO, one (1) student member and a chairperson, who will be a faculty member or HEO. For cases in which the respondent is a faculty member, each committee will consist of two (2) faculty members and a chairperson, who may be a faculty member or HEO. For cases in which the respondent is an HEO, each committee will consist of two (2) HEOs and a chairperson, who may be a

faculty member or HEO. For all other cases in which the respondent is an employee, each committee will consist of two (2) faculty members or one (1) faculty member and one (1) HEO and a chairperson, who may be either a faculty member or HEO.

The chairperson of each Committee will preside at all meetings and decide and make all procedural rulings for the Committee. The Committee will collectively decide by majority vote whether the respondent is responsible for the alleged Policy violation(s). Hearings will be scheduled promptly (including during the summers) at a convenient time and efforts must be made to ensure full student and faculty representation.

In the event that any Committee member, including the chairperson, cannot continue, the University Title IX Director will appoint another Committee member from the Panel to fill the vacant seat.

Panel members will not participate in a case if they have been involved in the investigation, will be participating in the hearing as a witness or if they have a direct interest in the outcome of the matter. Panel members will not serve on a Committee if they have previously participated in a case involving the same parties.

D. Conflict/Bias

If a party believes that any individual involved in the investigation, resolution, adjudication or appeals process has a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, either party may make a request to have that conflicted or biased individual removed from the process. Requests for removal must be made in writing within five (5) days of the notification that the individual is to be involved and include a detailed description of the conflict or bias. Requests for removal of a member of the Adjudication Committee must be made at least one (1) day before a hearing. All requests for removal must be directed to the University Title IX Director. After receiving a request for removal, the University Title IX Director will ask the individual with the alleged conflict or bias to provide a short, written response to the request for removal and consider that response before making a determination. If a conflict or bias exists, the University Title IX Director will take immediate steps to replace that investigator, informal resolution facilitator or Committee member to ensure an impartial and fair process.

If any administrator designated by this Policy to participate in the investigation or resolution of Sexual Misconduct allegations is the respondent, the College President will appoint another college administrator to perform such person's duties under this Policy. If the President is the respondent, the investigation will be handled by the University Title IX Director or designee. In other appropriate cases in which a high-level administrator is the respondent, the investigation may be referred for investigation to the University Title IX Director or designee.

E. Appeals From the Adjudication Committee's Determination of Responsibility

A party may appeal the Adjudication Committee's determination of responsibility and/or the penalty imposed on the following grounds:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time of the hearing, which could affect the outcome of the matter
- The Title IX Coordinator, investigator or Adjudication Committee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- The disproportionate nature of the penalty.

The Appeal Committee may modify the penalty or remand the matter for a new hearing.

Parties intending to appeal under this section must send a written Notice of Appeal to the University Title IX Director within fifteen (15) days after the delivery of the written determination of responsibility. The University Title IX Director will notify the non-appealing party in writing within five (5) days of receipt of the Notice of Appeal and will instruct the college to provide the hearing recording to the parties. The college will provide the hearing recording to the parties in a timely manner.

The appealing party must submit their written appeal to the University Title IX Director within fifteen (15) days after the delivery of the hearing recording. The University

Title IX Director will provide the appealing party's submission to the non-appealing party within five (5) days of submission. The non-appealing party will have the opportunity to submit a written response to the appeal, due within fifteen (15) days after the delivery of the appealing party's submission.

The University Title IX Director will facilitate the composition and scheduling of the Appeal Committee, which will be comprised of members of the CUNY-wide Sexual Misconduct Panel. The composition of the Appeal Committee is described above in Section X-C. Panel members that served on the Adjudication Committee will not serve on the Appeal Committee for the same matter.

The Appeal Committee will review the hearing materials and written submissions of the parties. The Appeal Committee will issue a written decision that indicates the final outcome and rationale for that decision within fifteen (15) days of receipt of the non-appealing party's written submission or failure to provide a submission. The written decision will be provided simultaneously to both parties.

F. Hearing Recording

The college shall make a recording of each hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings is permitted. A respondent who has been found responsible after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's advisor. In the event of an appeal, the parties will be provided a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

G. Prohibition on Unauthorized Copying or Recording

The parties are prohibited from recording any part of the investigation and grievance process and from unauthorized copying of documents or materials. Copying includes but is not limited to: audio or video recording, streaming, photographing, scanning, transcribing, or any other form that conflicts with the spirit of this directive. Allegations of non-compliance will be reviewed by the Office of Student Affairs, or Human Resources, as appropriate, and may result in disciplinary action.

H. Student Respondent Withdrawal Before Allegations are Resolved

A student who withdraws from CUNY shall not be exempt from a Sexual Misconduct investigation or adjudication that commenced prior to withdrawal. When a student respondent withdraws from CUNY with a Sexual Misconduct investigation or adjudication pending, the respondent will be barred from attending any other college, school, or unit of CUNY until the investigation and/or adjudication is complete or the allegations are otherwise resolved. If the respondent fails to appear at a subsequent hearing, the college may proceed in absentia, and any decision and sanction shall be binding, pending appeal.

When a college is notified of a respondent's withdrawal, the college must place a notation on the respondent's transcript that the respondent "withdrew with conduct charges pending." If the respondent is subsequently found not responsible at a hearing, the transcript notation will be removed. If the respondent is subsequently found responsible at a hearing and the penalty is either suspension or expulsion, the transcript notation will be adjusted in accordance with Section X-I, below.

When a student respondent transfers colleges within CUNY while an investigation is pending, the college that instituted the investigation must complete the investigation before transferring the matter to the respondent's new institution for adjudication.

I. Transcript Notations

When a student respondent is found responsible and the penalty is either suspension or expulsion, the college must place a notation on the respondent's transcript stating that respondent "was suspended [or expelled] after a finding of responsibility for a code of conduct violation."

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the respondent has the right to request that a transcript notation from a finding of responsibility

be removed. In cases where a student respondent was expelled as a result of a Clery Act crime of violence, including but not limited to sexual assault, the notation will not be removed. If a finding of responsibility is vacated for any reason, the notation must be removed.

J. Recordkeeping

All records related to a college's response to allegations of Sexual Misconduct must be maintained by the college for 7 years from the last action on a matter, unless such records must be maintained for a longer period of time pursuant to CUNY's Records Retention and Disposition Schedule. These records include: records of any actions, including any supportive measures or accommodations taken in response to allegations of Sexual Misconduct; investigation records, materials, and documents; determinations regarding responsibility and disciplinary sanctions; remedies provided to a complainant designed to restore or preserve equal access to CUNY's education program or activity; any appeals and the result; any informal resolution and the result; and any recordings or transcripts of hearings.

CUNY's Records Retention and Disposition Schedule requires that student disciplinary records be maintained permanently.

XI. Procedures for Title IX Sexual Harassment Matters

The following procedures apply only to Title IX Sexual Harassment matters.

A. Requirement of a Title IX Formal Complaint

The Title IX Coordinator will determine if the manner in which the initial allegations were reported meets the criteria of a Title IX Formal Complaint, which is required to initiate a grievance process or resolution.

A Title IX Formal Complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment (as defined in Section III) against a respondent and requesting that the college investigate the allegations. The Title IX Coordinator may sign a Title IX Formal Complaint with or without a complainant's desire to participate in a grievance process. A Title IX Formal Complaint may be a physical document, email or electronic submission through a campus online form, so long as it contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the complaint.

If the manner in which the initial allegations were reported does not meet the criteria of a Title IX Formal Complaint, the Title IX Coordinator will contact the complainant to explain how to file a Title IX Formal Complaint and notify them that a Title IX Formal Complaint is required to resolve the allegations.

If no Title IX Formal Complaint is received within a reasonable time, the Title IX Coordinator may administratively close the matter. A complainant may file a Title IX Formal Complaint at any time thereafter.

B. Initiation of Title IX Grievance Procedure

Upon receipt of a Title IX Formal Complaint, the Title IX Coordinator will notify the known parties that the college is commencing a Title IX grievance procedure. The notice will be in writing and will include the following:

- CUNY's Policy on Sexual Misconduct;
- Notice of the allegations, including sufficient details known at the time notice is sent, including the date, time and location of the alleged behavior, the identity of the parties and the specific act or acts that are alleged to violate the Policy's prohibition of Title IX Sexual Harassment, defined in Section III;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- A statement that the allegations outlined in the notice may not be the final allegations considered by the college, and notice that if the college decides to investigate additional allegations, the college will provide notice of the additional allegations in a timely manner and with sufficient time for the parties to prepare for any hearing;

- Notice that the parties may have an advisor of their choice, who may be an attorney;
- Notice that parties may inspect and review evidence, as outlined in Section XI-E-b;
- Notice that the parties are entitled to written notice of the date, time, location, participants and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate in any hearing, investigative interview or meeting;
- Notice that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the college and not on the parties;
- CUNY's prohibition on knowingly making false statements or knowingly submitting false information during the grievance process, as defined in Section III; and
- CUNY's prohibition on retaliation, as defined in Section III.

This notice will be provided at least five (5) days before any initial interview unless a party consents to a shorter period.

C. Informal Resolution

A Title IX Formal Complaint may be resolved through an informal resolution process (Section X- B).

D. Dismissal of Title IX Formal Complaint Prior to Resolution

a. Mandatory Dismissals

If, at any time after receipt of a Title IX Formal Complaint, it becomes clear that the allegations, if true, do not meet the definition of Title IX Sexual Harassment, the Title IX Coordinator must dismiss the Title IX Formal Complaint.

b. Discretionary Dismissals

The Title IX Coordinator may dismiss a Title IX Formal Complaint, or any allegations therein, if:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the Title IX Formal Complaint or any allegations therein;
- The respondent is no longer enrolled or employed by CUNY; or
- Specific circumstances exist that prevent the college from gathering evidence sufficient to reach a determination as to the Title IX Formal Complaint or allegations therein.

c. Process following dismissal of Title IX Formal Complaint

Upon mandatory or discretionary dismissal of a Title IX Formal Complaint, the Title IX Coordinator must determine whether the allegations will proceed as a Non-Title IX Sexual Misconduct matter. The parties will be notified of the dismissal in writing and provided an opportunity to appeal, as discussed in Section XI-D-d. This notice will include:

- The basis for the dismissal;
- Whether the allegations will proceed as a Non-Title IX Sexual Misconduct matter; and
- The parties' right to appeal the dismissal and the procedures to do so.

d. Appeal

Either party may appeal the dismissal of a Title IX Formal Complaint on the following grounds:

- A procedural irregularity affected the outcome of the matter;
- New evidence that was not reasonably available at the time the dismissal was made, that could affect the outcome of the matter; and/or
- The Title IX Coordinator had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent, that affected the outcome of the matter.

Appeals under this section must be directed to the University Title IX Director in writing within five (5) days after the delivery of the written dismissal notice.

The University Title IX Director will notify the non-appealing party in writing within five (5) days of the receipt of any appeal under this section, and will notify the non-appealing party of their opportunity to submit a written statement in support of, or challenging the dismissal of the Title IX Formal Complaint, due within five (5) days after the delivery of written notice from the University Title IX Director. The University Title IX Director will issue a written decision describing the result of the appeal and the rationale for the result within fifteen (15) days of the receipt of the appeal or within fifteen (15) days of the receipt of the opposing party's submission, whichever is longer. The University Title IX Director will provide the written decision simultaneously to both parties.

A Title IX Coordinator must wait until an appeal under this section is decided by the University Title IX Director before taking any further action as a Non-Title IX Sexual Misconduct matter.

E. Formal Resolution and Investigation

a. Rights of the Parties

When a Title IX Formal Complaint proceeds to formal resolution and investigation, the parties have the following rights in addition to those outlined in Section X-A:

- To have the Title IX Formal Complaint investigated, resolved and/or adjudicated by individuals who receive training as required by federal regulation;
- To an evaluation of all relevant evidence, including both inculpatory and exculpatory evidence and credibility determinations that are not based on a person's status as a complainant, respondent or witness;
- To receive reasonable advance written or electronic notice of allegations, including the date, time, location and general description of the allegations, as well as the specific conduct rule or law violated and the possible sanction;
- To exclude questions and evidence about their own sexual predisposition or prior sexual behavior, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent (complainant only);
- To exclusion (including the college's access, consideration, disclosure or other use) of a party's records that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, and which are made and maintained in connection with the provision of treatment to the party, unless the college obtains the party's voluntary, written consent;
- To offer evidence during the investigation, including both fact and expert witnesses and other inculpatory and exculpatory evidence;
- To an investigative report that fairly summarizes relevant evidence;
- To inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Title IX Formal Complaint, including inculpatory or exculpatory evidence whether obtained from a party or other source, consistent with FERPA and other law; and to submit a written response within ten (10) days of receiving said evidence and to have that written response considered by the Title IX Coordinator prior to the investigative report being finalized;
- To review the investigative report at least ten (10) days prior to any hearing and to respond in writing prior to a hearing or other time of determination regarding responsibility; and
- To a live hearing and cross examination; CUNY will provide an advisor to any party who does not have one, for the limited purpose of conducting cross examination at a hearing.

b. Investigation

The Title IX Coordinator is responsible for conducting investigations in a prompt, thorough, and impartial manner. Whenever an investigation is conducted, the Title IX Coordinator must:

- Inform the parties that a Title IX grievance procedure and investigation is being commenced and their rights during such investigation, as outlined in Sections X-A and XI- E-a;
- Coordinate investigative efforts with other appropriate offices;
- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the college and not on the parties; and
- Interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence.

The college must make reasonable efforts to ensure that the investigation is carried out within a reasonably prompt timeframe. While some allegations may require more extensive investigation, when possible, the investigation of a Title IX Formal Complaint must be completed within one hundred-twenty (120) days of receipt of the Title IX Formal Complaint (including the evidence review process, completion of the investigative report and report review process, as discussed below).

If there is a delay in completing the investigation, the Title IX Coordinator must notify the parties in writing and indicate the reason for the delay. The Title IX Coordinator should also note the reason for delay and projected timeline for completing the investigation in their case file. The reason for extension of the time frame of an investigation may include, but is not limited to: compliance with a request by law enforcement; a limited accommodation for the availability of parties, their advisors and witnesses; students on leave; exam periods, school breaks or vacations; and accounting for the complexities of a specific investigation, including the number of witnesses and volume of information provided by the parties.

Post Investigation Review of Relevant Documents and Materials

Prior to the completion of the investigative report (discussed below), the Title IX Coordinator will send the parties (either in hard copy or electronic form) all of the relevant documents and materials gathered during the investigation that are directly related to the allegations raised in the Title IX Formal Complaint. These materials include any evidence upon which the Title IX Coordinator does not intend to rely when making a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a party or another source. The parties may submit a written response, due within ten (10) days after the materials are provided, which will be considered by the Title IX Coordinator prior to finalizing the investigative report.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.

The parties will have access to use and refer to these documents and materials during a hearing.

Investigative Report

Upon completion of the investigation, the Title IX Coordinator must prepare an investigative report, which will fairly summarize all relevant evidence gathered during the investigation. The investigative report must include:

- Procedural history of the case;
- Alleged Policy violations;
- A list of individuals interviewed;
- A list of exhibits;
- A list of additional documents and materials (not included as an exhibit) obtained as part of the investigation and directly related to the allegations, including inculpatory or exculpatory evidence; and
- A summary of party and witness statements and other relevant evidence, including a summary of relevant evidence pertaining to each allegation.

Review of Investigative Report

Upon completion of the investigative report, and at least ten (10) days prior to any hearing, the Title IX Coordinator will send the report to each party (and the party's advisor, if applicable) for their review and written response. A party's written response to the report is due within ten (10) days after the report is provided, and will be shared with the Adjudication Committee and other party prior to a hearing.

c. Live Hearing

Following the completion of the investigation and investigative report, as outlined above in Section XI-E-b, all Title IX Sexual Harassment matters will proceed to a live hearing. The same process and procedures will apply regardless of whether the respondent is a student or employee, although specific information regarding employee penalties is included in Section XI-E-c-ii-3 and Section XI-E-f.

When possible, the live hearing must be completed within sixty (60) days after completion of the investigation.

Live hearings pursuant to this section may be conducted with all parties physically present in the same geographic location or, at the college's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants to see and hear each other simultaneously.

Pre-hearing procedures

1. Referral for Hearing

Following the conclusion of the investigative process, the Title IX Coordinator will notify the following parties that the matter is ready for a hearing before the Adjudication Committee:

- A. For student respondents: University Title IX Director and college Office of Student Affairs.
- B. For employee respondents: University Title IX Director; college Office of Human Resources and college Labor Designee.

The University Title IX Director will facilitate the selection and scheduling of the Adjudication Committee, which will be comprised of members of the CUNY-wide Sexual Misconduct Panel (See Section X-C). The University Title IX Director will determine an appropriate physical location for the hearing on a case by case basis. After the Adjudication Committee is selected and the hearing is scheduled, the college Office of Student Affairs or college Office of Human Resources will coordinate the hearing, including, for example, providing a location, facilitating a remote platform, recording the hearing and arranging for presenters and advisors, as needed.

2. Issuance of Notice of Hearing

The college Office of Student Affairs or Office of Human Resources/Labor Relations will issue the Notice of Hearing to both parties, which will include the date, time and location of the hearing and notice of the allegations identified in the investigative report. The Notice of Hearing must be sent by both first-class mail (or overnight mail) to the physical address or P.O. box address appearing on the records of the college and email using the party's CUNY email address, and any other email address known to the college. Notice of at least seven (7) days will be provided.

The parties are permitted one adjournment each, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Adjudication Committee. If either party fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without their presence, and any determinations of responsibility will be final, subject to appeal.

The Notice of Hearing must contain the following:

- A. A complete and itemized statement of the allegations against the respondent, including the policy the respondent is charged with violating, and the possible penalties for such violation; and

- B. A statement that the parties have the right to attend and participate fully in the hearing including the right:
 - To present their side of the story;
 - To present witnesses and evidence on their behalf;
 - To be represented by an advisor (who may be an attorney, at their own expense) and if the respondent or the complainant does not have an advisor at the hearing, the college must provide an advisor for the limited purpose of cross examination.
 - For their advisor to cross-examine witnesses presenting evidence;
 - For the respondent to remain silent without assumption of responsibility; and
 - A warning that anything said may be used at a non-college hearing.

3. Review of Evidence before Hearing

At least five (5) days prior to the commencement of a hearing, the college will provide the parties and their advisors:

- A. A list of documents or other tangible evidence that the college intends to use at the hearing. In the event the college intends to use documents or other tangible evidence at the hearing that was not provided to the parties during the investigation phase, the college must provide those materials to the parties and their advisors at least five (5) days prior to commencement of a hearing; and
- B. A copy of the other party's written response to the investigative report.

At least five (5) days prior to the commencement of a hearing, the college will provide the members of the Adjudication Committee the following:

- A. The investigative report, including exhibits; and
- B. The parties' written responses to the investigative report.

i Hearing Procedures

All hearings pursuant to this Policy are closed hearings, meaning that participation and observation is limited to the parties, their advisors, witnesses, the Adjudication Committee, the college presenter and any college or CUNY staff required to coordinate the hearing.

1. Roles and Responsibilities

The participants at the hearing are the college, the respondent and the complainant.

Adjudication Committee

The Adjudication Committee, discussed in Section X-C, serves as the decision-maker at the hearing. Prior to the hearing, the Adjudication Committee will review the investigative report, exhibits and the parties' written responses to the investigative report. During the hearing, the Adjudication Committee will listen to the testimony, review and consider evidence and ask questions of the witnesses. After the hearing, the Adjudication Committee will consider all of the information and evidence reviewed, make a decision as to responsibility and penalty (if applicable) and issue a written determination of responsibility.

Adjudication Committee Chair

The chair must preside at all hearing sessions and meetings. At the commencement of the hearing, the chair must inform the parties of the charges, the hearing procedures, and their rights. The chairperson must then ask the respondent to state whether they are responsible or not responsible for the conduct. The chair shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

The chair must rule on the admissibility of evidence and must exclude irrelevant questioning, testimony and evidence.

College Presenter

The college will be represented by a presenter. Each academic year, the Chief Student Affairs Officer of each campus, must appoint/identify one or more campus college

employees to serve as presenters for hearings against student respondents involving their campuses. Similarly, the College Labor Designee, Director of Human Resources or a designee must appoint/designate one or more campus college employees to serve as presenters against employee respondents involving their campuses. This list should be forwarded to the University Title IX Director and the Office of the Vice Chancellor for Student Affairs prior to the first day of the academic year.

Advisors

The parties may be accompanied by an advisor of their choice (who may be an attorney) who may fully participate at the hearing, including advising and representing a party. In the event a party does not have an advisor present at the hearing, the college must provide an advisor for the limited purpose of conducting cross-examination on behalf of that party.

Advisors must treat all hearing participants, including the Adjudication Committee, parties and witnesses, with respect. Advisors must also abide by the Rules of Decorum promulgated by CUNY. Any party intending to appear with an attorney must give the college five (5) days' notice of the attorney's name and contact information.

2. Responsibility Phase

The college bears the burden of proving the allegations by a preponderance of the evidence.

Presentation of Evidence

Evidence will be presented in the following order: college, complainant and respondent. The parties have an equal opportunity to present relevant evidence, including fact and expert witnesses and other inculpatory and exculpatory evidence to the Adjudication Committee. If a party submits documentary evidence during a hearing that was not previously shared during the investigation, the chairperson may, at the request of any other party grant and adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Questions and evidence of the mental health diagnosis and/or treatment of any party may not be introduced, unless that party provided their voluntary and written consent for such materials to be made part of the investigation and the information is directly related to the allegations raised in the Title IX Formal Complaint.

Cross Examination

Each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. A party may not conduct cross-examination personally, but must do so through their advisor. In the event a party does not have an advisor and the case proceeds to a hearing, the college must provide an advisor for the limited purpose of conducting cross-examination on behalf of that party.

Before a complainant, respondent, or witness answers a cross-examination or other question, the Adjudication Committee Chairperson must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party or witness does not submit to cross examination at the live hearing, the Adjudication Committee must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Adjudication Committee cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

3. Penalty Phase

If a respondent is found responsible for violating the Policy, the Adjudication Committee will determine the penalty to be imposed; except that if the respondent is a represented employee whose discipline is subject to a collective bargaining agreement with CUNY or an employee with disciplinary rights under the New York State Civil Service Law, there will be no penalty phase, and a determination that the respondent is responsible will be referred for discipline under the applicable collective bargaining agreement or Civil Service Law.

Following the responsibility phase of the hearing, the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related to what the appropriate penalty should be, in the event the respondent is found responsible for violating the Policy. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent's character, including any past findings of responsibility for Domestic Violence, Stalking, Sexual Assault or any other Sexual Misconduct, and submit a statement regarding the impact of the conduct.

The college may also introduce a copy of the respondent's previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing.

The Adjudication Committee will consider the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college, in determining an appropriate penalty.

If either party chose not to participate in the responsibility phase of hearing, they still have the opportunity to introduce evidence and make arguments related to what the appropriate penalty should be and to provide or make an impact statement.

d. Determination of Responsibility

Following the hearing, the Adjudication Committee will determine whether there is a preponderance of evidence that the respondent violated the Policy, which may be based on information contained in the investigative report and the testimony and evidence presented at the hearing.

The Committee will issue a written Determination of Responsibility, which must include the following:

- Identification of the allegations potentially constituting Sexual Misconduct;
- A description of the procedural steps taken from the receipt of the Title IX Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- If a student respondent is found responsible, any disciplinary sanctions that will be imposed on the respondent or, if an employee is found responsible, a statement that the matter will be referred for discipline under the applicable collective bargaining agreement or Civil Service Law, as applicable;
- A statement of whether remedies designed to restore or preserve equal access to CUNY's education program or activity will be provided to the complainant; and
- Procedures and permissible bases for the parties to appeal.

The college will send the written determination of responsibility to the parties simultaneously, within fifteen (15) days of the conclusion of the hearing. The determination of responsibility will be sent by both first-class mail (or overnight mail) to the physical address or P.O. box address appearing on the records of the college and email using the party's CUNY email address, and any other email address known to the college. In cases involving two or more complainants or respondents, the college has twenty (20) days from the conclusion of the hearing to send the decision. The decision is final subject to any appeal.

e. Remedies for Complainants

In the event the respondent is found responsible for violating the Policy, the Title IX Coordinator will implement remedies for the complainant, designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include a continuation of the same supportive measures and accommodations described in Section VIII, but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

f. Sanctions for Respondents

Range of Sanctions for Student Respondents

Sanctions for student respondents range from a warning to suspension or expulsion from CUNY. When a disciplinary hearing results in a penalty of expulsion or suspension for one term or more, the respondent must be barred from admission to, or attendance at, any other unit of CUNY while the penalty is being served.

Students may also be subject to CUNY's policy on transcript notations which is discussed in Section X-I.

Range of Sanctions for Employees

As discussed above in Section XI-E-c-ii-3, there will be no penalty phase for employees who is subject to a disciplinary process contained in a collective bargaining agreement with CUNY or an employee with disciplinary rights under the New York State Civil Service Law; instead, a determination that the respondent is responsible will be referred for discipline under the applicable collective bargaining agreement or Civil Service Law. For all other employees, sanctions range from a reprimand to suspension to termination of employment.

XII. Procedures for Non-Title IX Sexual Misconduct Matters

The following procedures will apply to Non-Title IX Sexual Misconduct matters.

When the college becomes aware that Sexual Misconduct may have been committed by or against a student, employee or visitor, the college must conduct an investigation unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that refraining from an investigation will not result in a continuing threat to the college community. See Section VII-C.

A. Rights of the Parties

Whenever an investigation of Non-Title IX Sexual Misconduct takes place, the parties have the rights described in Section X-A.

B. Informal Resolution

A Non-Title IX Sexual Misconduct matter may be resolved through an informal resolution process (Section X-B).

C. Investigation

The Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner. Whenever an investigation is conducted, the Title IX Coordinator must:

- Coordinate investigative efforts with other appropriate offices;
- Provide the parties written notice that an investigation is being commenced, including notice of the allegations and sufficient details known at the time notice is sent, including the date, time and location of the alleged behavior and the specific act or acts that are alleged to violate the Policy's prohibition on Sexual Misconduct;
- Interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent must be informed that they have the right to provide relevant documents and to propose witnesses whom they reasonably believe can provide relevant information. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation; and

- Create an investigative report that fairly summarizes relevant evidence and makes findings as to whether, in the investigator's opinion, there is a preponderance of evidence that the respondent is responsible for the allegation(s).

The college must make reasonable efforts to ensure that the investigation and resolution of allegations of Sexual Misconduct are carried out within reasonably prompt timeframes. While some allegations may require more extensive investigation, when possible, the investigation of allegations of Sexual Misconduct (including completion of the investigative report) must be completed within one hundred-twenty (120) days of the receipt of the allegations.

If there is a delay in completing the investigation, the Title IX Coordinator must notify the parties in writing and indicate the reason for the delay. The Title IX Coordinator should also note the reason for delay and projected timeline for completing the investigation in their case file. The reason for extension of the time frame of an investigation may include, but is not limited to: compliance with a request by law enforcement; a limited accommodation for the availability of parties, their advisors and witnesses; students on leave; exam periods, school breaks or vacations; and accounting for the complexities of a specific investigation, including the number of witnesses and volume of information provided by the parties.

Upon completion of the investigation, the Title IX Coordinator must prepare an investigative report, which will fairly summarize and evaluate relevant evidence gathered during the investigation. The investigative report will include:

- Procedural history of the case;
- Alleged Policy violations;
- A list of individuals interviewed;
- A list of exhibits;
- Summary of party and witness statements and other relevant evidence;
- Analysis of evidence, including credibility assessments; and
- Factual findings regarding whether, in the investigator's opinion, there is a preponderance of evidence that the respondent is responsible for the allegation(s).

D. Action Following the Investigation or Termination of an Investigation

a. Students

If the complainant is a student, the Title IX Coordinator must provide the investigative report to both parties within five (5) days of the completion of the report. If the allegations are unsubstantiated, in whole or in part, the student complainant has the right to appeal the Title IX Coordinator's determination to an Appeal Committee. Appeals may be based on the following grounds:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time of the investigation, which could affect the outcome of the matter; or
- The Title IX Coordinator had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The complainant must submit their written appeal to the University Title IX Director within fifteen (15) days after the delivery of the investigative report. The University Title IX Director will provide the complainant's appeal to the respondent within five (5) days of submission. The respondent will have the opportunity to submit a written response to the appeal, due within fifteen (15) days after the delivery of the complainant's appeal.

The University Title IX Director will facilitate the composition and scheduling of the Appeal Committee, which will be comprised of members of the CUNY-wide Sexual Misconduct Panel, as outlined in Section X-C. The Appeal Committee will review the investigative report, the complainant's appeal and the respondent's response, if any. The Appeal Committee will issue a written decision within fifteen (15) days of receipt of the respondent's written submission or failure to provide a submission. The written decision will be provided simultaneously to both parties.

If the Appeal Committee grants the appeal, it may remand the matter for appropriate action, which may include, but is not limited to, the evaluation of new evidence or a new investigation.

Following the appeal, if any, the Title IX Coordinator shall send the investigative report, as well as any decision on appeal, to the College President. If either party is a student, the investigative report must also be sent to the Chief Student Affairs Officer. A copy of the report and any decision on appeal must be maintained in the files of the Title IX Coordinator.

Following receipt of the investigative report, the College President must, when warranted by the facts, authorize such action as they deem necessary, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII-E below, or for unsubstantiated findings, authorization to close the matter.

Within thirty (30) days following the termination of an investigation (for example, because it was resolved by informal resolution or the complainant withdrew cooperation); the Title IX Coordinator will summarize for the file the actions taken in response to the allegations and the basis on which the investigation was closed.

b. Employees

The Title IX Coordinator must provide the investigative report to the College President. Following receipt of the investigative report, the College President must, when warranted by the facts, authorize such action as they deem necessary, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII-E below, or for unsubstantiated findings, authorization to close the matter.

Within thirty (30) days following the termination of an investigation (for example, because it was resolved by informal resolution or the complainant withdrew cooperation); the Title IX Coordinator will summarize for the file the actions taken in response to the allegations and the basis on which the investigation was closed.

E. Disciplinary Process and Procedures

a. Disciplinary Action

The following procedures apply when the College President recommends that disciplinary action be commenced against a respondent student or employee for violations of this Policy:

Discipline Against Students

When a College President recommends discipline against a student for violations of this Policy, the matter is referred to the college Office of Student Affairs and action must be taken in accordance with Section XI-E-b/c, below.

Sanctions for student respondents following a disciplinary hearing range from a warning to suspension or expulsion from CUNY. When a disciplinary hearing results in a penalty of expulsion or suspension for one term or more, the respondent must be barred from admission to, or attendance at, any other unit CUNY while the penalty is being served. Students may also be subject to CUNY's policy on transcript notations, discussed in Section X-I.

In addition to the rights described in Section X-A, the parties have the following rights at a disciplinary hearing:

- To receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
- To receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
- To receive notice of the specific provisions alleged to have been violated and possible sanctions;
- To make an impact statement at the point when the Adjudication Committee is deliberating on appropriate sanctions;
- To choose whether to disclose or discuss the outcome of a conduct or judicial process;
- To appeal a determination of responsibility before a panel that is fair and impartial and does not include individuals with conflicts of interest;
- To have all information obtained during the conduct process protected from public release until a decision-maker on appeal makes a final determination, unless otherwise required by law.

Discipline Against Employees

In cases where the College President recommends discipline against an employee, the matter is referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee's title, reprimand, suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the applicable collective bargaining agreement.

For additional information on the disciplinary process in specific cases, parties should consult their campus Title IX Coordinator, who will work with campus Human Resources Director or Labor Designee to provide information. Respondents may also consult with their union representative, if any.

Action Against Visitors

In cases where the person accused of Sexual Misconduct is not a CUNY student or employee, the college's ability to take action against the respondent is usually limited. However, the college will take appropriate actions within its control, such as restricting the visitor's access to campus.

No Disciplinary Action

In cases where the College President decides not to bring disciplinary action, the Title IX Coordinator must inform the parties of that decision at the same time, in writing, and must offer any appropriate support services, including counseling, to both.

b. Student Discipline – Pre Hearing Procedures

Referral of Violation for Disciplinary Action

If the College President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The Chief Student Affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the Adjudication Committee and will follow the rules and procedures outlined in this Policy.

Issuance of Notice of Charges and Hearing

Notice of the charge(s) and of the time and place of the hearing must be sent by both first-class mail (or overnight mail) to the physical address or P.O. box address appearing on the records of the college and email using the party's CUNY email address, and any other email address known to the college.

The hearing must be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) days must be given to the parties in advance of the hearing unless the respondent consents to an earlier hearing. The parties are permitted one adjournment each, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Adjudication Committee. If either party fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without that party present, and any determination of responsibility or sanction will be binding.

The Notice of Charges and Hearing must contain the following:

1. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation; and
2. A statement that the parties have the right to attend and participate fully in the hearing including the right:
 - To present their side of the story;
 - To present witnesses and evidence on their behalf;
 - To cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;

- For the respondent to remain silent without assumption of responsibility;
 - To be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor; and
3. A warning that anything said may be used at a non-college hearing.

Review of Evidence before Hearing

At least five (5) days prior to the commencement of a hearing, the college must provide the parties (and their advisors, if applicable), with similar and timely access to review documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by FERPA. If a party submits documentary evidence during the hearing, the chairperson may, at the request of any other party, adjourn the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Admission & Acceptance of Penalty

After the charges have been preferred by the Chief Student Affairs Officer, but prior to the commencement of a hearing, the respondent may admit to the charges and accept the penalty that the Chief Student Affairs Officer determines to be appropriate to address the misconduct. Before resolving allegations in this manner, the Chief Student Affairs Officer, or designee, must first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the Chief Student Affairs Officer must provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the Appeal Committee.

c. Student Discipline - Hearing Procedures

The participants at the hearing are the college, the respondent and the complainant. All hearings pursuant to this Policy are closed hearings, meaning that participation and observation is limited to the parties, their advisors, witnesses, the Adjudication Committee, the college presenter and any college or CUNY staff required to coordinate the hearing.

Roles and Responsibilities

Adjudication Committee

The Adjudication Committee serves as the decision-maker at the hearing and is comprised of members of the CUNY-wide Sexual Misconduct Panel. The role of the Adjudication Committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility.

In the event the respondent is found responsible for the conduct, the committee must then determine the penalty to be imposed.

Adjudication Committee Chairperson

The chairperson must preside at the hearing. At the commencement of the hearing, the chairperson must inform the parties of the charges, the hearing procedures, and their rights. The chairperson must then ask the respondent to state whether they are responsible or not responsible for the conduct. Prior to accepting testimony at the hearing, the chairperson must rule on any motions regarding the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson must rule on any motions regarding the admissibility of evidence and must exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson must exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

The chairperson must preside at all hearing sessions and meetings and make all procedural rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative.

College Presenter

The college will be represented by a presenter. Each academic year, the Chief Student Affairs Officer of each campus, must appoint/identify one or more campus college

employees to serve as presenters for hearings against student respondents involving their campuses. This list must be forwarded to the University Title IX Director and the Office of the Vice Chancellor for Student Affairs prior to the first day of the academic year.

Advisors

The parties may be accompanied by an advisor of their choice (who may be an attorney) who may fully participate at a hearing, including advising and representing a party. Advisors may not give testimony as a witness at the hearing. Any party intending to appear with an attorney must give the college five (5) days' notice of the attorney's name and contact information. Advisors must treat all hearing participants, including the Adjudication Committee, parties and witnesses, with respect. Advisors must also abide by the Rules of Decorum promulgated by CUNY.

Responsibility Phase

The college bears the burden of proving the charge(s) by a preponderance of the evidence.

The parties will present evidence in the following order: college, complainant and respondent. At the conclusion of the college's presentation, the respondent may move to dismiss the charges. If a party submits documentary evidence during a hearing that was not previously shared during the investigation, the chairperson may, at the request of any other party, adjourn the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced. Evidence of either party's prior sexual history may not be introduced except that evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing to prove consent.

A party may not conduct cross-examination personally, but must do so through their advisor. In the event a party does not have an advisor and the case proceeds to a hearing, the college may assist them to find an advisor for the purpose of conducting cross-examination on behalf of that party.

Penalty Phase

If the panel finds the respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent's character, including any past findings of a respondent's responsibility for Domestic Violence, Stalking, Sexual Assault or any other Sexual Misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent's previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record must be submitted to the panel in a sealed envelope, bearing the respondent's signature across the seal, and must only be opened if the respondent has been found responsible for the conduct charged. The Adjudication Committee, to determine an appropriate penalty, must use the disciplinary records, as well as any documents or character evidence introduced by the respondent, the complainant, or the college.

If either party chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

Decision

The Adjudication Committee must issue a written decision, which must be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college must send the written decision to the parties within seven (7) days of the conclusion of the hearing, by regular mail (or overnight mail) and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) days of the conclusion of the hearing to send the panel's decision. The decision is final subject to any appeal.

XIII. College Obligations Under This Policy

In addition to addressing allegations of Sexual Misconduct, colleges/units of CUNY have the following obligations:

A. Dissemination of Policies, Procedures, and Notices

The Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on their campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address and (iv) contact information for the campus Public Safety Office. Such dissemination includes posting the documents and information on the college website, and including it in residence life materials and training and educational materials.

The Students' Bill of Rights, which is appended to and made a part of this Policy, must be distributed to any individual reporting an incident of Sexual Misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college's website and posted in college campus centers and in CUNY owned and operated housing.

B. Training and Educational Programming

CUNY is responsible for providing training to Title IX Coordinators, investigators, CUNY-wide Sexual Misconduct Panel members and anyone who facilitates informal resolutions.

The Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this Policy; provides education on this Policy and on Sexual Misconduct (including Domestic Violence, Dating Violence, Stalking and Sexual Assault) to new and continuing students; and promotes awareness and prevention of Sexual Misconduct among all students and employees. Specific required trainings include the following:

a. Training For Responsible and Confidential Employees

The college must provide training to all employees who are required to report incidents of Sexual Misconduct under this Policy, as well as those employees who have been designated as confidential employees.

b. Training For Title IX Coordinators, investigators, CUNY-wide Sexual Misconduct Panel members, and any person who facilitates an informal resolution

CUNY will provide training on the topics below to Title IX Coordinators, investigators, CUNY-wide Sexual Misconduct Panel members, and any person who facilitates an informal resolution process. Training for Title IX Coordinators and investigators will be at least annual.

- The definition of Sexual Misconduct, including Sexual Harassment, Title IX Sexual Harassment, Dating Violence, Domestic Violence and Stalking;
- How to conduct an investigation;
- How to create an investigative report that fairly summarizes relevant evidence;
- The grievance process, including hearings, appeals and informal resolution processes, as applicable;
- Impartiality, including avoiding prejudgment of the facts, conflicts of interest, and bias;
- Relevance of questions and evidence, including the fact that sexual predisposition or prior sexual acts with individuals other than the parties are generally not relevant, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a determination regarding responsibility is made at the conclusion of the applicable processes;
- The scope of the college's education programs and activities;
- The effects of trauma;
- Other relevant CUNY policies and procedures; and
- Any technology to be used at a live hearing.

c. Student Onboarding and Ongoing Education

Each college must adopt a comprehensive student onboarding and ongoing education campaign to educate students about Sexual Misconduct, including Domestic Violence, Dating Violence, Stalking, and Sexual Assault. During the student onboarding process, all new first-year and transfer students must receive training on this Policy and on a variety of topics relating to Sexual Misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college must also provide such educational programming to any other student groups which the college determines could benefit from education in the area of Sexual Misconduct. The college must also share information on Domestic Violence, Dating Violence, Stalking and Sexual Assault prevention with parents of enrolling students. This may be done by linking to <http://www1.cuny.edu/sites/title-ix/information-for-parents-and-families/campus/university/>.

C. Campus Climate Assessments

Each college of CUNY must conduct, no less than every other year, a climate assessment using an assessment instrument provided by CUNY's central office, to ascertain its students' general awareness and knowledge of CUNY's Policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument must include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. CUNY will publish the results of the surveys on its Title IX web page. The published results will not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

XIV. Rules Regarding Intimate Relationships Between Employees and Students

A. Relationships between Faculty or Employees and Students

Sexual activity or amorous or dating relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom they have a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom they are having an intimate relationship.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this Section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

B. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors must disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this Section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations

that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

XV. Implementation

This Policy will become effective on August 14, 2020 and will apply to Sexual Misconduct that allegedly occurred on or after August 14, 2020. Sexual Misconduct that allegedly took place before the effective date of this Policy will be handled in accordance with the CUNY Policy on Sexual Misconduct that was in effect at the time the behavior occurred.

Should any portion of the 2020 Title IX Regulations be stayed or held invalid by a court of law, or should the Title IX Final Regulations be withdrawn or modified to not require the elements of this Policy, the invalidated elements of this Policy (including, but not limited to Sections IX and XI), will be deemed revoked as of the publication date of the opinion or order. Should this Policy's Title IX-specific procedures be revoked in this manner, any Sexual Misconduct covered under Section XI, including any elements of the process that occur after the revocation date if a case is not complete by that date of revocation, shall be investigated, resolved and/or adjudicated under Section XII without further action by CUNY.

The City University of New York Students' Bill of Rights

For CUNY students who experience Sexual Violence, including Sexual Assault; Domestic Violence, Dating Violence, Stalking or Voyeurism

All students have the right to

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Have access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

This *Student Bill of Rights* was established by the "Enough is Enough" Law, New York State Education Law Article 129-B, effective October 7, 2015.

For more information about preventing and addressing Sexual Violence at CUNY see <http://www1.cuny.edu/sites/title-ix/campus-websites>.

Information about filing a report, seeking a response, and options for confidential disclosure is available also available [CUNY's Title IX web page](#).

Questions about CUNY's Sexual Misconduct policy and procedures may be directed to [your campus Title IX Coordinator](#).

Policy adopted by the Board of Trustees on 12/1/2014 Cal. 4.C., with effective date of 1/1/2015. Amended by the Board of Trustees on 10/1/2015. Cal. 6.B. Adopted as revised by the BOT on 6/25/2018. Cal.9.A. Amended by the BOT on 8/12/20. Cal. A.4.

The City University of New York Drug/Alcohol Use Amnesty Policy

The City University of New York's ("CUNY's") Drug/Alcohol Use Amnesty Policy has two principal purposes. First, it is intended to encourage students to seek medical assistance related to drug and/or alcohol use without fear of being disciplined for such use. Because the use of drugs or alcohol may be life-threatening, CUNY wishes to reduce barriers to seeking and receiving medical help in those situations. Second, CUNY wishes to encourage students under the influence of drugs and/or alcohol who may be the victims of, witnesses to, or otherwise become aware of violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or sexual harassment or gender-based harassment to report that violence or harassment. Toward that end, CUNY's Policy is that students who seek medical assistance either for themselves or others and/or are reporting violence or harassment will not be subject to discipline under the circumstances described below.

- I. Students who in good faith call for medical assistance for themselves or others and/or who receive medical assistance as a result of a call will not be disciplined for the consumption of alcohol (either if underage or if consumed in a CUNY-owned or operated residence hall where alcohol consumption is prohibited) or drugs as long as there are no other violations that ordinarily would subject the student to disciplinary action. Similarly, students who may be the victims of, witnesses to, or otherwise become aware of violence or sexual harassment or gender-based harassment and who report such violence or harassment will not be disciplined for the consumption of alcohol or drugs in the absence of other violations that ordinarily would subject the student to disciplinary action. Other violations that would invoke discipline include but are not limited to (i) unlawful distribution of alcohol or drugs; (ii) sexual misconduct, as defined in CUNY's Policy on Sexual Misconduct; (iii) causing or threatening physical harm; (iv) causing damage to property; (v) hazing.
- II. The students involved will be encouraged to complete alcohol and/or drug education activities, assessment, and/or treatment, to be determined by the individual campuses or units of CUNY with which the students are affiliated. If repeated incidents are involved, there may be issues of medical concern, which may result in parental notification, medical withdrawal, and/or other non-disciplinary responses.
- III. CUNY's Policy is intended both to implement Article 129-B of the Education Law (which mandates drug and alcohol amnesty for reporters of violence) and to complement New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency. Generally, the Good Samaritan Law protects persons who witness or suffer from a medical emergency involving drugs or alcohol from being arrested or prosecuted for drug or underage alcohol possession after they call 911. It does not protect against arrest or prosecution for other offenses, such as the sale of drugs.

The City University of New York Policy on Equal Opportunity and Non-Discrimination

I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status

as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.⁵

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Prohibited Conduct Defined

Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

Harassment is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by CUNY's Policy on Sexual Misconduct.

Retaliation is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

II. Discrimination and Retaliation Complaints

The City University of New York is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. There shall be a Chief Diversity Officer at every college or unit of the University, who shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.

III. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

IV. Responsibility for Compliance

The President of each college of the University, the CUNY Chief Operating Officer, and the Deans of the Law School, Graduate School of Journalism, School of Public Health and School of Professional Studies and Macaulay Honors College, have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her college or unit if he or she becomes aware of conduct or allegations of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.

⁵ As a public university system, CUNY adheres to federal, state and city laws and regulations regarding non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

COMPLAINT PROCEDURES UNDER THE CITY UNIVERSITY OF NEW YORK'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION⁶

1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly.

Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

- A. Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location.
- B. Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in CUNY's Policy on Sexual Misconduct.
- C. There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in CUNY's Procedures on Reasonable Accommodation.

2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination and/or retaliation should promptly contact the Chief Diversity Officer at their location to discuss their concerns, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the complainant has encountered or the college conducting a full investigation. Based on the facts of the complaint, the Chief Diversity Officer may also advise the complainant that his or her situation is more suitable for resolution by another entity within the University.

3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination and/or retaliation should be provided with a copy of the University's complaint form. Complaints should be made in writing whenever possible, including in cases where the complainant is seeking an informal resolution.

4. Informal Resolution

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the respondent and suspends the complaint process for up to thirty (30) calendar days, which can be extended upon consent of both parties, at the discretion of the Chief Diversity Officer.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

⁶ These Procedures govern any complaint of discrimination and/or retaliation, except complaints of sexual harassment and sexual violence, which are covered by CUNY's Sexual Misconduct Policy. These procedures are applicable to all of the units and colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate to address the special needs of their elementary and high school students.

These Procedures are intended to provide guidance for implementing the University Policy on Equal Opportunity and Non-Discrimination. These Procedures do not create any rights or privileges on the part of any others.

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) calendar days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation.

If no informal resolution of a complaint is reached, the complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.

5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed.

It is recommended that the intake and investigation include the following, to the extent feasible:

- a. Interviewing the complainant. In addition to obtaining information from the complainant (including the names of any possible witnesses), the complainant should be informed that an investigation is being commenced, that interviews of the respondent and possibly other people will be conducted, and that the President⁷ will determine what action, if any, to take after the investigation is completed.
- b. Interviewing the respondent. In addition to obtaining information from the respondent (including the names of any possible witnesses), the respondent should be informed that a complaint of discrimination has been received and should be provided a copy of the complaint unless circumstances warrant otherwise. Additionally, the respondent should be informed that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. A respondent employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The respondent must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under this policy and federal, state, and city laws. The respondent should be informed that if retaliatory behavior is engaged in by either the respondent or anyone acting on his/her behalf, the respondent may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the respondent is a student.

- c. Reviewing other evidence. The Chief Diversity Officer should determine if, in addition to the complainant, the respondent, and those persons named by them, there are others who may have relevant information regarding the events in question, and speak with them. The Chief Diversity Officer should also review documentary evidence that may be relevant to the complaint.

6. Withdrawing a Complaint

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

In either event, the respondent must be notified in writing that the complainant has withdrawn the complaint and whether University officials have determined that continuation of the investigation is warranted for corrective purposes.

7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of a complaint should be completed within sixty (60) calendar days of the receipt of the complaint.

7 References to the President in these Procedures refer to the Executive Vice Chancellor and Chief Operating Officer and the Deans of the Law School, Graduate School of Journalism, CUNY School of Public Health, School of Professional Studies and Macaulay Honors College, wherever those units are involved, rather than a college.

8. Action Following Investigation of a Complaint

- a. Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President. In the event that the respondent or complainant is a student, the Chief Diversity Officer will also report his or her findings to the Chief Student Affairs Officer.
- b. Following such report, the President will review the complaint investigation report and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the respondent under applicable University Bylaws or collective bargaining agreements.
- c. The complainant and the respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.
- d. The President will sign a form that will go into each investigation file, stating what, if any, action will be taken pursuant to the investigation.
- e. If the President is the respondent, the Vice Chancellor of Human Resources Management will appoint an investigator who will report his/her findings to the Chancellor. The Chancellor will determine what action will be taken. The Chancellor's decision will be final.

9. Immediate Preventive Action

The President may take whatever action is appropriate to protect the college community in accordance with applicable Bylaws and collective bargaining agreements.

10. False and Malicious Accusations

Members of the University community who make false and malicious complaints of discrimination, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

11. Anonymous Complaints

All complaints will be taken seriously, including anonymous complaints. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

12. Responsibilities

a. Responsibilities of the President:

- Appoint a Chief Diversity Officer responsible for addressing complaints under this Policy
- Ensure that the Chief Diversity Officer is fully trained and equipped to carry out his/her responsibilities.
- Ensure that managers receive training on the Policy.
- Annually disseminate the Policy and these Procedures to the entire college community and include the names, titles and contact information of all appropriate resources at the college. Such information should be widely disseminated, including placement on the college website.

b. Responsibilities of Managers:

Managers must take steps to create a workplace free of discrimination, harassment and retaliation, and must take each and every complaint seriously. Managers must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate the Policy.

For purposes of this policy, managers are employees who either (a) have the authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) have the authority to make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

c. Responsibilities of the University Community-at-Large:

- Members of the University community who become aware of allegations of discrimination or retaliation should encourage the aggrieved individual to report the alleged behavior.
- All employees and students are required to cooperate in any investigation.

Some Relevant Laws Concerning Non-discrimination and Equal Opportunity

Section 1324b of the Immigration and Nationality Act prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee’s identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.

Executive Order 11246, as amended, prohibits discrimination in employment by all institutions with federal contracts and requires affirmative action to ensure equal employment opportunities.

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

Title VI of the Civil Rights Act of 1964 prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

Equal Pay Act of 1963, as amended, requires that men and women performing substantially equal jobs in the same workplace receive equal pay.

Title IX of the Education Amendments of 1972 prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

Age Discrimination in Employment Act, as amended, prohibits discrimination against individuals who are age 40 or older.

Section 504 of the Rehabilitation Act of 1973 defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

Section 503 of the Rehabilitation Act of 1973 requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

Vietnam Era Veterans’ Readjustment Act of 1974, as amended, requires government contractors and subcontractors to take affirmative action to employ and advance in employment disabled and other protected veterans.

Uniformed Services Employment and Reemployment Rights Act of 1994, as amended, prohibits employment discrimination based on military status and requires reemployment following military service in some circumstances.

Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability.

Genetic Information Nondiscrimination Act of 2008 prohibits employment discrimination based on genetic information.

New York City Human Rights Law prohibits discrimination based on age (18 and older), race, creed, color, national origin, gender (including gender identity and expression), disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, unemployment status, or status of an individual as a victim of domestic violence, sex offenses or stalking.

New York City Workplace Religious Freedom Act requires an employer to make accommodation for an employee's religious needs.

New York State Education Law Section 224-a requires institutions of higher education to make accommodations for students who are unable to attend classes or take examinations due to their religious beliefs.

New York State Human Rights Law prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age (18 and older), marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

New York City Pregnant Workers Fairness Act provides that employers provide pregnant employees with reasonable accommodations for the employee's pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Graduate Center staff and faculty appointees for reporting complaints and concerns:

Interim Vice President for Institutional Equity and Human Resources/Chief Diversity Officer and Title IX Coordinator: Pinar Ozgu, Room 8204.03, 212-817-7100

Director of Security and Public Safety: John Flaherty, Room 9117; 212-817-7761

The following Graduate Center staff members are also available to answer questions and address concerns:

504/ADA Coordinator: Vice President for Student Affairs Matthew Schoengood, Room 7301; 1-212-817-7400

Ombuds Officer: Professor Martin R. Gitterman, Room 7313; call for appointments at 1-212-817-7191. The Ombuds Officer offers complete confidentiality to all students, staff, and faculty.

Executive Director of Human Resources: David Boxill, Room 8403; 1-212-817-7700

Director of the Wellness Center: Robert L. Hatcher

Diversity and Inclusion

The Graduate School and University Center is committed to following the letter and spirit of affirmative action laws and adheres to those policies and procedures established by the Graduate School and University Center and the Board of Trustees of the City University of New York that pertain to promoting pluralism and diversity. Allegations of discrimination may be addressed to Pinar Ozgu, Title IX Coordinator and Chief Diversity Officer, Room 8204.03; Telephone: 1-212-817-7100.

Doctoral Student Parental Accommodation Policies

Please refer to the appropriate parental accommodation policy below depending upon whether you are a GC doctoral student in the humanities, social sciences, and non-bench sciences; or whether you are a GC CUNY Science Scholar. For each of the two categories, the applicable policy is designed to accommodate the respective discipline groups.

Doctoral Student Parental Accommodation Policy: For students in the humanities, social sciences, and non-bench science programs

Download the Doctoral Student Parental Accommodation Request Form: [http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Provost/Form Documents/The-Graduate-Center-Student-Parental-Accommodation-Request-Form.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Provost/Form%20Documents/The-Graduate-Center-Student-Parental-Accommodation-Request-Form.pdf)

Introduction

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, this policy is intended to further The Graduate Center's commitment to supporting programs and services to help graduate student parents to meet their family care obligations while they pursue their academic goals. The policy assists doctoral students immediately prior to and/or immediately following the birth or adoption of a young child. The purpose of the policy is to make it possible for a student to maintain registered full-time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research, and teaching. The policy is not intended to replace communication between the student and the program, but it is intended, rather, to serve as a framework and to provide support for family situations. At all times, the student should work proactively with the advisor and Executive Officer to ensure progress toward academic goals. Faculty should be flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study at the same time that they face new demands in their parental roles.

Eligibility

The Parental Accommodation Policy applies only to full-time, enrolled Graduate Center doctoral students (other than CUNY Science Scholars) who are in good academic standing and are making satisfactory progress toward completion of their degree. The policy covers students who experience a childbirth (either who give birth or whose spouse or partner gives birth) or who adopt a child under the age of 6. Students who have completed at least two full-time semesters of their degree program have the option of applying for a one-semester service reduction (see Section III below).

Categories of Parental Accommodation

There are three categories of parental accommodation: **(I)** Extension of time limit to degree; **(II)** Parental academic accommodation for a total of one six-week period to be taken immediately prior to and/or immediately following the birth or adoption; **(III)** Service reduction for funded students during the semester that the birth or adoption occurs or the immediately following semester. Students must have completed at least two full-time semesters of their degree program to become eligible for service reduction.

I. Extension of Time Limit to Degree

Eligible students are entitled to an academic extension of six months per birth or adoption to the maximum time limit to degree as established in The Graduate Center's academic policies. In the event of a multiple birth or adoption, the length of the extension period is still limited to six months. The six-month extension does not serve to extend the period of the student's fellowship, if any (see Section III.B below).

II. Parental Academic Accommodation Period

All eligible students will be granted a parental academic accommodation period ("accommodation period") of up to six weeks to be taken immediately prior to and/or immediately following the birth or adoption. During this period of accommodation, the student will continue to be enrolled as a full-time student. Because the student remains enrolled as a full-time student and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities. The student will be able to postpone completion of course assignments, examinations, and other academic requirements. The student should consult in advance with his/her advisor and Executive Officer about how the student

will meet academic goals and requirements. The student is responsible for ensuring that this consultation takes place as far in advance of the accommodation period as possible. Accommodations will be tailored to the student's individual circumstances and academic responsibilities.

The student must complete the accommodation period within six weeks of the birth or adoption. The student may not divide the time period of parental accommodation for use past this time limit. If both parents are eligible graduate students, both may take the six-week accommodation period. The total accommodation period for each birth or adoption is limited to six weeks; in the event of a multiple birth or adoption, the length of the accommodation period will be limited to six weeks. After the end of the accommodation period, students are expected to return to graduate study and resume progress toward completing their degrees.

III. Service Reduction for Funded Students during the Parental Accommodation Period

A. Doctoral Students Employed by The Graduate Center

Doctoral students (other than CUNY Science Scholars) who are supported by The Graduate Center on a Graduate Assistantship A, B, or C or in a teaching/non-teaching adjunct position will be excused from their regular teaching, research, clinical, or other training duties for the semester in which the birth or adoption occurs or the immediately following semester, at the election of the student. If the birth or adoption takes place during the summer, the student is eligible for the service reduction in the fall semester. The service reduction may not span two semesters. During the semester of parental accommodation, these students will receive financial support from The Graduate Center in the form of their existing graduate appointment (Graduate Assistantship A, B, C or D) which provides eligibility for NYSHIP. In accordance with the parental accommodation policy, the student will be assigned a reduced workload of 50 hours service per semester. The student's Executive Officer will make an appropriate service assignment.

B. Doctoral Student Five-Year Fellowship Recipients

Doctoral students (other than CUNY Science Scholars) who are supported by five-year fellowships (e.g., Enhanced Chancellor's Fellowships, Graduate Center Fellowships) will experience no change in the total amount of their funding during the semester of parental accommodation; they will continue to receive their fellowship support and benefits. During the semester of parental accommodation, eligible students will receive financial support from The Graduate Center in the form of a Graduate Assistantship D (GAD), which provides eligibility for NYSHIP. The student will be responsible for the 50 hours of appropriate service per semester required of the GAD. The student's Executive Officer will make the GAD service requirement. The student will receive the remaining portion of his/her fellowship as a non-service University Fellowship stipend and the same tuition benefit received under his/her fellowship. For eligible students on five-year fellowships, the period of the service reduction will NOT serve to extend the period of the fellowship, which remains five years.

C. Doctoral Students without Financial Support from The Graduate Center Who Provide Service within CUNY

Doctoral students (other than CUNY Science Scholars) holding positions within CUNY through which they are eligible for NYSHIP are also eligible to apply for parental accommodation. Those who wish to give up their positions at CUNY during the semester of parental accommodation will be appointed as a Graduate Assistant D (GAD) (if they are eligible — the PSC-CUNY Contract specifies that no one can serve as a graduate assistant for more than 5 years) or as a non-teaching adjunct if they are not eligible for the GAD appointment, with an appropriate service requirement from The Graduate Center which will allow them to maintain NYSHIP coverage. In order to qualify for this, students must submit an appointment letter for their eligible CUNY position as part of their applications.

PLEASE NOTE:

- Students who are supported by fellowships external to the University must adhere to the rules of the granting agency with respect to absences from academic and research work.
- In the event that both parents are full-time doctoral students at The Graduate Center, only one is eligible for a reduction in service during the parental accommodation period. Both parents are eligible for the extension on time to degree/time to candidacy and the parental academic accommodation.

Planning

With assistance from the Executive Officer, it is the student's responsibility to make arrangements as early as possible with faculty for course completion and for continuation of teaching, research, and/or clinical activities affected by the six-week extension period and semester reduction in work hours. The student should also discuss with his/her advisor(s) how these accommodations might affect time-sensitive research, teaching, or clinical projects, and the feasibility of his/her continued participation in these same projects. A policy cannot anticipate every individual circumstance, so students who need additional accommodation due to medical needs during or after pregnancy, such as in the case of Caesarean birth, should consult with the Office of the Vice President for Student Affairs and their advisors/Executive Officers about arrangements for additional accommodation.

Students should initiate discussions with their advisors and Executive Officers and apply for the provisions of parental accommodation as early as possible to provide time necessary to reassign teaching duties for those students supported by teaching assistantships, or to adjust clinical assignments, or laboratory and other research schedules. The planning period should also be used to reach agreement on a timeline for academic work (e.g., class work, qualifying exam and other academic milestones, field work, time-sensitive research reports on sponsored projects) that may be affected by the six-week extension of requirements or one-semester reduction of service. It is essential that a student consult with his/her advisor(s) well in advance if the nature of his/her funding or research grant conditions require that specific tasks be completed by specified dates, or if a Principal Investigator (PI) will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student. Students who are teaching should consult with their direct supervisors on the campus.

Students should also be assured that sensitive or personal information they share with their supervisors, advisors, Executive Officers, and the Office of the Vice President for Student Affairs, such as medical information, will be treated with utmost discretion and communicated only to pertinent individuals. Students must feel free to share information in an environment where their privacy is respected.

Special Notice to International Students

Students who are attending The Graduate Center with an F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the Office of International Students about their plans during the period of Parental Accommodation.

Application and Approval Process

An eligible student must submit an application for Doctoral Student Parental Accommodation to the Office of the Vice President for Student Affairs. In the case of childbirth, the student must submit the application no later than the 24th week of pregnancy. In the case of adoption, the application must be submitted as soon as the adoption is confirmed. Appropriate documentation (i.e., a signed letter from the student's health care provider with an estimate of the delivery date or from the adoption agency with an estimate of the adoption date) must accompany the application.

The student must specify on the application whether he/she intends to receive the six-week academic accommodation during the period immediately preceding, and/or the period immediately following, the anticipated birth or adoption. If the student is requesting a one-semester service reduction, he/she must specify whether he/she intends to take it in the semester of the anticipated birth/adoption or in the next immediately following

semester. (As noted in Section III.C, above, doctoral students holding positions within CUNY through which they are eligible for NYSHIP must submit an appointment letter for their eligible CUNY position.)

The student must consult in advance with his/her instructors, advisor(s), and work supervisors and obtain the signature of his/her Executive Officer, who must indicate that he/she has received notice that the student has requested the parental accommodation as specified on the application form.

Assuming that the student meets the requisite eligibility requirements, the Office of the Vice President for Student Affairs will notify the student, the student's doctoral program, and the relevant University administrative offices that the six-week extension of academic requirements and the one-semester graduate assistantship service reduction have been approved, along with the start date for the extension and excusal periods.

Extended Leave

Students who wish or need to take a longer period of leave, without continuation of funding, may request a leave of absence through the established policy of The Graduate Center.

Doctoral Student Parental Accommodation Policy: For CUNY Science Scholars

Download the Doctoral Student Parental Accommodation for CUNY Science Scholars Request Form: http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Provost/Form%20Documents/The-Graduate-Center-Student-Parental-Accommodation-Request-Form-Science-Scholars.pdf

Introduction

In recognition of the challenges of balancing the demands of doctoral study and parenting a new child, this policy is intended to further The Graduate Center's commitment to supporting programs and services to help graduate student parents to meet their family care obligations while they pursue their academic goals. The CSS Policy assists doctoral students immediately prior to and/or immediately following the birth or adoption of a young child. The purpose of the CSS Policy is to make it possible for a student to maintain registered full-time student status, along with all the benefits of such status, while facilitating the return to full participation in courses, research, and teaching. The CSS Policy is not intended to replace communication between the student and the program, but it is intended, rather, to serve as a framework and to provide support for family situations. At all times, the student should work proactively with his or her advisor and Executive Officer to ensure progress toward academic goals. Faculty should be flexible in their expectations of students who become new parents, so that students can meet the demands of graduate study at the same time that they face new demands in their parental roles.

Eligibility

The CSS Policy applies only to full-time, enrolled Graduate Center CUNY Science Scholars who are in good academic standing and are making satisfactory progress toward completion of their degree. The CSS Policy covers students who experience a childbirth (either who give birth or whose spouse or partner gives birth) or who adopt a child under the age of 6. Students who have completed at least two full-time semesters of their degree program have the option of applying for a service reduction (see Section III below).

Categories of Parental Accommodation

There are three categories of parental accommodation: (I) Extension of time limits to degree; (II) Parental academic accommodation for a total of one six-week period to be taken immediately prior to and/or immediately following the birth or adoption; (III) Teaching reduction during the semester that the birth or adoption occurs or the immediately following semester. Students must have completed at least two full-time semesters of their degree program to become eligible for service reduction.

I. Extension of Time Limits to Degree

Eligible students are entitled to an academic extension of six months per birth or adoption to the maximum time limits to degree as established in The Graduate Center's academic policies. In the event of a multiple birth or adoption, the length of the extension period is still limited to six months. The six-month extension does not serve to extend the period of the student's CUNY Science Scholarship (see Section III below).

II. Parental Academic Accommodation Period

All eligible students will be granted a parental academic accommodation period ("accommodation period") of up to six weeks to be taken immediately prior to and/or immediately following the birth or adoption. During this period of accommodation, the student will continue to be enrolled as a full-time student. Because the student remains enrolled as a full-time student and continues to pay tuition, this is not a leave of absence. It is instead a modification of deadlines and academic expectations to accommodate the student's new parental responsibilities. The student will be able to postpone completion of course assignments, examinations, and other academic requirements. The student should consult in advance with his/her advisor and Executive Officer about how the student will meet academic goals and requirements. The student is responsible for ensuring that this consultation takes place as far in advance of the accommodation period as possible. Accommodations will be tailored to the student's individual circumstances and academic responsibilities.

The student must complete the accommodation period within six weeks of the birth or adoption. The student may not divide the time period of parental accommodation for use past this time limit. If both parents are eligible graduate students, both may take the six-week accommodation period. The total accommodation period for each birth or adoption is limited to six weeks; in the event of a multiple birth or adoption, the length of the accommodation period will be limited to six weeks. After the end of the accommodation period, students are expected to return to graduate study and resume progress toward completing their degrees.

III. Teaching Reduction for CUNY Science Scholars during the Parental Accommodation Period

CUNY Science Scholars who are teaching at one of the CUNY campuses will be released from teaching for a full semester of parental accommodation, and the teaching salary that they would have received (e.g., from a Graduate Assistantship A, Graduate Assistantship B, or teaching adjunct position) will be paid to them by The Graduate Center. The semester of accommodation can be the one in which the birth or adoption occurs or the immediately following semester, at the election of the student. If the birth or adoption takes place during the summer, the student is eligible for the teaching reduction in the fall semester. The teaching reduction may not span two semesters. During the semester of parental accommodation, these students will receive their financial support from The Graduate Center which provides eligibility for NYSHIP, and which together will total the amount of the salary that the student otherwise would have received from teaching. The student will be responsible for the 50 hours of service per semester. The student's Executive Officer will make an appropriate service assignment. The appointment will be in the form of a GAD or a non-teaching adjunct if they are not eligible.

Those students working on, and paid salary from, a mentor's grant will be released from work on that funded project for up to six weeks. The Graduate Center will provide the student with the funding that the student would have received from grant funds for that six-week period.

- The period of the teaching reduction will NOT serve to extend the period of the fellowship, which remains five years.
- In the event that both parents are full-time doctoral students at The Graduate Center, only one is eligible for a reduction in teaching during the parental accommodation period. Both parents are eligible for the extension on time to degree/time to candidacy and the parental academic accommodation.

Planning

With assistance from the Executive Officer, it is the student's responsibility to make arrangements as early as possible with (a) faculty for course completion, (b) the relevant campus department chair regarding teaching assignments, and (c) the research advisor (mentor) regarding field and/or laboratory research for the six weeks of academic accommodation, the six-weeks of work reduction on a funded project, and the semester release in teaching. The student should also discuss with his/her advisor(s) how these accommodations might affect time-sensitive research, teaching, or clinical projects, and the feasibility of his/her continued participation in these same projects. A policy cannot anticipate every individual circumstance, so students who need additional accommodation due to medical needs during or after pregnancy should consult with the Office of the Vice President for Student Affairs and their advisors/Executive Officers about arrangements for additional accommodation.

Students should initiate discussions with their advisors and Executive Officers and apply for the provisions of parental accommodation as early as possible to provide time necessary to reassign teaching duties for those students supported by teaching assistantships, or to adjust clinical assignments, or laboratory and other research schedules. The planning period should also be used to reach agreement on a timeline for academic work (e.g., class work, qualifying exam and other academic milestones, field work, time-sensitive research reports on sponsored projects) that may be affected by the six-week extension of requirements or one-semester reduction of teaching. It is essential that a student consult with his/her advisor(s) well in advance if the conditions of his/her funding or research grant require that specific tasks be completed by specified dates, or if a Principal Investigator (PI) will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student. Students who are teaching should consult with their direct supervisors on the campus.

Students should also be assured that sensitive or personal information they share with their supervisors, advisors, Executive Officers, and the Office of the Vice President for Student Affairs, such as medical information, will be treated with utmost discretion and communicated only to pertinent individuals. Students should feel free to share information in an environment where their privacy is respected.

Special Notice to International Students

Students who are attending The Graduate Center with an F-1 student visa or J-1 Exchange Visitor visa are strongly encouraged to consult in advance with the Office of International Students about their plans during the period of Parental Accommodation.

Application and Approval Process

An eligible student must submit an application for the CUNY Science Scholars Doctoral Student Parental Accommodation to the Office of the Vice President for Student Affairs. In the case of childbirth, the student must submit the application no later than the 24th week of pregnancy. In the case of adoption, the application must be submitted as soon as the adoption is confirmed. Appropriate documentation (i.e., a signed letter from the student's health care provider with an estimate of the delivery date or from the adoption agency with an estimate of the adoption date) must accompany the application.

The student must specify on the application whether he/she intends to receive the six-week academic accommodation during the period immediately preceding, and/or the period immediately following, the anticipated birth or adoption. Additionally, he/she must specify whether he/she intends to take the service reduction in the semester of the anticipated birth/adoption or in the next immediately following semester.

The student must consult in advance with his/her instructors, advisor(s), and work supervisors and obtain the signature of his/her Executive Officer, who must indicate that he/she has received notice that the student has requested the parental accommodation as specified on the application form.

Assuming that the student meets the requisite eligibility requirements, the Office of the Vice President for Student Affairs will notify the student, the student's doctoral program, and the relevant University administrative offices that the six-week extension

of academic requirements and the one-semester teaching reduction and six-week work reduction on a funded project have been approved, along with the start date for the extension and excusal periods.

Extended Leave

Students who wish or need to take a longer period of leave, without continuation of funding, may request a leave of absence through the established policy of The Graduate Center.

Pregnancy Non-Discrimination Policy

The Graduate School and University Center does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions related to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from accessibility services within the Student Affairs office or from Title IX Coordinator Edith Rivera. (Contact information: Room 7301; 212-817-7410; ERivera@gc.cuny.edu; StudentAffairs@gc.cuny.edu.)

Disability Accommodations

The Graduate School and University Center does not discriminate on the basis of disability in the admission and retention of students or the employment of faculty and staff. For information regarding services and facilities for students with disabilities, please refer to "Services for Students with Disabilities" under the "Student Affairs and Student Services" section of this handbook and to the CUNY Disability Accommodations Procedure at <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/>.

An internal grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Civil Rights under section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. Grievances should be addressed to Matthew G. Schoengood, Vice President for Student Affairs and 504 / ADA Coordinator, Room 7301; Telephone: 1-212-817-7400.

Violence Prevention

Policy Statement

The City University of New York (the "University" or "CUNY") is committed to the prevention of Workplace Violence and will respond promptly to any threats and/or acts of violence. For purposes of this policy, Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- (i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (ii) Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- (iii) Intentional and wrongful physical contact with an employee without his or her consent that entails some injury;
- (iv) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

Workplace Violence presents a serious occupational safety hazard to CUNY and its employees. The University will respond promptly to threats and/or acts of violence. All employees are responsible for helping to create an environment of mutual respect and for assisting in maintaining a safe and secure work environment and will participate in the annual Workplace Violence Prevention Training Program. Individuals who violate this Policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies,

rules, and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

Incidents involving Workplace Violence will be given the serious attention they deserve. Employees are responsible for reporting any incidents of Workplace Violence of which they become aware. The procedure for reporting incidents of suspected or alleged Workplace Violence can be found at <http://www.gc.cuny.edu/About-the-GC/Administrative-Services/Security-Public-Safety/Workplace-Violence>.

The University, at the request of an employee, or student,* or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies when an employee or student anticipates that an act of violence may result from an encounter with said individual(s).

Employee participation in the implementation of this Policy will be provided through their authorized employee representatives, who will be invited to participate in: (1) Scheduled physical risk assessment site evaluation(s) to determine the presence of risk factors which may place employees at risk of workplace violence; (2) the development and annual review of a Workplace Violence Prevention Program promulgated by each College for the implementation of the Policy; (3) the annual review of the Campus Workplace Violence Incidents Report prepared annually by each College; and (4) as appropriate, following a serious incident of Workplace Violence.

*Students are not directly covered by this policy, but they should contact the Department of Public Safety to report concerns about workplace violence.

Notice of Access to Campus Crime Statistics, the Campus Security Report, and Information on Registered Sex Offenders

The Office of Security and Public Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, as well as the annual campus security report. The campus security report includes: (1) the campus crime statistics for the most recent calendar year and the two preceding calendar years; (2) campus policies regarding procedures and facilities to report criminal actions or other emergencies on campus; (3) policies concerning the security of and access to campus facilities; (4) policies on campus law enforcement; (5) a description of campus programs to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; (6) campus crime prevention programs; (7) policy concerning the monitoring through the police of criminal activity at off-campus locations of students' organizations officially recognized by the college; (8) policies on illegal drugs, alcohol, and underage drinking; (9) where information provided by the State on registered sex offenders may be obtained (also see below); (10) policies on campus sexual assault programs aimed at the prevention of sex offenses and procedures to be followed when a sex offense occurs. This information is maintained pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; (11) disclosure regarding the relationship of campus security personnel with state and local law enforcement agencies; (12) information on emergency notification and evacuation procedures; (13) information on missing student notification procedures; (14) fire safety reporting for institutions with on-campus student housing facilities; and (15) policies regarding the institution's programs to prevent dating violence, domestic violence, sexual assault and stalking, and procedures that will be followed when one of these crimes is reported.

The campus crime statistics and the annual campus security report are available at* [https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Campus-Security-Annual-Report-\(Clery-Act\)---Crime-](https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Public-Safety/Campus-Security-Annual-Report-(Clery-Act)---Crime-). If you wish to be mailed copies of the campus crime statistics and the annual campus security report, you should contact John Flaherty, Executive Director of Institutional Services, at 1.212.817.7761, and copies will be mailed to you within 10 days. The U.S. Department of Education's website address for campus crime statistics is <http://ope.ed.gov/security/index.aspx>.

*Click "Get data for one school" and then enter CUNY Graduate School and University Center.

In accordance with the federal Campus Sex Crimes Prevention Act, registered sex offenders now are required to register the name and address of any college at which they are a student or employee. The New York State Division of Criminal Justice maintains a registry of convicted sex offenders and informs the college's chief security (public safety) officer of the presence on campus of a registered sex offender as a student or employee. You may contact the college's chief security officer, John Flaherty, Executive Director of Institutional Services (Room 9117; 1.212.817.7761), to obtain information about Level 2 or Level 3 registered sex offenders on campus. To obtain information about Level 2 and 3 offenders, you may also contact the Division's registry website at <http://www.criminaljustice.ny.gov/nsor/> and then click on "Search the Sex Offender Registry" or access the directory at the college's public safety department or police precinct.

Drugs and Alcohol Policy

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

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus.

This policy applies to all CUNY students, employees, and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

CUNY Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

CUNY Sanctions

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

Students

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University.

In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall.

In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program.

In accordance with the federal Family Educational Rights and Privacy Act (“FERPA”), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

Employees

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

Health Risks

The policies outlined above have been developed in order to safeguard the educational environment and protect individual members of the CUNY community. Grave legal and administrative consequences may result from breaches of these regulations, as do severe health risks that accompany substance abuse. Medically, both drug and alcohol abuse have been associated with sudden and/or early death, as well as a host of health problems, including: neurological impairment (brain damage), heart and liver degeneration, sexual impotence, and deterioration of the immune system, to name but a few. There are, in addition, particular risks to pregnant women and infants, reflected in higher mortality rates among mothers, as well as heightened susceptibility to illness and birth defects among infants. Negative effects upon the personal lives of drug and alcohol abusers are no less devastating. Often they cripple the individual’s ability to function on the job or in relationships with others. Far from being restricted to those who actually abuse substances, the effects of abuse cause unseen psychological damage to family members and loved ones, particularly to children, exerting an influence that frequently extends over lifetimes and even over generations.

Counseling and Assistance

Persons who are experiencing problems with drug or alcohol use may receive free, confidential health counseling and referral services in the Wellness Center (Student Health Services, 1-212-817-7020, and Student Counseling Services, 1-212-817-7020). Students hired as employees are eligible for free or low-cost services from CUNY’s Work/Life Program (CCA). The CCA offers information and support to help you manage your daily life, including selecting child-care or after-school programs, finding a therapist or support group, and a variety of personal, practical, and professional tools.

Smoking and Tobacco Policy

Under the City University of New York Board of Trustees Resolution passed September 24, 1994, all CUNY facilities are smoke-free environments. No smoking is permitted at any time in The Graduate Center or in any space owned, leased, or operated by the City University of New York. Smoking is also prohibited in front of the building’s entrances. The CUNY Tobacco Policy, effective September 4, 2012, further prohibits: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes. Violations by students of the no-smoking and CUNY Tobacco Policies will be referred to the Vice President for Student Affairs and may result in disciplinary action. Questions about the no-smoking policy should be addressed to the Office of the Vice President for Student Affairs, Room 7301.

CUNY Protocol on Infectious Disease Notification (Revised: February 1, 2012)

From time to time, CUNY students or employees may contract an infectious disease that can be spread through casual contact. In such circumstances, which could impact the health and safety of the CUNY community, students and employees should follow this protocol. If a student or an employee is in doubt whether an infectious disease is covered, he/she should contact the campus Health Services office.

When students contract an infectious disease that can be spread through casual contact, they should immediately report it to the campus Health Services Director. If the campus Health Services Director is unavailable, they should report it to the campus Chief Student Affairs Administrator. If the Student Affairs office is closed, they should report it to the campus Public Safety office.

When employees contract an infectious disease that can be spread through casual contact, they should immediately report it to the Executive Director of Human Resources, who is responsible for reporting it to the campus Health Services Director. If the Human Resources office is closed, they should report it to the campus Public Safety office. Employees should also inform their supervisor or department chair.

When a child in the campus Child Care Center contracts an infectious disease, the Child Care Center Director should report it to the campus Health Services Director and to the campus Chief Student Affairs Administrator. If the campus Health Services Director is unavailable and the Student Affairs office is closed, the Child Care Center Director should report it to the campus Public Safety office.

The campus Public Safety office should report cases involving students to the campus Chief Student Affairs Administrator, cases involving employees to the Director of Human Resources, and cases involving a child in the campus Child Care Center to the Chief Student Affairs Administrator.

Please note the following information for The Graduate Center:

- Director of the Wellness Center – Robert Hatcher, Ph.D.
Room 6425, 212-817-7029, rhatcher@gc.cuny.edu
- Vice President for Student Affairs – Matthew Schoengood
Room 7301, 212-817-7400, mschoengood@gc.cuny.edu
- Executive Director of Human Resources – David Boxill
Room 8403, 212-817-7700, dboxill@gc.cuny.edu
- Executive Director of Institutional Services – John Flaherty
Room 9117, 212-817-7761, jflaherty@gc.cuny.edu

Reporting should include as much information as possible, including:

- names of the individuals involved
- all available contact information for the individuals involved:
 - phone numbers (e.g., cell, home, office)
 - email address(es)
 - emergency contact information
- student information (if applicable):
 - classes
 - clubs
 - residence hall room numbers
 - friends and/or faculty members and their respective contact information
- the date and time of the following:
 - diagnosis and/or symptoms
 - treatment
 - campus notification

Members of the University community who become aware of a student or an employee who has contracted an infectious disease that can be spread through casual contact are also encouraged to contact the campus Health Services Director or the Executive Director of Human Resources, as appropriate, with that information.

The campus is responsible for notifying the NYC Department of Health and Mental Hygiene (as required), and other appropriate campus officials via e-mail or phone, and for notifying the University Director of Environmental, Health, Safety, and Risk Management and the University Director of Mental Health and Wellness Services via e-mail to healthreporting@mail.cuny.edu. The Chief Student Affairs Administrator is responsible for cases involving students and the Executive Director of Human Resources is responsible for cases involving employees.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis.

If contact tracking is required, the campus Health Services Director is responsible for coordinating with NYC Department of Health and Mental Hygiene, the campus Registrar and the Chief Student Affairs Administrator, for students, or the Executive Director of Human Resources, for employees. Once contact tracking is complete, or if contact tracking is not required, the campus Health Services Director must document the tracking or the decision not to track.

Freedom of Information Law

The Provost's Office of the Graduate School and University Center of the City University of New York is responsible for ensuring compliance with the regulations of the Freedom of Information Law, Section 88, on public access. Lynette Phillips, Esq., has been designated as the Records Access Officer. Requests for access to public records must be made in writing. Records requested will be available for inspection and copying in the Office of Student Affairs, Room 7301, between the hours of 9 a.m. and 5 p.m., Monday through Friday. No fee is charged for the search for records, inspection, or certification. A fee not to exceed 25 cents per sheet may be charged for copying of records.

Religious Observances: Student Rights

Education Law Section 224-a, stating the rights and privileges of students unable to attend classes on certain days because of religious beliefs, appears below, as mandated by state law:

(1) No person shall be expelled from or be refused admission as a student for the reason that he or she is unable, because of his or her religious beliefs, to register or attend classes or to participate in any examination, study, or work requirements on a particular day or days.

(2) Any student who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

(3) It shall be the responsibility of the faculty and of the administrative officials to make available to each student who is absent from school because of religious beliefs an equivalent opportunity to register for classes or to make up any examination, study, or work requirements which he or she has missed because of such absence on any particular day or days. No fees of any kind shall be charged for making available to the said student such equivalent opportunity.

(4) If registration, classes, examinations, study, or work requirements are held on Friday after 4 p.m. or on Saturday, similar or makeup classes, examinations, study, work requirements, or opportunity to register shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.

(5) In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of that student's use of the provisions of this section.

(6) Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the institution is located for the enforcement of rights under this section.

Graduate Center Facilities Access and Use Policy

Distribution and Sale of Literature from Tables

Institutions of higher education need places where members of the institution can publicly present information about programs, activities, and issues. While The Graduate Center has a variety of public spaces for programs, we do not have the type of visible, central location at which information tables can be set up. Normally, this kind of “tabling” might take place in a centrally located student center or other similar location. Unfortunately, our facility does not have such a space. Our front lobby is a site that all community members must pass through, but the ability to place tables there is significantly restricted by safety considerations related to safe passage in and out of the building.

We have, however—in recognition of providing for this important function—developed a policy that will allow Graduate Center academic programs, centers or institutes, chartered DGSC organizations, projects, and programs, and registered staff or faculty organizations to “table” in the lobby. In light of the restricted space available and specific fire and building regulations, the following policies will apply.

- Only one table will be allowed in the lobby at a time. To facilitate free passage through the lobby, the only approved location for that table is parallel to the wall directly to the left of the entrance to the library.
- The table to be used will be provided by The Graduate Center and will be of a size selected by The Graduate Center. The size will be based on safety considerations.
- The tabling entity must specifically be an approved Graduate Center academic program, center, or institute, a chartered DGSC organization, project, or program, or a registered staff or faculty organization. Graduate Center entities may not reserve a table for use by a non-Graduate Center entity.
- Applications for tabling made by the DGSC and its charter organizations must be made by email to the Office of Student Affairs (studentaffairs@gc.cuny.edu). All other applications for tabling should be made directly by email to Facilities (facilities@gc.cuny.edu). If a request is made by an academic program or involves anything of an academic nature, it must receive prior approval from the Provost’s Office (provost@gc.cuny.edu). Every effort will be made to be accommodating. Early requests are encouraged. The applicant should list the name of The Graduate Center entity making the request, the name of a specifically responsible individual, and a phone number at which the party can be reached. That individual will be responsible for the maintenance of the table and for the cleaning of any debris from around the table that results from the tabling.
- Those making the request should know that tabling may be precluded on the day they are requesting because of prior requests or lobby traffic or other logistical considerations.
- The Graduate Center reserves the right to limit the number of hours of tabling on a specific day based on the expected traffic in the lobby area that day.
- The Graduate Center may need to cancel a previously confirmed reservation based on safety or other logistical considerations.
- The Director of Security and/or highest ranking safety officer present has the authority to ask tabling to be concluded based on his or her assessment of health and safety considerations (e.g., crowding in the lobby).
- The only space that can be used by the tabling party is the table top itself. A sign may be placed on an easel behind the table but not affixed to the wall.
- A table must be staffed at all times by an individual. The lobby table cannot be used simply for placing unattended literature.
- Only Graduate Center faculty, staff, or students may serve as the responsible party or parties at a table.

Other opportunities for handing out flyers and leaflets include the Student Center, outside the Dining Commons, and in conjunction with Graduate Center events.

Persons wishing to distribute literature in the Robert E. Gilleece Student Center should contact the Doctoral Students’ Council (the graduate student government), Room 5495; Telephone: 1-212-817-7888; Fax: 1-212-817-1592; email: dsc@gc.cuny.edu.

Meeting Space

Space-Use Fees: Weekdays. When the event is the primary effort of one or more Graduate Center entities—doctoral and master’s programs, centers and institutes, the Doctoral Students’ Council, or chartered doctoral student organizations—there are no space use fees on weekdays. Space-use fees are charged on weekdays for all outside groups and for groups of which The Graduate Center or a Graduate Center entity is only one of several outside participants or cosponsors. Waiver of the space fee does not, however, preclude charges for extra audio-visual staff and equipment as well as for facilities staff and security costs. Such charges are typically assessed on weekends or when normal staffing is reduced, and/or depend on the size of the space being utilized. Reservation of space is arranged through The Graduate Center’s Room Reservations office at roomres@gc.cuny.edu.

In addition, student meeting space is available in the Robert E. Gilleece Student Center through arrangement with the Doctoral Students’ Council, Room 5495; Telephone: 1-212-817-7888; Fax 1-212-817-1592; email dsc@gc.cuny.edu.

Space-Use Fees: Saturdays. Charges will be assessed for Saturday usage. Please contact the Room Reservations office at roomres@gc.cuny.edu for further information.

Demonstrations/Picketing

Picketing in an orderly manner is permitted in front of the building subject to New York City rules and regulations, which provide that there may not be interference with pedestrian traffic or with access to and egress from the building through all entrances. New York City regulations for picketing and demonstrations also provide that hand-held signs may not be mounted on sticks or other hard objects.

Amplification Devices

The use of sound amplification devices such as loudspeakers and “bullhorns” is not permitted inside or adjacent to The Graduate Center, because their use would interfere with instructional and other Graduate Center activities.

Signs

Persons holding banners, signs, or other objects may not block the view of other audience members at an event.

Security and Public Safety Measures

The following measures are some of the means that may be used by The Graduate Center’s Office of Security and Public Safety in striving to provide a safe and secure environment for The Graduate Center community and its visitors while protecting and respecting the rights of the individual, including free-speech rights: enforcement of public assembly space occupancy limits; requiring the presentation of identification; assignment of additional security personnel; searching bags, packages, and other containers; requiring that coats, outerwear, bags, packages, and containers be put in checkrooms before entrance to events; the use of magnetometers (metal detectors); videotaping, audiotaping, and/or photographing an event; and requesting the presence of outside law enforcement agencies.

Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law

Rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes were adopted by the Board of Trustees of the City University of New York (formerly the Board of Higher Education) on June 23, 1969, in compliance with Chapter 191 of the Laws of 1969 of the State of New York. These rules and regulations are in effect at all campuses of the City University of New York. The full text may be found in the *Bulletin of The Graduate Center*. The following is an excerpt from these rules and regulations:

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility and trust among teachers and students, only when members of the university community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the university campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom.

Graduate Center Directory

Phone numbers are, unless listed completely, extensions for “1-212-817- ,” and may be dialed in abbreviated format from any other “1-212-817- ” phone. Locations are in The Graduate Center (365 Fifth Avenue) unless otherwise indicated.

Users of TTY should call the New York Relay Center (TTY) at 1-800-662-1220.

Online phone and email directories are also located on The Graduate Center’s website:
www.gc.cuny.edu.

	Room number, Floor, or Location	Phone
Admissions	7201	7470
Advanced Science Research Center (ASRC)	85 St. Nicholas Terrace	212-413-3300
American Studies Certificate Program.....	5110	8124
Anthropology Program	6406	8005
Art History Program	3410	8035
Associate Provost and Dean for		
Academic Affairs	8113	7200
Audiology Program	7107	7980
Biochemistry Program	4312	8085
Biography and Memoir.....		bam@gc.cuny.edu
Biology Program	4315	8100
Building Design and Exhibitions	9119	7394
Building Maintenance / Repairs (see “Facilities”)		
Bursar’s Office	8105.7	7680
Business and Finance	8401	7600
Business Program	Baruch College	1-646-312-3090
	1 Bernard Baruch Way, Rm. 13-255	
Career Planning and Professional		
Development.....	3300.08	7425
Chemistry Program	4310	8135
Chief Diversity Officer	8204.03	7100
Child Development and Learning Center	3201	7033
Classics Program.....	3115	8150
Client Services, Information Technology		7300
Cognitive Neuroscience	6304.15	1815
Communications and Marketing, Office of	8302	7170
Comparative Literature Program.....	4114	8165
Compliance and Diversity Office.....	8204.03	7100
Computer Facilities (see “Information Technology”)		
Computer Science Program	4319	8190
Counseling Services, Student	6422	7020
Criminal Justice Program.....	John Jay College	1-212-237-8988
	524 W 59 St., Suite 631 Haaren Hall	
Critical Theory Certificate Program.....	9129	8184
Data Analysis and Visualization	5307	datavis@gc.cuny.edu
Data Science.....	4319.02	8195
Dean for the Sciences	8111.03	7215
Digital Humanities	5307	dh@gc.cuny.edu
Dining Commons	8314	7953
Directory information		7000
Disability services, students.....	7301	7400
Diversity, Office for Educational		
Opportunity and,	8306	7540
Doctoral and Graduate Students’ Council	5495	7888

	<u>Room number, Floor, or Location</u>	<u>Phone</u>
Earth and Environmental Sciences Program ...	4306.....	8240
Economics Program.....	5316.....	8255
Educational Opportunity and Diversity, Office for	8306.....	7540
Educational Psychology Program	3204.07	8285
English Program	4409	8315
Event Planning, Special Events and.....	9113.....	7150
Facilities Services and		
Campus Planning, Office of.....	9118	7730
Film Studies Certificate Program	5110	8124
Financial Aid, Office of Fellowships and.....	7201	7460
French Program	4202.....	8365
General Information.....		7000
Global Early Modern Studies		
Certificate Program	5110.....	8124
Help Desk		7300
History Program.....	5114	8430
Human Resources.....	8403	7700
Humanities and Social Sciences, Associate Provost and Dean for	8113.....	7200
Information, Directory		7000
IT Services.....		7300
Information Technology, Office of.....	8311	7350
Institutional Advancement Office of.....	8204	7130
Interactive Technology and Pedagogy		
Certificate Program	3300.....	7289
International Migration Studies	6112.05	8787
International Students, Office of.....	7200	7490
Keys (see “Security and Public Safety”)	9117	7769
Language Reading Program	4414.....	2083
Latin American, Iberian, and Latino Cultures..	4200	8410
Latin / Greek Institute	4206.....	2081
Liberal Studies Program	4108.....	8480
Library.....		7044
Book Acquisition.....	2314.....	7061
Circulation Desk	1	7083
Dissertation Library.....	1	7069
Interlibrary Loan	1100.16	7049
Chief Librarian’s Office	2315	7060
Reference Desk.....	2	7077
Serials.....	2316.....	7079
Linguistics Program.....	7407	8500
Mailroom	1211	7750
Master’s Study Room	7405.....	
Mathematics Program.....	4208.....	8530
Medieval Studies Certificate Program	5110.....	8124
Meditation Room	9201	
Middle Eastern Studies Program	6304.24	7571
Music Program	3105	8590
Nanoscience		nano@gc.cuny.edu
Nursing Science Program.....	4116.09	7987

	<u>Room number, Floor, or Location</u>	<u>Phone</u>
Ombuds Office.....	8108.....	7191
Office of the Dean for Master's Programs	8309.02.....	7200
Payroll Office.....	8105.01.....	7630
Personnel Office	8403.....	7700
Philosophy Program	7113.....	8615
Physics Program	4317.....	8650
Political Science Program.....	5202.....	8670
President / Graduate School and University Center, Office of the.....	8201	7100
Professional Development, Office of Career Planning and.....	3300.09.....	7425
Professional Staff Congress	61 Broadway, 15th floor	1-212-354-1252
Provost and Senior Vice-President	8113.....	7200
Psychological Counseling, Wellness Center.....	6422.....	7020
Psychology Program.....	6304.01.....	8705
Quantitative Methods in the Social Sciences...	6112.05.....	8787
Quantitative Research Consulting Center	3204.04.....	qrcc.common.gc.cuny.edu
Registrar	7201	7500
Research and Sponsored Programs, Office of ..	3300.....	7520
Research Centers and Institutes, Office of Research and Sponsored Programs.....	3300.....	7520
Sciences, Office of the Dean for.....	8111.03.....	7215
Security	Lobby	7777
Security and Public Safety, Office of	9117	7760
Social Welfare Program	Hunter College.....	1-212-396-7615
	2180 Third Ave., 6th floor	
Sociology Program.....	6112.04.....	8770
Spanish Program—see Latin American, Iberian, and Latino Cultures		
Special Events and Event Planning.....	9113.....	7150
Speech—Language—Hearing Sciences Program ..	7107.....	8800
Sponsored Research	8309.....	7520
Student Activities Coordinator	7301	7440
Student Affairs.....	7301	7400
Student Counseling, Wellness Center	6422.....	7020
Supply Office / Central Stores	1211	7644
Teaching & Learning Center	3300.21.....	7273
Theatre and Performance Program.....	3112.....	8870
Urban Education Program	4202.04.....	8280
Vice President, Senior, for Finance and Administration	8401	7600
Vice President for Institutional Advancement ..	8204.....	7130
Vice President for Student Affairs	7301	7400
Wellness Center / Student Counseling Services ..	6422.....	7020
Women's Studies Certificate Program	5116.....	8905
Women's and Gender Studies Program	5116.....	8895
Writing Center	3300.10.....	7425

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CUNY Colleges

College websites may be accessed at www.cuny.edu.

Bernard M. Baruch College

1 Bernard Baruch Way, Manhattan
www.baruch.cuny.edu

Borough of Manhattan Community College

199 Chambers St., Manhattan
www.bmcc.cuny.edu

Bronx Community College

University Ave. at West 181st St., Bronx
www.bcc.cuny.edu

Brooklyn College

2900 Bedford Ave., Brooklyn
www.brooklyn.cuny.edu

The City College

160 Convent Ave., Manhattan
www.ccny.cuny.edu

The College of Staten Island

2800 Victory Blvd., Staten Island
www.csi.cuny.edu

CUNY Baccalaureate Program

365 Fifth Ave., Manhattan
<http://cunyba.gc.cuny.edu/>

CUNY School of Labor and Urban Studies

25 West 40th Street, Manhattan
www.slu.cuny.edu

CUNY School of Law

2 Court Square, Queens
www.law.cuny.edu

CUNY School of Medicine

160 Convent Ave., Manhattan
www.ccny.cuny.edu/csom

CUNY School of Professional Studies

119 W. 31st St., Manhattan
<http://sps.cuny.edu/>

***CUNY Graduate School of Public Health
and Health Policy***

55 West 125th St., Manhattan
www.sph.cuny.edu

The Graduate School and University Center

365 Fifth Ave., Manhattan
www.gc.cuny.edu

***Stella and Charles Guttman
Community College***

50 West 40th St., Manhattan
www.guttman.cuny.edu

Eugenio Maria de Hostos Community College

500 Grand Concourse, Bronx
www.hostos.cuny.edu

Hunter College

695 Park Ave., Manhattan
www.hunter.cuny.edu

John Jay College of Criminal Justice

524 W. 59th St., Manhattan
www.jjay.cuny.edu

Kingsborough Community College

2001 Oriental Blvd., Brooklyn
www.kbcc.cuny.edu

Fiorello H. LaGuardia Community College

31-10 Thompson Ave., Queens
www.lagcc.cuny.edu

Herbert H. Lehman College

250 Bedford Park Blvd. West, Bronx
www.lehman.cuny.edu

Macaulay Honors College

35 West 67th St., Manhattan
<http://macaulay.cuny.edu>

Medgar Evers College

1650 Bedford Ave., Brooklyn
www.mec.cuny.edu

New York City College of Technology

300 Jay St., Brooklyn
www.citytech.cuny.edu

***Craig Newmark Graduate School
of Journalism***

219 W. 40th St., Manhattan
www.journalism.cuny.edu

Queens College

65-30 Kissena Blvd., Queens
www.qc.cuny.edu

Queensborough Community College

222-05 56th Ave., Queens
www.qcc.cuny.edu

York College

94-20 Guy R. Brewer Blvd., Queens
www.york.cuny.edu

The City University of New York



Questions? Need Assistance?

Student Affairs.....	1-212-817-7400
Financial Aid	1-212-817-7460
International Students.....	1-212-817-7490
IT Services	1-212-817-7300
Library.....	1-212-817-7083
NYC 311 Citizens Service Center	311
Ombuds Office	1-212-817-7191
Registrar	1-212-817-7500
Wellness Center / Psychological Counseling	1-212-817-7020

Emergency Numbers on Campus:

Campus Security	7777
Police, Fire, Ambulance.....	dial 9, then 911

Telecommunications Services for the Deaf:

New York Relay Service (TTY).....	1-800-662-1220
New York Relay Service (Voice)	1-800-421-1220
New York Telecommunications Relay Service (toll free in New York) ...	711