

**LaGuardia Community College**  
**STUDENT HANDBOOK**  
**2011-2012**



The World's Community College  
LaGuardia Community College  
31-10 Thomson Avenue  
Long Island City, New York 11101  
(718) 482-5242  
[www.laguardia.edu](http://www.laguardia.edu)

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Vice President for Student Affairs

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## GETTING TO CAMPUS

### By Subway

Via 7 Train: Get off at 33rd Street station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

Via E, M & R Trains: Get off at Queens Plaza Station and exit the station at Jackson Avenue and Queens Boulevard exit. Walk over the Queens Boulevard Bridge (over the Sunnyside train yards) until you reach the corner of Van Dam Street and Thomson Avenue.

Via G Train: Get off at Court Square Station (at the Citicorp Building). Walk across the Thomson Avenue Bridge.

Via N & W Trains: At Queensboro Plaza station transfer to 7 Train (Local to Main Street) and get off at the 33rd Street station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

Via the Long Island Railroad: Take the LIRR to Hunters Point Station, transfer to a Flushing-bound local 7 train and get off at 33rd St. Or, alternatively, take the LIRR to Woodside Station, transfer to a Manhattan-bound local 7 train and get off at 33rd St.

### By Bus

From Queens: Take the Q60 or Q32 to Queens Boulevard and Skillman Avenue. Walk one block west to corner of Van Dam Street and Thomson Avenue. OR Take Q39 to Thomson Avenue and Van Dam Street.

From Brooklyn: Take the B61 to the Citicorp Building in Long Island City. Walk across the Thomson Avenue Bridge.

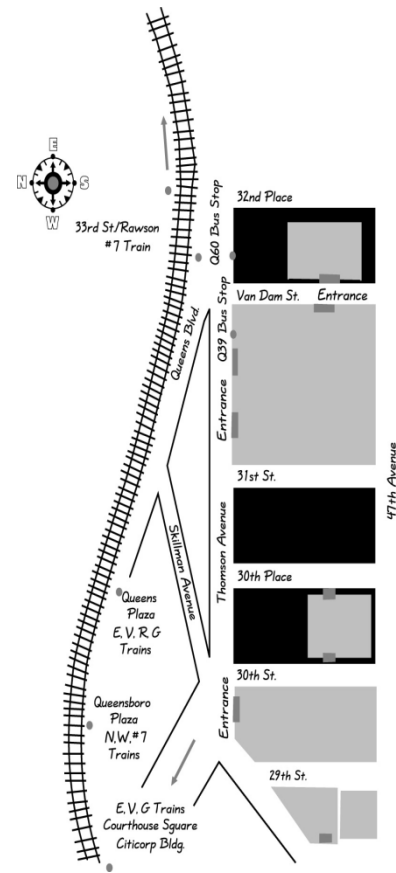
From Bronx: Take the QBx1 bus from Coop City to Main Street, Flushing. OR take the Q44 bus to Main Street Flushing. At Main Street, take the No. 7 Subway to the 33rd Street Station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

From Manhattan: Take the Q32 bus along Madison Avenue and across 59th Street. Get off at the intersection of Queens Boulevard and Skillman Avenue and walk one block to the intersection of Thomson Avenue and Van Dam Street.

### By Car

The College Campus is located on Thomson Ave., between Van Dam Street and Skillman Avenue, except for the L Building, which is between Van Dam and 32nd Place. See the above map to locate specific buildings.

From Queens: Take the Long Island Expressway west to the Van Dam St. Exit. Make a right at the light and go to Thomson Ave., where you make a left.



From Brooklyn: Take the Brooklyn-Queens Expressway north to the Long Island Expressway exit (toward the Midtown Tunnel). Exit at Van Dam St. Make a right at the light and go to Thomson Ave., where you make a left.

From the Bronx: Take the Robert F. Kennedy-Triborough Bridge to the Brooklyn-Queens Expressway south. Exit at Queens Blvd. west and, when Queens Blvd. forks, turn left onto Thomson Ave.

From Manhattan: Take the 59th Street Bridge to Queens Blvd. and follow signs to the college.



May 26, 2011

Dear Student,

LaGuardia Community College is a place where you can ask questions, push boundaries and demand more of yourself everyday. Your decision to earn a college degree shows that you want to write your own future, and I am confident that your journey here will help you explore new paths -- academically, personally and professionally.

We created this handbook as a resource guide for students. We want to provide you with an understanding of on-campus resources that will contribute to your academic success as you move toward graduation.

Tutoring, counseling, and academic advising; learning communities, clubs and student government; the honors program and Phi Theta Kappa, the honor society; study abroad opportunities and transfer programs, as well as health, recreation and fitness facilities are just some of the offerings that will enrich your time here at LaGuardia. Our dedicated faculty and staff are here to guide and support you as well, and I encourage you to connect with them and to develop relationships with your classmates.

Much luck in your journey of lifelong learning and please take advantage of the many wonderful opportunities LaGuardia offers.

Sincerely,

A handwritten signature in black ink, appearing to read "Gail O. Mellow". The signature is fluid and cursive.

Dr. Gail O. Mellow  
President



Greetings,

My name is Michael Baston, Vice President for Student Affairs. The Division of Student Affairs programs and services provide students help and hope as they navigate the college to their ultimate destination, graduation. The purpose of this student handbook is to ensure that you have accurate and clear information about the rights, responsibilities and expectations that the college has of you as members of the college community.

Student Affairs goal in providing this resource is to support students as engaged, informed, ethical decisionmakers that embrace the challenges of global citizenship. We are here for you, our students. Should you have any questions about the contents of this handbook do not hesitate to visit the Office of Students Rights, Responsibilities and Advocacy located in room C317. The staff is dedicated and responsive to student needs and concerns.

Very truly yours,

Michael A. Baston, J.D.  
Vice President for Student Affairs

## **WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION**

Dear Student:

It's our pleasure to welcome you to LaGuardia Community College. We would also like to take this opportunity to inform you about your Student Government Association (SGA). We consist of twelve students elected by the general student population each year to represent the students and to convey their opinions and concerns to the administration or to the CUNY board of trustees.

We believe in Teamwork, Diversity, Integrity and Innovation to insure students' welfare and to better serve the students on and off the campus of LaGuardia Community College. We work to create and develop engaging programs and creative activities through which students will achieve their leadership objectives and academic success. We therefore urge you to come join us in our weekly meetings in room M-160 or visit our Tutorial Study Center in M-160 so that you can get to know more of your fellow students, as well as to become an active participant in the functions of your college.

Once again, welcome to LaGuardia and may you have a great, successful year.

Sincerely yours,  
Student Government Association  
Room M-160  
(718) 482-5297

## **INTRODUCTION**

This handbook is designed to help make your LaGuardia Community College experience a success. We've included information to help you from your first days at the college through graduation. If you're not sure about something and it's not covered in this book, ask! Counselors, professors, administrators and staff members are available to answer your questions. Your fellow students can also be a helpful and wonderful source of information.

## **GETTING STARTED**

### **THE STUDENT INFORMATION CENTER**

**C-building**

**Tel: (718) 482-5935**

The Student Information Center (SIC) serves prospective and current students through personalized contact via telephone and email. Tele-counselors build relationships with potential students as they negotiate the admissions process. The SIC maintains relationships with current students by staying in touch at various points in the academic year. Conversations with students prompt actions that serve to further the individual's academic progress and help the college achieve its enrollment and retention goals.

## **OFFICE OF ADMISSIONS**

**Room: M-147**

**Tel: (718) 482-7206**

**Fax: (718) 609-2033**

**E-mail: [admissions@laguardia.edu](mailto:admissions@laguardia.edu)**

**Website: <http://www.lagcc.cuny.edu/Admissions/home/>**

The Admissions office deals exclusively with prospective students. This office is responsible for providing prospective students with the information and assistance with the online admission application and maneuver smoothly through the admissions process.

## **ADMISSIONS TRANSFER CREDIT OFFICE**

**Room: M-147**

**Tel: (718) 482-6103/5112**

**Fax: (718) 609-2033**

**E-mail: [creditevaluation@lagcc.cuny.edu](mailto:creditevaluation@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/admission/transEva.aspx>**

The Transfer Credit Office coordinates the evaluation of credits earned from other institutions for all incoming transfer students. The office evaluates all transfer credits, advanced placement, and non-traditional credits posted to both new and continuing student's academic records. In support of the educational process at LaGuardia Community College, our goal is to provide timely, accurate and personal service to current and former students, faculty and staff while maintaining the integrity, accuracy, and security of all academic records. We embrace academic integrity.

## STUDENT FINANCIAL SERVICES

**Room: C-107**

**Tel: (718) 482-LAGC (5242)**

**E-mail: [financialaid@laguardia.cuny.edu](mailto:financialaid@laguardia.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/Financial-Aid/home/>**

Our counselors can help identify available grants, institutional scholarships and loan programs to help you finance your education. All U.S. citizens and eligible non-citizens working toward a degree are encouraged to apply for financial aid.

Our services include:

- FAFSA workshops
- Loan workshops
- Federal Work Study workshops
- Financial Planning
- TAP Certification
- Academic Progress Issues
- Resource Center (C-109)

-File your FAFSA online ([www.laguardia.edu/financialaid](http://www.laguardia.edu/financialaid))

-Make corrections on your application

-New students receive your estimated Pell Award upon completion of application

-Check status of financial aid application (Federal and State)

-Complete online entrance and exit interviews for Direct and Perkins Loans

-Receive loan account information

- Apply for the CUNY Scholar support Card

-Access [www.laguardia.edu](http://www.laguardia.edu) and learn about other state and Federal programs, including scholarships.

-Access Veterans Administration information

-Access Selective Service Registration record inquires

Access financial aid history (transcript) via the National Student Loan Database System (NSLDS)

-Download forms

-Search for Institutional and Private Scholarships

## **ACADEMIC ADVISING**

All students at LaGuardia Community College can benefit from a comprehensive, college-wide system of developmental advising. Because there are many different people at LaGuardia who can help you plan your degree and give you advice, it can be confusing to know where to go. The answer depends on how long you have been in the college, if you are involved in any special programs, your major, and the type of issue you need to resolve.

To locate your current advisor, simply log onto DegreeWorks:

[www.laguardia.edu/DegreeWorks](http://www.laguardia.edu/DegreeWorks)

- Click on “View Audit”
- Look at the right side of the top box (entitled “Detailed Advice”). There, you will see the designation “Advisor,” which shows you the name and location of your advisor

The following information applies to all students; in addition, students in special programs or special majors (see below) have their own academic advisors.

Developmental Advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is essentially a partnership between you and your advisor, with each of you sharing responsibility in planning your academic program. You will work with academic advisors to discuss your academic progress, review your degree requirements, and decide on courses to take in future semesters. After your advising session, you will use on-line resources to plan your schedule and register for classes. While the ultimate responsibility for decision-making rests with you, academic advisors are a valuable support for your effective educational and career planning.

## **LAGUARDIA'S ADVISEMENT PHASES**

At LaGuardia Community College, academic advisement is delivered in three phases: the pre-enrollment phase, the First Year Academies, and advisement in your major.

### ***The first phase: Pre-enrollment advisement***

As a new student you have already experienced the first phase, when you were advised on your first set of classes by the Educational Planners and Academy Coordinators at New Student Orientation. Your Orientation/Advising/ Registration session gave you some general information to get you started at the college. At these sessions you received information about the advisement and registration process and an overview of the college. You were also assigned to a First Year Academy based on your major. There are three academies: Allied Health/Math and Science; Business and Technology; and Liberal Arts. Each academy has a coordinator dedicated to serving the needs of those students

### ***The second phase: The First Year Academies***

The second phase is about becoming a successful college student and focuses on your first year at the college, which is defined as your first two semesters or for as long as you are taking basic skills classes. All new students are encouraged to take New Student Seminar, a class specially designed to assist new students in mastering the challenges of college. Through the New Student Seminar (FSM/FSE) you will learn about college resources, test taking skills, time management, etc. Your instructor for this class is your primary advisor during the first semester. As part of the seminar, your instructor will advise you for your second semester classes and, after advising you, will clear you for registration. In addition, your counselor will assist you in developing a two year academic progress plan and will connect you to a range of support services, tutoring and workshops that support student learning throughout the year. The Counseling Department is also the primary college resource for personal counseling.

The Academy Coordinators provide academic advising to first year students who are not enrolled in special programs. This includes anyone who is not registered in New Student Seminar, all second semester students and students who are still taking basic skills classes (ESL, math, English, and/or writing classes needed to pass the ACT or COMPASS tests). In addition, the Academy Coordinators run a series of skills workshops to enhance students' classroom performance. They offer referral services to various other college resources such as tutoring, Transfer Services and the Employment and Career Services Center. They also organize co-curricular activities in collaboration with the academic departments to help you learn more about major and career choices. Your Academy Coordinators are located in the Center for Counseling, Advising & Academic Support (Room B-100).

### ***The third phase: Advisement in your major, second year and beyond.***

During this phase you will be working more closely with departmental faculty members, the professors who teach courses in your major. Departmental-based faculty will play a larger role in helping you to clarify your educational objectives and refine your career and educational decisions that lead to the realization of your life and career goals. This phase begins after the second semester, as long as you have passed all your basic skills classes. Check with your department for their advisement schedule and faculty availability. Each academic department has an established mechanism to refer students requiring further assistance, such as personal counseling, transfer assistance or tutoring, to the relevant department or other college service area. Your department's faculty advisors will direct you to college service areas such as the Office of Student Life, Transfer Services, the Employment and Career Services Center and the Enrollment Services Center. They will also recommend that you participate in workshops, co-curricular activities, and developmental advising events to enhance your college experience. In support of the

advisement work in your academic department, who also work with upper-term students. Depending on your need, your department may also refer you to this office.

**Who Needs Academic Advisement?**

Advisement is mandatory at LaGuardia for students with less than 30 credits. If you are a student with less than 30 credits you cannot proceed to registration unless you have been cleared by an advisor. In addition, several majors require academic advisement for students over 30 credits - check in your academic department.

**Where to go for Advisement**

Where you go for advisement depends on what stage you are at in your program. Read on to find the proper office for your advisement.

**SPECIAL PROGRAMS** If you are in any of the following Special Academic Programs you will always be advised by your program office.

**First Year Students Only**

If you are currently taking New Student Seminar (FSM/FSE), see your seminar instructor for advisement in class or contact the Counseling Department in B-100, 718-482-5250, to make an advisement appointment with your instructor. If you are NOT registered for New Student Seminar (FSM/FSE) and NOT in one of the special programs listed above, see your First Year Academy Coordinator, Room B-100/B-102 (718) 482-6009

## CONTINUING STUDENTS

### ACADEMIC PROBATION

All students on probation or with a GPA lower than 2.0 must go to the Counseling Department for academic advisement. Room B-100 (718) 482-5250

### STUDENTS TAKING ESL OR DEVELOPMENTAL SKILLS COURSES

If you still need, or are currently taking, any of the following Developmental Skills classes, you must meet with one of the First Year Academy Coordinators:

ANY ESL classes - ENG098, ENG099, ENA 099, ENZ 099, CSE095, CSE099,  
MAT095, MAT096 CSX 099, CSZ GO TO ROOM B-100 (718) 482-6009

### ALL OTHER CONTINUING STUDENTS: GO TO YOUR ACADEMIC PROGRAM FOR ADVISEMENT.

<b>Business and Technology Department</b>	<b>B-327; (718) 482-5600</b>
<b>Communication Skills</b>	<b>E-115; (718)482-5625</b>
<b>Education and Language Acquisition (ELA)</b>	<b>B-234; (718) 482-5640</b>
<b>English</b>	<b>E-103; (718) 482-5656</b>
<b>Health Science</b>	<b>E-300; (718) 482-5774</b>
<b>Humanities</b>	<b>E-202; (718) 482-5690</b>
<b>Math/Engineering</b>	<b>E-218; (718) 482-5710</b>
<b>Natural Science</b>	<b>M-204; (718) 482-5940</b>
<b>Social Science</b>	<b>C-459; (718) 482-5785</b>
<i>Other Special Advising Needs</i>	
<b>Cooperative Education Dept. for internship advisement</b>	<b>C-459; (718) 482-5204</b>
<b>Counseling Department</b>	<b>B-100; (718) 482-5250</b>
<b>Liberal Arts Office for waivers</b>	<b>M-412; (718) 482-5642</b>
<b>Office for Transfer Services</b>	<b>C-261; (718) 482-5184</b>

After you have completed 30 credits, advisement is no longer mandatory. Regardless of the number of credits you have earned, if you should need help with any aspect of your college career, help is readily available. You can seek advising from your academic department, program coordinator, or from the academic advisement coordinators. Advisement is available throughout the semester: the sooner you make an appointment with an advisor, the better. When you wait until the last few weeks of the term, or session II of the term, you will be waiting with many other students for your advisor's time, which is limited.

When you receive advisement "early", you are better prepared to register on your Registration Appointment date and time, which is when LaGuardia's online registration system will allow you to add your classes for the next term. This enables you to make the perfect schedule and get all the classes you need without classes being full already (closed).

While timely advisement is essential for good program planning, the definition of program planning should not be restricted to course selection for the upcoming semester. Good program planning means looking at your entire college career and future career goals and figuring out how each semester's work contributes to the bigger picture. Your advisor can help you work through this. You should also seek help from one of the Cooperative Education counselors and from the Office of Transfer Services when designing your program plan.

## **ADVISEMENT TOOLS**

At LaGuardia, it is important that you understand both the advisement process and the resources available for making advisement a rewarding experience. Whether you will be doing self-advisement or working with an academic advisor, you should be familiar with the following tools and materials:

The next semester's Schedule of Classes - available on the web.

Your Degree Works audit. You can view your audit on-line at [www.laguardia.edu/DegreeWorks](http://www.laguardia.edu/DegreeWorks) (see below).

Your College Catalog for the year you matriculated (started your degree). Both Degree Works and the catalog helps you to determine your degree requirements.

The advising schedule of your advisor or academic department or program. You will probably need to visit the office to find this.

LaGuardia's website, [www.lagcc.cuny.edu](http://www.lagcc.cuny.edu) - most of the information found in the above materials can be found on our website. You can also access your student email, the directory of all faculty and staff, and other policies and procedures online.

## **DEGREEWORKS** ([www.laguardia.edu/DegreeWorks](http://www.laguardia.edu/DegreeWorks))

Do you have any of these questions regarding your academic program?

How do I see my grades?

How do I know which classes I need to take?

I'm thinking of changing my major. What happens to the classes I've already taken?

When can I register for the next semester?

Where do I go for academic advisement?

**DegreeWorks, LaGuardia's web-based self-advisement portal, can help answer many of these questions. A DegreeWorks audit offers you the following features:**

A listing of all courses taken and the grades earned.

A comprehensive audit of your courses and how they apply to your current major.

Skills Tests and CUNY Proficiency Exam (CPE) status.

A "WHAT IF" option that displays how the courses you have already completed would apply to a different major.

Your registration dates.

A listing of "Stops" you need to clear before registering.

Your advisement area and where you need to go to get advised.

To use DegreeWorks now, visit the LaGuardia web site at [www.LaGuardia.edu](http://www.LaGuardia.edu) and:

Click on "I AM A STUDENT"

Under "Quick Links", select "DegreeWorks"

Log in with the same User ID and PIN you use for eSIMS registration

After log in, click the "Audit" tab

If you need assistance or have questions regarding your DegreeWorks audit, please: email

[DegreeWorks@lagcc.cuny.edu](mailto:DegreeWorks@lagcc.cuny.edu), or call (718) 482-LAGC (5242), or visit an Educational Planner in the Enrollment Services Center in Rm. C-107.

## **COUNSELING DEPARTMENT**

**Division of Academic Affairs**

**Room: B-100**

**Tel: (718) 482-5250**

**E-mail: [joaned@lagcc.cuny.edu](mailto:joaned@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/Academics/dept-counseling/>**

The Counseling Department offers a variety of services designed to enhance your academic, career and personal development including:

**Academic Counseling:** offers you an opportunity to work with a Counselor to develop a personal plan that integrates your educational, career and personal goals. As part of this process, you are encouraged to incorporate your transfer plans and understand the transfer process.

**Personal Counseling:** Counselors help students develop the skills needed to overcome personal problems interfering with their academic progress. Personal issues for which students seek counseling may include: family conflicts, drug and alcohol problems, self-confidence, anxiety, depression, and domestic violence. Students can receive personal counseling services through individual short-term counseling sessions, and they may receive referrals to outside agencies when necessary. The counseling relationship is completely confidential and private.

**Student Outreach and Advocacy:** Counselors offer theme-based workshops, in such areas as: Probation, Transfer, Time Management, Coping Skills (e.g., Parent Support Group), Alcohol Awareness, and Depression and Anxiety Screenings.

**Academic Advisement:** Counselors provide academic advisement to new students in the New Student Seminar course. In addition they offer advisement to students experiencing academic difficulty throughout the academic year.

## **COUNSELING DEPARTMENT SERVICES**

1. **Walk-In Counseling:** Walk-in counseling allows you an opportunity to speak with a counselor on a drop-in basis. These sessions are designed to be brief in duration. If the issue requires more time, an individual counseling appointment is scheduled.

2. **Individual Counseling:** Individual counseling sessions are scheduled by appointment and provide time for a more in-depth discussion of your issues.

### **Counseling Department offers two Courses:**

**New Student Seminar:** All new students are required to register for the New Student Seminar. This course provides information about the college and its policies and procedures, assists you with the process of self and career exploration, and begins the process of educational and career planning.

### **Career Development Seminar:**

This one-credit course is for students who need more in-depth career exploration. Counselors administer career exploration inventories and conduct research to help you clarify the career decision-making process.

## **College Discovery**

**Room: B-236**

**Tel: (718) 482-5270**

**E-mail: [www.lagcc.cuny.edu/cd](http://www.lagcc.cuny.edu/cd)**

**Website: <http://www.lagcc.cuny.edu/cd/>**

College Discovery is a special program of The City University of New York for students who need academic and financial support in order to succeed in community college. This program provides concentrated and specialized counseling, supplemental instruction, tutorial services, and a financial aid stipend. All CD students who have been allocated to the program by CUNY are required to participate in the College's Pre- Freshman Summer Program. CD students register for a CD New Student Seminar during their first semester at the college. The counselor who teaches this seminar becomes the student's assigned counselor, working with them on academic, career, transfer, financial, and personal issues until their graduation. Other program services include individual (one-to-one) tutoring, computerized tutorials, additional academic support and preparation.

## **OFFICE OF EDUCATIONAL PLANNING**

### **Enrollment Services Center**

**Room: C-107**

**Office hours: Monday and Thursday: 9:00AM-7:00PM; Tuesday and Wednesday: 9:00AM-5:00PM; Friday – Sunday: Closed**

**E-mail: [nsar@lagcc.cuny.edu](mailto:nsar@lagcc.cuny.edu)**

Educational Planning recognizes the individualized needs of LaGuardia students and empowers them with the tools and resources required to create a meaningful academic plan of action in order to achieve success in college and accomplish their educational, personal, and professional goals.

To realize these goals, the department provides continuous academic advisement and support to new and continuing students and the development and implementation of diverse programs that support these endeavors. The integration of these resources fosters student engagement and gives students a sense of purpose, independence, integrity and community. The staff is committed to teaching students to forge their own academic and professional paths from their entry into the College through their completion of a college degree.

## **TESTING SERVICES**

**Room: C-460**

**Office hours: Monday and Thursday: 9:00AM-5:00PM; Tuesday and Wednesday: 9:00AM-7:00PM; Friday – Sunday: Closed**

**Tel: (718) 482-5146**

**E-mail: [testing@lagcc.cuny.edu](mailto:testing@lagcc.cuny.edu)**

The Office of Testing Services provides evaluation of developmental skills through academic testing. All students must complete initial placement testing in reading, writing, and mathematics or provide proof of exemption eligibility. Students who enroll in developmental skills courses in reading and writing also re-test with the office. The department gives examinations to students in special workshops and programs designed to build developmental skills. In addition, Testing Services administers the Ability-to-Benefit examination for students applying for the New York State Tuition Assistance Program who received their high school diploma outside the U.S.

## **OFFICE FOR STUDENTS WITH DISABILITIES**

**Room: M-102**

**Tel: (718) 482-5279**

**Website: <http://www.lagcc.cuny.edu/osd/>**

Under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 (ADAAA).as amended, LaGuardia Community College has an implicit responsibility to ensure students with disabilities have equal access to its programs and services, and that the rights of students with disabilities are not denied. If you are a student with a disability requiring an accommodation to gain access to a program or service or feel that your rights as a student with a disability are being denied, please contact the Office for Student Services and Disabled Students Programs (OSSDS). The Office for Student Services and Disabled Students Programs advocates for and assists students with disabilities to gain access to all college programs, and facilitates these students' transition to college life. All students are required to register with supporting documentation, which allows for the determination and provision of appropriate accommodations and services, including academic, career and personal counseling, registration, academic advisement, reasonable accommodations, and support services such as readers, note takers, tutors and exam proctors. There is also an assistive technology lab to assist students with special needs. Professional staff is available to assist you with academic, personal and career issues, and will also facilitate appropriate accommodation needs, including special arrangements for advisement and registration. The staff can also function as a liaison between student, faculty, staff, and state agencies. The full time staff of the Office for Student Services and Disabled Students Programs consists of the Senior Director, who is a learning disabilities specialist and a counselor, the Director for Disabled Students, who is also a counselor, a counselor/coordinator for disabled students, who is a licensed clinical social worker, a Tutor Coordinator, a Master Tutor and a CUNY Office Assistant. Part-time staff includes interns, note-takers and tutors.

## **EVENING & WEEKEND STUDENT SERVICES ENROLLMENT SERVICES CENTER**

**Room: C-107**

**Tel: (718) 482-LAGC (5242)**

**Coordinator of Evening and Weekend Office Hours are:**

**Monday-Thursday 11:00 AM-7:00 PM, Friday (By Appointment Only), Saturday & Sunday Closed**

Evening & Weekend Student Services is an integral part of the Educational Planning Services provided to students within the Division of Enrollment Management and Student Development. This service ensures that the quality of the evening and weekend student experience at LaGuardia is of the highest caliber. The Service's primary objective is to provide programs and services to help evening and weekend students make the transition to college life, navigate processes and systems within the College, and connect with college resources.

The Coordinator of Evening and Weekend Student Services serves as an advocate and liaison to various academic and student services offices for evening and weekend students. In addition, the Coordinator also assesses evening and weekend student needs, individually and collectively, provides referrals, and helps students make necessary connections.

## **REGISTRAR'S OFFICE**

**Enrollment Services Center**

**Room: C-107**

**Tel: (718) 482-LAGC (5242)**

**E-mail: [onlinereg@lagcc.cuny.edu](mailto:onlinereg@lagcc.cuny.edu)**

**Office Hours: Monday through Thursday 9:00AM-7:00PM**

The mission of the Registrar's Office is to provide quality customer service to LaGuardia Community College's faculty, staff and students. We are charged with recording, updating and maintaining the integrity of all student records and the College's academic policies.

Our primary functions include:

- Maintaining and revising the student degree audit system (Degree Works)
- Processing student data changes
- Processing residency applications
- Performing allied health evaluations
- Scheduling and rooming classes in an effective manner
- Providing student enrollment verification
- Processing all grades, grade changes, and grade appeals
- Assisting with course registration in the College and its High School programs
- Processing all transcript requests
- Processing graduation evaluations and managing diploma distribution
- Process Medical Leaves of Absence
- Process all readmission and reinstatement applications
- Process course withdrawals

## **TUTORIAL SERVICES**

LaGuardia has many resources for getting academic, career and personal help. Whether you prefer speaking to a professor, full-time staff member or fellow student, you have many options. The following labs open beginning the second week of classes. They offer free tutorial help to students during specific hours of the day. We encourage you to visit and use them. We recommend that you also speak directly to your instructors to find out about tutoring services in a specific department. In addition to the following list of resources, professors keep weekly office hours when you can visit and ask them questions about your class.

<b>Business and Technology Resource Lab</b>	<b>B-327</b>
<b>College Discovery Resource Center (for College Discovery students only)</b>	<b>C-410</b>
<b>ESL Lab</b>	<b>B-210</b>
<b>Math Tutoring Lab</b>	<b>E-215</b>
<b>Micro Lab</b>	<b>E-256</b>
<b>Reading/Communication Skills Lab</b>	<b>E-114</b>
<b>Speech Center</b>	<b>C-242</b>
<b>Student Government Study Hall</b>	<b>M-159</b>
<b>Writing Center</b>	<b>B-200</b>

The following labs are open to students, but they do not offer tutoring assistance:

<b>Math and Computer Center</b>	<b>E-217</b>
<b>Science Study Hall</b>	<b>M-238</b>
<b>Study Hall/Computer Lab</b>	<b>B-333</b>

## ACADEMIC PEER INSTRUCTION/TUTORING

**Room:** E-115

**Tel:** (718) 482-5637

**E-mail:** [jzaritsk@lagcc.cuny.edu](mailto:jzaritsk@lagcc.cuny.edu)  
[atoce@lagcc.cuny.edu](mailto:atoce@lagcc.cuny.edu)

**Website:** [www.lagcc.cuny.edu/api](http://www.lagcc.cuny.edu/api)

Academic Peer Instruction (API) provides students in some difficult or “high risk” LaGuardia courses with peer tutors. Our tutors are students like yourself, LaGuardia students, who have successfully completed one of these difficult courses and received a B+ or better in it. They must also have GPA’s of 3.0 or higher. Once they are hired, tutors then re-attend the course, take notes and organize a minimum of three (3) weekly out-of-class API group study sessions for all of the students in the course (We provide five study hours a week during our “short” or six week session). During these study sessions our tutors work with students by helping them learn and master the course materials so they can get better grades. In fact, we have statistics for the past 16 years proving that students who attend API study sessions earn on the average **one** letter grade higher than those who do not. We therefore urge you to attend API sessions if you are lucky enough to register for a course that has an API tutor. Finally, if you are an excellent student, consider applying to be an API tutor. It is a paid position! Learn more about API by visiting our website: [www.lagcc.cuny.edu/api](http://www.lagcc.cuny.edu/api) Dr. Joyce Zaritsky, Director, Andi Toce, Assistant to the Director.

**PEER Mentoring / Advising:  
Student PEER Advising Network (SPAN)**

**Room: M-311  
Tel: (718) 482-5408**

The Student PEER Advising Network provides students with an opportunity to help their peers integrate academically and socially into their chosen course of study. The SPAN students receive training to develop Mentoring skills and work closely with the academic departments to learn the Academic Advisement needs of students. These specially trained students also help their peers navigate through obstacles that prevent academic success and provide peer to peer dialogue to maximize student engagement. Students interested in working with SPAN can contact the Office of Academic Support Services and Special Programs (M-311).

## **BOOKSTORE**

**Room: MB-05**

**Tel: (718) 392-3800**

**E-mail: [sm299@bncollege.com](mailto:sm299@bncollege.com)**

The college bookstore is located in the basement of the Main building and stocks all required texts and supplies. Used books, repurchased by the bookstore, are often available at discounts. The bookstore accepts all major credit cards, debit cards, personal checks and book vouchers.

## **LIBRARY MEDIA RESOURCES CENTER**

**Room: E-101**

**Tel: (718) 482-5426**

**E-mail: <http://library.laguardia.edu>**

Students with a valid LaGuardia ID card may borrow books from the Library Media Resources Center or any of the City University of New York's 19 campus libraries. Books may be requested from other campuses and delivered to the LaGuardia Library for easy pick up when you use the CLICS system available through the CUNY book catalog. Books may be borrowed for a 3-week loan period, with renewal possible, and books can be returned at any CUNY library. Librarians can help you find information at the Library's Reference Desk or via e-mail by using the "Ask a Librarian" feature on the library's website. Appointments can be made with librarians for in-depth reference help. Course textbooks are available in the Library's Reserve Collection for 2-hour in-library use. Media materials including DVDs, videos and music CDs are available at the Media Desk. The Media Lab offers viewing and listening facilities among other services. The Library has a large computer lab for student use. In addition to its print collections of books, journals, magazines and newspapers, the Library offers access to many online publications and information databases. These electronic resources may also be used off campus by accessing the Library's website and making a selection from the "Online Research Databases and E-Journals" section. Students will be asked to provide their student e-mail account information in order to logon.

## **HEALTH SERVICES CENTER**

**Room: MB-40**

**Tel: (718) 482-5280**

**Website: <http://www.lagcc.cuny.edu/Student-Services/Health-Services/>**

The Health Services Center offers a variety of quality health care and health education services free of charge to the entire college community. The Health Center seeks to minimize student health problems and risks, and thus improve the chances of students attaining their academic goals. The staff of the Health Services Center looks to improve lives through preventive education by collaborating with both on – campus and off campus resources.

The Registered Nurse, Paramedic and / or the Emergency Medical Technician (EMT) respond to and treat all medical emergencies within the college.

The Center coordinates the college's immunization program, which includes Measles, Mumps, Rubella, Hepatitis B, and Influenza vaccines. In addition, the Health Services Center disseminates information about meningitis, facilitates medical leaves of absence, monitors over-the-counter medication, and provides blood pressure and glucose monitoring. The Staff also coordinates on-campus health fairs and manages a comprehensive HIV\AIDS prevention\ education program titled “Health Education Learning Project and Services” (HELPS). Students without health care insurance coverage are encouraged to visit MB-40 for assistance in obtaining low-cost or no cost health insurance through the New York State funded Child/Family Health Plus insurance programs. The Center also arranges for NYC, Human Resources Administration to be on campus to facilitate food stamp program enrollment.

## **CAFETERIAS & Vending Machines**

**Room(s): Main (M-164), World Café (E-Atrium), Center 3 Cafeteria (C-320), Coffee & Snack Cart (1st Floor Center 3)**

Cafeterias offer a wide selection of snacks, drinks, hot & cold meals. They also offer daily breakfast & lunch specials. Pizza is available in the M-Cafeteria. Microwave ovens are also available for heating meals. Vending machines are located throughout all the buildings & cafeterias.

## NETMAIL - THE STUDENT EMAIL SYSTEM

Great News! All LaGuardia students have a free NetMail account to keep informed of College news and events and communicate with each other and college offices.

To log onto your Student NetMail, follow the instructions below:

- Go to [www.laguardia.edu](http://www.laguardia.edu)
- Go to the bottom right side of the LaGuardia home page
- Click on NetMail
- Log in with your Firstname.Lastname and the first 5-digits of your Student I.D. Number

You're now ready to use NetMail! NetMail can be your primary (or only) email account OR you can forward NetMail to your current personal email account. Forwarding NetMail emails to your personal account means you have the latest LaGuardia news every time you log on to your personal account.

Here's how to forward NetMail to another email account:

- Once you've logged into your student NetMail, click on the OPTION icon in the gray area.
- Click on Mailbox Management
- Go to FORWARD ALL NEW MESSAGES
- Select YES for FORWARD ALL MESSAGES
- In the FORWARD TO: box, type in your other email address

The College uses NetMail to inform you about important dates, academic deadlines, registration process, policy changes, and campus events. Use NetMail to communicate with friends, classmates and instructors, and connect with services and programs throughout the College as well as the Internet!

“NetMail Alerts” are posted on PTV when a very important email has been sent to all students. The Student Information Center routinely sends 8 to 10 emails a week to all students for college-related business.

Assistance with using NetMail is available in the College Computer Labs or Welcome Center (located in the M-lobby). Technical support is available through the Student Help Desk at 718/482-6115 or at [netmail.help@mail.laguardia.edu](mailto:netmail.help@mail.laguardia.edu).



### HELPING STUDENTS SUCCEED STUDENT INFORMATION CENTER SERVICES

Knowing what to do, and when and how to do it is the “secret” to being a successful student. Getting answers to questions, assistance, directions or referrals is easy at LaGuardia. Whether you’re on-campus or away from the College, there is always a way to get the information you need to succeed.

**Welcome Center** - Located in the M-Lobby, the Welcome Center is a source of College-wide information, assistance and referral. The Center is open Monday – Thursday, 8:00 am - 7:00 pm, Friday, 8:00 am - 4:00 pm and Saturday, 9:00 am - 2:00 pm.

***Plasma Television*** (PTV) – The PTV’s, located in the lobbies and cafeterias, broadcast important College information and cable/broadcast news. Spend a few minutes each day viewing PTV to “be in the know”.

***The Student News*** – The monthly newsletter includes articles and announcements from offices and services throughout the college. Pick up your copy each month from the Welcome Center, the Library, Student Life (M-115), Enrollment Services Center (C-107), Counseling Dept. (B-100) and C-Building Lobby.

***Student Email/NetMail*** – Your college email account is a vital “success” tool. Read the emails sent to you (especially from the Student Information Center and NetMail Help) or use your account to send emails to the college offices (as well as your friends and classmates). Go to [www.laguardia.edu](http://www.laguardia.edu). Scroll to bottom right. Click on NetMail. Log in with your Firstname.Lastname and first 5-digits of your Student I.D. number.

***“LaGuardia Calling”*** - Telephone Calls – The Student Information Center will call you periodically to relay or collect information for college offices. If we leave a message, we will always leave specific call back instructions. *Please Note:* If you change your phone number, update your information through eSIMS or the ESC.

**WWW.LAGUARDIA.EDU** - The LaGuardia website is a great way to stay informed and conduct college business. For help with navigating the web, using eSIMS, DegreeWorks or NetMail, stop by the Welcome Center or call the SIC at (718) 482-5935.

***The Student Information Center*** (SIC) - is the centralized source of LaGuardia information and referral. The hours are Monday through Thursday from 8:00 am to 7:00 pm, and Friday from 8:00 am to 4:00 pm. Contact the SIC anytime by email at [CALLCENTER@lagcc.cuny.edu](mailto:CALLCENTER@lagcc.cuny.edu) or by telephone at (718) 482-5935.

## **ACADEMIC LIFE**

### ***How LaGuardia's Semester system works***

LaGuardia's academic calendar is divided into two (2) semesters-Fall and Spring. Each semester is divided into two (2) sessions-a 12-week session (Fall I/Spring I) and a 6-week session (Fall II/Spring II). Generally speaking, classes during Fall II and Spring II put 12 weeks' worth of material into a 6-week format, so classes are longer in length and meet more frequently than in the 12-week sessions. Fall II and Spring II are an excellent opportunity for you to focus on a fewer number of courses intensively for a short period of time. It's very important to consult an advisor before deciding on your courses for these accelerated sessions. You want to be sure that your class schedule is realistic given your academic background and personal schedule.

**FIRST-YEAR ACADEMIES RESOURCE CENTER**  
**(Part of the Center for Counseling Advising & Academic Support)**

**Room: B-100/B-102**

**Tel: (718) 482-6009**

First-Year Academies are the logical grouping of students by their area of academic interest. Based on their choice of major, all entering first-year students are placed into one of three Academies at LaGuardia:

- 1) Allied Health, Math & Science
- 2) Liberal Arts
- 3) Business & Technology

Each academy is a shared community where students benefit from the resources and support of faculty members specializing in their chosen discipline as well as from the Academy Coordinator assigned for the discipline. The Academy Coordinator facilitates co-curricular activities, assists in academic advising, and helps students to navigate the first year of their college experience.

## LEARNING COMMUNITIES

**Room: E-103N**

**Tel: (718) 482-5660**

**Email: [vanph@lagcc.cuny.edu](mailto:vanph@lagcc.cuny.edu)**

**Website: [www.lagcc.cuny.edu/lc](http://www.lagcc.cuny.edu/lc)**

A learning community consists of a group of students who take two, three or four courses thematically linked together into a cluster of classes. In learning communities students are encouraged to make connections across disciplines. Faculty and students work collaboratively in a friendly, supportive atmosphere. Students speak of the learning community as a “small family.” LaGuardia offers several types of learning communities throughout the academic year, including the First Year Academies for students in Allied Health, Business and Technology and Liberal Arts, Developmental Math Pairs and Clusters, an ESL New Student House, ESL Pairs and Clusters, and Liberal Arts & Science Clusters, which are required for all day Liberal Arts students (AA and AS) at the English 101 level.

A learning community offers a major advantage to students: in basic skills classes or ESL classes they may take courses their major while completing their basic skills requirements in writing, reading, and/or math. In addition the classes are generally smaller and therefore you get much more attention from your instructors.

Which learning community is right for me?

You will select the appropriate learning community based on two things: a) your writing and/or math placement test score; b) your major.

If you have placed into ESL 098 or ESL 099: you may take the ESL New Student House or one of the ESL pairs or clusters.

If you have placed into ENG 099 (Basic Writing): you should take a First Year Academy in Basic Skills English that matches your major: Allied Health, Business and Technology, or Liberal Arts.

If you have placed into MAT095 (Intro to Algebra) or MAT096 (Elementary Algebra): you should take a First Year Basic Skills Math Pair that matches your major: Allied Health, Business and Technology, or Liberal Arts.

You have placed into English 101 (English Composition): if you are a liberal arts or liberal arts and sciences major, you should take a Liberal Arts and Science Cluster.

For more information, check with an advisor or go to this website: [www.lagcc.cuny.edu/lc](http://www.lagcc.cuny.edu/lc)

## **NEW STUDENT SEMINAR**

**Room: B-100**

**Tel: (718) 482-5250**

**E-mail: [joaned@lagcc.cuny.edu](mailto:joaned@lagcc.cuny.edu)**

The New Student Seminar is a required course taught by counseling faculty. It meets one hour per week. The course will help orient you to LaGuardia and provide you with the knowledge and skills you need to be successful in college. Students learn college policies and academic requirements, effective study skills and test taking strategies. They are also encouraged to start self and career exploration as well as academic planning and advisement.

## **ePortfolio @ LaGuardia**

**ePortfolio Open Lab: B-121**

**E-mail: [eportfolio@lagcc.cuny.edu](mailto:eportfolio@lagcc.cuny.edu)**

**Phone: 718-482-5407**

**ePortfolio Website: <http://www.eportfolio.lagcc.cuny.edu/>**

**ePortfolio Log in: <https://intranet.laguardia.edu/eportfoliosso/iLogin.aspx>**

LaGuardia's ePortfolio (electronic portfolio) Project allows students to create a digital/online “self-portrait” linking their classroom learning to their life experiences. More than 50,000 LaGuardia students have built ePortfolios since 2002, making the LaGuardia project a leading initiative in higher education nationwide.

Your ePortfolio is:

- A place where you can collect your work;
- A place where you can create a showcase of your educational accomplishments by selecting your best work to display, including written text, audio, video and images;
- A place for reflecting on your educational experience, so you can make connections between where you were, where you are, and where you want to be;
- A way you can connect to the larger college community, your family, friends, transfer colleges and employers;
- A creative representation of your education and of you as a successful student;
- A way to individualize your education and make it uniquely yours;
- An electronic resume to show employers; and,
- An electronic tool to help you successfully transfer to a four-year college and graduate with a BA/BS degree.

Visit the ePortfolio open lab in B-121 to learn more from our ePortfolio Consultants and Student Technology Mentors. And, check out our website: <http://www.eportfolio.lagcc.cuny.edu/>

## **HONORS PROGRAM**

**Room: E-103V; MB-46**

**Tel: (718) 482-5658**

**E-mail: [honorsprog@lagcc.cuny.edu](mailto:honorsprog@lagcc.cuny.edu); [kkoh@lagcc.cuny.edu](mailto:kkoh@lagcc.cuny.edu)**

**Website: [www.lagcc.cuny.edu/honors](http://www.lagcc.cuny.edu/honors)**

LaGuardia Community College's growing Honors Program is designed to promote a rigorous and rich academic experience for talented, intellectually curious, motivated, and ambitious students. One of the fundamental goals of the Honors Program is to promote transfer, with scholarship when possible, to leading public and private 4-year colleges.

Honors courses are smaller in size, and emphasize critical thinking, intensive analytical writing, speaking, research skills, including the use of primary source material and information literacy. Honors students receive individualized mentoring and advisement from Honors faculty.

The Program also coordinates the College's nomination of candidates for major national scholarship programs, such as the Jack Kent Cooke Scholarship Program, the All-USA Academic Team Competition, and the Goldwater Scholarship Program.

Students with at least 12 completed credits, and a minimum GPA of 3.2 are eligible to register for Honors courses. There are two ways to participate in the Program:

1. Enroll in an Honors course and get an "Honors course designation" on your transcript after completing the course and a "Certificate of Completion" at the annual Honors Ceremony.
2. Participate in the Honors Program Concentration. If you are a Liberal Arts (A.A. or A.S.) or Business (A.S. or A.A.S.) student, you may take fuller advantage of the Program by completing 7 Honors courses (20-22 credits) to graduate from the Honors Program.

## OFFICE FOR INTERNATIONAL CONNECTIONS

**Room: M- 412**

**Tel: (718) 482-5642**

**Website: [www.lagcc.cuny.edu/studyabroad](http://www.lagcc.cuny.edu/studyabroad)**

Study abroad programs provide opportunities for students to dialogue with students and faculty from different regions of the world, to become exposed to varied perspectives, and to experience other countries' culture. LaGuardia Community College study abroad program allows students to earn credits while studying outside the borders of the United States. LaGuardia students can participate in either LaGuardia or City University of New York (CUNY) study abroad programs. Currently LaGuardia Community College partners with CUNY campuses to provide students with a variety of study abroad options. All students who are interested in studying abroad and have a GPA of 2.50 and higher should visit the College website at [www.lagcc.cuny.edu/studyabroad](http://www.lagcc.cuny.edu/studyabroad) or go to room M-412 for information on study abroad opportunities. If you would like information on CUNY study abroad program, please visit <http://www.cuny.edu/studyabroad>. The website also has information on Study/Travel Opportunities for CUNY (STOCS) funding which provides scholarship to assist students with expenses.

Students interested in exploring study abroad options, scholarships, course selection and how to apply for a study abroad experience, should contact Assistant Dean, Ann Feibel at (718) 482-5642 or come to room M-412 to schedule an appointment.

## **PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY**

**Room: MB-46 Honors House**

**Tel: (718) 482-5225/5220**

**E-mail: [ptk@lagcc.cuny.edu](mailto:ptk@lagcc.cuny.edu); [kkoh@lagcc.cuny.edu](mailto:kkoh@lagcc.cuny.edu)**

**Website: [www.ptk.org](http://www.ptk.org)**

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to recognize academically high-achieving and motivated community college students, Phi Theta Kappa offers members the opportunity to develop in areas that its founders have designated as the Society's four Hallmarks: Scholarship, Leadership, Service and Fellowship. Members are also eligible for special Phi Theta Kappa transfer scholarships offered by four-year colleges across the country. The Phi Theta Kappa Chapter at LaGuardia Community College is named Alpha Theta Phi and it was chartered in 1983. The Chapter, which converted from "club" to "organization" status in 2000, has been a dynamic presence on the college campus, and has been involved in a range of service and scholarly activities. Students who have earned 12 credits with a GPA of 3.50 or higher are eligible to become Phi Theta Kappa members. There is a one-time membership fee of \$55.

## **BARNARD/LAGUARDIA INTERCOLLEGIATE PARTNERSHIP PROGRAM**

**Room: E-300AA**

**Tel: (718) 482-5741**

**E-mail: [jmcphee@lagcc.cuny.edu](mailto:jmcphee@lagcc.cuny.edu)**

This program provides LaGuardia students with the opportunity to experience the study of science while living on campus at Barnard College of Columbia University. This program is only open to LaGuardia students who show a real aptitude and interest in science as a career. Qualified students will participate in a five-week, summer co-educational residential program at Barnard College. All costs for the program are covered and students will receive a stipend and six Barnard College science credits, which can either be transferred to LaGuardia or banked. Students take two science courses that are team-taught by Barnard and LaGuardia faculty. Students who successfully complete the summer program are invited to take additional science courses at either Barnard or Columbia University during the next academic year, free of charge. Students are also eligible to apply for a paid science research internship at Barnard College the following summer!

## **EXPLORING TRANSFER SUMMER PROGRAM at VASSAR COLLEGE**

**Room: M-111C**

**Tel: (718) 482-5911**

**E-mail: [vbrown@lagcc.cuny.edu](mailto:vbrown@lagcc.cuny.edu)**

The Vassar College Exploring Transfer program is a five-week summer program designed to give qualified LaGuardia students the opportunity to explore their transfer opportunities while experiencing education at a four-year residential college. Students enroll in two interdisciplinary courses team taught by LaGuardia Community College and Vassar faculty, earning six (6) academic credits. In addition, special transfer counseling is provided, as well as social and recreational activities. All expenses are paid, and the program is open to all matriculated LaGuardia students. Since 1985, over 600 LaGuardia students have benefited from this award winning program, going on to continue their education at outstanding colleges including Vassar, Columbia, Yale, Smith, Middlebury, and Swarthmore. For further information, contact Professor Victoria Brown, (718) 482-5911.

## **DEAN'S LIST**

**Room: M-401**

**Tel: (718) 482-5442**

**E-mail: [bhoffacker@lagcc.cuny.edu](mailto:bhoffacker@lagcc.cuny.edu)**

**Website: [www.laguardia.edu/honors](http://www.laguardia.edu/honors)**

The LaGuardia Dean's List honors those degree or certificate students who have achieved academic excellence. To be eligible for inclusion on the Dean's List in a given semester, a student must have earned 9 credits or more; achieved a grade point average (GPA) of 3.50 for the semester; not received grades of D, F, FIN, INC, R, WU and Z; and maintained a cumulative GPA of 2.00. Students placed on the Dean's List will receive a congratulatory letter and a certificate signed by the Vice President for Academic Affairs and a notation on their transcripts. The Dean's List will be displayed in the lobby of the M-Building.

## **COOPERATIVE EDUCATION INTERNSHIP OPPORTUNITIES At LaGuardia Community College**

Through the Cooperative Education Internship Program, students can take advantage of a nationally recognized internship program that provides career related internship experiences. In the past 30 years, LaGuardia has placed more than 55,000 students on internships.

Students have the opportunity to select their internships from over 350 major corporations, government agencies, and not-for-profit organizations. Internship opportunities are available in a wide-range of fields including accounting, business, education, communications, computer related fields, fine arts, government and public policy, healthcare, journalism, law, media, office technology, publishing, scientific research, social work, and many other areas!

Cooperative Education faculty work with students individually to help them to explore fields of interest, guide students in the selection of internships based on career, personal and educational objectives, and help students assess what has been learned through one on one meetings and seminars.

Internships benefit college students in many ways. A recent study by the National Association of Colleges and Employers stated that college students who graduate with a Co-op internship as part of their educational program earn greater starting salaries upon graduation than those students who never completed internships.

These internship experiences also help students to:

- Explore and develop skills in a wide variety of career options.
- Develop and strengthen essential skills in particular fields of study including technical and professional skills that give them leverage over others competing for available positions.
- Apply classroom theory and learning to real work situations

## **COOPERATIVE EDUCATION FIRST-YEAR EXPERIENCE OPPORTUNITY**

Fundamentals of Professional Advancement, CEP 121, is a pre-requisite 3 credit course for internship placement. Both day and extended day students in most majors are required to take CEP 121. Check the college catalog for specific major/program requirements. Extended day students may take CEP 201, Cooperative Education full-time internship or an unrestricted elective course. Students are advised to take CEP 121 during their second semester at LaGuardia.

This introductory Cooperative Education course will help students evaluate career and educational plans, develop professional literacy, and synthesize connections between coursework and professional opportunities. Through the course you will have the opportunity to:

- Learn about your interests, skills, and values through the use of online instruments and tools.
- Assess your educational and career goals and conduct research on professions that may interest you.
- Determine what courses, concepts, and skills you would like to apply and enhance on your internship.
- Develop an educational and career plan along with a resume, interviewing skills, and job/internship search strategies.
- Discuss on-the-job success strategies to reflect upon and utilize to maximize your internship experiences.
- Learn about and discuss work-related topics such as trends and forecasts, the global economy, technological innovations, intercultural communication, and lifelong learning.
- Design and develop an ePortfolio and document your learning and research.
- Participate in pre-internship learning experiences such as visiting and observing selected sites; conducting informational interviews; and communicating with professionals in your field.

For further information about LaGuardia's unique and progressive internship program, call the Cooperative Education Department at (718) 482-5204 or visit the web site at <http://www.lagcc.cuny.edu/coopedu>

## **COLLEGIATE SCIENCE AND TECHNOLOGY ENTRY PROGRAM**

**Room: E-300CC**

**Tel: (718) 482-5261**

**E-mail: [srosenberg@lagcc.cuny.edu](mailto:srosenberg@lagcc.cuny.edu)**

The Collegiate Science and Technology Entry Program (CSTEP) is a NYS Ed. Department support services funded program for students in the science, allied health and technology programs: Practical Nursing, Nursing, Occupational Therapy, Physical Therapy, Dietetic Technician, Mortuary Science, EMT/ Paramedic, Liberal Arts/A.S., and Computer Information Systems. CSTEP operates a Science Study Center located in E-342, which provides free tutoring in Biological Chemistry and Chemistry. Students may also use the Center for independent study. In addition, there are computer programs and internet access for students to use in studying and reviewing for examinations.

College is more than Classes

These programs, services, activities and events will engage you on campus, helping you make the transition to college, building connections, and affirming & enhancing your personal development as a student, family member, parent, friend, professional and citizen.



## **INTERNATIONAL STUDENT SERVICES**

**Room: C-249**

**Tel: (718) 482-5145**

**E-mail: [fsinformation@lagcc.cuny.edu](mailto:fsinformation@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/Student-Services/International-Student-Services/>**

LaGuardia is proud of the international diversity of its students, staff and faculty. International students from 159 countries enrich this mixture and help remind the entire college community of the interdependence of nations in the modern world and of the need to learn respect for and understanding of all peoples. International students are those who are in temporary non-immigrant visa statuses.

Most are in F-1 (student) status, but many are in diplomatic (A or G), statuses. International student advisers on the college staff assist and advise all international students on the immigration rules and procedures and help with personal and cultural adjustment problems. The Office provides advocacy, intervention, educational and information sessions for F1 students. International Student Services coordinate and ensure compliance with SEVIS, part of the federal agency of Homeland Security.

## **THE BLACK MALE EMPOWERMENT AND COOPERATIVE (BMEC) PROGRAM**

**Website:** <http://www.lagcc.cuny.edu/Student-Services/Black-Male-Empowerment-Coalition-%28-BMEC%29/>

The BMEC Program is designed to empower and engage you to be a lifelong learner and to be an active participant in your education. BMEC is a community of students connected to each other and the college through Academic Early Alert Programs, Mentoring and “Real Talk” sessions. All three BMEC components provide you with academic and student support services which enables you to pursue your academic and career goals by facilitating student achievement through a series of activities and interventions. We are committed to your academic and personal success. The program also provides you with opportunities for leadership, civic, career, personal growth and development as well as the tools for achieving success.

For more information contact:

**Renée Butler**  
**Assistant Dean, Student Development**  
Student Affairs Division  
718 482-5292  
[rbutler@lagcc.cuny.edu](mailto:rbutler@lagcc.cuny.edu)

**John Lee Baker, Jr.**  
**Associate Director of Student Services**  
Student Affairs Division  
718-482-5919  
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## **THE PEER MENTORS INITIATIVE**

Peer Mentors endeavor to help students acclimate to college life, teach students about Institutional opportunities and motivate them to seek conventional and supplemental methods towards Student Success.

The role of a Peer Mentor is to serve as a link between students and the college to assist in the transition in the college experience. The goals of the Peer Mentor program include:

- Assist freshmen in learning about the academic and social aspects of life at LaGuardia Community College.
- Familiarize new and current students with the resources that are available to them.
- Serve as role models to their peers and make them feel more comfortable in their role as college students.
- As representatives of LaGuardia Community College, Peer Mentors have many responsibilities. Peer Mentors are expected to have the interpersonal skills necessary for dealing with new students, both individually and in groups. They must be friendly, outgoing and articulate. While potentially being a friend and mentor to new students, the Peer Mentors will also communicate and uphold college policies, and any necessary rules or guidelines. They will be expected to report any student whose conduct is deemed inappropriate and/or infringing upon the rights of others to the Associate Director of Student Services. Peer Mentors should serve as positive role models in all they do and promote positive campus spirit.

For more information contact:

**John Lee Baker, Jr.**  
**Associate Director of Student Services**  
Student Affairs Division  
(718) 482-5919  
[jbaker@lagcc.cuny.edu](mailto:jbaker@lagcc.cuny.edu)

**Regina Varin-Mignano**  
**Counselor/Coordinator**  
Student Affairs Division  
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[rvarin-mignano@lagcc.cuny.edu](mailto:rvarin-mignano@lagcc.cuny.edu)

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## **THE PEER LEADERS INITIATIVE**

The Peer Leaders Initiative seeks to assist in the increase of your student retention, persistence and graduation rates at LaGuardia Community College via improving student engagement within your academic and interpersonal/communication skills. This will influence your overall enhancement with respect to receiving supplemental educational workshops or help sessions. This Initiative also seeks to create a more fluid and cohesive set of “Best Practices” models.

The Peer Leader is a student that is selected by one or more faculty members to assist the 1<sup>st</sup> Year Students with becoming more acclimated to LaGuardia Community College. He/She will serve as an academic mentor for assigned subject matters, assist the faculty with his/her instruction within and outside of the course review sessions and they will also assist students with the organization of peer study groups.

For more information contact:

**John Lee Baker, Jr.**  
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## **PROGRAMS IN LEADERSHIP AND DIVERSITY**

**Room: M-115**

**Tel: (718) 482-5190**

**E-mail: [briang@lagcc.cuny.edu](mailto:briang@lagcc.cuny.edu); [ireneso@lagcc.cuny.edu](mailto:ireneso@lagcc.cuny.edu)**

The Division of Student Affairs invites you to participate in powerful and stimulating programs throughout each semester on intercultural communication, self-awareness, group dynamics, team building, self-expression, and leadership. The goal of these workshops is to prepare you to excel in any environment. Whether it is school, work or your personal life, the skills learned will give you an edge anywhere. Students who successfully attend four (4) or more workshops receive a certificate of completion.

These workshops meet on Fridays from 2:30 – 4:00 PM.

- The Learning Leader
- Discovering Your Leadership Style
- Leadership Exploration & Development
- Becoming A Dynamic Public Speaker
- Manifesting: Creating What You Want In Life
- Identity & Perception
- Ethical Leadership

Register for these workshops at [www.peopleware.net/laguardia](http://www.peopleware.net/laguardia)

## RECREATION DEPARTMENT: AQUATICS, SPORTS, & FITNESS

**Room: MB-31**

**Tel: (718) 482-5044**

**E-mail: [briang@lagcc.cuny.edu](mailto:briang@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/recreation/>**

The Recreation Department offers a wide variety of sports and fitness activities for the entire College population, throughout the day, evening, and on weekends. The facility includes a multi-purpose Sports Gymnasium, Fitness Center, a six-lane, regulation-size swimming pool and a Movement Studio.

We are health and fitness educators, promoting the benefits of physical activity, with a focus on the average athlete/participant.

We provide a competitive intramural sports experience in such sports as basketball, handball, flag football, volleyball, indoor soccer and table tennis. We utilize a “Captain” System for our team sports, where individual students can develop their leadership skills. Team Captains are responsible for developing an event’s rules and procedures, certifying rosters, making policy decisions, and serving as the team’s spokesperson. Awards are presented to intramural champions at the conclusion of an event. Following is a sample of our activities:

### Leagues

**5-on5 Basketball**

**Women’s Basketball**

**Indoor Soccer**

**Flag Football**

### Tournaments

**3-on-3 Basketball**

**Coed Volleyball**

**Handball**

**Table Tennis**

The Fitness Center is equipped with Cybex, Flex, and Universal machines, Free Weights, treadmills, stair climbers, stationary bikes, and elliptical cross-trainers. Group Fitness Classes are offered 6 days per week and include a variety of strength, wellness, dance, and aerobic conditioning workshops. The Sport Workshop Series provides professional instruction in such activities as basketball, soccer, in-line skating, and tennis.

- **Recreation Office** (718) 482-5044
- **Gymnasium** (718) 482-5043
- **Fitness Center** (718) 482-5963
- **Swimming Pool** (718) 482-5038

## STUDENT GOVERNMENT

**Room: M-160**

**Tel: (718) 482-5297**

**E-mail: [sgapres@lagcc.cuny.edu](mailto:sgapres@lagcc.cuny.edu)**

Each Spring, student elections are held at LaGuardia Community College. The registered candidates run slates. Slates consist of a group of people with common goals. These are F.H. LaGuardia's version of political parties. As an example, the most recent race had been divided into three slates. They are Student Voice, New Direction, and Diversity. Simply because you vote for one candidate does not mean you vote for the slate! Slates represent political platforms! You could vote for individuals of your choice! You do not have to vote for only one slate! Balloting and booths are run by the Student Elections Review Committee. They make sure the candidates follow the LaGuardia Community College elections code. When the candidates are elected, they discuss their differences in a forum. They also nominate each other for positions in Student Government. You will be electing 12 student governors. Vote for the best-qualified people. The Governors elect the President and Vice President. The positions are as follows:

**President** – Serves as Chairperson at the regular scheduled meetings and Executive Board Sessions.

**Vice President** – Executive Associate to the President. Maintains signatory authority for all expenditures from the Student Activity Fee.

**Treasurer** – Monitors the fiscal budget and expenditures.

**Executive Secretary** – Prepares agenda for meeting and maintain records.

**Governor of Information Services** – Post advertisements and serves as a research assistant.

**Governor of Club and Ethnic Affairs** – Acts as a mediator with Student Clubs.

**Governor of Programs and Events** – Promotes events, completes event forms, solicits ideas from the students regarding programs.

**Governor of Judicial Review** – Monitors and evaluates the governors, takes filed complaints and make recommendations to the Vice President.

**Governor of Academic Affairs** – Mediates academic disputes and also facilitates events and seminars on campus.

**Governor of Foreign Affairs** – Assist international students and liaisons with the International Student Services office.

**Governor of Political Focus** – Raises the political consciousness of the students and promotes political activities.

**Governor of Public Relations** – Ensures that the Student Government maintains a good reputation via print and radio.

Here are just some of the many benefits of participating in the Student Government Association: Valuable leadership training such as: Building a Team, Empowering Groups, Creating a Vision, Initiating Change, Managing Conflict, Negotiating & Making Decision; A paid monthly stipend; Involvement with potential employers; Network with students, faculty, and administrators; Attend National Conferences; and, have fun while building fellowship.

## STUDENT LIFE

M-115 (718) 482-5190

E-mail: [ireneso@lagcc.cuny.edu](mailto:ireneso@lagcc.cuny.edu); [briang@lagcc.cuny.edu](mailto:briang@lagcc.cuny.edu)

Website: <http://web.laguardia.edu/studentlife/aboutus.aspx>

Through the Office of Student Life, you will find that making connections on campus, exploring abilities you did not know you had, to be easily accessible on our campus. These opportunities are available and require very little effort to begin your involvement. From connecting with academic, social or cultural clubs and organizations, to self-expression and leadership opportunities for personal and professional growth, let the Office of Student Life be your guide. We can help you find what you're looking for, refer you to the appropriate area, or we'll help you create it. Whatever you're looking for, you'll leave us inspired, empowered, and refreshed. Here are just a few activities available to you:

<b>Clubs:</b>	Join a current club or start your own.
<b>College Senate:</b>	Governance of the college that includes faculty, staff and students.
<b>Emerging Leaders Conference:</b>	CUNY-wide training for students who show an interest in leadership.
<b>Leadership &amp; Diversity Program:</b>	Participate in challenging and fun interactive sessions.
<b>Multi-Faith Campus Services:</b>	A support initiative to serve the spiritual interests of our students.
<b>New Leadership Challenge:</b>	A CUNY-wide conference for new student governors.
<b>Student Lobbying Efforts:</b>	Represents LaGuardia to City Hall and Albany, NY.
<b>Student Disciplinary Committee:</b>	Engages in critical decisions related to student discipline cases.
<b>Student Government:</b>	The voice of the student body, making decisions on funding allocations.
<b>Web Radio Station:</b>	A chance for faculty & students to explore broadcast journalism.
<b>Women's Center:</b>	Provides comprehensive support and educational workshops for women.

## STUDENT ORGANIZATIONS AND CLUBS

**Room: M-115**

**Tel: (718) 482-5919**

**E-mail: [ireneso@lagcc.cuny.edu](mailto:ireneso@lagcc.cuny.edu); [briang@lagcc.cuny.edu](mailto:briang@lagcc.cuny.edu)**

**Website: <http://web.laguardia.edu/studentlife/clubs.aspx>**

Learning occurs all over the University-both inside and outside the classroom. It provides a variety of student-centered social and educational activities, academic support programs and recreational programming as a part of the LaGuardia Experience. By developing your leadership skills, providing community service opportunities, and supporting student led initiatives, The Department of Student Life offers student access to participate and lead co-curricular programming.

The LaGuardia Experience is the promotion of a high standard of values, beliefs, and the vision for the LaGuardia Community. By plan, the LaGuardia Experience is a model to inspire our students intellectually, culturally, and socially. The Department of Student Life embraces the theme “Successfulness is in the E.S.S.E.N.T.I.A.L.S.” This is in support of the values of Excellence, Success, Stewardship, Enthusiasm, Nucleus, Teamwork, Initiative, Attitude, Leadership and Scholarship. Our goal is to prepare the entire student community to be student leaders through providing services and programs that support the beliefs of the LaGuardia Experience.

Successfulness is in the

**E**xcellence...in all that we do.

**S**uccess...of our Department and service to students.

**S**tewardship...towards helping humanity.

**E**nthusiasm...in our work.

**N**ucleus...is what we seek to become for Student Engagement.

**T**eamwork...to create a more fluid synergy.

**I**nitiative...to remain creative and diligent in programming.

**A**ttitude...towards instilling positive self-esteem in staff and students.

**L**eadership...in being diverse and fair in all practices.

**S**cholarship...to gain the knowledge and learn how to apply it.

## **WOMEN'S CENTER**

**Room: MB-10A**

**Tel: (718) 482-5188**

**E-mail: [womencenter@lagcc.cuny.edu](mailto:womencenter@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/Student-Services/Womens-Center/>**

The Women's Center enhances and encourages the intellectual, social, and emotional development of women and embraces all of the holistic personal wellness attributes of the Physical, Social/Environmental, Emotional, Spiritual, Intellectual & Academic aspects of the student's life.

## **COLLEGE SENATE**

**Room: M-116**

**Tel: (718) 482-5156**

**E-mail: [collegesenate@lagcc.cuny.edu](mailto:collegesenate@lagcc.cuny.edu)**

The College Senate is the governing body of the college. Its membership includes faculty, staff, students, and alumni. The Senate meets once or twice a month from September through June, and its meetings are open to the entire college community. The Senate welcomes active participation and input from each college constituency, including the students, so that it can make informed decisions that reflect the viewpoints of the entire community. In recent years, the Senate has acted on grading policies and other academic standing issues, new courses and academic programs, the academic calendar, and many other issues that impact student life at the college. Please share your ideas and be a part of college governance.

## **LAGUARDIA PERFORMING ARTS CENTER**

**Room: E-241**

**Tel: (718) 482-5151**

**E-mail: [lpac@lagcc.cuny.edu](mailto:lpac@lagcc.cuny.edu)**

**Website: [www.lagcc.cuny.edu/lpac](http://www.lagcc.cuny.edu/lpac)**

The LaGuardia Performing Arts Center (LPAC) is committed to presenting culturally and ethnically diverse programming of the highest quality for the college community, residents of Western Queens and the tri-state area. LPAC consists of a 740-seat state-of-the-art proscenium theatre, a 220-seat multi-purpose theatre, as well as exhibition space. The facilities are used by the students, faculty, staff and alumni of the college for a variety of cultural activities. LPAC presents seven different series including: Jazz Jam, Performance Planet, Weekend Family, School-Time, Teen Pointe, Our Town, and the Foundry Series. LPAC also offers the Arts Administration Certificate Program in conjunction with the Division of Adult and Continuing Education. All programs offer discounted tickets to LaGuardia students. For more information about programs, performances, and rentals, and to be included on LPAC's mailing list, please call (718) 482-5151.

## **PLANNING FOR YOUR FUTURE**

Yes, you just got here, but it's also the right time to start outlining “your plan” -employment, transfer to a 4-year college, Adult and Continuing Education, and even joining the LaGuardia Alumni Association. If you're undecided about your future, don't worry-you're not alone. Many students use their time at LaGuardia to explore future opportunities. Your classroom education, internships, extra-curricular activities and the resources listed below can help you evaluate your strengths, preferences and determine future goals.

## **EMPLOYMENT SERVICES CENTER/ JOB PLACEMENT OFFICE**

**Room: C-239**

**Tel: (718) 482-5235**

**E-mail: [marilyn@lagcc.cuny.edu](mailto:marilyn@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/careerinfo/>**

The Employment Services Center's (Job Placement Office) goal is to assist students and graduates of the College to become successful job seekers. The office now offers an on-line career management system that affords students an opportunity to communicate with employers on-line through the College Central Network, thus making the job search process much easier. If you are seeking employment during your stay at LaGuardia, please be sure to visit the Job Placement Office in the C-Building, Room C-102. The Placement Office provides assistance for referrals for part-time and full-time jobs.

Workshops:

- Interviewing techniques
- Resume Critiquing
- Internet searches related to employment
- On-campus recruitment events
- Career days
- Job fairs

The Job Placement Office cordially invites alumni of the College to participate in the services it offers.

**TRANSFER SERVICES**

**Tel: (718) 482-5185**

The Office for Transfer Services's (OTS) mission is to help students explore transfer options and provide guidance on choosing the best public and/or private colleges for their future goals. The OTS provides extensive in-person support to students seeking information about the transfer process and application/essay reviews. A Transfer Services web site, with valuable web-based resources, has also been designed. OTS contains a wealth of information on scholarships and students may request transfer application fee waivers for private schools and SUNY. Transfer Services holds two bi-annual Transfer Fairs in which public and private senior colleges participate, providing essential information regarding their academic programs, admission policies, and financial aid and scholarships. In addition, many colleges hold informational sessions and on-the-spot admissions on the LaGuardia campus. LaGuardia is actively negotiating transfer articulation agreements with leading public and private colleges, enabling LaGuardia students to transfer their credits with ease. For more information regarding transfer agreements, visit the office or check the Transfer Services website (<http://www.lagcc.cuny.edu/transfercenter>).

For students wishing to transfer to CUNY colleges, the office can provide help with course equivalencies via CUNY TIPPS and other established guidelines. Students may use computers and resources during the CUNY, SUNY, or private school application process. Staff is available to help with decision-making and the entire process of transferring.

## **QUESTIONS ABOUT TRANSFER**

**Q:** When do I apply for transfer?

**A:** You may apply to transfer at any point in your LaGuardia career, although more of your credits are likely to transfer if you've graduated. You don't need to have already graduated to apply for a senior college. You should start the process early. (Note: Students planning to transfer to private colleges should begin planning 9-12 months in advance. Students transferring to CUNY schools, 4-6 months in advance. SUNY schools have varying deadlines, so students should know deadlines and plan accordingly.)

If you decide to transfer from LaGuardia before completing 24 credits, you'll be evaluated according to your high school record.

**Q:** What kind of average do I need to transfer?

**A:** To transfer, you need a cumulative GPA (grade point average) of 2.00 from all colleges you have attended. However, specific colleges and programs have their own requirements, which may be more restrictive. If you are applying to a 4-year CUNY college, you must also pass all basic skills (remedial) classes and have a "C" grade or higher in a college-level English course and a college-level math course.

**Q:** What happens if I transfer out of LaGuardia after six months?

**A:** If you have fewer than 24 credits and apply to a senior college, CUNY will use your high school transcript to determine whether you will be accepted. You will also be further down the priority list for admission. Graduates have greatest admissions priority, next students with at least a year's worth of credits, and finally those with the fewest credits.

**Q:** If I transfer to LaGuardia, will my former CUNY School still have my placement test scores?

**A:** LaGuardia will accept placement scores from any CUNY college if they are presented on an official transcript. If you did not receive a passing score on an exam, LaGuardia urges you to retake it. The higher score will be counted.

**Q:** Do I have to pay the CUNY Transfer Application fee?

**A:** No, as long as you were a LaGuardia student in the semester immediately preceding your transfer to a CUNY senior college, you do not have to submit the fee. However, if you take a break (even one semester!) between the time you graduate from LaGuardia and the time you enroll at the senior college, you will be required to pay the application fee.

## **FREQUENTLY ASKED QUESTIONS**

**Q:** How can I register for classes?

**A:** You can register for classes via web or in the Enrollment Services Center in C-107.

**Q:** What URL do I use to register via the web?

**A:** [www.laguardia.edu](http://www.laguardia.edu)

**Q:** What documents do I need in order to register?

**A:** A letter mailed to you indicating your registration appointment date and time, the Schedule of Classes (view online), a completed and signed advisement form (required for all students with less than 30 total credits and/or in a specialized major), a schedule grid where you list the sections you want to register for, and a second grid listing your alternate courses for each session in case your original course selections are not available.

**Q:** How can I pay my tuition?

**A:** Tuition can be paid with a credit card, with your estimated Tap and/or Pell award (if eligible), check, cash, or through the AMS payment plan.

**Q:** What steps must I follow to register?

**A:** Follow the series of steps listed below:

Step 1: Get advised if you are in a major that requires advisement and/or have less than 30 credits.  
*Note: all students on probation are required to get advisement in B-100 before registration even if you have accumulated 30 credits or more.*

Step 2: Using the Schedule of Classes, select the course sections you want to register for in Session I and Session II.

Step 3: Register for your courses and print a copy of your program if you register on the Web.

Step 4: Check your bill for any tuition balance owed to the college. Be sure to pay the bill by the due date if you have an outstanding balance. See Bursar's website for payment options and due dates.

Step 5: Once your tuition bill is cleared, have your college Identification Card validated in Room C-101.

**Q:** What should I do if the courses I selected are not available?

**A:** Counselors are available to assist you in creating an alternate choice of classes. Please plan more than one schedule in the event that your first choice is not available.

**Q:** Can I take classes at any time of the day?

**A:** Yes. Both day and evening students are allowed to take courses between 8:00AM and 10:15PM, based on available space. Most courses are offered Monday-Friday, with some course offerings on Saturdays and Sundays between 8:00AM and 4:25PM. College Discovery students must see their College Discovery counselor before attending evening classes.

**Q:** I have been out of school for two or more semesters and I now want to return. What do I do?

**A:** You must file a Readmission form in the Enrollment Services Center in C-107. There is a \$10.00 nonrefundable fee.

**Q:** How many credits must I take to be considered a full-time student?

**A:** Full-time is generally considered to be 12 credits. However, if you are in a compensatory course (see the Schedule of Classes for a complete listing of qualifying courses) and have never attended college before, you need 3 credits and 12 equated credits. If you have attended any college for more than 6 months and are in a compensatory course, you need 6 credits and 12 equated credits.

**Q:** What Financial Aid forms do I need to fill out during the academic year?

**A:** For Federal aid (i.e., Pell, Federal Work Study, FSEOG, Federal Perkins and Direct Student loans) and College Discovery, complete the Free Application for Federal Student Aid (FAFSA). Apply for TAP by clicking on the TAP link at the end of the FAFSA application or by going completing the TAP application on the website at [www.tapweb.org](http://www.tapweb.org)

**Q:** How often do I have to file Financial Aid forms?

**A:** Once a year. Students should complete and file the FAFSA and TAP/APTS application and the CUNY Supplement for Fall Admission by April 15th and for Spring Admission by December 15th. Visit our website at: [www.laguardia.edu](http://www.laguardia.edu) for more information.

**Q:** Do I have to pay back money I receive from TAP, Pell or College Discovery?

**A:** Generally no, unless you drop a course and lose your full-time student status. Consult an adviser at the Enrollment Services Center (C-109) for further information or specific details.

**Q:** Is there an educational childcare service available to me at the college?

**A:** Yes. Depending on your child's age you may enroll your child in the Early Childhood Learning Center (ECLC).

**Q:** Is there an office for International Student concerns?

**A:** Yes. International Student Services is located in Room M-166. The telephone number is (718) 482-5145.

**Q:** Where can I go if I have a health concern?

**A:** To receive health education and first-aid treatment, go to the Health Services Center, Room MB-40.

**Q:** How can I find out about current events on campus?

**A:** The Events Calendar on the LaGuardia website is updated daily and located at

<http://www.laguardia.edu/events/>. Also, if you use an e-mail address other than the one we gave you at registration, you should go to <http://roadrunner.lagcc.cuny.edu> and set-up your LaGuardia address so it automatically forwards mail to your active e-mail account.

## **QUESTIONS ABOUT ACADEMICS**

**Q:** What is meant by “Extended Day”?

**A:** Evening and weekend classes held between 5:45PM and 10:15PM Monday-Friday and between 8:00AM and 4:25PM on Saturday and Sunday are considered “extended day.”

**Q:** What are “Urban Study” courses? Are they required to graduate?

**A:** Urban Study courses utilize our unique and vital New York City environment for focused learning within a specific area. All students are required to complete at least one Urban Study course to graduate (see catalog for your major).

**Q:** What is an “Unrestricted Elective”?

**A:** An Unrestricted Elective is simply any course taken at the college that is not specifically required by your major.

**Q:** What is a Liberal Arts Elective?

**A:** In general, courses offered by the departments of English, Humanities, Mathematics, Natural and Applied Sciences (including Human Services), and Social Sciences are considered Liberal Arts courses (be advised there are some exceptions) and may be used to fulfill the Liberal Arts Elective requirements specified in each degree program. Liberal Arts courses may be found in the catalog or the Schedule of Classes under Liberal Arts requirements.

**Q:** How do I officially withdraw from a course?

**A:** You can withdraw from a course through the Web-Based Registration System (e-Sims), or you can obtain an Official Withdrawal Form at the Registrar's Office in C-107. If you are taking a Basic Skills course, you cannot withdraw from the class without first meeting with a counselor. A counselor must sign the withdrawal form. Counselors are located in Room B-100; College Discovery counselors are located in B-236.

**Q:** What is the difference between dropping a course and officially withdrawing from a course?

**A:** When you drop a course during the change of program period, the course disappears from your record and you may be eligible for a full or partial refund. When you officially withdraw from a course, the course stays on your record with a grade of W. The W grade does not have any effect on your grade point average and you are not eligible for a refund.

**Q:** If I receive an “Incomplete” in a course, do I have to register for it again?

**A:** No. Contact your instructor to discuss what and when to submit make-up work. Your instructor will change your grade only after you have completed all required course work. Note: if course work is not made up within one semester of receiving the “Incomplete” grade, the “IN” will automatically be changed to a “FIN” (failure from an incomplete).

**Q:** How do I change my major?

**A:** Obtain and fill out a “Change of Major Form” from the Registrar’s web site or the Enrollment Services Center (C-107). Some majors require a signature from a departmental coordinator. Completed forms are submitted to the Process & Pickup counter in the Enrollment Services Center. Due to New York State financial regulations, Change of Major Forms submitted after the Session-I (12 week) Census Day published in the LaGuardia academic calendar will NOT go into effect until the following semester. A change of major may also have an impact on your financial aid. Please consult with a financial aid advisor in the Enrollment Services Center.

## **PROGRAMS FOR SPECIFIC POPULATIONS**

### **VETERANS EDUCATION CENTER**

**Room: C-371**

**Tel: (718) 482-5386**

**E-mail(s): [samf@lagcc.cuny.edu](mailto:samf@lagcc.cuny.edu); [jbello@lagcc.cuny.edu](mailto:jbello@lagcc.cuny.edu); [cvega@lagcc.cuny.edu](mailto:cvega@lagcc.cuny.edu)**

**Website: <http://ace.laguardia.edu/>**

The Center hosts three programs for returning soldiers and veterans: Veterans Upward Bound (VUB), Veterans Service Collaboration Initiative and Veterans Resource Center. VUB provides free College Prep and GED classes, career development and other support services for US military veterans who read at least at the 8<sup>th</sup> grade level. Enrollment is on a continual basis. The Initiative offers outreach and student retention services, including tutoring and mentoring. Finally, the Veterans Education Center is the lead agency in coordinating Veterans Resource Centers in each of the five NYC boroughs, where veterans and their families receive free and up-to-date information in such areas as housing, veterans benefits, health and mental illness, education, employment and training, and intensive case management.

## **VETERANS AFFAIRS OFFICE**

**Room: C-107**

**Tel: (718) 482-5191**

**E-mail: [stanleyr@lagcc.cuny.edu](mailto:stanleyr@lagcc.cuny.edu)**

The office provides a full range of counseling services for the veteran population.

Programs available to veterans are monthly educational benefits, vocational rehabilitation, work-study, tutorial assistance and benefits for dependents of veterans.

## **COLLEGE OPPORTUNITY TO PREPARE FOR EMPLOYMENT (COPE)**

**Room: MB-13**

**Tel: (718) 482-5479/5445**

**E-mail: [adab@lagcc.cuny.edu](mailto:adab@lagcc.cuny.edu)**

**COPE** provides a variety of support services to anyone who is a current or former CUNY student or applicant, and who is either receiving public assistance cash benefits (Temporary Assistance to Needy Families, Safety Net Family Assistance, Safety Net Single Assistance), or who meets federal income guidelines for families with income under 200% of the Federal Poverty Level. Services include: assistance with registration, academic and personal counseling, tutoring, processing of training-related expenses (child care and car fare), housing, food stamps, HRA fair hearings, job preparation, Dress for Success, Metrocards and job placement. The COPE program also enables full-time Public Assistance students to meet their workfare obligation by participating in on-campus Work Experience Program (WEP) assignments. COPE Program is funded by and operated in collaboration with the Family Independence Administration of the City of New York Human Resources Administration (HRA).

### **THE LEARNING PROJECT**

The Learning Project is part of the Office for Students with Disabilities (OSD) and is a VTEA grant-funded program designed to assist students with learning disabilities. The learning specialist will prepare letters of accommodation, arrange for tutoring services, readers, note takers, and proctors as indicated. For further information, please call (718) 482-5279

## **PROGRAM FOR DEAF ADULTS**

**Room: C-203**

**Tel: (718) 482-5324 (Voice)**  
**(866) 635-1033 (Video Phone)**

**E-mail: [pda@lagcc.cuny.edu](mailto:pda@lagcc.cuny.edu)**

**Website: [www.laguardia.edu/pda](http://www.laguardia.edu/pda)**

The Program for Deaf Adults (PDA) offers assistance to LaGuardia Community College's deaf and hard-of-hearing degree students. Early contact with the program's Academic Advisor will ensure that deaf and hard-of-hearing students receive the support services they may need in order to access all college programs and services. Program staff members are fluent in American Sign Language.

Specific services include:

- Pre-admission counseling
- Academic advisement and planning
- Priority registration
- Support services such as interpreting, captioning, tutoring, note taking, assistive technology, and Academic Peer Instruction (API)
- Placement into special sections of Basic Skills Reading, Writing, New Student Seminar, MAT95, MAT96, and ACT and CATW Test Preparation for deaf and hard-of-hearing students
- Testing accommodations

## ALUMNI ASSOCIATION

**Room: M-116**

**Tel: (718) 482-5984**

**E-mail: [alumni\\_association@lagcc.cuny.edu](mailto:alumni_association@lagcc.cuny.edu)**

**Website: [www.laguardia.edu/alumni](http://www.laguardia.edu/alumni)**

The Fiorello H. LaGuardia Community College Alumni Association has been a vital part of the college since 1977. The Alumni Association is an organization created to help you sustain your ties with the college after graduation. It is a not-for-profit organization whose mission is to encourage and cultivate lifelong, quality education, social activity, and good fellowship among the graduates of LaGuardia Community College and to assist and promote the interests of the College. The Association's support is generated solely through membership dues and donations.

Governed by an elected volunteer alumni executive board, the association is a growing organization of active men and women who continue to value the multifaceted experience of a LaGuardia Community College education. Membership is open to students who have completed at least 55 credits toward the Associate Degree. Membership dues are: \$10 for one year; \$15 for two years; \$150 for lifetime membership. Members receive a variety of benefits including discounted passes to the College's recreational facilities, a discount for most continuing education courses, discount tickets for the LaGuardia Performing Arts Center Theatre, free Placement Office Services, use of the college's computer labs and library as well as many other discounts. Members are also invited to seminars, and workshops, as well as educational, networking, and social events.

## ADULT & CONTINUING EDUCATION

The College's Division of Adult and Continuing Education offers an array of classes, workshops, certificate programs and services (including career counseling and job placement) for college members and community residents of all ages. Listed below are the major programs that comprise the Division. To find out more about Adult and Continuing Education, visit our website at [www.laguardia.edu/ace](http://www.laguardia.edu/ace) or contact the programs directly.

General Information	(718) 482-7244	<a href="mailto:acereg@lagcc.cuny.edu">acereg@lagcc.cuny.edu</a>	M-141
ACE Enrollment Management Services	(718) 482-7244	<a href="mailto:acereg@lagcc.cuny.edu">acereg@lagcc.cuny.edu</a>	M-141
Adult Learning Center	(718) 482-5380	<a href="mailto:mdick@lagcc.cuny.edu">mdick@lagcc.cuny.edu</a>	E-249
Career & Professional Programs	(718) 482-5125	<a href="mailto:allenc@lagcc.cuny.edu">allenc@lagcc.cuny.edu</a>	C-235
Career Development Center	(718) 482-5355	<a href="mailto:judithg@lagcc.cuny.edu">judithg@lagcc.cuny.edu</a>	C-225
Career Ladders in Allied Health	(718) 482-5097	<a href="mailto:michele@lagcc.cuny.edu">michele@lagcc.cuny.edu</a>	C-231
Center for Community Education/CUNY Catch	(718) 482-5128	<a href="mailto:samf@lagcc.cuny.edu">samf@lagcc.cuny.edu</a>	C-232
Center for Corporate Education	(718) 482-5330	<a href="mailto:trucinski@lagcc.cuny.edu">trucinski@lagcc.cuny.edu</a>	B-309
Center for Immigrant Education and Training	(718) 482-5460	<a href="mailto:jhunt@lagcc.cuny.edu">jhunt@lagcc.cuny.edu</a>	C-250
College for Children/Teen Academy	(718) 482-5334	<a href="mailto:alexisf@lagcc.cuny.edu">alexisf@lagcc.cuny.edu</a>	MB-04
College Prep	(718) 482-5966	<a href="mailto:collegeprep@lagcc.cuny.edu">collegeprep@lagcc.cuny.edu</a>	C-223
CUNY Language Immersion Program (CLIP)	(718) 482-5966	<a href="mailto:mimib@lagcc.cuny.edu">mimib@lagcc.cuny.edu</a>	C-223
Dietary Managers Program	(718) 482-5758	<a href="mailto:ippolitoro@lagcc.cuny.edu">ippolitoro@lagcc.cuny.edu</a>	E-300N
Employment and Career Services Center	(718) 482-5235	<a href="mailto:placement@lagcc.cuny.edu">placement@lagcc.cuny.edu</a>	C-102
EMT/Paramedic	(718) 482-5168	<a href="mailto:christinea@lagcc.cuny.edu">christinea@lagcc.cuny.edu</a>	C-339
Procurement Technical Assistance Program (PTAC)	(718) 482-5306	<a href="mailto:ehernandez@lagcc.cuny.edu">ehernandez@lagcc.cuny.edu</a>	B-309
Pre-College Academic Programming	(718) 482-5357	<a href="mailto:adalsimer@lagcc.cuny.edu">adalsimer@lagcc.cuny.edu</a>	C-223
Program for Deaf Adults	(718) 482-5324 (718) 482-5353 TTY	<a href="mailto:pda@lagcc.cuny.edu">pda@lagcc.cuny.edu</a>	C-203
Small Business Development Center	(718) 482-5303	<a href="mailto:sbdc@lagcc.cuny.edu">sbdc@lagcc.cuny.edu</a>	B-309
Taxi and FHV Driver Institute	(718) 482-5336	<a href="mailto:cunytaxi@lagcc.cuny.edu">cunytaxi@lagcc.cuny.edu</a>	M-142
The English Language Center	(718) 482-5360	<a href="mailto:english@lagcc.cuny.edu">english@lagcc.cuny.edu</a>	C354

Wilets Point Assistance Program	(718) 482-5337	<a href="mailto:lbarlow@lagcc.cuny.edu">lbarlow@lagcc.cuny.edu</a>	C400
Workforce Education Center	(718) 482-5340	<a href="mailto:ruthde@lagcc.cuny.edu">ruthde@lagcc.cuny.edu</a>	C314
Workforce1 Career Center	(718) 609-2130	<a href="mailto:blord@lagcc.cuny.edu">blord@lagcc.cuny.edu</a>	C400

## CAMPUS PUBLIC SAFETY

**Room: E-117**

**Tel: (718) 482-5567**

**E-mail: [jgranthan@lagcc.cuny.edu](mailto:jgranthan@lagcc.cuny.edu)**

**Website: <http://www.laguardia.edu/publicsafety/>**

The Campus Public Safety Department is part of the Administration Division. This department serves the College community and has the responsibility of enforcing all rules and regulations of the College, City University and the Penal Law of the State of New York. It is the policy of the City University and LaGuardia Community College that students, faculty, staff and visitors shall report safety hazards, crime, and loss of property, illness or injury. Proper reporting facilitates prevention, apprehension and prosecution of violators and assists in making LaGuardia Community College a safe place to learn and work. Incidents can be reported to any uniformed Peace Officer or Security Officer, or by calling extension **5555 for emergencies**, or extension **5558 for non-emergencies**.

## **STUDENT ADVOCACY**

### **STUDENT OMBUDS OFFICE**

**Room C- 317**

**Tel: (718) 482-5180**

**E-mail: [mariarig@lagcc.cuny.edu](mailto:mariarig@lagcc.cuny.edu)**

**Website:**

The Student Ombuds Officer has the responsibility of helping students with issues, processes and procedures that seem unable to resolve. The Student Ombuds Officer is a mediator who strives to address concerns, facilitate communication and resolve disputes in a fair and equitable manner.

## **FACULTY STUDENT DISCIPLINARY COMMITTEE**

**Room: C-317**

**Tel: (718) 482-5180**

**E-mail: [luism@lagcc.cuny.edu](mailto:luism@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/Student-Services/Student-Rights-and-Responsibilities/>**

The Faculty Student Disciplinary Committee (“the Committee”) (formerly the “Student Faculty Review Board” (SFRB)) is an independent and representative body of students and faculty formed pursuant to the Board of Trustees Bylaws Article 15. The committee is responsible for hearing and adjudicating cases in which the Office of the Vice President of Enrollment Management and Student Development has preferred formal charge(s) against a member of the college community that may result in disciplinary action. The Committee will hear all such cases and determine what action and sanction, if any, should be taken in each individual case. Actions resulting from this disciplinary process may include the dismissal of preferred charges, or a finding of guilt on specified charge(s), or where there is a finding of guilt, the imposition of appropriate sanction(s) under the Henderson Rules, ranging from “Admonition” to “Expulsion” from the college.

For more information pertaining to the College’s policies on Student Disciplinary Committee please contact or e-mail:

Luis Merchant,  
Student Judiciary Officer, Room C-317  
(718) 482-5180  
[luism@lagcc.cuny.edu](mailto:luism@lagcc.cuny.edu)

## **APPEALS**

Appeals taken from an adverse decision by a member of the college community involving academic or disciplinary matters must follow the applicable policy and procedures governing such appeals. For example:

**Q:** What is an Appeal?

**A:** A process to change a grade. If you receive a failing grade (F, FIN, and WU) in a course because of circumstances such as the death of a family member or an unusual family situation, or if you feel the grade was unfair, you may appeal. You must attach documentation with the appeal. Consult with a counselor and pick up a form in B-100 or B-236 (CD students). All appeals must be in writing and submitted to the Academic Standing Committee, through the Registrar's Office, located in C-107.

**Q:** What should I do if I am placed on probation?

**A:** Go to the Probation Workshops offered by the Counseling Department, Room B-100 or the College Discovery Office, Room B-236. Discuss strategies to increase your academic success with a counselor.

## **OFFICE OF STUDENT CONDUCT ADMINISTRATION**

**Room: C- 317**

**Tel: (718) 482-5180**

**E-mail: [luism@lagcc.cuny.edu](mailto:luism@lagcc.cuny.edu)**

**Website: <http://www.lagcc.cuny.edu/Student-Services/Student-Conduct/>**

The office of the Vice President for Student Affairs or the designee, is responsible for the administration of student conduct and related judiciary affairs in accordance with the Rules and Regulations for the Maintenance of Public Order pursuant to Article 129-A of the Education Law as amended (“the Henderson Rules”) and the Board of Trustees Bylaws under Article 15 Section 15.3., and other University/College Regulations and Policies. The office of the Vice President or designee – (“Student Judiciary Officer”) investigates written complaints against students for alleged violations of the stated rules, regulations and policies, and where necessary prosecutes violations before the Faculty Student Disciplinary Committee that may result in disciplinary sanctions, including suspension and expulsion from the College/University.

## **UNIVERSITY/COLLEGE POLICIES**

### **Mission Statement**

LaGuardia Community College of the City University of New York is named for Fiorello H. LaGuardia, New York City's New Deal mayor, who united and inspired a city of immigrants. Located at a transit hub that links Queens, the most ethnically diverse borough, with the world center of finance, commerce and the arts, the college provides access to higher education and serves New Yorkers of all backgrounds, ages and means. LaGuardia Community College is committed to:

- Offering career, as well as liberal arts and science curricula, developmental education and transfer preparation, cooperative education internships, continuing education classes, and training programs serving individuals, businesses and public agencies
- Responding creatively to changes in student population, technology, and the global economy
- Providing extensive support services and opportunities for the needs of a highly diverse student population
- Upholding high standards through a focus on program assessment and innovative approaches to teaching and learning
- Maintaining a dedicated, highly qualified faculty and staff, while promoting their professional development
- Preparing students to become full participants in the economic and civic life of the city, the nation, and the world
- Cultivating partnerships with business, community groups, government, and public schools to enhance the economic, social, cultural, and educational development of Western Queens and New York City.

## **ID CARDS**

### **Room: C-101**

Your ID card is your official identification as a student and must be worn at all times while on campus. All persons entering a college building will be asked to show their college ID cards. The Public Safety Department issues ID cards. At the end of your first registration, your photo will be taken and a permanent card issued. This card must be validated each semester. If you lose your ID card, you will be charged a \$10.00 fee for a new one. A temporary ID card will be issued for 24 hours on an emergency basis, and only one temporary ID will be issued per semester.

- Monday-Thursday: 9:00 AM - 8:00 PM
- Friday: 9:00 AM - 5:30 PM
- 1st and 3rd Saturday: 9:00 AM - 2:00 PM

## **LOCKERS**

### **Room: C-101**

Lockers are located in the M, E and C buildings. If you decide that a locker would come in handy, the cost is \$1.00 for the academic year. Lockers must be emptied or renewed at the end of each spring semester. Padlocks may be placed on lockers. All lockers are issued in the ID/Keys Office, Room MB-23. Special 504 ADA lockers are available to eligible students. Contact the Office of Students with Disabilities (M-102) for further information.

## **LOST AND FOUND**

### **Room: E-100**

A lost and found area is located at the Public Safety Office at the entrance of the E building. Inquiries may be made at this location or by calling (718) 482-5558.

## **HOURS OF OPERATION**

**Except during holidays when the College's buildings are closed, the College's**

**Hours of Operation are:**

**Monday to Friday 7:00 AM to 11:00 PM**

**Saturday 7:00 AM to 7:00 PM**

**Sunday 7:00 AM to 7:00 PM (for special programs only)**

Access to the College's facilities at other times is prohibited, unless permission for each occurrence is granted as follows:

1. Events - Approval to hold events such as concerts, dances, athletic events and meetings must be obtained through the Events office. Scheduling of events requires completion of a form describing the event, location and authorized hours, and requires sign-off by offices that provide services for the event. If the hours extend beyond the College's normal hours of operation, the attendees will be required to leave the College's premises at the end of the event.
2. Students - Approval must be obtained from the Vice President of Enrollment Management and Student Development, or designee, and received by the Director of Security 24 hours beforehand.
3. Faculty - Approval must be obtained from the faculty members Chairperson and Divisional Vice President and received by the Director of Security 24 hours beforehand.
4. Staff - Approval must be obtained from the employees' immediate supervisor and Divisional Vice President and received by the Director of Security 24 hours beforehand.

## **POSTER AND FLYER POLICY**

**Room: M-115**

**Tel: (718) 482-5190**

**E-mail: [ireneso@lagcc.cuny.edu](mailto:ireneso@lagcc.cuny.edu); [briang@lagcc.cuny.edu](mailto:briang@lagcc.cuny.edu)**

All flyer and poster announcements about college-sponsored events must be brought to the Student Life Office for posting. Such events include student events, political events, community events, book sales, room rentals, etc. The Student Life Office will provide instructions as to the locations available for posting. Events that are not sponsored or approved of by college policy will not be posted. Flyers and posters that do not have the approved stamp will be taken down.

## **UNIVERSITY/COLLEGE POLICIES**

### **AFFIRMATIVE ACTION PROGRAM LAGUARDIA COMMUNITY COLLEGE/CUNY**

LaGuardia Community College/CUNY is an equal opportunity and affirmative action institution. The College does not discriminate on the basis of age, sex, sexual orientation, creed or religion, race, color, national origin, disability, marital status, genetic predisposition or carrier status, veteran or military status, gender identify, citizen status, or as a victim of domestic violence, in its student admissions, employment, access to programs and administration of education policies.

The Affirmative Action Program is designed to provide equal consideration for all applicants for employment, and for faculty and staff members seeking positions, transfers, and tenure. In addition, the program addresses equal consideration and equal opportunity for all students seeking admission, financial aid, student services, and academic and athletic programs. Components of the Affirmative Action Program include:

- a) An Affirmative Action Officer, (the Director of Affirmative Action, Compliance & Diversity) who has overall responsibility for the coordination of the College's Affirmative Action Programs;
- b) An Affirmative Action Plan and Policy statement that conforms with the format required by Revised Order 4 which addresses federal rules and regulations for institutions with government contracts;
- c) The Sexual Harassment Awareness & Intake Committee that addresses sexual harassment and the official policy of the Board of Trustees, and Title VII of the Civil Rights Act of 1964;
- d) The 504/ADA Committee that addresses Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990;
- e) An informal grievance procedure as well as mechanisms for formal grievance complaints,

### **AFFIRMATIVE ACTION POLICY STATEMENT**

LaGuardia Community College is committed to the principles and spirit of affirmative action & equal opportunity.

It is the policy of LaGuardia Community College/CUNY to recruit, employ, train, retain and promote employees and to admit and provide services for students on the basis of equal opportunity without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, Acquired Immune Deficiency Syndrome, status as a disabled or Vietnam Era Veteran, marital status, gender identity, citizen status, or as a victim of domestic violence.

LaGuardia Community College/CUNY recognizes its obligation to provide students with equal consideration when seeking admission, financial aid, and access to student services, academic, and athletic programs.

The College believes in a policy of non-discrimination, and as an educational institution, maintains an on-going program to assure compliance with federal legislation and University guidelines. The Affirmative

Action Program encourages positive practices and ensures equitable disciplinary procedures for any member of the college community who engages in harassment on the basis of race, sex, sexual orientation, or disability, or any individual who reports such an incident.

LaGuardia Community College/CUNY as a constituent unit of the City University of New York, a public university system, adheres to Federal, State, and City laws and regulations regarding non-discrimination and affirmative action employment. It is the College's policy to operate and comply with the requirements of Executive Order 11246 as amended by Executive Order 11375, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1974, the New York State Human Rights Laws and the New York City Human Rights Law.

The "protected classes" as delineated in the Executive Order 1246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The City University of New York and LaGuardia Community College has and will continue to exercise affirmative action for the "protected classes" including Italian-Americans.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program. The President has designated the responsibility for the Affirmative Action Program, e.g., Section 504/ADA, Title IX, Sexual Harassment formal and informal grievance procedures, to Arlene Peterson, Director, Affirmative Action, Compliance & Diversity Office, Room E-512, (718) 482-5057.

The College's Affirmative Action Plan for Fall 2009 and the supporting data for the period July 1, 2008 to June 30, 2009 are available for your review in the Library, Room E101, the Human Resources Department, Room E-407, and the Affirmative Action/EEO Office, Room E-512.

All inquiries, concerns, complaints, and grievances may be directed to the Director of Affirmative Action, Compliance & Diversity, Arlene Peterson, Room E-512, (718) 482-5057.

## **STATEMENT OF NONDISCRIMINATION**

LaGuardia Community College/CUNY is an equal opportunity and Affirmative Action Institution. The college does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, transgender, marital status, disability, genetic predisposition, or carrier status, alienage or citizenship, military or veteran status, or status a victim of domestic violence in its student admission, employment, access to programs, and administration of educational policies.

April Tucker is the college Director of Affirmative Action, Compliance & Diversity, and the Coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and the Coordinator for the Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. The Office of Affirmative Action, Compliance & Diversity is located in E-512, (718) 482-5057.

Matthew S. Joffe is the college's Senior Director of the Office of Student Services and Disabled Student programs, which operates consistent with the requirements of Section 504 of the Federal Rehabilitation

Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability. The office is located in Room M-102, (718) 482-5278.

## **DECLARATION OF PLURALISM**

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community.

We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class.

As a pluralistic community we will:

- Celebrate individual and group diversity;
- Honor the rights of people to speak and be heard on behalf of pluralism;
- Promote intergroup cooperation, understanding and communication;
- Acknowledge each other's contribution to the community;
- Share beliefs, customs and experiences which enlighten us about members of our community;
- Affirm each other's dignity;
- Seek further ways to learn about and appreciate one another, and
- Confront the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism, and ethnocentrism that fragment the community into antagonistic individuals and groups.

We believe by carrying out these actions, we, as students, faculty, and staff can achieve social change and the development of a society in which each individual can achieve her or his maximum potential.

## **PROCEDURES FOR PROCESSING COMPLAINTS OF ALLEGED DISCRIMINATION**

### ***Informal Resolution***

The Office of Affirmative Action Compliance & Diversity (AACD) handles any complaint, written or spoken, of alleged discrimination. Under the informal investigation procedure:

1. The Director of the AACD will meet with the complainant and hear the complaint.
2. The Director of the AACD will also meet with the individual accused of the discriminatory act ("respondent") and give him/her the chance to respond to the accusation.

3. The Director of the AACD when appropriate will try to resolve the complaint informally by bringing together the complainant and the respondent for discussion in order to reach a mutually acceptable agreement for resolution of the complaint. The Director of the AACD will take all reasonable steps necessary to resolve the complaint informally.
4. If both the complainant and the respondent are satisfied with the results of the investigation and resolution of the complaint is agreed upon, the Director of the AACD will notify both in writing as to the outcome of the investigation.

When informal resolution is not possible, as determined jointly by the complainant and the respondent, the complaint of discrimination will undergo a complete and thorough formal investigation and a determination will be made as to whether an anti-discrimination law, regulation, or college or university policy has been violated. If a violation has occurred, appropriate sanctions will be applied.

### ***Formal Resolution***

Under formal investigation procedure:

1. The complainant is strongly encouraged to file a written complaint with the Director of the AACD. A Record of Complaint Form must be submitted to the Director of the AACD (\*see form included in the attachments section).
2. When the complainant is unwilling or unable to file a written complaint, the Director of the AACD must document and process the complaint.
3. When the investigation requires it, the Director of the AACD shall have the authority to request and examine all records and files and to make inquiries necessary to investigate the complaint.
4. The Director of the AACD will interview witnesses and other persons in an attempt to arrive at an informed conclusion. All employees of the college are expected to cooperate with the investigation.

In the event that the investigation uncovers no reasonable basis to support the allegations that discrimination has occurred, the complainant, the President, and all other appropriate parties will be notified of such outcome in writing.

1. The Director of the AACD may also recommend training, sensitivity/awareness/anti-harassment workshops or other appropriate action if the investigation determines that corrective action is needed in spite of no finding of discrimination or violation of policy.
2. When allegations of discrimination are substantiated by the facts, the Director of the AACD shall make a written summary of the findings to the President.
3. Following receipt of the report, the President informs the complainant and the respondent of the determination made by the Director of the AACD including commencing action (if any) to discipline the accused under applicable University Bylaws or collective bargaining agreements.

## **SECTION 504/ADA POLICY STATEMENT**

LaGuardia Community College/CUNY affirms its commitment to maintain a fair and equal environment for both its employees and student body, consistent with the requirements of Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Section 504 states that, ***“No qualified handicapped person... shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance...”***

The Americans with Disabilities Act of 1990 prohibits discrimination against ***“qualified individuals with disabilities,”*** in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions and privileges of employment.

It is the policy of LaGuardia Community College/CUNY to recruit, employ, retain promote and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship status, military or veteran status or status as a victim of domestic violence. Persons who feel they have been discriminated against based on disability may direct all inquiries, concerns, and complaints to the Senior Director of the Office of Student Services and Disabled Student programs, Matthew S. Joffe, Room.M-102, (718) 482-5278.

## **TITLE IX POLICY STATEMENT**

LaGuardia Community College/CUNY affirms its commitment to maintain a fair and equal environment for both its employees and student body, consistent with the requirements of Title IX of the Educational Amendments Act of 1972 and the implementing federal regulations, which state that:

***“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance....”***

It is the policy of LaGuardia Community College/CUNY to recruit, employ, train and promote employees on the basis of equal opportunity without regard to sex. The College believes in a policy of non-discrimination on the basis of gender in the operation of educational programs, activities, services and employment.

The President, as Chief Executive Officer, has overall responsibility for the Affirmative Action Program, and the President has designated responsibility for the Title IX Program to the Director of the AACD, Arlene Peterson, who serves as the Title IX Coordinator.

Persons who feel that they have been discriminated against on the basis of sex may direct all inquiries, concerns, and complaints to Ms. Arlene Peterson, Room E-512, (718) 482-5057.

## **POLICY AGAINST SEXUAL HARASSMENT**

LaGuardia Community College/CUNY is committed to the principles and spirit of compliance with the Equal Employment Opportunities Commission laws, which governs sexual harassment. Sexual Harassment is illegal under Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments Act of 1972. Sexual harassment occurs when “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” are made a condition of employment or student status, are used in decisions affecting an employee or student, affect an employee's work performance or student's academic performance or create an overall intimidating, hostile or offensive working environment or student environment.

LaGuardia Community College/CUNY is committed to maintaining and fostering a fair, humane and supportive environment for all its students, faculty, and staff. The College does not condone and will not tolerate sexual harassment.

The College adheres to the official policy of the Board of Trustees of the City University of New York, which explicitly prohibits sexual harassment throughout the University community.

### **Policy Statement:**

*It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status, gender identity, citizen status or victim of domestic violence. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University/college.*

*The University, through its colleges, will disseminate this policy and take other steps to educate the University Community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe that they have been aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.*

The President, as the Chief Executive Officer of the College, is committed and supportive of the Affirmative Action Program. The Director of the AACD, Arlene Peterson, who is the Coordinator of Sexual Harassment Awareness & Intake Committee, has the overall responsibility for ensuring compliance with Sexual Harassment rules and regulations. Information, complaints, and concerns of sexual harassment should be directed to April Tucker, Coordinator of the Sexual Harassment Awareness & Intake Committee, the Deputy Coordinators, Vanessa Bing, Room E-235Q, (718) 482-5787 or and Jhony Nelson, Room M-102, (718) 482-5260 or any other member of the sexual Harassment Awareness & Intake Committee. The names of whom are listed below:

Adjoa Gzifa  
Room C-314, ext. 5347

Teguh Arkono  
Room C-354, ext. 5376

Sherrell Powell  
Room E-300G, ext. 5776

Annette Holmes-Hanley  
Room E-512, ext. 5088

Anthony Lugo  
Room E-409, ext. 5503

Pressian Nicolov  
Room M-166, ext. 5143

Yu Zhang  
Room E-103C, ext. 5652

Stacey Perry  
Room E-213, ext. 5247

Paula Murphy  
Room E-263, ext. 5600

Francine Tompkins  
Room M-B08, ext. 5971

Caridad Zegarra  
Room E-509, ext. 5070

## **1. Prohibited Conduct**

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

## **2. Definition of Sexual Harassment**

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual.
- c) Such conduct 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.

Sexual harassment can occur between individuals of different sexes or of the same sex. Sexual harassment most often exploits a relationship between individuals of unequal power – such as between a faculty member and a student, supervisor and employee, or tenured and untenured faculty members. Sexual harassment may, however, also occur between individuals of equal power – such as between fellow students or co-workers. In some circumstances sexual harassment may even occur where it appears that the harasser has less power than the individual harassed – for example, a student sexually harassing a faculty member. A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

### **3. Examples of sexual Harassment**

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment include, but are not limited to, the following:

- a) Requesting or demanding sexual favors in exchange for employment or academic opportunities – such as hiring, promotions, grades, or recommendations.
- b) Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile or abusive work or academic environment has been created. Examples of this kind of sexual harassment include, but are not limited to, the following:

- a) Sexual comments, teasing, or jokes
- b) Sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse
- c) Graphic or sexually suggestive comments about an individual's attire or body
- d) Inquiries or discussions about sexual activities
- e) Pressure to accept social invitations, to meet privately, to date, or to have sexual relations
- f) Sexually suggestive letters or other written materials
- g) Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling
- h) Coerced sexual intercourse or sexual assault

### **4. Consensual Relationships**

Amorous, dating, or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty member, supervisor, or other member of the University community and any person for whom he or she has a professional responsibility. These dangers include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the University community is required to evaluate the work or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors and other members of the University community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purposes of this policy, an individual has “professional responsibility” for another individual at the University if he or she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits, such as promotions, financial aid awards or other remuneration, or that may impact upon other academic or employment opportunities.

## **5. Academic Freedom**

This policy shall not be interpreted so as to constitute interference with academic freedom.

## **6. False and Malicious Accusations**

Members of the University community who make false and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

## **7. Procedures**

The University has developed procedures to implement this policy. The President of each constituent college of the University, the Senior Vice Chancellor at the Central Office, and the Dean of the Law School shall have ultimate responsibility for overseeing compliance with this policy at his or respective unit of the University. In addition, each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility shall be required to report any complaint of sexual harassment to the individual or individuals designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

## **8. Enforcement**

There is a range of corrective actions and penalties available to the University for violation of this policy. Students, faculty, or staff who are found – following applicable disciplinary proceedings – to have violated this Policy are subject to various penalties, including termination of employment and/or student expulsion from the University.

## **POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT AGAINST STUDENTS**

### **Sexual Assault Policy Statement**

The City University of New York seeks to create and maintain a safe environment in which all members of the University community – students, faculty and staff – can learn and work free from the fear of sexual violence. The University's Workplace Violence Policy and Procedures applies to all acts of violence, including sexual violence, that occur in the workplace. This policy is directed toward sexual violence committed against students.

According to a recent national survey, one out of every four college women is raped during her college years. However, for a number of reasons, a large majority of rapes on campuses go unreported. Many students feel ashamed or embarrassed or do not view their assault as a rape or sex offense. In some cases this may be because of the nature of the assault in that it perpetrated by someone the student knew or that alcohol or drug use was involved. Some students also fear retribution by their assailant or the possibility that their reporting of the assault will lead to their being punished or treated as a social outcast.

CUNY wants all victims of sexual assault to know that the University/college has professionals and law enforcement officers who are trained in the field to assist student victims in obtaining immediate medical care, counseling and other essential services. If the assailant is also a member of a CUNY community, the college will take prompt action to investigate, and where appropriate, to discipline and sanction the assailant. CUNY urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible.

A critical factor in eliminating sexual violence and creating a safe college community is providing an appropriate prevention education program and having trained professionals to provide vital supportive services.

Accordingly, CUNY/LAGCC is committed to the following goals:

- Providing clear and concise guidelines for students to follow in the event that they or someone they know has been the victim of a sexual assault.
- Assisting the sexual assault victim in obtaining necessary medical care and counseling.
- Providing the most informed and up-to-date education and information to its students about how to identify situations that involve sexual assault and ways to prevent sexual assaults.
- Educating and training all staff members, including public safety, student affairs personnel and counselors, to assist victims of a sexual attack.
- Ensuring that disciplinary procedures are followed in the event that the assailant is a CUNY student or staff member.

## **Sexual Assault: Definition and Background Information**

Sexual assault is a crime. Under Article 130 of the New York State Penal Law, it is a sex offense to engage in sexual contact or to engage in sexual intercourse, sodomy or sexual abuse by contact without the consent of the victim or where the victim is incapable of giving consent. Criminal sex offenses are classified in degree according to the seriousness of sexual activity, the degree of force used, the age of the victim and the physical and mental capacity of the offender and victim. See Schedule A below for a list of some of the sex offenses and their maximum penalties under New York State Law.

Sexual assault is a crime of aggression and violence. Terms such as “date rape” and “acquaintance rape” tend to minimize the fact that the act of rape, or any sexual assault, is a serious crime. There is never an excuse or a reason for a person to rape, assault or even touch another person’s sexual parts without consent. The impact on survivors of such an attack can cause severe and lasting physical, mental and emotional damage.

- ***Who is a perpetrator?***

Most people think of sexual assaults as being perpetrated by vicious strangers on a dark, deserted street. In fact, studies indicate that between 80 and 90 percent of all people who have been raped know their assailant(s). This is called “date rape” or “acquaintance rape.” “Date rape” is not a legally distinct or lesser category of rape. It refers to a relationship and a situational context in which rape occurs on a date. Rape or any sexual offense, whether on a date or not, is the same criminal offense involving the same elements of force, exploited helplessness or underage participation. With sexual assaults where the victim knows the assailant, alcohol use is often involved on the part of both the victim and the assailant. However, a sexual assault is still a crime regardless of the intoxication of the assailant or the victim.

- ***Who is a victim?***

Anyone can be a victim, regardless of gender, age, race, sexual orientation, religion, ethnicity, class or national origin. Though women and girls are primary targets of these crimes, men and boys are sexually victimized too, and have been found to suffer the same aftermath as women. Regardless of whether the victim was abusing alcohol and/or underage, she or he is still the victim of the sex offense.

- ***When is there lack of consent?***

Under New York Law, lack of consent to a sexual contact may be demonstrated in the following ways: (1) forcible compulsion including the use of physical force or threat (express or implied) which places the person in fear of physical injury to self or another; (2) incapacity to consent on the part of the victim; (3) circumstances in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or (4) circumstances in which the victim clearly expressed by words or actions that she or he did not consent to engage in such sexual act and a reasonable person would have understood such person’s words or actions as an expression of lack of consent to such conduct.

A person is deemed incapable of giving consent if she/he is (a) under the age of 17, (b) mentally incapacitated (which may include incapacity due to the victim’s ingestion of alcohol or drugs), (c) physically disabled or (d) physically helpless (asleep, unconscious or for any other reason is physically unable to communicate unwillingness to act, which may also include incapacity due to the victim’s ingestion of alcohol or drugs).

- ***Who is responsible for a sexual attack?***

In the absence of consent, the attacker is *always* responsible for having committed the sexual assault regardless of the victim's appearance, behavior, or conduct on previous occasions. An attacker cannot assume that the way a person dresses or act is an invitation for sexual advances. A person may welcome some forms of sexual contact and be opposed to others. The more impaired a person is from alcohol or drugs, the less likely she/he can give consent; having sex with someone who is "passed out" or sleeping is *rape*. And regardless of previous sexual activity, if someone refuses sexual contact, the failure to respect that limit constitutes nonconsensual sex.

- ***Who can prevent a sexual attack from occurring?***

Every member of the CUNY/LAGCC community, by recognizing situations where sexual violence occurs, by acknowledging that *anyone* can be a victim of sexual assault; and by becoming active, positive and responsible community members who look out for other CUNY/LAGCC members.

### **Procedures for Reporting Incidents of Sexual Assault:**

Getting assistance after a sexual assault is extremely important and can involve different points of on-campus contact for students, faculty and staff, including Public Safety, Women's Centers and Counseling Departments, or/and the Dean/Vice President of Student development/Student affairs. Each provides different forms of advocacy which together address many of the needs of survivors.

- ***Contact Law Enforcement Personnel Immediately***

CUNY/LAGCC urges any student who has been the victim of a sexual assault, or any student or employee who has witnessed a sexual assault against a student, to immediately report the incident to the college Public safety Department if the attack occurred on-campus, or to call 911 or go to the local NYPD precinct if the incident took place off-campus. See Schedule B below for a list of some Emergency Contact Numbers (on and off-campus).

- ***Seek Immediate medical Attention***

It is critical that the victim of a sexual assault receive comprehensive medical attention as soon as possible, and preserve evidence of the attack (i.e. do not shower and retain the clothing worn during the attack). If a student believes that she/he may be the victim of "date rape" by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs only remain in a person's system for a short period of time. In all other circumstances, public safety and police personnel can assist the victim in obtaining medical care. Schedule B provides a list of local hospitals, some of which are designated as SAFE (Sexual Assault Forensic Examiner) hospitals that are especially equipped to handle sexual assaults. EMS will ensure that the victim is brought to a SAFE hospital at the victim's request. Medical attention is critical not only to treat internal and external injuries and to combat possibilities of sexually transmitted infections and/or pregnancy, but also to collect evidence that can be used against the perpetrator. It is also vital that the victim of a sexual assault receive emotional support and professional counseling as soon as possible.

- ***Seek On-Campus Assistance***

The victim of a sexual assault will be provided with on-campus support in the form of an advocate from the Women's Center or an appropriately trained counselor to assist the victim in handling the various aspects of his/her ordeal and to provide crisis intervention and/or ongoing counseling services.

When appropriate, CUNY/LAGCC encourages the victim (or her/his advocate on their behalf) to contact the Dean/Vice President of Student Affairs/Student Development to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program or residential housing situation. The victim can also file a complaint against a perpetrator who is a student or employee of the University with the Dean/Vice President of Student Affairs/Student Development. The campus advocate can assist the student through the complaint process as well.

The University/college recognizes that confidentiality is a right of all victims and can be particularly important to victims of sex crimes. While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a "need to know" basis. Generally, the wishes of a victim not to report a sexual assault to the police will prevail, but the College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the college community.

Nevertheless, CUNY encourages victims in all circumstances to seek counseling in order to speak confidentially with a professional about her/his options and to begin the recovery period.

- ***Handling Sexual Assault Complaints On-Campus***

The Colleges shall act promptly in response to information that a student has been sexually assaulted by another member of the CUNY community. Upon receipt of a sexual assault complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student or staff member, such charges shall be brought pursuant to the appropriate University procedures or collective bargaining agreement. If the perpetrator is a student and the matter is brought before a hearing, the victim and alleged assailant are entitled to the same opportunities to have others present and to be informed of the outcome of the proceedings. The victim is entitled to a report of the results of the proceeding at her/his request. In certain circumstances, if there is a criminal action pending against the alleged student perpetrator, the College reserves the right to suspend the student and hold disciplinary charges against him/her in abeyance until the disposition of the criminal case. If a student is found guilty of committing a sexual assault against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY.

The Vice President for Enrollment Management and Student Development and the Campus Public Safety Office must be notified of any emergency on campus. If a sex offense occurs, the Public Safety Office will inform the student of the option to notify the police and will assist in notifying the police, and in obtaining medical assistance and campus counseling if required. If you are a victim of sexual assault on campus, please know that there are people here to help you. To report an incident or obtain additional information regarding sexual harassment or sexual assault, you may call or go to any of these offices:

- Sexual Harassment Awareness & Intake Committee  
(718) 482-5057 Room E-512
- Counseling Office  
(718) 482-5250 Room B-100

- Office of the Vice President for Enrollment Management and Student Development  
(718) 482-5180 Room C-317
- Health Center  
(718) 482-5280 Room MB-40
- Campus Public Safety  
(718) 482-5555 Room E-100

**Procedures to follow in the Case of Sexual Offenses off Campus:**

If you are the victim of sexual assault off-campus, the above offices are also available to assist you. Please feel free to speak with them for assistance in following through with your legal rights as well as help in getting counseling. Victims are advised that it is important to preserve evidence and get a medical examination as soon as possible.

The victim should inform the police of all details and give police any clothing stained or torn during the attack.

**SCHEDULE A**

<b>Crime</b>	<b>Illegal Conduct</b>	<b>Criminal Sanctions</b>
Rape in the first degree (PL § 130.35)	A person is guilty when he or she engages in sexual intercourse with another person by forcible compulsion, with a person who is incapable of consent by reason of being physically helpless, (e.g., being asleep, unconscious or due to alcohol or drug consumption), who is less than 11 years old or less than 13 and the actor is 18 or older.	Is a class B felony, with penalties up to 25 years in prison.
Rape in the second degree (PL § 130.30)	A person is guilty when being 18 years old or more, he or she engages in sexual intercourse with another person less than 15, or with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.	Is a class D felony, with penalties up to 7 years in prison.
Criminal sexual act in the first degree (PL § 130.50)	A person is guilty when he or she engages in oral sexual contact or anal sexual contact with another person by forcible compulsion, or with someone who is incapable of consent by reason of being physically helpless, or with someone less than 11 or with someone less than 13 and the actor is 18 or older.	Is a class B felony, with penalties up to 25 years in prison.
Forcible touching (PL § 130.52)	A person is guilty when he or she intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.	Is a class A misdemeanor, with penalties up to 7 years in prison.
Sexual abuse in the first degree (PL § 130.65)	A person is guilty when he or she subjects another person to sexual contact: by forcible compulsion, when the other person is incapable of consent by reason of	Is a class D felony, with penalties up to 7 years in prison.

	being physically helpless, or when the person is less than 11 years old.	
Aggravated sexual abuse in the first degree (PL § 130.70)	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11	Is a class B felony, with penalties up to 25 years in prison.
Aggravated sexual abuse in the second degree (PL § 130.67)	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11	Is a class C felony, with penalties up to 15 years in prison.
Aggravated sexual abuse in the third degree (PL § 130.66)	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11	Is a class D felony, with penalties up to 7 years in prison.
Facilitating a sex offense with a controlled substance (PL § 130.90)	A person is guilty when he or she knowingly and unlawfully possesses a controlled substance or any substance that requires a prescription to obtain to another person, without such person's consent and with intent to commit against such person conduct constituting a felony, and commits or attempts to commit such conduct constituting a felony defined in Article 30.	Is a class D felony, with penalties up to 7 years in prison.

For a full listing of all sex offenses and the definitions of sex offenses, please refer to:

<http://public.leginfo.state.ny.us/menugtf.cgi?COMMONQUERY=LAWS>

Crime statistics are reported annually by every college pursuant to the Jeanne Clery Act. This information may be obtained from LAGCC campus Public Safety Office (718) 482-5555, Room E-100.

In addition, "Megan's Law" protects our communities and universities by mandating that convicted sex offenders register with the State through the Division of Criminal Justice services. Such information can be obtained from your local police precinct, and from the Division of Criminal Justice Services website: <http://www.criminaljustice.state.ny.us/> (for level 3 offenders.)

**SCHEDULE B  
EMERGENCY CONTACT NUMBERS**

CUNY Services	Public Safety Numbers (24 hours)	Counseling Services (not 24 hours)
University Central Office	(212) 541-0407	(646) 344-7250 (Office of Student Affairs)
Baruch College	(646) 312-3333	x 2155 (counseling center)
BMCC	(212) 220-8080	x 8140 (counseling); x 8165 (women's ctr.)
Bronx Community College	(718) 289-5911	x 5864/5278 (counseling & psych. services)
Brooklyn College	718-951-4444	x 5363 (personal counseling)
The Graduate Center	212-817-7777	x 7020 (wellness center)
School of Journalism	212-391-9245	x 7020 (wellness center)
School of Law	718-340-4270/4440	x 4216 (counseling services)
Hostos Community College	718-518-6888	x 4319 (counseling center)
Hunter College	212-772-4444	x 4931 (personal counseling services)
Hunter Brookdale Campus	212-481-4444	x 4931 (personal counseling services)
John Jay College	212-237-8888	x 8184 (women's ctr.); 8111 (counseling)
Kingsborough Comm. Coll.	718-368-5069	x 5975 (personal counseling center)
LaGuardia Comm. College	718-482-5555	x 5188 (center for women)
Lehman College	718-960-7777	x 8761 (counseling center)
Medgar Evers College	718-270-4999/6003	x 4975 (women's center)
The City College of Tech.	718-260-5555	x 5030 (counsel. Ctr.); x 5914 (wellness ctr.)
Queens College	718-997-5912	x 5420 (counseling & resource center)
Queensborough Comm. College	718-631-6320	x 6370 (counseling center)
The City College	212-650-7777	x 8222 (wellness & counseling center)
The College of Staten Island	718-982-2110	x 3129 (wellness services); x 2391 (counsel.)
The Sophie Davis School	212-650-7777	x 8222 (wellness & counseling center)
York College	718-262-2222	x (women's center); x (crisis center)

**SCHEDULE C  
NEW YORK CITY SUPPORT SERVICES**

\*Indicates 24-hour number

**NYPD**

Police Emergency	911*
NYPD Sex Crimes Hotline	(212) 267-RAPE*

**Rape Crisis Services**

NYC Rape crisis Hotline	(212) 673-3000*
Safe horizon: rape and sexual assault hotline	(800) 621-4673*; <a href="http://www.safehorizon.org">www.safehorizon.org</a>

**THE CITY UNIVERSITY OF NEW YORK POLICY ON ACCEPTABLE USE OF  
COMPUTER RESOURCES**

**Introduction**

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. CUNY recognizes that there is a concern among the university community that because information created, used, transmitted or stored in electronic form is by its nature susceptible to disclosure, invasion, loss, and similar risks, electronic communications and transactions will be particularly vulnerable to infringements of academic freedom. CUNY's commitment to the principles of academic freedom and freedom of expression includes electronic information. Therefore, whenever possible, CUNY will resolve doubts about the need to access CUNY computer resources in favor of a user's privacy interest. However, the use of CUNY computer resources, including for electronic transactions and communications, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. This policy is intended to support the free exchange of ideas among members of the CUNY community and between the CUNY community and other communities, while recognizing the responsibilities and limitations associated with such exchange.

**Applicability**

This policy applies to all users of CUNY computer resources, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely. This policy supersedes the CUNY policy titled "CUNY Computer User Responsibilities" and any college policies that are inconsistent with this policy.

**Definitions**

"CUNY Computer resources" refers to all computer and information technology hardware, software, data, access and other resources owned, operated, or contracted by CUNY. This includes, but is not limited to, personal computers, handheld devices, workstations, mainframes, minicomputers, servers, network facilities, databases, memory, and associated peripherals and software, and the applications they support, such as email and access to the internet. "E-mail" includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.

## Rules for Use of CUNY Computer Resources

- 1. Authorization.** Users may not access a CUNY computer resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY computer resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the user's account. This provision shall not prevent a user from authorizing a colleague or clerical assistant to access information under the user's account on the user's behalf while away from a CUNY campus or because of a disability. CUNY computer resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by taking ordinary security precautions.
- 2. Purpose.** Use of CUNY computer resources is limited to activities relating to the performance by CUNY employees of their duties and responsibilities. For example, use of CUNY computer resources for private commercial or not-for-profit business purposes, for private advertising of products or services, or for any activity meant solely to foster personal gain, is prohibited. Similarly, use of CUNY computer resources for partisan political activity is also prohibited. Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of computer resources is permitted so long as such use does not interfere with CUNY operations, does not compromise the functioning of CUNY computer resources, does not interfere with the user's employment or other obligations to CUNY, and is otherwise in compliance with this policy.
- 3. Compliance with Law.** CUNY computer resources may not be used for any purpose or in any manner that violates CUNY rules, regulations or policies, or federal, state or local law. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries, and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular use.

Examples of applicable federal and state laws include the laws of libel, obscenity and child pornography, as well as the following:

Family Educational Rights and Privacy Act  
Electronic Communications Privacy Act  
Computer Fraud and Abuse Act  
New York State Freedom of Information Law  
New York State Law with respect to the confidentiality of library records

Examples of applicable CUNY rules and policies include the following:

Sexual Harassment Policy  
Policy on Maintenance of Public Order  
Web Site Privacy Policy  
Gramm-Leach-Bliley Information Security Program  
University Policy on Academic Integrity  
Information Security policies

- 4. Licenses and Intellectual Property.** Users of CUNY computer resources may use only legally obtained, licensed data or software and must comply with applicable licenses or other contracts, as well as copyright, trademark and other intellectual property laws. Much of what appears on the internet and/or is distributed via electronic communication is protected by copyright law, regardless of whether the copyright is expressly noted. Users of CUNY computer resources should generally assume that material is copyrighted unless they know otherwise, and not copy, download or distribute copyrighted material without permission unless the use does not exceed fair use as defined by the federal Copyright Act of 1976. Protected material may include, among other things, text, photographs, audio, video, graphic illustrations, and computer software.
- 5. False Identity and Harassment.** Users of CUNY computer resources may not employ a false identity, mask the identity of an account or computer, or use computer resources to engage in abuse of others, such as sending harassing, obscene, threatening, abusive, deceptive, or anonymous messages within or outside CUNY.
- 6. Confidentiality.** Users of CUNY computer resources may not invade the privacy of others by, among other things, viewing, copying, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so. CUNY employees must take precautions to protect the confidentiality of personal or confidential information encountered in the performance of their duties or otherwise.
- 7. Integrity of Computer Resources.** Users may not install, use or develop programs intended to infiltrate or damage a computer resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facility. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms. Users should consult with the IT director at their college before installing any programs that they are not sure is safe.
- 8. Disruptive Activities.** CUNY computer resources must not be used in a manner that could reasonably be expected to cause or does cause, directly or indirectly, unwarranted or unsolicited interference with the activity of other users. This provision explicitly prohibits chain letters, virus hoaxes or other intentional e-mail transmissions that disrupt normal e-mail service. Also prohibited are spamming, junk mail or other unsolicited mail that is not related to CUNY business and is sent without a reasonable expectation that the recipient would welcome receiving it, as well as the inclusion on e-mail lists of individuals who have not requested membership on the lists, other than the inclusion of members of the CUNY community on lists related to CUNY business. CUNY has the right to require users of CUNY computer resources to limit or refrain from other specific uses if, in the opinion of the IT director at the user's college, such use interferes with efficient operations of the system, subject to appeal to the President or, in the case of central office staff, to the Chancellor.
- 9. CUNY Names and Trademarks.** CUNY names, trademarks and logos belong to the university and are protected by law. Users of CUNY computer resources may not state or imply that they speak on behalf of CUNY or use a CUNY name, trademark or logo without authorization to do so. Affiliation with CUNY does not, by itself, imply authorization to speak on behalf of CUNY.
- 10. Security.** CUNY employs various measures to protect the security of its computer resources and of users' accounts. However, CUNY cannot guarantee such security. Users are responsible for engaging in safe computing practices such as guarding and not sharing their passwords, changing passwords

regularly, logging out of systems at the end of use, and protecting private information, as well as for following CUNY's Information Security policies and procedures. Users must report incidents of Information Security policy non-compliance or other security incidents to CUNY's Chief Information Officer and Chief Information Security Officer, and the IT director at the affected user's college.

- 11. Filtering.** CUNY reserves the right to install spam, virus and spyware filters and similar devices if necessary in the judgment of CUNY's Office of Information Technology or a college IT director to protect the security and integrity of CUNY computer resources. Notwithstanding the foregoing, CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content.
- 12. Confidential Research Information.** Principal investigators and others who use CUNY computer resources to store or transmit research information that is required by law or regulation to be held confidential or for which a promise of confidentiality has been given, are responsible for taking steps to protect confidential research information from unauthorized access or modification. In general, this means storing the information on a computer that provides strong access controls (passwords) and encrypting files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks. Robust encryption is strongly recommended for information stored electronically on all computers, especially portable devices such as notebook computers, Personal Digital Assistants (PDAs), and portable data storage (e.g., memory sticks) that are vulnerable to theft or loss, as well as for information transmitted over public networks. Software and protocols used should be reviewed and approved by CUNY's Office of Information Technology.
- 13. CUNY Access to Computer Resources.** CUNY does not routinely monitor, inspect, or disclose individual usage of its computer resources without the user's consent. In most instances, if the university needs information located in a CUNY computer resource, it will simply request it from the author or custodian. However, CUNY IT professionals and staff do regularly monitor general usage patterns as part of normal system operations and maintenance and might, in connection with these duties, observe the contents of web sites, e-mail or other electronic communications. Except as provided in this policy or by law, these individuals are not permitted to seek out contents or transactional information, or disclose or otherwise use what they have observed. Nevertheless, because of the inherent vulnerability of computer technology to unauthorized intrusions, users have no guarantee of privacy during any use of CUNY computer resources or in any data in them, whether or not a password or other entry identification or encryption is used. Users may expect that the privacy of their electronic communications and of any materials contained in computer storage in any CUNY electronic device dedicated to their use will not be intruded upon by CUNY except as outlined in this policy. CUNY may specifically monitor or inspect the activity and accounts of individual users of CUNY computer resources, including individual login sessions, e-mail and other communications, without notice, in the following circumstances:
  - a. when the user has voluntarily made them accessible to the public, as by posting to Usenet or a web page;
  - b. when it is reasonably necessary to do so to protect the integrity, security, or functionality of CUNY or other computer resources, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;

- c. when it is reasonably necessary to diagnose and resolve technical problems involving system hardware, software, or communications, as determined by the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee;
- d. when it is reasonably necessary to protect CUNY from liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of significant evidence, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- e. when there is a reasonable basis to believe that CUNY policy or federal, state or local law has been or is being violated, as determined by the college president or a vice president designated by the president, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable;
- f. when an account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns, as determined by the college president or a vice president designated by the president and the college chief information officer or his or her designee, after consultation with CUNY's chief information officer or his or her designee, the Office of General Counsel, and the Chair of the University Faculty Senate (if a CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or as otherwise required by law.

In those situations in which the Chair of the University Faculty Senate is to be consulted prior to monitoring or inspecting an account or activity, the following procedures shall apply: (i) the college president shall report the completion of the monitoring or inspection to the Chair and the CUNY employee affected, who shall also be told the reason for the monitoring or inspection, except where specifically forbidden by law; and (ii) if the monitoring or inspection of an account or activity requires physical entry into a faculty member's office, the faculty member shall be advised prior thereto and shall be permitted to be present to observe, except where specifically forbidden by law.

A CUNY employee may apply to the General Counsel for an exemption from some or all of the circumstances under which CUNY may inspect and monitor computer resource activity and accounts, pursuant to subparagraphs (a)-(f) above, with respect to a CUNY computer resource used solely for the collection, examination, analysis, transmission or storage of confidential research data. In considering such application, the General Counsel shall have the right to require the employee to affirm in writing that the computer resource will be used solely for the confidential research. Any application for exemption should be made prior to using the computer resource for the confidential research.

CUNY, in its discretion, may disclose the results of any general or individual monitoring or inspection to appropriate CUNY personnel or agents, or law enforcement or other agencies. The results may be used in college disciplinary proceedings, discovery proceedings in legal actions, or otherwise as is necessary to protect the interests of the University.

In addition, users should be aware that CUNY may be required to disclose to the public under the New York State Freedom of Information Law communications made by means of CUNY computer resources in conjunction with University business. Any disclosures of activity of accounts of individual users to persons or entities outside of CUNY, whether discretionary or required by law, shall be approved by the General Counsel and shall be conducted in accordance with any applicable law. Except where specifically forbidden by law, CUNY employees subject to such disclosures shall be informed promptly after the disclosure of the actions taken and the reasons for them.

The Office of General Counsel shall issue an annual statement of the instances of account monitoring or inspection that fall within categories (d) through (g) above. The statement shall indicate the number of such instances and the cause and result of each. No personally identifiable data shall be included in this statement.

See CUNY's Web Site Privacy Policy for additional information regarding data collected by CUNY from visitors to the CUNY website at [www.cuny.edu](http://www.cuny.edu).

**14. Enforcement.** Violation of this policy may result in suspension or termination of an individual's right of access to CUNY computer resources, disciplinary action by appropriate CUNY authorities, referral to law enforcement authorities for criminal prosecution, or other legal action, including action to recover civil damages and penalties.

Violations will normally be handled through the university disciplinary procedures applicable to the relevant user. For example, alleged violations by students will normally be investigated, and any penalties or other discipline will normally be imposed, by the Office of Student Affairs.

CUNY has the right to temporarily suspend computer use privileges and to remove from CUNY computer resources material it believes violates this policy, pending the outcome of an investigation of misuse or finding of violation. This power may be exercised only by the President of each college or the Chancellor.

**15. Additional Rules.** Additional rules, policies, guidelines and/or restrictions may be in effect for specific computers, systems, or networks, or at specific computer facilities at the discretion of the directors of those facilities. Any such rules which potentially limit the privacy or confidentiality of electronic communications or information contained in or delivered by or over CUNY computer resources will be subject to the substantive and procedural safeguards provided by this policy.

**16. Disclaimer.** CUNY shall not be responsible for any damages, costs or other liabilities of any nature whatsoever with regard to the use of CUNY computer resources. This includes, but is not limited to, damages caused by unauthorized access to CUNY computer resources, data loss, or other damages resulting from delays, non-deliveries, or service interruptions, whether or not resulting from circumstances under the CUNY's control. Users receive and use information obtained through CUNY computer resources at their own risk. CUNY makes no warranties (expressed or implied) with respect to the use of CUNY computer resources. CUNY accepts no responsibility for the content of web pages or graphics that are linked from CUNY web pages, for any advice or information received by a user through use of CUNY computer resources, or for any costs or charges incurred by a user as a result of seeking or accepting such advice or information.

CUNY reserves the right to change this policy and other related policies at any time. CUNY reserves any rights and remedies that it may have under any applicable law, rule or regulation. Nothing contained in this policy will in any way act as a waiver of such rights and remedies.

## **CUNY POLICY ON ACADEMIC INTEGRITY**

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 X'V 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.

# **CUNY POLICY ON DRUG, TOBACCO AND ALCOHOL EDUCATION**

## **Statement of Policy/Standard of Conduct**

The City University of New York (CUNY) 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; (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 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 Educational Rights and Privacy Act (“FERPA”), CUNY may 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.

**Responsibilities of CUNY Colleges/Units:**

Each college or unit of the University should make its best efforts to educate employees and students about this policy and the risks associated with the unlawful possession, use, or distribution of illegal drugs and alcohol. The President of each college or unit may choose to ban alcohol at on-campus functions or at any particular function. This policy, together with information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and counseling, treatment, or rehabilitation programs available to employees or students, must be distributed annually to all employees and students. The Chief Student Affairs Officer shall be responsible for the distribution of this material to students, and the Director of Human Resources shall be responsible for the distribution of the material to employees.

The Vice President for Administration, or person performing the equivalent function at each college or unit of CUNY, shall be responsible for conducting a biennial review to determine the effectiveness of CUNY’s drug and alcohol program at its college or unit, and to ensure that sanctions for drug and alcohol violations are consistently enforced. Upon completion, the biennial review must be sent to the University’s Executive Vice Chancellor and Chief Operating Officer. This biennial review must include the number of drug and alcohol-related violations and fatalities that occur on the college’s campus or as part of the college’s activities, as well as the number and type of sanctions imposed as a result of drug and alcohol-related violations and fatalities that occur at the college as part of its activities.

## **INFORMATION FOR THE CUNY COMMUNITY ON THE RISKS AND CONSEQUENCES OF DRUG AND ALCOHOL USE**

### **Background:**

The City University of New York's Policy on Drugs and Alcohol, adopted by the Board of Trustees on June 22, 2009, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on CUNY property, CUNY buses or vans, or at CUNY-sponsored activities. It prohibits all students (regardless of age) from possessing or consuming alcoholic beverages in CUNY residence halls. It also prohibits CUNY employees from illegally providing drugs or alcohol to CUNY students. As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment.

This document sets forth additional information required to be provided under federal law, including sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling treatment, or rehabilitation programs.

### **Legal Sanctions:**

Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana and a number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violations of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

*Further, pursuant to New York State law:*

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20
- Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to \$1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192

- A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b (1). Possessing such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to \$5000, imprisonment up to 7 years, or both. Penal Law § 170.25.
- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40

### **Health Risks:**

The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

#### **LSD (Acid)**

LSD is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

#### **Cocaine**

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

#### **MDMA (Ecstasy)**

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

#### **Heroin**

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated — particularly for users who inject the drug — with infectious diseases such as HIV/AIDS and hepatitis.

#### **Marijuana**

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

#### **Methamphetamine**

Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

### **PCP/Phencyclidine**

PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

### **Prescription Medications**

Prescription drugs that are abused or used for nonmedical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### **Tobacco/Nicotine**

Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

### **Steroids**

Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

### **Alcohol**

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

### **Substance Abuse:**

You or someone you know may have a problem with drugs and alcohol if you/they are:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk.
- Pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below.

**Resources:**

**Resources on Campus**

For assistance and referrals, **students** should (1) consult the relevant college website; or (2) contact their Student Affairs Office and/or Counseling Center.

For assistance and referrals, employees should consult with their Human Resources office. Assistance is also available through union employee assistance programs or through the CUNY Work/Life Program.

CUNY Work/Life Program (800) 833-8707

<http://www.cuny.edu/worklife/>

**Resources off Campus:**

**12 Step Recovery Programs**

Narcotics Anonymous (212) 929-6262  
<http://www.newyorkna.org/>

Cocaine Anonymous (212) 262-2463  
<http://www.ca-ny.org/>

Marijuana Anonymous (212) 459-4423  
<http://www.ma-newyork.org/>

Alcoholics' Anonymous (212) 647-1680  
<http://www.nyiritergroup.org/>

Nicotine Anonymous (631) 665-0527  
<http://www.nicotine-anonymous.org/>

Al-Anon/Alateen (888) 425-2666  
<http://www.al-anonny.org/>

## **Detoxification and Outpatient/Inpatient Rehabilitation Facilities:**

### **New York County**

Bellevue Hospital Center  
462 First Ave.  
New York, NY 10016  
(212) 562-4141

St. Luke's-Roosevelt Hospital Center  
1000 Tenth Ave.  
New York, NY 10019  
(212) 523-6491

Greenwich House, Inc.  
50B Cooper Square  
New York, NY 10003  
(212) 677-3400

### **Kings County**

Kings County Hospital Center  
606 Winthrop St.  
Brooklyn, NY 11203  
(718) 245-2630

Interfaith Medical Center  
1545 Atlantic Ave.  
Brooklyn, NY 11213  
(718) 613-4330

Bridge Back to Life Center, Inc.  
175 Remsen St., 10th Floor  
Brooklyn, NY 11201  
(718) 852-5552

### **Queens County**

Flushing Hospital Medical Center  
4500 Parsons Blvd.  
Flushing, NY 11355  
(718) 670-5078

Samaritan Village, Inc.  
144-10 Jamaica Ave.  
Jamaica, NY 11435  
(718) 206-1990

Daytop Village, Inc,  
316 Beach 65th St  
Far Rockaway, NY 1169  
(718) 474-3800

### **Bronx County**

St. Barnabas Hospital  
4535 East 183rd St.  
Bronx, NY 10457  
(718) 960-6636

Montefiore Medical Center  
3550 Jerome Ave., 1st Floor  
Bronx, NY 10467  
(718) 920-4067

Bronx-Lebanon Hospital Center  
1276 Fulton Ave., 7th Floor  
Bronx, NY 10456  
(718) 466-6095

### **Richmond County**

Staten Island University  
375 Seguine Ave.  
Staten Island, NY 10309  
(718) 226-2790

Richmond University Medical Center  
427 Forest Ave  
Staten Island, NY 1030  
(718) 818-5375

Camelot of Staten Island, Inc  
263 Port Richmond Ave

Staten Island, NY 10302  
(718) 981-8117

**Nassau County**

Hospital Long Beach Medical Center  
455 East Bay Dr.  
Long Beach, NY 11561  
(516) 897-1250

North Shore University Hospital  
400 Community Dr.  
Manhasset, NY 11030  
(516) 562-3010

Nassau Health Care Corporation  
2201 Hempstead Tpke.  
East Meadow, NY 11554  
(516) 572-9402

**Other Resources:**

New York State Office of Alcoholism and Substance Abuse Services

Tel: (877) 846-7369

<http://www.oasas.state.ny.us/>

New York State Smokers' Quitline

Tel: (866) 697-8487

<http://www.nysmokefree.com/>

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Statement of Personal Responsibility: Students must accept personal responsibility for fulfilling their individual program, admission, degree and graduation requirements, for meeting college deadline and attendance dates, for abiding by the rules and regulations as printed in official LaGuardia publications and announcements.

### **The Family Educational Rights and Privacy Act (FERPA):**

**Notice to all Students and Former Students:** The Family Educational Rights and Privacy Act (FERPA) of 1974 and regulations pursuant thereto, affords students certain rights with respect to their educational records. They are:

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

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University Official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the records as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the student when notified of the right to a hearing.

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

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

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LaGuardia Community College to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Note: LaGuardia releases information to third parties only if there is a written request from the student or a legally issued subpoena.

## **ARTICLE VII - ACADEMIC DUE PROCESS**

### **Section 7.1. GROUNDS FOR REMOVAL OR SUSPENSION.**

Members of the instructional staff may be suspended or removed for one or more of the following reasons:

- a. Incompetent or inefficient service.
- b. Neglect of duty.
- c. Physical or mental incapacity.
- d. Conduct unbecoming a member of the staff. This provision shall not be so interpreted as to constitute interference with academic freedom.

### **Section 7.2. PRESENTATION OF CHARGES.**

- a. Charges against a member of the instructional staff may be made by a president, vice president, dean, department chairperson, principal, member of the board, a committee of the board, or the board itself. Charges shall in the first instance be presented in writing to the president together with such evidence as would support the charges. It shall be the duty of the president if he/she determines the charges are substantial, to serve the person involved with a notice setting forth all the charges and the specifications thereof pending against him/her. The president shall forthwith send a copy of the charges and specifications to the college personnel and budget committee, or a faculty committee designated by it, together with a statement as to when the charges and specifications were served on the person involved.

### **Section 7.3. SUSPENSION UNDER CHARGES.**

Any person against whom charges have been made may at any time during the pendency of the charges be suspended with pay by the president of the college.

### **Section 7.4. SERVICE OF CHARGES.**

- a. Service of the charges and specifications by the president shall be made in the following manner:
  1. By personal delivery to the person involved; or
  2. If personal delivery cannot be made with reasonable diligence, by registered or certified mail or by leaving a copy with some person of an age of discretion at the place of residence of the person involved and by notifying such person of the nature of the papers and by leaving a duplicate of such charges and specifications at the college or school where such person is assigned with some person of discretion at the place where such person is accustomed to report for duty; or
  3. If service cannot, with reasonable diligence, be made as provided under paragraph 1 or 2 of this subdivision, by posting a copy of the charges and specifications upon the bulletin board of the college or school and of the department to which the person involved is assigned.
- b. An affidavit by the person who has served such charges in any manner prescribed in "a" above shall be presumptive proof of the facts therein set forth.

### **Section 7.5. NOTICE OF INVESTIGATION AND HEARING.**

The college personnel and budget committee, or a committee designated by it, shall immediately notify the person involved of a date at which a hearing and investigation of the charges shall be held. Said date shall be no later than ten (10) days from the date that notice of the charges was served by the president.

**Section 7.6. INVESTIGATION AND HEARING.**

The committee shall conduct the investigation and hearing according to such rules as the college personnel and budget committee may from time to time establish. The committee shall not be bound by the rules of evidence observed in courts of law. There shall be a transcript of the hearing.

**Section 7.7. RIGHTS AT INVESTIGATION AND HEARING.**

The person involved shall be entitled to representation during the investigation and hearing by any person or persons of his/her choice.

**Section 7.8. REPORT OF INVESTIGATION AND HEARING.**

- a. The committee shall, upon the conclusion of the investigation and hearing, without unnecessary delay, make a report to the president, together with its recommendations. If the charges are sustained, the penalty may consist of a reprimand, suspension with or without pay, or removal. The president shall make a report to the board together with his/her recommendations. No member of the instructional staff shall be removed except at a regular or special meeting to the board by an affirmative vote of the majority of all the members of the board, except members ex officio.
- b. Prior to the board's final determination and judgment, the person involved shall be entitled to an appeal before the board on the record with the right of representation by any person or persons of his/her choice.

**Section 7.9. EXCLUSIONS.**

This article shall not be applicable to those members of the instructional staff in titles listed in section 6.6.c. of these bylaws.

(Revised September 30, 1998)

## **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.")
  - 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.
  - 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. 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.
- VIII. *Board Review.* During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

## **Board of Trustees Bylaws**

### **ARTICLE XV STUDENTS**

#### **SECTION 15.0. PREAMBLE.**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination, as set forth in the university's non-discrimination policy.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom; if these rights are to be secure, then students should exercise their freedom with responsibility.

#### **SECTION 15.1. CONDUCT STANDARD DEFINED.**

Each student enrolled or in attendance in any college, school or unit under the control of the board and every student organization, association, publication, club or chapter shall obey (1) the laws of the city, state and nation; (2) the bylaws and resolutions of the board, including the rules and regulations for the maintenance of public order pursuant to article 129-a of the education law ("Henderson rules"); and (3) the governance plan, policies, regulations, and orders of the college.

Such laws, bylaws, resolutions, policies, rules, regulations and orders shall, of course, be limited by the right of students to the freedoms of speech, press, assembly and petition as construed by the courts.

#### **SECTION 15.2. STUDENT ORGANIZATIONS.**

a. Any group of students may form an organization, association, club or chapter by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the chief student affairs officer of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

The board recognizes that students have rights to free expression and association. At the same time, the board strongly believes that respect for all members of the university's diverse community is an essential attribute of a great university.

b. Extra-curricular activities at each college or school shall be regulated by the duly elected student government organization to insure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in bylaw 15.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations, associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend or revoke any charter or other authorization for cause after hearing on notice.

2. The power to delegate responsibility for the effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint.

c. 1. Any person or organization affiliated with the college may file a complaint with the chief student affairs officer if there is reason to believe that a student organization has violated any of the standards of conduct set forth in section 15.1 above. The chief student affairs officer shall promptly investigate any complaint and report the results of that investigation along with a recommendation for appropriate action to the student government which shall take action as it deems appropriate.

2. The complainant or any student organization adversely affected by the action of the student government pursuant to subparagraph c (1) above may appeal to the president. The president may take such action as he or she deems appropriate, and such action shall be final.

d. Each college shall establish a student elections review committee in consultation with the various student governments. The student elections review committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda. Decisions of the student elections review committee may be appealed to the college president, whose decision shall be final. An appeal from the decision of the student elections review committee must be made in writing to the President within ten calendar days of the decision. The President shall consult with the student elections review committee and render a decision as expeditiously as possible which may affirm, reverse, or modify the decision of the student elections review committee.

e. Student government elections shall be scheduled and conducted, and newly elected student governments shall take office, in accordance with policies of the board, and implementing regulations.

### SECTION 15.3. STUDENT DISCIPLINARY PROCEDURES.

#### Complaint Procedures:

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the chief student affairs officer promptly by the individual, organization or department making the charge.

b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the allegation against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:

(i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;

(ii) Refer the matter to mediation; or

(iii) Prefer formal disciplinary charges.

c. In the event that a student withdraws from the college after a charge, accusation or allegation against the student has been made, and the college prefers formal disciplinary charges, the withdrawn student is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and will be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. If the withdrawn student fails to so participate in the disciplinary process without good cause, the college may proceed with the disciplinary hearing in absentia and any decision and sanction will be binding.

Mediation Conference:

d. The mediation conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort will be made to resolve the matter by mutual agreement.

2. If an agreement is reached, the faculty or staff member conducting the conference shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for non-compliance.

3. If no agreement is reached, or if the student fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief student affairs officer who may prefer disciplinary charges.

4. The faculty or staff member conducting the mediation conference is precluded from testifying in a college hearing regarding information received during the mediation conference.

Notice of Hearing and Charges:

e. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by certified or overnight mail and by regular mail and e-mail to students who have a college e-mail address. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the student. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

F. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.

2. A statement that the student has the following rights:

(i) to present his/her side of the story;

(ii) to present witnesses and evidence on his/her behalf;

(iii) to cross-examine witnesses presenting evidence against the student;

(iv) to remain silent without assumption of guilt; and

(v) to be represented by legal counsel or an advisor at the student's expense.

3. A warning that anything the student says may be used against him/her at a non-college hearing.

Faculty-Student Disciplinary Committee Procedures:

g. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.

2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to respond. If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the college shall be given an opportunity to respond. If the student denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee

member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A student who has been disciplined is entitled upon request to a copy of such a record without cost.

5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary 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 render a determination as to guilt or innocence. In the event the student is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. At the end of the presentations by both sides, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to have committed the conduct alleged in the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing, by regular mail and e-mail for students who have a college e-mail address. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the student. The decision shall be final subject to the student's right of appeal.

11. Where a student is represented by legal counsel the president of the college or his or her designee may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

12. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the student will be barred from admission to any other unit of the university while the penalty is being served.

13. Disciplinary penalties shall be placed on a student's transcript and shall remain there unless the committee's decision, the decision on any appeal under section 15.4 below, or a mediation agreement expressly indicates otherwise.

#### SECTION 15.4. APPEALS.

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for one term or more. An appeal from a decision of dismissal or suspension for one term or more may be made to the board committee on student affairs and special programs. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or his or her designee.

#### SECTION 15.5. COMMITTEE STRUCTURE.

a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chair and any two members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have

not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty or student panel by lottery.

e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

#### SECTION 15.6. SUSPENSION OR DISMISSAL.

The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution.

The chancellor or his/her designee or a president or his/her designee may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3. to take place within not more than ten (10) business days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter.

#### SECTION 15.7. THE UNIVERSITY STUDENT SENATE.

There shall be a university student senate responsible, subject to the board, for the formulation of university-wide student policy relating to the academic status, role, rights and freedoms of the student. The authority and duties of the university student senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the university. Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the university student senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The university student senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the university student senate shall be elected by their respective constituencies, or by their student governments from the elected members of the respective student governments.

**SECTION 15.8. COLLEGE GOVERNANCE PLANS.**

The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this article.

## **BOARD OF HIGHER EDUCATION RULES ON PUBLIC ORDER**

The following resolution (sometimes called the Henderson Rules) was adopted for all units of the City University by the Board of Higher Education on June 23, 1969.

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 freedom: 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, 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 would violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules we note that the Bylaws of the Board of Higher Education provide that: The President with respect to his/her educational unit shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;
- b. Be the advisor and executive agent of the Board or his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the bylaws, resolutions and policies of the Board, the lawful resolutions of any of its committees and the policies, programs and lawful resolutions of the several faculties;
- c. Exercise general superintendence over the concerns, offices, employees and students of his education unit.

### **A. Rules**

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's education processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college authorities must be obtained for removal, relocation and use of University/college equipment and/or supplies.
4. Theft from, or damage to, University/college premises or property, or theft of, or damage to, property of any person on University/ college premises is prohibited.
5. Each member of the academic community, or any invited guest, has the right to advocate his position without having to fear abuse-physical, verbal, or otherwise-from others supporting conflicting points of view. Members of the academic community, and other persons on the college grounds, shall not use language or take actions likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.
6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of their rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.
7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.
8. No individual shall have in his possession a rifle, shotgun or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.
9. An action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.
10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances, or as part of any University/college activities is prohibited. Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.
11. The unlawful possession, use or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

## **B. Penalties**

1. Any student engaging in any manner of conduct prohibited under Substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix:

admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or tenured or non-tenured member of the administrative or custodial staff engaging in any manner of conduct prohibited under Substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of the Board of Higher Education, or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities. In addition, in the case of a tenured faculty member, or tenured member of the administrative or custodial staff engaging in any manner of conduct prohibited under Substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law or Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.
3. Any visitor, licensee, or invitee, engaging in any manner of conduct prohibited under Substantive Rules 1-11 shall be subject to ejection, and/or arrest by the civil authorities.
4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded.

Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

### **Sanctions Defined:**

- A. **Admonition:** An oral statement to the offender that he has violated University rules.
- B. **Warning:** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause for more severe disciplinary action.
- C. **Censure:** Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- D. **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- E. **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- F. **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- G. **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order or expulsion.

H. Complaint to Civil Authorities.

I. Ejection.

## **THE MAINTENANCE OF CAMPUS ORDER**

Adopted by the Board of Higher Education at its meeting held November 23, 1970. In adopting the student process bylaws (Article XV) it was the intention of this Board to provide the means to enable the administration, faculty, and students of each college of the University to administer a system of student conduct and discipline designed to maintain campus order and protect the rights of members of the college community.

The legislation creating the Board of Higher Education granted to the Board the power and the responsibility to govern and administer the college system under its jurisdiction and to prescribe the conditions of student admission, attendance and discharge. Accordingly, the Board, mindful of this responsibility provided in Bylaws (Section 15.6) that The Board reserves full power to dismiss or suspend a student or suspend a student organization for conduct which impedes, obstructs or interferes with the orderly and continuous administration and operation of any college, school, or unit of the University in the use of its facilities or in the achievement of its purposes as an education institution.

The Board believes that in situations involving the enforcement of its Rules for the Maintenance of Public Order pursuant to Article 129A of the Education Law (popularly known as the Henderson Rules), the procedures outlined in Article XV will be inadequate to the protection of individual rights and the maintenance of order at a particular campus and that in such cases the Board has the responsibility to exercise the powers reserved in Section 15.6. Accordingly, the Board now serves notice that it will exercise its powers under Section 15.6 when the Chancellor determines, on his/her own motion or when a president so certifies to the Chancellor, that a violation of the Henderson Rules exists, and that such violation constitutes conduct which impedes, obstructs, or interferes with the orderly and continuous administration of a unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution and requests the Chancellor to constitute a hearing panel as hereinafter described. In such cases the Board will invoke the following procedures:

1. Written charges assigned by the president, the acting president or full vice president shall be personally delivered or sent to the student at the address appearing on the records of the college by registered or certified mail. The charges shall contain a complete and itemized statement of the charges being brought against the student including the rule which he is charged with violating and the possible penalties for such violation.
2. Along with the charges there shall be served upon the student involved a written direction to appear at a time and place to be designated by the chairman of the hearing panel for a hearing upon such charges and statement of the students rights in the proceeding and possible consequence. The student shall be notified that anything he may say at the hearing may be used against him at a non-University hearing, that he may remain silent at the hearing without assumption of guilt, and that he has a right to have legal counsel and witnesses participate at the hearing.
3. The student shall be notified of the time, place and date of the hearing at least five school days prior thereto unless the student consents to an earlier hearing. The notice may be personally delivered or sent to the student by first-class mail to the address appearing on the college records. In the event the student has been temporarily suspended by the president or a full dean the hearing shall be scheduled for a date not later than seven school days after the effective date of the suspension.

4. At the hearing the proof in support of the charges will be adduced and the student, with such adviser as he deems appropriate, shall have the opportunity to controvert the charges or to make such explanation as he deems appropriate. Both sides may introduce evidence and cross-examine witnesses. In the event the student does not appear the hearing nevertheless shall proceed.
5. A record of each such hearing by some means such as a stenographic transcript, a tape recording or the equivalent shall be made. The student involved is entitled, upon request, to a copy of such a transcript without cost.
6. The hearing shall be public or private as the hearing panel as hereinafter provided shall determine, except that the hearing shall be private if the student so requests.
7. As soon after the conclusion of the hearing as may be practical the hearing panel shall make a decision and shall communicate it to the president and to each student involved. The decision shall be that the charges or any of them are sustained or dismissed. If the charges or any of them are sustained, the hearing panel shall state the penalty therefore. The penalty may consist of censure, disciplinary probation, restitution, suspension for a period of time, or expulsion. The decision of the hearing panel shall be final except that a suspension for a year or longer or expulsion shall be appealable to a committee designated by the Board. Any appeal under this Section shall be made in writing within fifteen days after the delivery of the hearing panel's decision. This requirement may be waived in a particular case for good cause by the Board Committee.
8. The hearing panel shall consist of such persons as the Chancellor may designate. One such person shall be designated by the Chancellor as the presiding officer. One person shall be a student selected from a roster submitted by the University Student Senate, but such a student shall not be from the college attended by the student under charges. One person shall be a member of the permanent instructional staff selected from a roster submitted by the University Faculty Senate, but such faculty member shall not be from the college attended by the student under charges. In the event that no roster has been submitted by the University Student Senate or by the University Faculty Senate, or in the event that no person on one or the other rosters is available or willing to serve in a particular case, the Chancellor shall designate a student or a member of the permanent instructional staff, as the case may be to serve on the hearing panel. The presiding officer shall be in charge of the hearing and shall make such rulings in the course of the hearing as he deems appropriate for a fair hearing. The presiding officer shall be empowered to proceed in the absence of the faculty or student member or both.
9. A request by the President that the hearing panel be constituted under the provisions of this statement shall not affect the power of a President or full dean temporarily to suspend a student or temporarily suspend the privileges of a student organization as provided in Section 15.5 of the bylaws.
10. In the event that a student is suspended or expelled under these procedures or the procedures of Section 15.3 of the bylaws and the suspension or expulsion is subsequently vacated on appeal or by the courts, the college will provide at no cost to the student the academic services lost as a result and will delete the suspension or expulsion from the student's academic record.

**Definition of “College Community”**

Every member of the Student Body, the Faculty and the Administration is considered a Member of the “College Community.” Any and all persons registered at the College for any and all credit and non-credit bearing programs and courses shall hereby be considered a student. Any and all persons, contracted or otherwise, employed by the College in any and all areas of the College's operation, shall fall under the category of faculty and administration.

## **ARTICLE XVI - STUDENT ACTIVITY FEES AND AUXILIARY ENTERPRISES**

### **Section 16.1. STUDENT ACTIVITY FEE.**

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college of the university shall be deposited in a college central depository and, except where earmarked by the board, allocated by a college association budget committee subject to review by the college association as required in these bylaws.

### **Section 16.2. Student ACTIVITY FEES USE - EXPENDITURE CATEGORIES.**

Student activity fee funds shall be allocated and expended only for the following purposes:

1. Extracurricular educational programs;
2. Cultural and social activities;
3. Recreational and athletic programs;
4. Student government;
5. Publications and other media;
6. Assistance to registered student organizations;
7. Community service programs;
8. Enhancement of the college and university environment;
9. Transportation, administration and insurance related to the implementation of these activities;
10. Student services to supplement or add to those provided by the university;
11. Stipends to student leaders.

### **Section 16.3. STUDENT GOVERNMENT FEE.**

The student government fee is that portion of the student activity fee levied by resolution of the board which has been established for the support of student government activities. The existing student government fees now in effect shall continue until changed. Student government fees shall be allocated by the duly elected student government, or each student government where more than one duly elected student government exists, for its own use and for the use of student organizations, as specified in section 15.2. of these bylaws, provided, however, that the allocation is based on a budget approved by the duly elected student government after notice and hearing, subject to the review of the college association. Where more than one duly elected student government exists, the college association shall apportion the student government fees to each student government in direct proportion to the amount collected from members of each student government.

### **Section 16.4. STUDENT GOVERNMENT ACTIVITY DEFINED.**

A student government activity is any activity operated by and for the students enrolled at any unit of the university provided, (1) such activity is for the direct benefit of students enrolled at the college, (2) that participation in the activity and the benefit thereof is available to all students enrolled in the unit or student government thereof, and (3) that the activity does not contravene the laws of the city, state or nation, or the published rules, regulations, and orders of the university or the duly established college authorities.

### **Section 16.5. COLLEGE ASSOCIATION.**

- a. The college association shall have responsibility for the supervision and review over college student activity fee supported budgets. All budgets of college student activity fees, except where earmarked by the board to be allocated by another body, should be developed by a college

association budget committee and recommended to the college association for review by the college association prior to expenditure. The college association shall review all college student activity fees, including student government fee allocations and expenditures for conformance with the expenditure categories defined in Section 16.2. of this article and the college association shall disapprove any allocation or expenditure it finds does not so conform, or is inappropriate, improper, or inequitable.

- b. A college association shall be considered approved for purposes of this article if it consists of thirteen (13) members, its governing documents are approved by the college president and the following requirement are met:
  1. The governing board of the college association is composed of:
    - i. the college president or his/her designee as chair.
    - ii. Three administrative members appointed by the college president.
    - iii. Three faculty members appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
    - iv. Six student members comprised of the student government president(s) and other elected students with the student seats allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable in proportion to the student activity fees provided by the students from the respective constituencies.
  2. The college association structure provides a budget committee composed of members of the governing board, at least a majority of whom are students selected in accordance with section 16.5.(b) (1)(iv) of these bylaws. The budget committee shall be empowered to receive and review student activity fee budget requests and to develop a budget subject to the review of the college association. The college association may choose to not approve the budget or portions of the budget if in their opinion such items are inappropriate, improper, or inequitable. The budget shall be returned to the budget committee with the specific concerns of the college association noted for further deliberation by the budget committee and subsequent resubmittal to the college association. If the budget is not approved within thirty (30) days those portions of the budget voted upon and approved by the college association board will be allocated. The remainder shall be held until the college association and the budget committee agree.
  3. The governing documents of the college association have been reviewed by the board's general counsel and approved by the board.

### **Section 16.6. MANAGEMENT AND DISBURSEMENT OF FUNDS.**

The college and all student activity fee allocating bodies shall employ generally accepted accounting and investment procedures in the management of all funds. All funds for the support of student activities are to be disbursed only in accordance with approved budgets and be based on written documentation. A requisition for disbursement of funds must contain two signatures; one, the signature of a person with responsibility for the program; the other the signature of an approved representative of the allocating body.

### **Section 16.7. REVENUES.**

All revenues generated by student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

### **Section 16.8. FISCAL ACCOUNTABILITY HANDBOOK.**

The chancellor or his/her designee shall promulgate regulations in a fiscal accountability handbook, to regulate all aspects of the collection, deposit, financial disclosure, accounting procedures, financial payments, documentation, contracts, travel vouchers, investments and surpluses of student activity fees and all other procedural and documentary aspects necessary, as determined by the chancellor or his/her designee to protect the integrity and accountability of all student activity fee funds.

### **Section 16.9. COLLEGE PURPOSES FUND.**

- a. A college purposes fund may be established at each college and shall be allocated by the college president. This fund may have up to twenty-five (25) percent of the unearmarked portion of the student activity fee earmarked to it by resolution of the board, upon the presentation to the board of a list of activities that may be properly funded by student activity fees that are deemed essential by the college president.
- b. Expenditures from the college purposes fund shall be subject to full disclosure under section 16.13. of these bylaws.
- c. Referenda of the student body with respect to the use and amount of the college purposes fund shall be permitted under the procedures and requirements of section 16.12. of these bylaws.

### **Section 16.10. AUXILIARY ENTERPRISE BOARD.**

- a. The auxiliary enterprise board shall have responsibility for the oversight, supervision and review over college auxiliary enterprises. All budgets of auxiliary enterprise funds and all contracts for auxiliary enterprises shall be developed by the auxiliary enterprise budget and contract committee and reviewed by the auxiliary enterprise board prior to expenditure or execution.
- b. The auxiliary enterprise board shall be considered approved for the purposes of this article if it consists of at least eleven (11) members, its governing documents are approved by the college president and the following requirements are met:
  1. The governing board is composed of the college president or his/her designee as chair, plus an equal number of students and the combined total of faculty and administrative members.
  2. The administrative members are appointed by the college president.
  3. The faculty members are appointed by the college president from a panel whose size is twice the number of seats to be filled and the panel is elected by the appropriate college faculty governance body.
  4. The student members are the student government president(s) and other elected students and the student seats are allocated on a basis which will provide representation to each government, where more than one exists, as nearly as practicable, in proportion to the student enrollment by headcount from the respective constituencies.
  5. The auxiliary enterprise board structure provides for a budget and contract committee composed of a combined total of faculty and administrative members that is one more than the number of student members. The budget and contract committee shall be

empowered to develop all contract and budget allocation proposals subject to the review and approval of the auxiliary enterprise board.

6. The governing documents of the auxiliary enterprise board have been reviewed by the board's general counsel and approved by the board.

**Section 16.11. THE REVIEW AUTHORITY OF COLLEGE PRESIDENTS OVER STUDENT ACTIVITY FEE ALLOCATING BODIES AND AUXILIARY ENTERPRISE BOARDS.**

- a. The president of the college shall have the authority to disapprove any student activity fee, including student government fee, or auxiliary enterprise allocation or expenditure, which in his or her opinion contravenes the laws of the city, state, or nation or any bylaw or policy of the university or any policy, regulation, or order of the college. If the college president chooses to disapprove an allocation or expenditure, he or she shall consult with the general counsel and vice chancellor for legal affairs and thereafter communicate his/her decision to the allocating body or auxiliary enterprise board.
- b. The president of the college shall have the authority to suspend and send back for further review any student activity fee, including student government fee, allocation or expenditure which in his or her opinion is not within the expenditure categories defined in section 16.2. of this article. The college association shall, within ten (10) days of receiving a proposed allocation or expenditure for further review, study it and make a recommendation to the president with respect to it. The college president shall thereafter consider the recommendation, shall consult with the general counsel and vice chancellor for legal affairs, and thereafter communicate his/her final decision to the allocating body as to whether the allocation or expenditure is disapproved.
- c. The chancellor or his/her designee shall have the same review authority with respect to university student activity fees that the college president has with respect to college student activity fees.
- d. All disapprovals exercised under this section shall be filed with the general counsel and vice chancellor for legal affairs.
- e. Recipients of extramural student activity fees shall present an annual report to the chancellor for the appropriate board committee detailing the activities, benefits and finances of the extramural body as they pertain to the colleges where students are paying an extramural fee.

**Section 16.12. REFERENDA.**

A referendum proposing changes in the student activity fee shall be initiated by a petition of at least ten (10) percent of the appropriate student body and voted upon in conjunction with student government elections.

- a. Where a referendum seeks to earmark student activity fees for a specific purpose or organization without changing the total student activity fee, the results of the referendum shall be sent to the college association for implementation.
- b. Where a referendum seeks to earmark student activity fees for a specific purpose or organization by changing the total student activity fee, the results of such referendum shall be sent to the board by the president of the college together with his/her recommendation.
- c. At the initiation of a petition of at least ten (10) percent of the appropriate student body, the college president may schedule a student referendum at a convenient time other than in conjunction with student government elections.

- d. Where the referendum seeks to affect the use or amount of student activity fees in the college purposes fund, the results of the referendum shall be sent to the board by the college president together with his/her recommendation.

**Section 16.13. DISCLOSURE.**

- a. The college president shall be responsible for the full disclosure to each of the student governments of the college of all financial information with respect to student activity fees.
- b. The student governments shall be responsible for the full disclosure to their constituents of all financial information with respect to student government fees.
- c. The student activity fee allocating bodies shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to all of its activities.
- d. The auxiliary enterprise board shall be responsible for the full disclosure of all financial information to its membership, to the college and to the student governments with respect to auxiliary enterprises.
- e. For purposes of the foregoing paragraphs, full disclosure shall mean the presentation each semester of written financial statements which shall include, but need not be limited to, the source of all fee income by constituency, income from other sources creditable to student activity fee accounts, disbursements, transfers, past reserves, surplus accounts, contingency and stabilization funds. Certified independent audits performed by a public auditing firm shall be conducted at least once each year.

**Section 16.14. STIPENDS.**

The payment of stipends to student leaders is permitted only within those time limits and amounts authorized by the board.

## **MEDICAL WITHDRAWAL POLICY**

At CUNY, there are two types of medical withdrawal cases. They include both (i) student-initiated requests for medical leave and (ii) College-initiated voluntary or involuntary medical withdrawals in cases of threatening or disruptive student behavior connected to a mental health or other medical issue.

In the case of student-initiated medical withdrawal requests, a student's request may be submitted any time during a term, including the final exam period. In such cases the College review process will determine the tuition refund, if any. For medical requests to be considered, the student must provide medical documentation to the College Health Office or designated Official. In addition to the review and acceptance of the medical documentation by the College Health Office, the student must complete and submit a medical withdrawal request to the Registrar.

The Office of the Registrar remains the only College office authorized to accept and process this type of medical withdrawal, and the withdrawal protocol is essentially the same as described above. If a student is unable to submit the request for medical withdrawal in person, the form(s) may be submitted by another party authorized by the student. Appropriate officers at the College will subsequently review the applicable documentation submitted by the student to determine whether the student qualifies for a medical withdrawal.

In the case of a College-initiated medical withdrawal, the procedure is outlined in CUNY's Medical Withdrawal Policy below. In general, this type of withdrawal is processed through the office of the College's Chief Student Affairs Officer, who is responsible for informing the Office of the Registrar of the withdrawal. In most cases, a withdrawal grade will appear on a student's transcript, but in limited situations as defined in the Medical withdrawal Policy and in the discretion of the Chief Student affairs Officer, notations of incomplete for classes taken during the semester in which the withdrawal occurs may appear on a student's transcript.

In the case of a student-initiated request for medical withdrawal, the withdrawal date in the student system ordinarily is the date on which the student notifies the College of his or her intent to withdraw. In the case of a College-initiated medical withdrawal, the withdrawal date in the system is either the date the student signs a voluntary withdrawal agreement or the date that a Health Review Panel orders involuntary medical withdrawal, whichever is applicable. For both types of medical withdrawals, appropriate College officials may consider if any refund of tuition is warranted and if a retroactive date for withdrawal is appropriate; these requests will not be granted routinely and are subject to further College review.

### **Withdrawal Appeals**

The College takes into consideration student' appeals to change grades to withdrawal grades. In such cases, the College review process will determine whether a withdrawal grade is appropriate or whether to approve a tuition refund. The student must submit a grade appeal form to the Registrar. Appropriate officers at the College subsequently review applicable documentation submitted by the student to determine whether the student qualifies for a withdrawal grade or if any refund of tuition will be considered. If the student is not granted a withdrawal grade, the original earned grade remains. Requests for withdrawals made more than 60 calendar days from the end of the term in which the student was enrolled in said course will not be granted routinely and are subject to further College review.

**The City University of New York Medical Withdrawal and Re-entry Policy and Procedures  
Governing Student Behavior that Presents a Direct Threat of Harm to Self or Others or  
Substantially Disrupts the Learning or Working Environment of Others**

**Introduction**

The City University of New York (“CUNY”) is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb.

In addition to taking action to protect the security and safety of the campus community, a college may address the student’s conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student’s conduct that directly threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student’s conduct either in accordance with this policy, or through the student disciplinary process. If the student’s conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

**I. Policy**

- A. As an alternative to disciplinary action that may be taken under Article XV of CUNY's Bylaws, a college of CUNY may bring a proceeding to require a student to withdraw from the University, or, under some circumstances, the student's home college and/or from residence in a college residence hall under this withdrawal policy and procedures when the student's behavior evidences a direct threat of harm to others, or when the student's behavior substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety.
- B. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupt the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt under Article XV of the CUNY's Bylaws. If a college determines that withdrawal of the student or retention of the student subject to specified conditions is appropriate because the student's behavior threatens direct harm to him or herself, the procedures outlined below shall apply instead of disciplinary procedures.
- C. A student who withdraws or is withdrawn from the University, a college or college residence hall pursuant to this policy may apply for re-entry to the University, a college and/or to a college residence hall. The application for re-entry shall be made to the student's home college's Chief Student Affairs Officer, who shall determine whether the student still presents a direct threat of harm to him or herself or others or still presents a significant risk to substantially disrupt the learning or working environment of others. If the Chief Student Affairs Officer or designee

determines, based on the assessment of a qualified, licensed mental health professional, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student's application for re-entry.

## **II. Procedures**

### **A. Emergency Interim Removal**

1. If a student's behavior presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the Chief Student Affairs Officer or designee (if such Officer is not immediately available) may direct an emergency interim removal of the student that restricts the student's access to the College's campus or residence hall, as appropriate, for an interim period before a final determination of the matter. The Chief Student Affairs Officer or designee shall consult with the University's Office of the General Counsel prior to making any such direction.
2. The fact that a student has threatened to commit suicide or attempted suicide, by itself, does not allow the Chief Student Affairs Officer or designee to direct an emergency interim removal. In all cases involving such students, the Chief Student Affairs Officer or designee must attempt to have the student individually assessed by a mental health professional as outlined below in A.3. before deciding whether to direct an emergency interim removal.
3. Except as permitted in III A. 1. above, before determining whether to require an emergency interim removal, the Chief Student Affairs Officer or designee shall take the following steps:
  - a. exercise all reasonable efforts to meet with the student; and
  - b. in that meeting, offer the student the opportunity to be evaluated at the college's expense by a qualified, licensed mental health professional, who may be an employee of a college of CUNY or CUNY or on retainer to a college of CUNY or CUNY. Whenever possible, that professional shall have had no prior contact with the student. The professional shall assess whether the student's behavior presents an immediate, severe and direct threat to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, and, if so, whether the student's behavior may be the result of a medical issue. That professional shall present his or her findings to the Chief Student Affairs Officer or designee, who shall determine based on those findings and other evidence available whether emergency interim removal under these procedures is appropriate.
  - c. If the student refuses to meet, and/or refuses to undergo such assessment or to keep a scheduled appointment, the Chief Student Affairs Officer or designee may require emergency interim removal without a meeting and/or mental health assessment if he or she reasonably concludes on the basis of the available evidence that the student's behavior evidences an immediate, severe and direct threat of harm to the student or others or is substantially disrupting the working or learning environment of others and presents a significant risk to continue that substantial disruption. The Chief Student Affairs Officer or designee shall consult with the University's Office of the General Counsel before making such a determination.

4. The emergency interim removal from the College and/or residence hall shall remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the Chief Student Affairs Officer or designee determines that the reasons for imposing the interim removal no longer exist.

## **B. Withdrawal after Emergency Interim Removal**

1. If a student has been subjected to an emergency interim removal from the college and/or residence hall, the college shall request retention with conditions or voluntary withdrawal within 7 calendar days of such removal. Should the request for retention with conditions or voluntary withdrawal request be refused, the College shall determine within 7 calendar days of such refusal whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or, disciplinary proceedings under Article XV of the CUNY Bylaws, as applicable under II A. above, and shall send notice of either such proceeding in accordance with the notice requirements of the applicable procedure within that 7-day period. For students who have been subjected to an emergency interim removal without having undergone the assessment procedures outlined in III A. 3 above, the College shall follow the assessment procedures outlined below in B.2. a. prior to determining its course of action.
2. In cases where the student has been subjected to an emergency interim removal without assessment, the procedure for determining whether withdrawal is appropriate is as follows:
  - a. The Chief Student Affairs Officer or designee shall exercise best efforts to meet with the student to discuss the student's behavior and to hear the student's explanation of the alleged behavior. If, after hearing the explanation, the Officer or designee still wishes to consider the possibility of the student's withdrawal, he or she shall offer the student an opportunity to be evaluated, at the college's expense, by a qualified, licensed mental health professional, who may be an employee of a college of CUNY or CUNY, or on retainer to a college of CUNY or CUNY. Whenever possible, that professional shall have had no prior contact with the student. The professional shall make findings concerning whether the student's behavior presents a direct threat of harm to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and if so, whether the student's behavior may be the result of a medical issue. The professional shall report such findings to the Chief Student Affairs Officer, who shall, based on those findings, and after consultation with the University's Office of the General Counsel, determine the appropriate action, including whether to request that the student withdraw from the University, the college and/or the college residence hall or whether to request that the student agree to specified conditions in lieu of withdrawal.
  - b. If the student refuses to undergo the requested assessment, or fails to keep the scheduled appointment, and the Chief Student Affairs Officer reasonably concludes on the basis of the available evidence that the student's behavior presents a direct threat of harm to him or herself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, the Chief Student Affairs Officer may request that the student voluntarily withdraw from the University, the college and/or the college residence hall. The Chief Student Affairs Officer shall consult with the University's Office of the General Counsel before making any such request.

- c. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs officer or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) consult with the residence hall director, as appropriate; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.
- d. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs Officer shall determine, in consultation with the University's Office of the General Counsel, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings, or, in the case of students referenced in II A. above, whether to initiate disciplinary proceedings under Article XV of the CUNY Bylaws.

### **C. Withdrawal of Students without Emergency Interim Removal**

1. Students Who Present a Direct Threat of Harm to Others or Substantially Disrupt the Learning or Working Environment of Others

#### **a. Voluntary Withdrawal or Retention with Conditions**

1. In situations where a student's behavior evidences a direct threat of harm to himself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and the Chief Student Affairs Officer reasonably believes that the student's behavior may be connected to a medical issue, the Chief Student Affairs Officer or designee may request that the student voluntarily withdraw or agree to retention under conditions.
2. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs officer or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) consult with the residence hall director, as appropriate; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.

#### **b. Involuntary Withdrawal**

1. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs Officer shall determine, in consultation with the University's Office of the General Counsel, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of the CUNY Bylaws.
2. Before initiating involuntary withdrawal proceedings under this procedure, the Chief Student Affairs Officer shall follow the assessment procedures outlined above in B.2.

## 2. Students Who Present a Direct Threat of Harm Solely To Themselves

- a. The College shall follow the assessment and other procedures outlined above in B.2 a.-d. in order to determine the appropriate course of action.

### **D. Involuntary Withdrawal Procedures**

#### 1. The following shall be the procedures for involuntary withdrawal:

- a. Notice of the involuntary withdrawal hearing and the time and place of the hearing shall be personally delivered or sent by the Chief Student Affairs Officer or designee of the student's home college to the student at the address appearing on the records of the College, by overnight or certified mail, by regular mail, and, for students who have a college e-mail address, to that e-mail address. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.
- b. The notice shall contain (i) a statement of the reasons involuntary withdrawal is sought (ii) the type of withdrawal sought (from the University, the college and/or from the college residence hall); and (iii) a statement that the student has a right to present his or her side of the story, to present witnesses and evidence on his or her behalf, to cross-examine witnesses presenting evidence against the student, to remain silent without assumption of guilt, and to be represented by legal counsel or an advisor at the student's expense.
- c. CUNY shall constitute a Health Review Panel, comprised of qualified, licensed mental health professionals employed by a college of CUNY or by CUNY, or on retainer to a college of CUNY or CUNY. CUNY's Vice Chancellor for Student Development shall appoint the members of the Health Review Panel. Members of the Health Review Panel, in committees constituted separately for each hearing ("Health Review Committee"), shall be responsible for adjudicating all involuntary withdrawal hearings held according to these procedures. For each involuntary withdrawal hearing, the Vice Chancellor for Student Development or his designee shall constitute a three-person Health Review Committee from the Health Review Panel to adjudicate at that hearing. No member of the Health Review Committee shall have had prior contact with the student. All decisions of the Health Review Committee shall be made by majority vote.
- d. The hearing shall be closed, unless the student requests an open hearing. However, the Health Review Committee may overrule a request for an open hearing if it determines that an open hearing would be inappropriate or disruptive in light of the nature of the evidence to be presented.
- e. After the evidence is presented at the hearing, the Health Review Committee shall determine whether the College has proved, by a preponderance of the evidence, that the student's behavior presents a direct threat of harm to him or herself or others, or has substantially disrupted the learning or working environment of others and presents a significant risk of threatening further substantial disruption of the learning or working environment of others, and if so, what the appropriate remedy should be. The Health Review Committee may also set reasonable and appropriate conditions on re-entry. The decision of the Health Review Committee shall be made within five business days from the close of the hearing.

## **E. Appeals**

An appeal from the decision of the Health Review Committee may be made to the President of the student's home college or the President's designee within thirty calendar days after the delivery of the decision appealed from. The President or designee shall make his or her determination on the appeal within fifteen business days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University or his or her designee within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor or designee's decision shall be made within fifteen business days from receipt of the appeal. The Chancellor (or designee's) decision shall be final. The bases overturning a decision of the Health Review Committee at both levels of review are limited to the following: (i) clearly erroneous factual findings; (ii) procedural irregularities; (iii) newly available evidence that would have affected the outcome; (iv) the remedy and/or conditions on re-entry were unreasonable or inappropriate.

## **F. Re-entry**

1. A student who is withdrawn from the University, a student's home college and/or a college residence hall under this policy may be considered for re-entry.
2. A student wishing to be considered for re-entry should contact his or her home college's Chief Student Affairs Officer and provide appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-entry.
3. A student may apply for re-entry to the University, a college and/or a college residence hall no more than one time per term.
4. In assessing an application for re-entry, the Chief Student Affairs Officer or designee shall: (i) in cases in which he or she determines that an additional mental health assessment is necessary, refer the student for assessment to a qualified, licensed mental health professional, at the College's expense; (ii) receive, investigate, and examine appropriate relevant documentation, including assessments made by college referred mental health professionals, and, if applicable, licensed treating mental health professionals; (iii) consult with the Health Review Committee, in cases in which the student's withdrawal was adjudicated by such a Committee; (iv) contact the student's parents or legal guardians as permissible by law, if appropriate; (v) provide an opportunity for the student to meet with the Chief Student Affairs Officer or designee to discuss re-entry.
5. If the Chief Student Affairs Officer or designee determines, based on the evidence presented, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student's application for re-entry. In such cases, the Chief Student Affairs Officer or designee shall initiate the re-entry process, provide the student with written conditions for continued attendance, and inform any relevant administrators of the student's re-entry.
6. If the Chief Student Affairs Officer or designee determines that the application for reentry should be denied, he or she shall provide the student with a written explanation of the reasons for the denial and specify when the next request for re-entry may be considered.
7. A student may appeal the Chief Student Affairs Officer or designee's denial of reentry to the college President or designee within thirty calendar days after the delivery of the decision denying re-entry. The President or designee shall make his or her determination on the appeal within thirty calendar days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University or his or her designee within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor or designee's decision shall be

made within thirty calendar days from receipt of the appeal. The Chancellor (or designee's) decision shall be final. The basis for overturning a decision on appeal at either level shall be limited to a determination that the decision on re-entry was clearly erroneous.

### **G. Effect on Academic Status**

In the event of a withdrawal pursuant to this policy, a notation of withdrawal shall appear on the student's transcript for all classes taken during that semester. The Chief Student Affairs Officer at a student's home college may grant a student request that, in lieu of withdrawal, a notation of incomplete shall appear on his or her transcript for classes taken during that semester if and only if there is a reasonable prospect that the student will eventually complete such classes, subject to faculty approval for each such class. Regardless of the notation that appears on a student's transcript, the Chief Student Affairs Officer of the student's home college shall inform the Vice Chancellor for Student Development of the student's withdrawal in order to effectuate a hold by the University Application Processing Center on the student's ability to transfer or otherwise seek admission to another college of CUNY.

### **H. Effect on Housing Status**

If the student has been living in a college residence hall and will not be permitted to continue to do so, the student's contract will be canceled and fees refunded on a prorated basis.

### **I. Confidentiality**

The results of examinations by mental health professionals to whom students are referred for assessment at any stage in the withdrawal or readmission process shall be confidential student records, except that if the results indicate that the student presents an imminent, severe, and direct threat of harm to him or herself or others, those results may be shared with the appropriate individuals in order to attempt to prevent the occurrence of such harm. The results of these examinations shall be admissible in involuntary withdrawal hearings but shall not be admissible in disciplinary hearings, unless the student places his or her health, including mental health, at issue in a disciplinary hearing.

### **J. Board Review**

During the fall 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures and shall report the results of that review to the Board of Trustees, along with any recommended changes.

## **EDUCATION LAW TITLE I**

### **224a-Students Unable, Because of Religious Beliefs, to Attend Classes on Certain Days**

1. No person shall be expelled from or be refused admission as a student to an institution of higher education for the reason that he is unable because of his religious beliefs to attend classes or to participate in any examination study or work requirements on a particular day or days.
2. Any student in an institution of higher education who is unable because of his 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 study or work requirements.
3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of his religious beliefs an equivalent opportunity to make up any examination, study or work requirements which he may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If classes, examinations, study or work requirements are held on Friday after four o'clock post meridian or Saturday, similar or makeup classes, examinations, study or work requirements 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 of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of availing himself 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 such institution of higher education is located for the enforcement of his rights under this section.

**ATTENDANCE IN BASIC SKILLS COURSES RESOLVED**, That students enrolled in remedial, developmental and compensatory courses in reading, writing and mathematics, and English as a Second Language courses have an obligation to attend classes regularly; and be it further **RESOLVED**, That colleges develop procedures to ensure regular attendance in these classes, and be it further **RESOLVED**, That students be informed of this requirement through the college bulletins and by instructors in basic skills courses.

**EXPLANATION:** Attendance in remedial, developmental, and compensatory courses in reading, writing, mathematics, and English as Second Language is required because students in need of such courses require maximum classroom instruction to make up for their diagnosed deficiencies in basic skills. This resolution does not affect attendance requirements which were adopted by a college for other courses.

**THE CITY UNIVERSITY OF NEW YORK**  
**CAMPUS AND WORKPLACE VIOLENCE PREVENTION POLICY**

**POLICY STATEMENT<sup>1</sup>**

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 which 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 which 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

This document supersedes and replaces *The City University of New York Campus and Workplace Violence Prevention Policy* approved by The City University of New York Board of Trustees on February 28, 2011, 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.<sup>2</sup> 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 in the campus specific Workplace Violence Prevention Programs at Paragraph 7. The procedure for reporting complaints of a potential violation of the CUNY Workplace Violence Prevention Policy and Programs can be found in the campus specific Workplace Violence Prevention Programs at Paragraph 9.

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).<sup>3</sup>

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

<sup>2</sup> Complaints of sexual harassment are covered under the University's *Policy Against Sexual Harassment*.

<sup>3</sup> Students are not directly covered by this Policy, but they should contact the Department of Public Safety to report concerns about workplace violence.

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.

## **ADMISSION OF STUDENTS WHO MAY POSE A RISK TO A COLLEGE**

(i.e., admission of students with criminal convictions, including convictions for felony sex offenses)

The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

## **SECURITY POLICIES AND CRIME REPORTING REQUIREMENTS**

The “Jeanne CLERY Disclosure of Campus Security Policy and Campus Statistics Act of 1998,” commonly referred to as the “CLERY Act,” requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. LaGuardia Community College provides crime information and statistics to the public in a variety of ways. In addition to the CLERY Act, the College provides to the New York State Department of Justice crime statistics that are classified pursuant to the Uniform Crime Reporting (“UCR”) Program administered by the FBI. These statistics are reflected in LaGCC’ Public Safety Report on crime statistics that is compiled on a calendar-year basis. These statistics include the previous three (2006, 2007 & 2008) years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by LaGuardia Community College; and on public property within, or immediately adjacent to and accessible from, the campus. In addition, these statistics are gathered from reported crimes to the public safety office/officers, crimes reported to other campus official with significant responsibility for student and campus activities as well as those crimes reported to the local police precinct. These statistics also include persons referred for campus disciplinary action for categories required under the Clery Act including liquor law violations, drug law violations, and illegal weapons possession.

LaGuardia Community College is committed to assisting all members of the LaGuardia Community in providing for their own safety and security. Information regarding campus safety and personal safety including topics such as crime prevention, public safety peace officer law enforcement authority, crime reporting policies, crime statistics for the most recent three years period and disciplinary procedures is available from the Director of Public Safety. If you would like more information about safety at LaGuardia Community College Campus, please call the Director of Public Safety at (718) 482-5559. A college official will be glad to discuss your questions and concerns. Monthly and annual crime statistics for LaGuardia Community College are available upon request by contacting:

Director of Public Safety  
Public Safety Department, Room E-117  
LaGuardia Community College  
31-10 Thomson Avenue  
Long Island City, New York 11101  
(718) 482-5559

Public Safety Office: E Building E-100  
Telephone: (718) 482-5558  
Emergency: (718) 482-5555

## **TITLE Y HATE CRIMES ACT OF 2000 - ARTICLE 485 HATE CRIMES**

Section 485.00 Legislative findings.  
485.05 Hate crimes.  
485.10 Sentencing.

S 485.00 Legislative findings.

The legislature finds and determines as follows: criminal acts involving violence, intimidation and destruction of property based upon bias and prejudice have become more prevalent in New York state in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as "hate crimes", victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims incalculable physical and emotional damage and tear at the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims but send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic processes. In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but must never commit criminal acts on account of them. Current law does not adequately recognize the harm to public order and individual safety that hate crimes cause. Therefore, our laws must be strengthened to provide clear recognition of the gravity of hate crimes and the compelling importance of preventing their recurrence. Accordingly, the legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

S 485.05 Hate crimes.

1. A person commits a hate crime when he or she commits a specified offense and either:
  - a. intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
  - b. intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of the defendant, the victim or of both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people's burden under paragraph (a) or (b) of subdivision one of this section.
3. A "specified offense" is an offense defined by any of the following provisions of this chapter: section 120.00 (assault in the third degree); section 120.05 (assault in the second degree); section 120.10 (assault

in the first degree); section 120.12 (aggravated assault upon a person less than eleven years old); section 120.13 (menacing in the first degree); section 120.14 (menacing in the second degree); section 120.15 (menacing in the third degree); section 120.20 (reckless endangerment in the second degree); section 120.25 (reckless endangerment in the first degree); subdivision one of section 125.15 (manslaughter in the second degree); subdivision one, two or four of section 125.20 (manslaughter in the first degree); section 125.25 (murder in the second degree); section 120.45 (stalking in the fourth degree); section 120.50 (stalking in the third degree); section 120.55 (stalking in the second degree); section 120.60 (stalking in the first degree); subdivision one of section 130.35 (rape in the first degree); subdivision one of section 130.50 (criminal sexual act in the first degree); subdivision one of section 130.65 (sexual abuse in the first degree); paragraph (a) of subdivision one of section 130.67 (aggravated sexual abuse in the second degree); paragraph (a) of subdivision one of section 130.70 (aggravated sexual abuse in the first degree); section 135.05 (unlawful imprisonment in the second degree); section 135.10 (unlawful imprisonment in the first degree); section 135.20 (kidnapping in the second degree); section 135.25 (kidnapping in the first degree); section 135.60 (coercion in the second degree); section 135.65 (coercion in the first degree); section 140.10 (criminal trespass in the third degree); section 140.15 (criminal trespass in the second degree); section 140.17 (criminal trespass in the first degree); section 140.20 (burglary in the third degree); section 140.25 (burglary in the second degree); section 140.30 (burglary in the first degree); section 145.00 (criminal mischief in the fourth degree); section 145.05 (criminal mischief in the third degree); section 145.10 (criminal mischief in the second degree); section 145.12 (criminal mischief in the first degree); section 150.05 (arson in the fourth degree); section 150.10 (arson in the third degree); section 150.15 (arson in the second degree); section 150.20 (arson in the first degree); section 155.25 (petit larceny); section 155.30 (grand larceny in the fourth degree); section 155.35 (grand larceny in the third degree); section 155.40 (grand larceny in the second degree); section 155.42 (grand larceny in the first degree); section 160.05 (robbery in the third degree); section 160.10 (robbery in the second degree); section 160.15 (robbery in the first degree); section 240.25 (harassment in the first degree); subdivision one, two or four of section 240.30 (aggravated harassment in the second degree); or any attempt or conspiracy to commit any of the foregoing offenses.

4. For purposes of this section:

- a. the term "age" means sixty years old or more;
- b. the term "disability" means a physical or mental impairment that substantially limits a major life activity.

S 485.10 Sentencing.

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of this chapter, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant's conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:

- a. the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
  - b. the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
  - c. the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
  - d. the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
  - e. the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.
4. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.

5. The procedures in effect at the college for dealing with bias related crime;  
 Students who have been a victim of a bias related crime should immediately report the incident to the following offices:
- Office of Enrollment Management and Student Development
  - Chief Student Affairs Officer: Vice President Michael A. Baston: (718) 482-5180; Room C-317
  - Additional Student Affairs Officer: Luis Merchant, Student Judiciary Officer and Maria Riggs
  - Ombuds Officer: (718) 482-5180; Room C-317
  - Public Safety/Security
  - Chief Public Safety Officer or the (718) 482-5558; Room E-100
  - Deputy Chief Public Safety Officer: James Grantham: (718) 482-5558; Room E-100

6. The availability of counseling and other support services for the victims of bias related crime;

Anyone who is a victim of a bias related crime is encouraged to seek counseling from a trained mental health professional. Experienced counselors, trained to assist with the consequences of bias related crime trauma, are on hand at the College's Counseling Center to provide crisis intervention, in-office counseling, referral to other support services and self-help groups. The center can also refer victims to community based support groups and professional organizations. The college will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias related crime. The college can also assist in changing academic schedules after an alleged incident.

**On-campus resources:**

- a. Campus Security: E-100; (718) 482-5555
- b. Counseling Center: B-100; (718) 482-5250
- c. Health Services: MB-40; (718) 482-5280
- d. Office of the Vice President of EMSD: Luis Merchant: C-317; (718) 482-5180

**Off-campus resources:**

- a. New York City Police Department Detective Bureau Hate Crimes Task Force; 1 Police Plaza  
(646) 610-5267
- b. Manhattan District Attorney, Community Affairs Unit (212) 335-9082
- c. Queens District Attorney, Antibias Unit (718) 286-7041

- d. Bronx District Attorney, (718) 590-2427; or (718) 590-2715
- e. Brooklyn District Attorney, Community Affairs Unit (718) 250-2241
- f. Staten Island District Attorney, Special Investigations/Bias Unit (718) 876-6300
- g. NYC Victims Services Agency. This service is open 24 hours, seven days a week and provides crises intervention for crime victims. (212) 577-7777
- h. The Gay and Lesbian Anti-Violence Project. This service is open 10:00am through 8:00pm Monday through Thursday and 10:00am through 6:00pm of Friday. It provides short term crisis counseling, advocacy services, and referrals for long term counseling. (212) 807-0197 (24-hour hotline).
- i. National Hate Crimes Hotline (208) 246-2292
- j. <http://HateCrimeNet.org>
- k. <http://www.Lambda.org.safetytips.htm> You have the option of completing and submitting a hate crime incident report on this website.

7. The nature of and common circumstances relating to bias related crime on college campuses: Hate crime laws are designed to send the message that hate and bias motivated crimes will not be tolerated, because they are often attempts to silence and instill fear into entire groups. Reporting hate related incidents helps survivors take advantage of recovery services and enables our community to build up statistics and patterns of crime, providing an opportunity of catching offenders or preventing the violence altogether.

The key criterion in determining whether or not any crime or incident fits into the definition of a hate or bias related crime is the motivation behind the incident. A hate or bias related crime is one that is motivated, at least in part, because of someone's bias or hatred of a person's group's perceived race, religion, ethnicity, sexual orientation, or other characteristic. Victims of hate and bias related crimes often have intense feelings of vulnerability, anger, depression, physical ailments, learning problems, and difficult interpersonal relations. Hate crimes also have a psychological and emotional impact that extends far beyond the victim. Attacks motivated on the basis of bias against a person's beliefs, values or identity undermine freedom of expression, association, and assembly and tear at the pluralistic fabric of our society.

Using slurs and epithets is a way of showing someone that you believe they are less than human and undeserving of respect. Hate crimes are a way to send a message to members of certain groups of individuals that they are unwelcome in a particular neighborhood, community, school or workplace. Calling someone a name, refusing to rent them an apartment, verbal threats, vandalism, abusive phone calls and Internet hate mail are all examples of hate crimes. The most common form of bias motivated incidents on college campuses are demeaning jokes or harassing or threatening phone calls or emails. However, bias related physical attacks and vandalism do also occur. You can make a difference by speaking out when jokes or comments are made that are hateful or demeaning and by asking yourself if you use derogatory, degrading or offensive terms in describing others.

Observing general safety tips may help you to avoid becoming the victim of a hate or bias related crime. Be alert to your surroundings, both inside and outside. Listen to and act upon your feelings/instincts. Notice people, the lighting, and access to phones and exits. Use elevators, stairs and restrooms in well-trafficked areas. Don't study alone in an empty classroom. Avoid deserted parking lots, empty laundry rooms and other poorly lit or poorly populated locations. When possible, walk with a friend instead of

walking alone in secluded areas or at night. When riding the subways during less traveled times of day, ride in the middle car with the conductor or the first car with the engineer.

Carry a whistle and blow it for attention when necessary. If you feel threatened while walking, cross the street, change direction or run to a place where there are other people. If a car is following you, turn around and walk quickly in the opposite direction. Get the license plate number and a description if possible. If you are being followed on foot, turn around to let the persons know you have seen them and then run to a place where a number of people will be.

Always keep your apartment and car doors locked. If you live in an apartment with a fire escape outside a back - window, you should secure it with a fire department approved gate, an alarm, or some barrier system. A window lock is not enough. Always close your blinds/shades/curtains at night. If you decide to bring someone home, introduce him or her to a friend, acquaintance or bartender so that someone knows who you left with. When driving a friend home, establish a signal that the friend is in the home and safe before you drive away. If a stranger is at your door, 'do not give the impression that you are home alone. Shout over your shoulder or indicate in some way that there is another person present. Never open the door to strangers without verifying their identity by asking for an identification tag. Do not give out personal information over the phone or Internet.

Finally, report all incidents of violence or harassment. Contact Public Safety or call 911 as soon after the incident as possible. If you saw the perpetrator, try to remember gender, age, height, race, weight, build, clothes and other distinguishing characteristics. If anything was said, such as anti-gay epithets or threats, make a mental note about them and write them down as soon as possible. If you want the crime to be reported as a hate or bias-related crime, tell the officer to note that on the report. If the police do not assist you properly, file a complaint and contact the Office of Student Affairs or the City information number, 311.

8. The methods the college employs to advise and to update students about security procedures.

In addition to the Student handbook, crime prevention pamphlets that include various safety tips and encourage the reporting of crime on campus are prepared and distributed periodically to students. Speakers, including law enforcement officials, are invited by the administration and student groups to inform students about prevention of crime and personal safety. Public Safety also makes a presentation about prevention of crime and personal safety to incoming students at orientation. Additionally, Public Safety meets with the College's Advisory Committee on Public Safety on a regular basis to exchange information on recent events and security concerns on campus. The Security Advisory Committee is made up of equal numbers of faculty, administrators, and student officers. This committee reviews current campus security policies and practices and makes recommendations for their improvement.

The website to retrieve the campus crime statistics is: [www.ope.ed.gov/security](http://www.ope.ed.gov/security)

In addition, campus crime statistics reports can be obtained by contacting:  
James Grantham, Director Public Safety Department (718) 482-5567  
Reports will be forwarded within ten days of the request.

## **STUDENT BEHAVIORAL INTERVENTION TEAM (SBIT)**

Colleges and universities around the country have been concerned about suicides, campus shootings, and students who exhibit inappropriate or unusual behaviors that might present a danger or threat to them or their campus communities. Across CUNY, we share this concern and many of our campuses have established Student Behavioral Intervention Teams (SBITs) to address this concern.

### **Behavioral Intervention Teams (BIT)**

The purpose of Behavioral Intervention Teams (BITs) is to formalize a method for each CUNY campus to (1) foster a culture of Caring for students whose behavior might present a risk or threat to themselves or the campus community; (2) facilitate the early recognition of inappropriate or unusual student behavior or patterns of behavior; (3) coordinate campus support and assistance to address inappropriate or unusual behavior.

### **Role of BITs**

BIT teams are charged to:

- Provide consultation and support to faculty, staff, administration and students in assisting individuals who display behaviors of concern;
- Serve as the central point of contact for concerned individuals reporting aberrant student behavior;
- Identify patterns of aberrant behaviors that might suggest the need for an intervention;
- Follow a formalized protocol for communication, coordination and intervention;
- Recommend appropriate intervention strategies or disciplinary sanctions;
- Connect individuals with needed campus and community resources;
- Monitor ongoing behavior of individuals who have displayed disruptive or concerning behavior that might present a risk or threat to themselves or the campus community; and
- Educate the campus community about behaviors of concern.

Student Behavioral Intervention Team Contact

[SBIT@lagcc.cuny.edu](mailto:SBIT@lagcc.cuny.edu)

SBIT Members:

Michael A. Baston

Vice President of Student Affairs, Room C-317

(718) 482-5290

[mbaston@lagcc.cuny.edu](mailto:mbaston@lagcc.cuny.edu)

Luis A. Merchant

Student Judiciary Officer

SBIT Chairperson, Room C-317

(718) 482-5180

[luism@lagcc.cuny.edu](mailto:luism@lagcc.cuny.edu)

James Grantham

Director, Public Safety Office, Room E-117

(718) 482-5567

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Senior Director, Student Services and Disabled Students Program, Room M-102

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Luz M. Ruyol

Emergency Services Technician, Health Center, Room MB-40

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[lruyol@lagcc.cuny.edu](mailto:lruyol@lagcc.cuny.edu)

Maria Riggs

Student Advocate/Ombuds Officer

Office of Student Rights Responsibilities and Advocacy, Room C-317

(718) 482-5414

[mariarig@lagcc.cuny.edu](mailto:mariarig@lagcc.cuny.edu)

## GLOSSARY

The Glossary defines many of the terms used in this Student Planner.

**Adjunct:** a part-time instructor.

**Alumni Association:** an organization created to help you sustain your ties with the college after graduation.

**Articulation:** an agreement between LaGuardia and a specific senior college that increases the number of transferable credits from the two-year to the four-year program.

**Basic Skills:** required courses in reading, writing, math, and English as a Second Language based upon students' performance on the Freshman Skills Assessment Placement Test (FSAP).

**Bursar:** the college cashier. The Bursar's Office is the place where all fees and tuition are collected and where all refunds and financial aid checks are distributed. The Bursar's Office accepts payment in the form of cash, checks, credit cards, and money orders. Every time you give the Bursar's Office a payment, you will receive a receipt immediately.

**Campus:** all buildings the college occupies and immediate surrounding areas.

**Change of Program (CHOP):** adding and/or dropping courses after you have registered. This procedure usually takes place during the first few days of the semester.

**Cleared:** the Bursar's Office indication that you have paid or have made acceptable arrangements to pay all of the money owed to the college. (See "Non-cleared")

**Club Hours:** from 2:15 pm - 4:25 pm on Wednesday and Friday afternoons, when student clubs and organizations schedule their meetings. Generally, no classes are held during this time period.

**Co-curricular:** non-classroom activities related to your major.

**Confirmation of Classes:** official schedule of your classes, which you will receive after paying your tuition and fees.

**Co-op Faculty Advisor:** the Internship faculty member who teaches your "Gateway to the Workplace" course and who advises you throughout the internship process.

**Co-requisite:** course which must be taken during the same semester as another.

**Counselor:** counselors are professionally trained to help you examine your educational, career and personal concerns and decide on the best strategy for success. They conduct New Student Seminars,

Career Development Seminars, lead workshops, and are available to see students on an individual and group basis.

**Course and SIMS Codes:** identifies the department offering the course, the specific course title and the particular section (days/times), as listed in the Schedule of Classes.

**CTC (Career & Transfer Center):** provides updated information about careers and educational institutions.

**Curriculum:** the whole body of courses offered by a department or college.

**Degree Works (Degree Requirement Checklist):** a computerized list of courses including student's basic skills requirements (if any), required courses, as well as academic progress and history.

**Elective:** any course not required for your major.

**Extended Day:** Evening (after 5 pm) and Saturday courses.

**Extracurricular:** non-classroom activities not related to your major.

**Faculty:** professional staff of the college (teachers, counselors, Co-op coordinators, etc).

**Faculty Adviser:** an instructor in your major who can assist you with academic and career planning.

**FAFSA:** Free Application for Federal Student Aid.

**Federal Work Study Program:** provides students who demonstrate a financial need with a source of financial assistance while pursuing their academic program.

**Foreign/Non-Immigrant Students:** students who are not in permanent, pending permanent, refugee, asylum, or conditional entrant visa status and are not U.S. citizens. Includes temporary immigration statuses A through M and undocumented aliens.

**FSAP (Freshman Skills Assessment Program):** students are placed in Basic Skills courses in reading, writing, math, and English as a Second Language based on their scores on the Freshman Skills Assessment Placement Test. These students must pass a retest in those subjects in order to enroll for the junior year at any unit of City University.

**Full-Time Student:** See the Schedule of Classes or an Enrollment Services Center staff member for information on how to maintain your eligibility for all forms of financial aid. Veterans should speak with a counselor in the Veterans Affairs Office (C-107).

**GPA:** grade point average. (See academic policy section in the College Catalog.)

**Humanities:** courses in the areas of speech/communication, art, music, modern languages or philosophy.

**Internship:** the credited work or field experience which all LaGuardia Co-op students take as part of their degree requirement used to enhance educational and career objectives.

Internship “Gateway to the Workplace” Course: a one-credit prerequisite course taught by Co-op faculty that certifies you for your required internships. The curriculum includes identifying personal learning objectives, effective resume writing and interviewing, as well as career planning and exploration.

**Internship Seminar:** class taken while you are on internship which helps you critically analyze the work experience and its relationship to future career and educational planning.

**Leave of Absence:** when a student leaves the college for one or more semesters for personal reasons.

**Liberal Arts:** includes courses from the departments of English, Humanities, Human Services, Natural and Applied Sciences, Mathematics, and Social Science.

**Liberal Arts Elective:** an elective course from the Liberal Arts Department.

**Medical Leave of Absence:** when a student leaves the college due to medical reasons and follows appropriate procedure for filing.

**New Student Seminar:** a required course, which helps orient you to the college.

**Non-Cleared:** Bursar's Office indication that you owe money to the college. You must settle your accounts in the Bursar's Office before you will be permitted to register for the next semester's classes.

**Part-Time Student:** generally, a student registered for less than 12 tuition units is considered part-time at LaGuardia. See an Enrollment Management Officer for information about how to maintain your eligibility for all forms of financial aid. Veterans should speak with a counselor in the Veterans Affairs Office.

**Pre-registration Advisement Form:** required form which must be signed by an academic adviser before registration. It lists the courses for which you have been advised to register.

**Prerequisite:** an introductory course that must be completed prior to taking an advanced course.

**Probation:** a trial period of one semester which permits students to improve a low grade-point average (below 2.0).

**Readmission:** process of re-entering the college for students who have been on leave for one semester or more. (See College Catalog for instructions on the readmission process.)

**Registration Appointment:** a specific appointment assigned by the Registrar's Office indicating the earliest day and time you may register.

**Reinstatement:** process of re-entering the college for students who have been suspended (for academic reasons) from the college for one semester or more.

**Requirements:** necessary courses for a degree.

**Retention:** college policy specifying conditions for maintaining good academic standing.

**Senior College:** four-year institutions which grant baccalaureate, graduate and professional degrees.

**Sexual Harassment:** “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

**Social Science:** courses in the areas of economics, history, psychology, sociology, political science, and anthropology.

**Suspension:** the result of a student's failure to raise a low grade-point average during probation. Students cannot register for classes in the college, or at any other CUNY unit, for one semester.

**Transcript:** report of grades received in courses that you are registered for each semester. E Sims offers students the ability to print unofficial transcripts.

**Transfer:** an action, usually taken after graduating from LaGuardia, which permits students to continue their studies in a senior college. Generally, planning for transfer begins as early as the second semester at LaGuardia.

**Unrestricted Elective:** includes courses from all departments. Student should speak with faculty advisors or counselors, or consult the College Catalog to choose appropriate electives.

**Urban Study Requirement:** all students are required to take at least one of the special series of courses which utilize the facilities of New York City for focusing learning in a given discipline.



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