



**BMCC** Start Here. *Go Anywhere.*

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

# STUDENT HANDBOOK 2019-2020



## MISSION STATEMENT

Borough of Manhattan Community College is a vibrant, pluralistic learning community committed to the intellectual and personal growth of students. Working closely with organizations across New York City and beyond, we prepare students from around the globe for degree completion, successful transfer, career achievement, lifelong learning, and civic participation.

*Borough of Manhattan Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267-284-5000), [www.msche.org](http://www.msche.org). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.*

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## Directory At A Glance

<b>Academic Department</b>	<b>Chairperson/Director</b>	<b>Room</b>	<b>Phone</b>
Academic Literacy and Linguistics	Prof. Levinson	N-499D	1403
Accounting	Prof. Wolfson	S-621	8190
Allied Health Sciences	Prof. Flannery	N-799E	8336
Business Management	Prof. Palit	F-730A	8394
Center for Ethnic Studies	Prof. Mathews-Salazar	S-642	1221
Computer Information Systems	Prof. Wei	F-930i	8385
English	Prof. Pamplin	N-751	8281
Health Education	Prof. Rennis	N-799R	5200
Mathematics	Prof. Peskoff	N-599N	1335
Media Arts and Technology	Prof. Stein	S-622G	8383
Modern Languages	Prof. Enrico	F-601P	1277
Music and Art	Prof. Yau	F-1130P	7240
Nursing	Prof. Eng	S-730B	8234
Science	Prof. Hernandez	N-699M	1305
Social Sciences, Human Services, and Criminal Justice	Prof. Bishop	N-651F	1229
Speech Communication and Theatre Arts	Prof. Chen	S-628R	8091
Teacher Education	Prof. Walters	N-614	1266

<b>Support Service Office</b>	<b>Chairperson/Director</b>	<b>Room</b>	<b>Phone</b>
Academic Advisement & Transfer Center	C. Thomas	S-108	8315
Accessibility Office	M. Gonzalez	N-360	8180
Admissions	L. Kasper	S-310	1265
Athletics, Recreation & Intramurals	M. Hutmaker	N-255	8260
BMCC Service Corps	L. O'Connor	S-136	8172
Bursar Office	S. Reis	S-330	1300
Center for Career Development	C. Thunberg	S-342	8170
Co-Curricular Transcript	H. Mars	S-234	8160
College Discovery Program	P. Perez	S-335	8152
Computer Labs, Open Access	K. Kanellopoulos	S-604	8122
Counseling Center	M. Craig	S-343	8140
CUNY EDGE	A. Rodriguez	M-1216B	8486
Early Childhood Center	C. Scott-Croff	N-375	8250
Evening/Weekend Program	A. McKain	S-715A	8325
Federal Work Study	M. Jardine	N-365GV	1438
Financial Aid	A. Khasidova	N-365	1430
Health Services	P. Jordan	N-380	8256
International Student Services	L. Yi-Elkin	S-310	1265
Learning Resource Center	G. Farrell	S-510	1383
LGBTQ Services	M. Hutmaker	S-350	8130
Library	K. Dreyer	S-410	1442
New Student Programming	J. Ginese	S-136	8121
Peer Mentoring Program	D. DellaPorta	S-136H	5581
Public Safety	M. Korn	N-196	8080
Registrar	M. Alam	S-315	1290
Scholarship Services	S. Gyamfi	N-365	8133
Service Desk	S. Grant	S-112	8002
Single Stop	D. Harte	S-235	8195
Student Activities	H. Mars	S-234	8160
Student Affairs	M. Craig	S-350	8130
Student Affairs Success Programs	T. James	S-136	6316
Study Abroad Program	J. Levin	S-103G	5013
Testing	M. Barber	S-103	8085
Veterans' Resource Center	W. Cotto	S-115M	5363
Women's Resource Center	T. Velasquez	S-340	8165

# FALL 2019 ACADEMIC CALENDAR

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## AUGUST

12-16	M-F	Tentative In-Person Registration
19-23	M-F	Tentative In-Person Registration
26	M	Last day to drop with 100% tuition refund
26	M	Last day to apply for ePermit
27	TU	Fee of \$18 is charged per day for adding or swapping classes once the semester begins
27	TU	Application for graduation opens for Fall 2019 Graduates
27	TU	Fee of \$25 is charged for late registration
27	TU	Classes begin
31	S	Labor Day Weekend - COLLEGE CLOSED - NO CLASSES

## SEPTEMBER

1-2	SU-M	Labor Day Weekend - COLLEGE CLOSED - NO CLASSES
2	M	Last day to add/change a class
2	M	Last day to drop with 75% tuition refund
3	TU	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
3	TU	Verification of Enrollment Rosters Available to faculty
5	TH	Classes follow M schedule
9	M	Last day to drop with 50% tuition refund
15	SU	Priority Deadline for CUNY Transfer Application
16	M	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
16	M	Verification of Enrollment Rosters Due from faculty
16	M	Last day to change a major to be effective for Fall 2019
16	M	Last day to drop with 25% tuition refund
17	TU	"WN" Grades Assigned
17	TU	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
23	M	Last day to apply for Fall 2019 Graduation
26	TH	"WA" Grades Assigned--Immunization non-compliance
30	M	No classes scheduled

## OCTOBER

1	TU	No classes scheduled
8-9	TU-W	No classes scheduled
14	M	COLLEGE CLOSED - NO CLASSES
16	W	Classes follow Monday schedule
20	SU	Early Advisement and Registration begin for Winter/Spring 2020

## NOVEMBER

1	F	Deadline for completion of INC grade from Spring and Summer
5	TU	Last day to withdraw with a grade of "W"
5	TU	Last day to opt for an "NC" grade
7	TH	Student Faculty Evaluations available online
28-30	TH-S	COLLEGE CLOSED - NO CLASSES

(CONTINUED ON NEXT PAGE)

DATES SUBJECT TO CHANGE, PLEASE CHECK BMCC WEBSITE.



## FALL 2019 ACADEMIC CALENDAR (CONT'D)

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### DECEMBER

1	SU	COLLEGE CLOSED - NO CLASSES
12	TH	Student Faculty Evaluations submission deadline
12	TH	Last day of classes
13	F	Reading Day/Final Examination
14-20	S-F	Final Examinations
24-25	TU-W	COLLEGE CLOSED

## WINTER 2020 ACADEMIC CALENDAR

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### JANUARY

1	W	Last day to apply for ePermit
1	W	Last day to drop with 100% tuition refund
1	W	COLLEGE CLOSED
2	TH	Last day to add/change a class
2	TH	Classes begin/Late registration
2	TH	Last day to drop with 50% tuition refund
3	F	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
3	F	Verification of Enrollment Rosters Available to faculty
4	S	Verification of Enrollment Rosters Due from faculty
4	S	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
4	S	Last day to drop with 25% tuition refund
5	SU	"WN" Grades Assigned
5	SU	Course withdrawal period begins (A grade of "W" is assigned to students who officially drop a class)
16	TH	Last day to opt for an "NC" grade
16	TH	Last day to withdraw with a grade of "W"
16	TH	Last day to apply for Winter 2020 Graduation
20	M	Dr. Martin Luther King Jr. Day - COLLEGE CLOSED - NO CLASSES
23	TH	Last day of classes (including final examinations)

# SPRING 2020 ACADEMIC CALENDAR

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## JANUARY

13-17	M-F	In-Person Registration
21-24	TU-F	In-Person Registration
26	SU	Last day to apply for ePermit
26	SU	Last day to drop with 100% tuition refund
27	M	Classes begin
27	M	Application for graduation opens for Spring 2020 Graduates

## FEBRUARY

1	S	Priority Deadline for CUNY Transfer Application
2	SU	Last day to drop with 75% tuition refund
2	SU	Last day to add/change a class
3	M	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
3	M	Verification of Enrollment Rosters Available to faculty
9	SU	Last day to drop with 50% tuition refund
12	W	Lincoln's Birthday Observed - COLLEGE CLOSED - NO CLASSES
16	SU	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
16	SU	Last day to change a major to be effective for Spring 2020
16	SU	Last day to drop with 25% tuition refund
16	SU	Verification of Enrollment Rosters Due from faculty
17	M	President's Day - COLLEGE CLOSED - NO CLASSES
17	M	Course withdrawal period begins (A grade of "W" is assigned to students who officially drop a class)
17	M	"WN" Grades Assigned
24	M	Last day to apply for Spring 2020 Graduation

## MARCH

15	SU	Deadline for completion of INC grade from Fall and Winter
20	F	Early Advisement and Registration begin for Summer and Fall 2020

## APRIL

1	W	Last day to withdraw with a grade of "W"
1	W	Last day to opt for an "NC" grade
7	TU	Classes follow W schedule
8-16	W-TH	Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

## MAY

14	TH	Last day of classes
15	F	Reading day/Final Examinations
16-22	S-F	Final Examinations
23	S	Final Examination make-up day (If needed due to weather condition)
25	M	Memorial Day - COLLEGE CLOSED - NO CLASSES
26	TU	Honors Convocation (tentative)
29	F	Commencement (tentative)

# SUMMER 2020 ACADEMIC CALENDAR

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## SIX WEEKS FIRST (6W1)

### MAY

25	M	Last day to drop with 100% tuition refund
25	M	Last day to apply for ePermit
26	TU	Classes begin/Late registration
28	TH	Last day to add/change a class
30	S	Last day to drop with 50% tuition refund
31	SU	Verification of Enrollment Rosters Available to faculty
31	SU	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class

### JUNE

4	TH	Verification of Enrollment Rosters Due from faculty
4	TH	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
4	TH	Last day to drop with 25% tuition refund
5	F	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
22	M	Last day to withdraw with a grade of "W"
22	M	Last day to opt for an "NC" grade

### JULY

2	TH	Last day of classes (including final examinations)
4	SU	COLLEGE CLOSED - NO CLASSES

## SEVEN WEEKS FIRST (7W1)

### MAY

25	M	Last day to apply for ePermit
25	M	Last day to drop with 100% tuition refund
26	TU	Classes begin/Late registration
29	F	Last day to add/change a class
31	SU	Last day to drop with 50% tuition refund

### JUNE

1	M	Verification of Enrollment Rosters Available to faculty
1	M	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
6	S	Verification of Enrollment Rosters Due from faculty
6	S	Last day to drop with 25% tuition refund
6	S	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
7	SU	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)
27	S	Last day to withdraw with a grade of "W"
27	S	Last day to opt for an "NC" grade

### JULY

4	S	COLLEGE CLOSED - NO CLASSES
9	TH	Last day of classes (including final examinations)

# SUMMER 2020 ACADEMIC CALENDAR

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## TEN WEEKS (10W)

### MAY

25	M	Last day to apply for ePermit
25	M	Last day to drop with 100% tuition refund
26	TU	Classes begin/Late registration
30	S	Last day to add/change a class

### JUNE

3	W	Last day to drop with 50% tuition refund
4	TH	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
4	TH	Verification of Enrollment Rosters Available to faculty
11	TH	Verification of Enrollment Rosters Due from faculty
11	TH	Last day to drop with 25% tuition refund
11	TH	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
12	F	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)

### JULY

4	TH	COLLEGE CLOSED - NO CLASSES
11	S	Last day to opt for an "NC" grade
11	S	Last day to withdraw with a grade of "W"
30	TH	Last day of classes (including final examinations)

## TWELVE WEEKS (12W)

### MAY

25	M	Last day to drop with 100% tuition refund
25	M	Last day to apply for ePermit
26	TU	Classes begin/Late registration
31	SU	Last day to add/change a class

### JUNE

4	TH	Last day to drop with 50% tuition refund
5	F	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
5	F	Verification of Enrollment Rosters Available to faculty
14	SU	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
14	SU	Last day to drop with 25% tuition refund
14	SU	Verification of Enrollment Rosters Due from faculty
15	M	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)

### JULY

4	TH	COLLEGE CLOSED - NO CLASSES
17	F	Last day to withdraw with a grade of "W"
17	F	Last day to opt for an "NC" grade
20	S	Last day to withdraw with a grade of "W"

## SUMMER 2020 ACADEMIC CALENDAR

### FIVE WEEKS SECOND (5W2)

#### JULY

13	M	Last day to drop with 100% tuition refund
13	M	Last day to apply for ePermit
14	TU	Classes begin/Late registration
15	W	Last day to add/change a class
17	F	Last day to drop with 50% tuition refund
18	S	Course Withdrawal Drop (WD) period begins. A grade of "WD" is assigned to students who officially drop a class
18	S	Verification of Enrollment Rosters Available to faculty
21	TU	Verification of Enrollment Rosters Due from faculty
21	TU	Last day to drop with 25% tuition refund
21	TU	Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"
22	W	Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)

#### AUGUST

3	M	Last day to withdraw with a grade of "W"
3	M	Last day to opt for an "NC" grade
13	TH	Last day of classes (including final examinations)

# AUGUST 2019

SUN

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*Practice is the best instruction of them all.*

PUBLILIUS SYRUS

**THU****FRI****SAT****GOALS**

<b>1</b>	<b>2</b>	<b>3</b>
<b>8</b>	<b>9</b>	<b>10</b>
<b>15</b>	<b>16</b>	<b>17</b>
<b>22</b>	<b>23</b>	<b>24</b>
<b>29</b>	<b>30</b>	<b>31</b>

**REMINDERS / TO DO**

*Please refer to the weekly calendar for important dates regarding the academic calendar.*

# SEPTEMBER 2019

SUN	MON	TUE	WED
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		



*Please refer to the weekly calendar for important dates regarding the academic calendar.*



THU	FRI	SAT
5	6	7
12	13	14
19	20	21
26	27	28

GOALS

REMINDERS / TO DO

***The things taught in schools and colleges are not an education, but the means of education.***

**RALPH WALDO EMERSON**

# OCTOBER 2019

SUN	MON	TUE	WED
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

***Liberty cannot be preserved without  
general knowledge among the people.***

**JOHN ADAMS**

THU	FRI	SAT
3	4	5
10	11	12
17	18	19
24	25	26
31		

GOALS

REMINDERS / TO DO



*Please refer to the weekly calendar for important dates regarding the academic calendar.*

# NOVEMBER 2019

SUN

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TUE

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***Accumulate learning by study,  
understand what you learn by questioning.***

**MINGJIAO, JIUFENG ANNALS**

THU	FRI	SAT	GOALS
	1	2	
7	8	9	
14	15	16	
21	22	23	REMINDERS / TO DO
28	29	30	
 <p><i>Please refer to the weekly calendar for important dates regarding the academic calendar.</i></p>			

# DECEMBER 2019

SUN	MON	TUE	WED
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	



*Please refer to the weekly calendar for important dates regarding the academic calendar.*

THU	FRI	SAT
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12	13	14
19	20	21
26	27	28

GOALS

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***Nothing will work unless you do.***  
**MAYA ANGELOU**

# JANUARY 2020

SUN	MON	TUE	WED
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5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

*The wisest mind has something yet to learn.*

GEORGE SANTAYANA



THU	FRI	SAT	GOALS
<b>2</b>	<b>3</b>	<b>4</b>	
<b>9</b>	<b>10</b>	<b>11</b>	
<b>16</b>	<b>17</b>	<b>18</b>	<b>REMINDERS / TO DO</b>
<b>23</b>	<b>24</b>	<b>25</b>	
<b>30</b>	<b>31</b>		



*Please refer to the weekly calendar for important dates regarding the academic calendar.*

# FEBRUARY 2020

SUN

MON

TUE

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***Research is formalized curiosity.  
It is poking and prying with a purpose.***

**ZORA NEALE HURSTON**

**THU****FRI****SAT****GOALS**  
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\_\_\_\_\_**1****6****7****8****13****14****15****REMINDERS / TO DO**  
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*Please refer to the weekly calendar for important dates regarding the academic calendar.*

# MARCH 2020

SUN	MON	TUE	WED
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	



*Please refer to the weekly calendar for important dates regarding the academic calendar.*



# APRIL 2020

SUN	MON	TUE	WED
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



*Please refer to the weekly calendar for important dates regarding the academic calendar.*



# MAY 2020

SUN

MON

TUE

WED



*Please refer to the weekly calendar for important dates regarding the academic calendar.*

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THU	FRI	SAT
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

GOALS

REMINDERS / TO DO

***Reading is to the mind  
what exercise is to the body.***

**SIR RICHARD STEELE**

# JUNE 2020

SUN	MON	TUE	WED
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	



*Please refer to the weekly calendar for important dates regarding the academic calendar.*

THU	FRI	SAT
4	5	6
11	12	13
18	19	20
25	26	27

GOALS

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REMINDERS / TO DO

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*Lessons are usually where you look for them: you can learn something from anyone.*

BRIAN KOVAL

# JULY 2020

SUN	MON	TUE	WED
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

***As long as you have the courage  
to learn, change, grow, and keep  
moving forward, you can never fail.***

**CAROL H. WILLIAMS**



# AUGUST 2020

SUN

MON

TUE

WED



*Please refer to the weekly calendar for important dates regarding the academic calendar.*

2

3

4

5

9

10

11

12

16

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18

19

23

24

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26

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31



Monday  
Aug  
**5**

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Tuesday  
Aug  
**6**

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Wednesday  
Aug  
**7**

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Thursday  
Aug  
**8**

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Friday  
Aug  
**9**

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Saturday  
Aug  
**10**

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Sunday  
Aug  
**11**

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*In-Person Registration*

Monday  
Aug  
**12**

*In-Person Registration*

Tuesday  
Aug  
**13**

*In-Person Registration*

Wednesday  
Aug  
**14**

*In-Person Registration*

Thursday  
Aug  
**15**

*In-Person Registration*

Friday  
Aug  
**16**

Saturday  
Aug  
**17**

Sunday  
Aug  
**18**

*In-Person Registration*

Monday  
Aug  
**19**

*In-Person Registration*

Tuesday  
Aug  
**20**

*In-Person Registration*

Wednesday  
Aug  
**21**

*In-Person Registration*

Thursday  
Aug  
**22**

*In-Person Registration*

Friday  
Aug  
**23**

Saturday  
Aug  
**24**

Sunday  
Aug  
**25**

*Last day to apply for ePermit*

Monday  
Aug  
**26**

*Classes begin*

*Application for graduation opens for Fall 2019 Graduates*

*Fee of \$18 is charged per day for adding or swapping classes once the semester begins*

*Fee of \$25 is charged for late registration*

Tuesday  
Aug  
**27**

Wednesday  
Aug  
**28**

Thursday  
Aug  
**29**

Friday  
Aug  
**30**

*Labor Day Weekend - COLLEGE  
CLOSED - NO CLASSES*

Saturday  
Aug  
**31**

*Labor Day Weekend - COLLEGE  
CLOSED - NO CLASSES*

Sunday  
Sep  
**1**

*Last day to add/change a class*

*Last day to drop with 75% tuition refund*

Monday  
Sep  
**2**

*Course Withdrawal Drop (WD) period begins*

*A grade of "WD" is assigned to students who officially drop a class*

*Verification of Enrollment Rosters Available to faculty*

Tuesday  
Sep  
**3**

Wednesday  
Sep  
**4**

*Classes follow Monday schedule*

Thursday  
Sep  
**5**

Friday  
Sep  
**6**

Saturday  
Sep  
**7**

Sunday  
Sep  
**8**

*Last day to drop with 50% tuition refund*

Monday  
Sep  
**9**

Tuesday  
Sep  
**10**

Wednesday  
Sep  
**11**

Thursday  
Sep  
**12**

Friday  
Sep  
**13**

Saturday  
Sep  
**14**

*Priority Deadline for CUNY  
Transfer Application*

Sunday  
Sep  
**15**

*Last day to drop with 25% tuition refund*

Monday  
Sep  
**16**

*"WN" Grades Assigned*

*Course withdrawal period begins (A grade of "W" is assigned to students who officially withdraw from a class)*

Tuesday  
Sep  
**17**

Wednesday  
Sep  
**18**

Thursday  
Sep  
**19**

Friday  
Sep  
**20**

Saturday  
Sep  
**21**

Sunday  
Sep  
**22**

*Last day to apply for Fall 2019 Graduation*

Monday  
Sep  
**23**

Tuesday  
Sep  
**24**

Wednesday  
Sep  
**25**

*"WA" Grades Assigned—Immunization non-compliance*

Thursday  
Sep  
**26**

Friday  
Sep  
**27**

Saturday  
Sep  
**28**

Sunday  
Sep  
**29**

*No classes scheduled*

Monday  
Sep  
**30**

*No classes scheduled*

Tuesday  
Oct  
**1**

Wednesday  
Oct  
**2**

Thursday  
Oct  
**3**

Friday  
Oct  
**4**

Saturday  
Oct  
**5**

Sunday  
Oct  
**6**



Monday  
Oct  
**7**

*No classes scheduled*

Tuesday  
Oct  
**8**

*No classes scheduled*

Wednesday  
Oct  
**9**

Thursday  
Oct  
**10**

Friday  
Oct  
**11**

Saturday  
Oct  
**12**

Sunday  
Oct  
**13**

COLLEGE CLOSED- NO CLASSES

Monday  
Oct  
**14**

Tuesday  
Oct  
**15**

*Classes follow Monday schedule*

Wednesday  
Oct  
**16**

Thursday  
Oct  
**17**

Friday  
Oct  
**18**

Saturday  
Oct  
**19**

*Early Advisement and Registration  
begin for Winter/Spring 2020*

Sunday  
Oct  
**20**

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Monday  
Oct  
**21**

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Tuesday  
Oct  
**22**

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Wednesday  
Oct  
**23**

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Thursday  
Oct  
**24**

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Friday  
Oct  
**25**

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Saturday  
Oct  
**26**

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Sunday  
Oct  
**27**

Monday  
Oct  
**28**

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Tuesday  
Oct  
**29**

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Wednesday  
Oct  
**30**

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Thursday  
Oct  
**31**

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*Deadline for completion of INC grade from Spring and Summer*

Friday  
Nov  
**1**

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Saturday  
Nov  
**2**

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Sunday  
Nov  
**3**

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Monday  
Nov  
**4**

*Last day to withdraw with a grade of "W"*

*Last day to opt for an "NC" grade*

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Tuesday  
Nov  
**5**

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Wednesday  
Nov  
**6**

*Student Faculty Evaluations available online*

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Thursday  
Nov  
**7**

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Friday  
Nov  
**8**

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Saturday  
Nov  
**9**

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Sunday  
Nov  
**10**

Monday  
Nov  
**11**

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Tuesday  
Nov  
**12**

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Wednesday  
Nov  
**13**

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Thursday  
Nov  
**14**

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Friday  
Nov  
**15**

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Saturday  
Nov  
**16**

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Sunday  
Nov  
**17**

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Monday  
Nov  
**18**

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Tuesday  
Nov  
**19**

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Wednesday  
Nov  
**20**

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Thursday  
Nov  
**21**

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Friday  
Nov  
**22**

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Saturday  
Nov  
**23**

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Sunday  
Nov  
**24**

Monday  
Nov  
**25**

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Tuesday  
Nov  
**26**

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Wednesday  
Nov  
**27**

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*COLLEGE CLOSED- NO CLASSES*

Thursday  
Nov  
**28**

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*COLLEGE CLOSED- NO CLASSES*

Friday  
Nov  
**29**

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*COLLEGE CLOSED- NO CLASSES*

Saturday  
Nov  
**30**

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*COLLEGE CLOSED- NO CLASSES*

Sunday  
Dec  
**1**

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Monday  
Dec  
**2**

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Tuesday  
Dec  
**3**

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Wednesday  
Dec  
**4**

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Thursday  
Dec  
**5**

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Friday  
Dec  
**6**

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Saturday  
Dec  
**7**

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Sunday  
Dec  
**8**

Monday  
Dec  
**9**

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Tuesday  
Dec  
**10**

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Wednesday  
Dec  
**11**

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*Student Faculty Evaluations submission deadline*  
*Last day of classes*

Thursday  
Dec  
**12**

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*Reading Day/Final Examinations*

Friday  
Dec  
**13**

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*Final Examinations*

Saturday  
Dec  
**14**

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*Final Examinations*

Sunday  
Dec  
**15**

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*Final Examinations*

Monday

Dec

**16**

*Final Examinations*

Tuesday

Dec

**17**

*Final Examinations*

Wednesday

Dec

**18**

*Final Examinations*

Thursday

Dec

**19**

*Final Examinations*

Friday

Dec

**20**

Saturday

Dec

**21**

Sunday

Dec

**22**

Monday  
Dec  
**23**

*COLLEGE CLOSED*

Tuesday  
Dec  
**24**

*COLLEGE CLOSED*

Wednesday  
Dec  
**25**

Thursday  
Dec  
**26**

Friday  
Dec  
**27**

Saturday  
Dec  
**28**

Sunday  
Dec  
**29**

Monday  
Dec  
**30**

Tuesday  
Dec  
**31**

*Last day to apply for ePermit*  
*Last day to drop with 100% tuition refund*  
**COLLEGE CLOSED**

Wednesday  
Jan  
**1**

*Last day to add/change a class*  
*Classes begin/Late registration*  
*Last day to drop with 50% tuition refund*

Thursday  
Jan  
**2**

*Course Withdrawal Drop (WD) period begins.*  
*A grade of "WD" is assigned to students who officially drop a class*  
*Verification of Enrollment Rosters Available to faculty*

Friday  
Jan  
**3**

*Verification of Enrollment Rosters Available to faculty*  
*Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of "W"*  
*Last day to drop with 25% tuition refund*

Saturday  
Jan  
**4**

*"WN" Grades Assigned*  
*Course Withdrawal Drop (WD) period begins. (A grade of "W" is assigned to students who officially drop a class)*

Sunday  
Jan  
**5**

Monday  
Jan  
**6**

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Tuesday  
Jan  
**7**

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Wednesday  
Jan  
**8**

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Thursday  
Jan  
**9**

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Friday  
Jan  
**10**

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Saturday  
Jan  
**11**

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Sunday  
Jan  
**12**

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*Spring 2020 In-Person Registration*

Monday  
Jan  
**13**

*Spring 2020 In-Person Registration*

Tuesday  
Jan  
**14**

*Spring 2020 In-Person Registration*

Wednesday  
Jan  
**15**

*Last day to opt for an "NC" grade (Winter 2020)*

*Last day to withdraw with a grade of "W" (Winter 2020)*

*Spring 2020 In-Person Registration*

Thursday  
Jan  
**16**

*Spring 2020 In-Person Registration*

Friday  
Jan  
**17**

Saturday  
Jan  
**18**

Sunday  
Jan  
**19**

*Dr. Martin Luther King Jr. Day - COLLEGE CLOSED - NO CLASSES*

Monday  
Jan  
**20**

*Spring 2020 In-Person Registration*

Tuesday  
Jan  
**21**

*Spring 2020 In-Person Registration*

Wednesday  
Jan  
**22**

*Last day of Winter 2020 classes (including final examinations)*

*Spring 2020 In-Person Registration*

Thursday  
Jan  
**23**

*Spring 2020 In-Person Registration*

Friday  
Jan  
**24**

*Last day to apply for ePermit*

Saturday  
Jan  
**25**

Sunday  
Jan  
**26**



Classes begin

Application for graduation opens for Spring 2020 Graduates

Monday  
Jan

**27**

Tuesday  
Jan

**28**

Wednesday  
Jan

**29**

Thursday  
Jan

**30**

Friday  
Jan

**31**

Priority Deadline for CUNY

Transfer Application

Saturday  
Feb

**1**

Last day to drop with 75% tuition refund

Last day to add/change a class

Sunday  
Feb

**2**

*Course Withdrawal Drop (WD) period begins. A grade of "WD"*

*is assigned to students who officially drop a class*

*Verification of Enrollment Rosters Available to faculty*

Monday

Feb

**3**

Tuesday

Feb

**4**

Wednesday

Feb

**5**

Thursday

Feb

**6**

Friday

Feb

**7**

Saturday

Feb

**8**

Sunday

Feb

**9**

*Last day to drop with*

*50% tuition refund*

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Monday  
Feb  
**10**

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Tuesday  
Feb  
**11**

*Lincoln's Birthday Observed - COLLEGE CLOSED - NO CLASSES*

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Wednesday  
Feb  
**12**

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Thursday  
Feb  
**13**

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Friday  
Feb  
**14**

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Saturday  
Feb  
**15**

*Last day to change a major to be effective  
for Spring 2020*

*Last day to drop with 25% tuition refund  
Verification of Enrollment*

*Rosters Due from faculty*

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Sunday  
Feb  
**16**

*President's Day - COLLEGE CLOSED - NO CLASSES*

*Course withdrawal period begins (A grade of "W" is assigned to students who officially drop a class)*

*"WN" Grades Assigned*

Monday

Feb

17

Tuesday

Feb

18

Wednesday

Feb

19

Thursday

Feb

20

Friday

Feb

21

Saturday

Feb

22

Sunday

Feb

23

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Monday  
Feb  
**24**

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Tuesday  
Feb  
**25**

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Wednesday  
Feb  
**26**

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Thursday  
Feb  
**27**

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Friday  
Feb  
**28**

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Saturday  
Feb  
**29**

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Sunday  
Mar  
**1**

Monday  
Mar  
**2**

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Tuesday  
Mar  
**3**

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Wednesday  
Mar  
**4**

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Thursday  
Mar  
**5**

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Friday  
Mar  
**6**

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Saturday  
Mar  
**7**

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Sunday  
Mar  
**8**

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Monday  
Mar  
**9**

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Tuesday  
Mar  
**10**

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Wednesday  
Mar  
**11**

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Thursday  
Mar  
**12**

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Friday  
Mar  
**13**

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Saturday  
Mar  
**14**

*Deadline for completion of INC  
grade from Fall and Winter*

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Sunday  
Mar  
**15**

Monday  
Mar  
**16**

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Tuesday  
Mar  
**17**

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Wednesday  
Mar  
**18**

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Thursday  
Mar  
**19**

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*Early Advisement and Registration begin for Summer and Fall 2020*

Friday  
Mar  
**20**

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Saturday  
Mar  
**21**

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Sunday  
Mar  
**22**

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Monday  
Mar  
**23**

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Tuesday  
Mar  
**24**

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Wednesday  
Mar  
**25**

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Thursday  
Mar  
**26**

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Friday  
Mar  
**27**

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Saturday  
Mar  
**28**

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Sunday  
Mar  
**29**

Monday  
Mar  
**30**

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Tuesday  
Mar  
**31**

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*Last day to apply for Spring 2020 Graduation*

*Last day to withdraw with a grade of "W"*

*Last day to opt for an "NC" grade*

Wednesday  
Apr  
**1**

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Thursday  
Apr  
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Friday  
Apr  
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Saturday  
Apr  
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Sunday  
Apr  
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Monday  
Apr  
**6**

*Classes follow Wednesday schedule*

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Tuesday  
Apr  
**7**

*Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN*

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Wednesday  
Apr  
**8**

*Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN*

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Thursday  
Apr  
**9**

*Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN*

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Friday  
Apr  
**10**

*Spring Recess - NO CLASSES -  
COLLEGE OFFICES ARE OPEN*

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Saturday  
Apr  
**11**

*Spring Recess - NO CLASSES -  
COLLEGE OFFICES ARE OPEN*

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Sunday  
Apr  
**12**

Classes follow Wednesday schedule

Monday  
Apr  
**13**

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Tuesday  
Apr  
**14**

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Wednesday  
Apr  
**15**

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Thursday  
Apr  
**16**

Friday  
Apr  
**17**

Saturday  
Apr  
**18**

Sunday  
Apr  
**19**

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Monday  
Apr  
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Tuesday  
Apr  
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Wednesday  
Apr  
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Thursday  
Apr  
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Friday  
Apr  
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Saturday  
Apr  
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Sunday  
Apr  
**26**

Monday  
Apr  
**27**

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Tuesday  
Apr  
**28**

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Wednesday  
Apr  
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Thursday  
Apr  
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Friday  
May  
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Saturday  
May  
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Sunday  
May  
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Monday  
May  
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Tuesday  
May  
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Wednesday  
May  
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Thursday  
May  
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Friday  
May  
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Saturday  
May  
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Sunday  
May  
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Monday  
May  
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Tuesday  
May  
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Wednesday  
May  
**13**

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*Last day of classes*

Thursday  
May  
**14**

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*Reading day/Final Examinations*

Friday  
May  
**15**

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*Final Examinations*

Saturday  
May  
**16**

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*Final Examinations*

Sunday  
May  
**17**

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Monday  
May  
**18**

*Final Examinations*

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Tuesday  
May  
**19**

*Final Examinations*

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Wednesday  
May  
**20**

*Final Examinations*

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Thursday  
May  
**21**

*Final Examinations*

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Friday  
May  
**22**

*Final Examinations make-up day  
(If needed due to  
weather condition)*

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Saturday  
May  
**23**

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Sunday  
May  
**24**

Memorial Day - COLLEGE CLOSED - NO CLASSES

Monday  
May  
**25**

*Honors Convocation (tentative)*

Tuesday  
May  
**26**

Wednesday  
May  
**27**

Thursday  
May  
**28**

*Commencement (tentative)*

Friday  
May  
**29**

Saturday  
May  
**30**

Sunday  
May  
**31**

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Monday  
Jun  
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Tuesday  
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Friday  
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Saturday  
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Sunday  
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Monday  
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Tuesday  
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Monday  
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Monday  
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Saturday  
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Sunday  
Aug  
**30**







SERVICES



## **Academic Advisement & Transfer Center**

Room S-108 • Phone (212) 220-8315 • [advisementandtransfer@bmcc.cuny.edu](mailto:advisementandtransfer@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/advisement](http://www.bmcc.cuny.edu/advisement)

Visit the Academic Advisement & Transfer Center (AATC) for accurate, comprehensive and timely academic advisement, audits, and pertinent information on transferring to a four-year college.

## **Academy of Leadership & Service**

Room S-230 • Phone (212) 220-8160 • [osa@bmcc.cuny.edu](mailto:osa@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/studentactivities/index-leadership-new.jsp](http://www.bmcc.cuny.edu/studentactivities/index-leadership-new.jsp)

The Academy of Leadership & Service invites students to participate in various leadership training and volunteer opportunities. The Academy is composed of the following programs: Building Outstanding Leaders of Tomorrow (B.O.L.T.), Partners Lending Universal Support (P.L.U.S.), Coaching Officers to Acquire Critical club Habits (C.O.A.C.H.), Refining Each Ascending Leader (R.E.A.L.), and Peer Mentoring.

## **Accelerated Study in Associate Programs (ASAP)**

Room M-1412 • Phone (212) 346-8660 • [asap@bmcc.cuny.edu](mailto:asap@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/asap](http://www.bmcc.cuny.edu/asap)

ASAP is an academic program designed to assist motivated students earn an associate degree within three years. The program promotes student success by providing academic, financial and personal support including: personalized advisement, career counseling, tutoring, tuition gap waivers for eligible students, MTA MetroCard and textbook vouchers.

## **Office of Accessibility**

Room N-360 • Phone (212) 220-8180 • [accessibility@bmcc.cuny.edu](mailto:accessibility@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/accessibility](http://www.bmcc.cuny.edu/accessibility)

If you have a documented learning or physical disability, the Accessibility Office will help you receive reasonable accommodations and academic adjustments. Accommodations, such as extended time testing, readers, sign-language interpreters, note-taking services, and textbooks on tape, are determined on an individual basis according to your documented need.

## **Admissions**

Room S-310 • Phone (212) 220-1272 • [admissions@bmcc.cuny.edu](mailto:admissions@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/admissions](http://www.bmcc.cuny.edu/admissions)

The Admissions Office is the entrance point for all new students. The office also evaluates transfer credits for entering transfer students.

## **Athletics, Recreation, and Intramurals**

Room N-255 • Phone (212) 220-8261 • [athletics@bmcc.cuny.edu](mailto:athletics@bmcc.cuny.edu)  
[www.bmccathletics.com](http://www.bmccathletics.com)

### **Intercollegiate Athletics**

BMCC's intercollegiate athletic program consists of baseball, men and women's basketball, men and women's soccer, and women's volleyball. The college is a member of both Region XV of the National Junior College Athletic Association and the City University of New York Athletic Conference.

### **Intramurals**

BMCC students, faculty, and staff may participate in intramural volleyball, tennis, soccer, table tennis, and badminton. In addition, students may use the open gym for recreational basketball, soccer, and volleyball.

### **Recreation**

A modern fitness center is equipped with weight training equipment and aerobic machines. Students may also use the modern, Olympic-style swimming pool, or participate in fitness classes such as attend yoga, and zumba.

## **Bursar**

Room S-330 • Phone (212) 220-1300 • [bursar@bmcc.cuny.edu](mailto:bursar@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/bursar](http://www.bmcc.cuny.edu/bursar)

The Bursar's Office is responsible for the billing and collection of tuition and fees, processing of refunds and certification of TAP. Applications for direct deposit of financial aid disbursements are available at the Bursar's Office.

***To learn more about paying your tuition bill, go to the "How Do I" section of this handbook.***

## **Cafeteria/MBJ Food Services**

2nd Floor South • Phone (212) 587-3330

[mbjfoodservice@bmcc.cuny.edu](mailto:mbjfoodservice@bmcc.cuny.edu)

The cafeteria, located on the second floor of the Chambers Street building, serves hot and cold food at reasonable rates. It also provides catering services for student activities and club events. Barclay Street café offers grab and go meals and snacks located on Fiterman Hall first floor.

## **Campus Bookstore**

2nd Floor, Main Lobby • Phone (212) 267-3474 • [www.bmcc.bncollege.com](http://www.bmcc.bncollege.com)

Whatever you need—from textbooks and supplies to tee-shirts—may be found at the campus bookstore.

## **Center for Career Development**

Room S-342 • Phone (212) 220-8170 • [career@bmcc.cuny.edu](mailto:career@bmcc.cuny.edu)

[www.bmcc.cuny.edu/career](http://www.bmcc.cuny.edu/career)

The Center for Career Development provides comprehensive employment and career counseling services that assist students in developing an effective career plan, including career exploration, career skill building workshops, employer workshops, and career fairs.

## **Co-Curricular Transcript (CCT)**

Room S-230 • Phone: (212) 220-8160 • [cct@bmcc.cuny.edu](mailto:cct@bmcc.cuny.edu)

[www.bmcc.cuny.edu/cct](http://www.bmcc.cuny.edu/cct)

The Co-Curricular Transcript (CCT) is a comprehensive record of student's campus involvement outside of the classroom while enrolled at Borough of Manhattan Community College (BMCC).

## **College Discovery Program (CD)**

Room S-335 • Phone (212) 220-8152 • [cdp@bmcc.cuny.edu](mailto:cdp@bmcc.cuny.edu)

[www.bmcc.cuny.edu/cd](http://www.bmcc.cuny.edu/cd)

College Discovery (CD) is an Opportunity Program offered in community colleges in the City University of NY. Upon transferring to four-year colleges, students are eligible for Opportunity Programs in CUNY-SEEK, SUNY-HEOP, and Private Colleges-EOP. A stipend of more than \$800 a year is one of the benefits of the program.

## **Office of Compliance and Diversity**

BMCC is committed to ensuring a discriminatory free environment, where all individuals are treated fairly and with respect. The Office of Compliance & Diversity is dedicated to promoting an open and inclusive environment, addressing complaints of unlawful discrimination or harassment, creating programs which promote diversity, and awareness and ensuring that the college complies with all applicable policies and laws.

**Who can file a complaint?** Individuals who can file a complaint include, but are not limited to, students, faculty, staff, and applicants for employment. If you feel you have been discriminated against or witnessed discrimination or harassment, please contact the Office of Compliance and Diversity. **Where do I file a complaint?** To file a complaint of unlawful discrimination or harassment, including sexual harassment, please contact:

**Odelia Levy, Esq.**

Chief Diversity Officer  
Title IX & Title 504 Coordinator  
199 Chambers Street – Room S-701K  
olevy@bmcc.cuny.edu or  
(212) 220-1236

**Theresa Wade, Esq.**

Deputy Director of Diversity  
& Title IX Compliance  
199 Chambers Street – Room S-701J  
twade@bmcc.cuny.edu or  
(212) 220-1273

You can also contact Public Safety at (212) 220-7080 or speak to a Public Safety officer to file a complaint. Public Safety is located at 199 Chambers Street, Room S-211. Public Safety is available whenever the building is open.

**Computer Labs, Open Access**

Room S-140 • Phone (212) 220-8122 • [www.bmcc.cuny.edu/it](http://www.bmcc.cuny.edu/it)

Open access computer labs available for: completing class assignments, accessing the internet, accessing blackboard and courseware, writing papers, conducting research, checking e-mail, online registration and technical assistance. Please bring your validated BMCC ID card. Please check the College website for updates to the schedules.

**Computer Lab Locations:**

Chambers Street, 199 Chambers Street, Room S-115B  
Murray Street Building, 70 Murray Street, Room M-1109  
Fiterman Hall, 245 Greenwich Street, Room LL03

**Counseling Center**

Room S-343 • Phone (212) 220-8140 • [www.bmcc.cuny.edu/counseling](http://www.bmcc.cuny.edu/counseling)

The Counseling Center supports the academic success of currently enrolled students by providing counseling to students and consultation to faculty and staff. Counselors assist students in addressing psychological and adjustment issues including stress/time management, test anxiety, anxiety and depression that can negatively impact academic performance and retention. The Center works collaboratively with students, faculty, and staff to create and maintain a campus environment that encourages and supports well-being.

**CUNY EDGE**

Room M-1216B • Phone (212) 346-8479 • [cunyedge@bmcc.cuny.edu](mailto:cunyedge@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/academics/success-programs/cuny-edge](http://www.bmcc.cuny.edu/academics/success-programs/cuny-edge)

CUNY EDGE, formally known as the COPE program is an initiative implemented by the City University of New York and the Human Resources Administration. The goal is to support the specific needs of students who are receiving government assistance and are pursuing an undergraduate degree.

## **CUNY Start | Math Start**

Room M-1018 • Phone (212) 346-8398

[www.bmcc.cuny.edu/cunystart](http://www.bmcc.cuny.edu/cunystart) | [cunystart@bmcc.cuny.edu](mailto:cunystart@bmcc.cuny.edu)

[www.bmcc.cuny.edu/mathstart](http://www.bmcc.cuny.edu/mathstart) | [mathstart@bmcc.cuny.edu](mailto:mathstart@bmcc.cuny.edu)

CUNY Start is an intensive Reading/Writing, Math, and college success program that helps students with 15 credits or fewer to reduce or eliminate their developmental coursework. CUNY Start costs only \$75 (including materials) and allows students to save their financial aid for credit courses at CUNY.

Math Start is an intensive 8-week CUNY Start program that prepares students with 15 credits or fewer to reduce or eliminate their developmental coursework in math. Math Start costs only \$35 (including materials and free Metro Cards).

## **Borough of Manhattan Community College Early Childhood Center, Inc.**

Room N-375 • Phone (212) 220-8250 • Fax (212) 748-7462

[www.bmcc.cuny.edu/ecc](http://www.bmcc.cuny.edu/ecc)

The provision of high quality early care and education services is offered to student-parents. Accredited by the National Association for the Education of Young children (NAEYC); the program is also licensed by the Department of Health and Mental Hygiene (DOHMH) and the Office of Children and Family Services (OCFS).

## **E-Learning Center**

Room S-510A • Phone (212) 220-1243 • [esupport@bmcc.cuny.edu](mailto:esupport@bmcc.cuny.edu)

[www.bmcc.cuny.edu/elearning](http://www.bmcc.cuny.edu/elearning)

Fully online, partially online, and hybrid courses give students flexibility in scheduling academic work with personal commitments. To see a list of e-learning courses, specific course requirements, and instructions for completing BMCC's e-learning orientation, please visit the e-learning website.

## **Evening/Weekend Program**

Room S-715A • Phone (212) 220-8325 • [eveningweekend@bmcc.cuny.edu](mailto:eveningweekend@bmcc.cuny.edu)

[www.bmcc.cuny.edu/evening\\_weekend](http://www.bmcc.cuny.edu/evening_weekend)

Evening/Weekend and Off-Site Programs provide options for students who are unable to attend school during weekdays so that you can obtain your degree by taking classes in the evening and/or on the weekend.

## **Financial Aid**

Room N-365 • Phone (212) 220-1430 • Fax (212) 346-8515

[finaid@bmcc.cuny.edu](mailto:finaid@bmcc.cuny.edu) • [www.bmcc.cuny.edu/finaid](http://www.bmcc.cuny.edu/finaid)

There are many costs associated with attending BMCC. Tuition, fees, books, supplies, and travel to and from school are just some of these school-related expenses. Financial aid is money that comes from the federal, state and city governments to help you meet these costs.

## **Health Services**

Room N-380 • Phone (212) 220-8255 • Fax (212) 220-2367

[healthservices@bmcc.cuny.edu](mailto:healthservices@bmcc.cuny.edu)

[www.bmcc.cuny.edu/student\\_services/health-services](http://www.bmcc.cuny.edu/student_services/health-services)

Not feeling well? Need a doctor's referral? Head over to the Health Services Office where you will receive first aid treatment, evaluation of medical emergencies, and referral services on an individual basis. Health-related counseling is available on a walk-in basis and by appointment.

## **International Student Services**

Room S-115N • Phone (212) 776-7179 • [internationalstudents@bmcc.cuny.edu](mailto:internationalstudents@bmcc.cuny.edu)

[www.bmcc.cuny.edu/international](http://www.bmcc.cuny.edu/international)

The International Student Services Office (ISSO) will provide guidance on your F-1 (student) status and how to maintain a valid BMCC I-20. It also collects SEVIS information as mandated by Department of Homeland Security.

## **Learning Academy**

Room M-1413 • Phone (212) 346-8640 • [bmccia@bmcc.cuny.edu](mailto:bmccia@bmcc.cuny.edu)

[www.bmcc.cuny.edu/learningacademy](http://www.bmcc.cuny.edu/learningacademy)

The Learning Academy is an academic learning community that offers students a designated advisor to help define and design their academic success until graduation and transfer. The program provides strategic course scheduling and degree-mapping, success seminars that encourage academic and professional development, connections to faculty, experiential career exploration and transfer preparation.

## **LGBTQ Services**

Room S-350 • Phone (212) 220-8130 • [safezone@bmcc.cuny.edu](mailto:safezone@bmcc.cuny.edu)

[www.bmcc.cuny.edu/safezone](http://www.bmcc.cuny.edu/safezone)

LGBTQ students receive support through a number of programs including the BMCC Safe Zone and a student club. The Safe Zone program provides support to members of the BMCC lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) community by training faculty and staff to be understanding advocates for LGBTQ students.

## **Library, A. Philip Randolph Memorial**

Rooms S-410 & S-430 • Phone (212) 220-1442 • [library@bmcc.cuny.edu](mailto:library@bmcc.cuny.edu)

[lib1.bmcc.cuny.edu/lib](http://lib1.bmcc.cuny.edu/lib)

The Library contains over 110,000 books, more than 100 print magazine/journal subscriptions, over 100,000 electronic journals, magazines, and newspapers, and over 500,000 electronic books. Some of the library's services include: Remote Access to hundreds of online resources • Online and In-Person Research Help • Textbooks • Assistive Technology • Leisure Reading Collection • Free online access to the New York Times and Wall Street Journal • DVDs for seven day loan • Streaming media databases • Group Study Rooms • Tablets for three day loan • Laptops for 3 hour loan • Study space • Free scanning

## **National Society of Leadership and Success**

Room S-230 • Phone (212) 220-8160 • [nsls@bmcc.cuny.edu](mailto:nsls@bmcc.cuny.edu)

National Society of Leadership and Success is the nation's largest leadership honor society, currently with 670 chapters nationwide. Candidacy is a nationally-recognized achievement of honorable distinction; students engage in a semester long process of leadership development to become fully inducted in the Society.

## **New Student Programs**

Room S-136 • Phone (212) 776-6215 • [newstudentprograms@bmcc.cuny.edu](mailto:newstudentprograms@bmcc.cuny.edu) •

New Student Programs provides all new, incoming students with support in transitioning to the BMCC community through programs such as First Year Experience (F.Y.E.), Panther Partners, Degree Under Three, Family GPS Orientation, and Panther GPS New Student Orientation.

## **Public Safety**

Room S-211 • Phone (212) 220-8075 • Fax (212) 220-2374

[safety@bmcc.cuny.edu](mailto:safety@bmcc.cuny.edu) • [www.bmcc.cuny.edu/safety](http://www.bmcc.cuny.edu/safety)

***Emergency: (212) 220-8080 or 911 (also blue call boxes are located around the campus)***

The BMCC Public Safety Service is here to foster the mission of the college by providing a safe, secure, and comfortable environment for students, faculty, staff, and visitors.

***For more information on Domestic Violence Policies, go to the "Policies" section of this handbook.***

## **Registrar**

Room S-315 • Phone (212) 220-1290 • Fax (212) 220-1254

[registrar@bmcc.cuny.edu](mailto:registrar@bmcc.cuny.edu) • [www.bmcc.cuny.edu/registrar](http://www.bmcc.cuny.edu/registrar)

The Registrar's Office maintains your academic records, schedule of classes, registers you for courses, and certifies you for certain benefits, such as veteran's benefits. The Registrar's Office also issues transcripts to colleges and prospective employers.

***For a step-by-step description on how to use the CUNYfirst for Web Registration, go to the "How Do I" section of this handbook.***

Please be sure you print and keep all of your CUNYfirst records.

## **Scholarships, Awards and Other Opportunities Office**

Room N-365 • Phone (212) 220-8133

[www.bmcc.cuny.edu/scholarships](http://www.bmcc.cuny.edu/scholarships)

BMCC offers a number of scholarships, awards and other opportunities. See our website for the most up-to-date opportunities.



## Service Desk

Room S-141 • Phone (212) 220-8379 • [servicedesk@bmcc.cuny.edu](mailto:servicedesk@bmcc.cuny.edu)  
<http://ccc.bmcc.cuny.edu/irt>

The Information Resources and Technology department is responsible for the college's network infrastructure and maintains the Service Desk to assist you with CUNYfirst, BMCC Portal, BMCC Student E-mail, Wireless Access, Pay Per Print/Copy, Library Database and logging into iCafe and lab computers. We have designed these systems with you and your busy schedule in mind, so that most of the technical issues you may encounter can be resolved remotely via a touch screen kiosk. Also, we have provided a suggestion box on our website to receive your IT-related suggestions.

There are several ways to get assistance from the Service Desk:

1. Visit the our website which contains a host of information and system alerts:  
[ccc.bmcc.cuny.edu](http://ccc.bmcc.cuny.edu)
2. Get answers to frequently asked questions at our touch screen kiosks deployed throughout the campus or by accessing the BMCC Solution Center via BMCC portal: [mybmcc.bmcc.cuny.edu](http://mybmcc.bmcc.cuny.edu)
3. E-mail us at [helpdesk@bmcc.cuny.edu](mailto:helpdesk@bmcc.cuny.edu) from your BMCC Student E-mail (never provide your social security number and/or your DOB in an e-mail)
4. Call us at (212) 220-8379 or visit us in room S-141 in the 199 Chambers Street building

***For more information, see the computer information in the “How Do I” section of this handbook.***

### Help us help you!

If you do have questions, contact the Service Desk and explain the problem in as much detail as possible. Include any error messages, time of day error occurred, and the software that you are using. The Service Desk staff can resolve your technical problems much more expediently if you e-mail us from your BMCC Student E-mail account (never provide your SS# and/or your DOB via e-mail). In-person service is also available room S-141.

## Single Stop

Room S-230 • Phone (212) 220-8195 • [www.bmcc.cuny.edu/singlestop](http://www.bmcc.cuny.edu/singlestop)

We provide FREE referrals to services (legal, financial counseling, tax preparation, screening for government and community benefits) and emergency loans that can help address the needs of BMCC students. BMCC students facing a food emergency will now be able to take home a three-day supply of nutritionally balanced, nonperishable food from the Panther Pantry.

## **Student Activities**

Room S-230 • Phone (212) 220-8160

[osa@bmcc.cuny.edu](mailto:osa@bmcc.cuny.edu) • [www.bmcc.cuny.edu/studentactivities](http://www.bmcc.cuny.edu/studentactivities)

The Office of Student Activities (OSA) provides engaging programs, community service, and leadership training opportunities. They also support student organized events and encourage students to participate in campus life. OSA is home to the BMCC Academy of Leadership & Service. The Academy is composed of the following programs: Building Outstanding Leaders of Tomorrow (B.O.L.T.), Student Partners Lending Universal Support (Student P.L.U.S.), Coaching Officers to Acquire Critical club Habits (C.O.A.C.H.), Refining Each Ascending Leader (R.E.A.L.), Peer Mentoring Program, Civic Leadership Program and Career Explorers Program.

## **Student Affairs Success Programs**

Room S-136 • [studentsuccess@bmcc.cuny.edu](mailto:studentsuccess@bmcc.cuny.edu)

Student Success fosters the growth and development of continuing students at the College to prepare them for graduation, transfer and career success. To support these outcomes, Student Success offers co-curricular engagement opportunities and provides personal and academic support to probation students, high achieving students, DREAMers, financial literacy cohorts and more. We partner with offices across the College to help students solve problems, celebrate successes and take ownership of their BMCC experience.

## **Student Government Association**

Room S-242 • Phone (212) 220-8208 • [sga@bmcc.cuny.edu](mailto:sga@bmcc.cuny.edu)

[www.bmcc.cuny.edu/sga](http://www.bmcc.cuny.edu/sga)

The Student Government Association (SGA) represents BMCC students in the academic, cultural, and social affairs of the College. It depends heavily on 19 energetic and interested representatives elected annually from the student body.

## **Student Peer Mentoring Programs**

Room S-115E • Phone (212) 220-8130 • [peermentoring@bmcc.cuny.edu](mailto:peermentoring@bmcc.cuny.edu)

[www.bmcc.cuny.edu/peermentor](http://www.bmcc.cuny.edu/peermentor)

The IMPACT Mentoring Program and the Crear Futuros Mentoring Program are based in the Office of Peer Mentoring & Success. The BMCC IMPACT Mentoring Program creates a collaborative community of support in which students make connections and feel empowered to chart their own course to success in college and beyond. CREAR FUTUROS Mentoring Program (sponsored in partnership with the Hispanic Federation) is focused specifically on supporting Latinx college students.

## **BMCC Tribeca Performing Arts Center**

Room S-115K • Box Office (212) 220-1460 • [info@tribecapac.org](mailto:info@tribecapac.org)

[www.tribecapac.org](http://www.tribecapac.org)

BMCC Tribeca Performing Arts Center, the longest operating performance venue in lower Manhattan, is dedicated to identifying, supporting and presenting established and emerging artists in a variety of disciplines, including music, dance and children's theater to the diverse Metropolitan audience. BMCC students, staff, faculty & alumni receive a \$10 discount to events in the Tribeca Spotlight, Dance, Family, Lost Jazz Shrines and Jazz in Progress series.

## **Tutorial/Learning Assistance Programs**

BMCC offers a variety of learning labs and resources that are specifically designed to offer you assistance in particular academic subjects or skills.

### **Basic Skills English Lab**

Room S-510R • Phone (212) 220-8295 • [www.bmcc.cuny.edu/english/index.jsp](http://www.bmcc.cuny.edu/english/index.jsp)

The Basic Skills English Lab offers tutoring for students taking English 088, 095 and 100.5. We will help you get more fluent with your writing, train you how to find and fix your own errors, as well as show you strategies that will help you pass your final writing and the CATW.

### **College Discovery Tutorial Program (Learning Resource Center)**

Room S-340D • (212) 220-8152 • [cdtutoring@bmcc.cuny.edu](mailto:cdtutoring@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/cd/index.jsp](http://www.bmcc.cuny.edu/cd/index.jsp)

If you are a student in the College Discovery Program (CD), you are eligible to take advantage of the academic support services that are offered each semester. These services consist of individual, small group, and walk-in tutoring sessions in various subjects as well as academic workshops and midterm and finals review study sessions.

### **English as a Second Language Lab**

Room S-510J • Phone (212) 220-1422  
[www.bmcc.cuny.edu/developmentalskills/page.jsp?pid=1080&n=ESL%20Lab](http://www.bmcc.cuny.edu/developmentalskills/page.jsp?pid=1080&n=ESL%20Lab)

The ESL Lab offers tutoring for all ESL courses. Tutorial services include individual and small group tutoring, walk-in tutoring, and tutoring to help ESL students to prepare for the CUNY CATW Writing exam and E-tutoring.

### **Learning Resource Center Instructional Computer Labs**

Room S-510L • Phone (212) 220-1381/1382 • [www.bmcc.cuny.edu/lrc](http://www.bmcc.cuny.edu/lrc)  
[lrc@bmcc.cuny.edu](mailto:lrc@bmcc.cuny.edu)

We offer instructional computer lab hours for students who wish to work independently, attend computer training workshops, receive support for classroom related computing activities and course specific software.

### **Learning Resource Center Tutorial Program**

Room S S-510 & F-510 • Phone (212) 220-1383 • [lrc@bmcc.cuny.edu](mailto:lrc@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/lrc](http://www.bmcc.cuny.edu/lrc)

The Learning Resource Center provides tutorial services which include individual and small group tutoring, online tutoring, and study-skills workshops. Study skills workshops help you learn how to study and read your textbooks effectively.

### **Math Lab Tutorial Program**

Room S-535 • Phone (212) 220-1366 • [mathtutoring@bmcc.cuny.edu](mailto:mathtutoring@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/math/index.jsp](http://www.bmcc.cuny.edu/math/index.jsp)

The Math Lab offers tutoring and technological resources to support students in all of BMCC's mathematics courses. Tutoring is offered on a drop-in basis; students need not make appointments.

## **Online Tutoring**

Room S-510 • Phone (212) 220-8359 • [onlinetutoring@bmcc.cuny.edu](mailto:onlinetutoring@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/onlinetutoring](http://www.bmcc.cuny.edu/onlinetutoring)

Online Tutoring is one of the many ways that BMCC is extending its academic support services to students to make their college career a success. Online Tutoring provides students with live online tutorial sessions from anywhere they have internet access, as well as E-Tutoring (email tutoring) services.

## **Nursing Tutorial Lab**

Room S-745 • Phone (212) 220-8230 • [nursingtutoring@bmcc.cuny.edu](mailto:nursingtutoring@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/nursing](http://www.bmcc.cuny.edu/nursing)

The Nursing Tutorial Lab offers reference guides and assistance in drug calculation, required nursing courses, and preparation of nursing care plans. We also offer e-tutoring.

## **Reading Lab**

Room S-510E • Phone (212) 220-1410 • [dev@bmcc.cuny.edu](mailto:dev@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/developmentalskills/index.jsp](http://www.bmcc.cuny.edu/developmentalskills/index.jsp)

With the use of Supplemental Instruction assistants and tutors, computers, text, and teacher prepared assignments, the Reading Lab helps you strengthen your reading comprehension abilities and helps you pass the CUNY Assessment Test in Reading.

## **The Writing Center**

Room S-510 • Phone (212) 220-1384 • [writingcenter@bmcc.cuny.edu](mailto:writingcenter@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/writingcenter](http://www.bmcc.cuny.edu/writingcenter)

The BMCC Writing Center collaborates with students to make their academic, professional, and creative writing more clear, concise, deliberate, and reflective.

## **Veterans Resource Center**

Room S-115M • Phone (212) 220-5363 • [www.bmcc.cuny.edu/studentveterans](http://www.bmcc.cuny.edu/studentveterans)

The Veterans Resource Center (VRC) serves the needs of prospective and enrolled service members, veterans, dependents and others eligible to receive education benefits under various Department of Veterans Affairs programs.

## **Women's Resource Center**

Room S-340 • Phone (212) 220-8165 • [wrc@bmcc.cuny.edu](mailto:wrc@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/wrc](http://www.bmcc.cuny.edu/wrc)

The Women's Resource Center (WRC) sponsors activities relating to women, family life, and community. Special programs, workshops, as well as individualized sessions are designed to address issues such as leadership development, wellness, gender identification, domestic violence, parenting, relationships, and academics. People of all genders are encouraged to participate in our programs.

## **Year Up**

Room M-1415 • Phone (212) 776-6241 • [admissionsbmcc@yearup.org](mailto:admissionsbmcc@yearup.org)

Year Up's mission is to close the Opportunity Divide by providing young adults (ages 18-24) with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education.



## Special Academic Programs

BMCC offers a number of programs for you if you wish to explore a subject or topic beyond the classroom.

### **The Chi Alpha Epsilon National Honor Society/Gamma Nu Chapter**

Room S-335 • (212) 220-8152 • [cdp@bmcc.cuny.edu](mailto:cdp@bmcc.cuny.edu) • [www.bmcc.cuny.edu/cd](http://www.bmcc.cuny.edu/cd)

Eligible students enrolled in the College Discovery (CD) Program are encouraged to join the Gamma Nu Chapter of the Chi Alpha Epsilon (XAE) National Honor Society. Chi Alpha Epsilon is a national academic honor society for students enrolled in Special Opportunity Programs such as CD, SEEK, EOP, HEOP and others.

### **Collegiate Science and Technology Entry Program (C-STEP)**

Room S-340I/J • [cstepbmcc@gmail.com](mailto:cstepbmcc@gmail.com) • [www.bmcc.cuny.edu/academics/faculty-affairs/research-and-scholarly-inquiry/step/join-bmcc-step/](http://www.bmcc.cuny.edu/academics/faculty-affairs/research-and-scholarly-inquiry/step/join-bmcc-step/)

C-STEP gives students the opportunity to conduct research projects with faculty mentors, and to participate in hands-on workshops. Students doing individual research give a presentation on their projects at the end of each semester. The program is geared toward historically underrepresented groups in the sciences, math and technology, and/or students with financial need.

### **Exploring Transfer Summer Program at Vassar College**

Room N-651 • Phone (212) 776-6241

The ET program is a five-week-long residential program that introduces community college students to the rigors of academic life at a liberal arts college. The goal of the program is to encourage transferring to four-year colleges while developing critical thinking skills. The program is free to students chosen by the E.T. Program at Vassar College.

## **Honors Contract**

Room S-715 • (212) 220-8320

If you are seeking academic challenges beyond the normal parameters of course requirements, consider the Honors Contract. The Honors Contract requires a high degree of commitment and motivation, and participating students must meet eligibility criteria. In collaboration with a professor, students enter into an honors contract in which Honors Contract options are offered by the instructor. Students who wish to pursue an honors project in a particular course should contact the course instructor.

## **Honors Program**

Room S-715 • (212) 220-8320 • [www.bmcc.cuny.edu/academics/honors](http://www.bmcc.cuny.edu/academics/honors)

The BMCC Honors program provides eligible students with rigorous academic challenges beyond the normal parameters of a course's requirements. Working in close conjunction with a faculty member, students will extend their knowledge of the theoretical or practical aspects of the course and develop or enhance their writing, critical thinking, analytical, and problem solving skills.

## **Internships and Experiential Learning**

Room S-750A, G, H • (212) 776-6410 • [experience@bmcc.cuny.edu](mailto:experience@bmcc.cuny.edu)  
[www.bmcc.cuny.edu/experiential](http://www.bmcc.cuny.edu/experiential)

The Office of Internships and Experiential Learning (IEL) designs new initiatives and leverages existing institutional resources to increase student engagement, retention and transfer through a diverse portfolio of opportunities. Experiential learning allows students to apply knowledge gained and produce evidentiary skills and outcomes to better understand the global job market for a successful transfer to the next destination.

The Borough of Manhattan Community College supports and strongly encourages every student to pursue and complete at least one type of approved experiential learning opportunity prior to completion of study. There are a wide variety of opportunities to choose from:

- Academic and Independent Internships
- Student Leadership, Community Service
- Global Experiences, Service Learning
- Research, Externships
- Clinical Preparation/ Field Experience/ Practicum
- Student Employment

For more information, contact the Office of Internships and Experiential Learning at [experience@bmcc.cuny.edu](mailto:experience@bmcc.cuny.edu) or S-750 A, G, H.

## **Louis Stokes Alliance for Minority Participation (LSAMP) in Science, Engineering, and Mathematics**

Room S-430I/J

LSAMP prepares students to enter and diversify the nation's science, technology, engineering and mathematics (STEM) workforce by increasing the number of STEM degrees awarded to populations historically underrepresented in these disciplines: African Americans, Hispanic Americans, American Indians, Alaska Natives, Native Hawaiians, and Native Pacific Islanders. LSAMP students work with mentors in research projects in their chosen areas.

## **Phi Theta Kappa (Alpha Kappa Chapter)**

*[www.bmcc.cuny.edu/academics/honors-and-awards/phi-theta-kappa-student-honor-society](http://www.bmcc.cuny.edu/academics/honors-and-awards/phi-theta-kappa-student-honor-society)*

Phi Theta Kappa is the only internationally recognized honor society at BMCC. Membership carries a wealth of benefits, including unique scholarships; leadership, service, and fellowship opportunities; and the chance to work with BMCC's best and brightest on truly meaningful projects. If you have completed 12 or more credits at BMCC, and have achieved a GPA of 3.50 or higher, come join us!

## **Study Abroad Program**

Room S-750A • (212) 776-6429

*[www.bmcc.cuny.edu/academics/success-programs/study-abroad](http://www.bmcc.cuny.edu/academics/success-programs/study-abroad)*

Take a course of study in a country outside of the United States. In recent years, BMCC's Study Abroad Program has taken students to Asia, Europe and Latin America. Students may take a course in English or the local language. All majors are eligible to participate. View the website for more information on programs and scholarships.







HOW DO I?

***Insert Tab 4***

# Student ID Card

Your Student ID card is required to enter all BMCC campus buildings. Your Student ID card also enables you to gain access to other CUNY campuses. With your BMCC Student ID card, you can leverage discounts at a number of local establishments and online services. Take your Student ID photo and pick up your Student ID card at the IT Service Desk in room S-141.

# Computers

## What is CUNYfirst?

CUNYfirst stands for “Fully Integrated Resources and Services Tool.” This is a student information system that contains your entire academic record. Activities such as registering and paying for classes can be done through CUNYfirst.

## What is BMCC Portal?

BMCC Portal is single access point to various applications and resources. Access is available to Scholarship Application, Federal Work Study Information, Library Databases and much more. Your BMCC Account will give you access to the BMCC Portal as well as WiFi on campus, iCafe, Library, classrooms and lab computers, library databases and E-Books.

This password will expire every 180 days.

First time users should follow the directions below to active their BMCC Account.

Step 1: Go to [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

Step 2: Click on BMCC Portal in the upper right hand corner

Step 3: Click on Account and Password Help

Step 4: Fill in the required fields and activate your BMCC Account and Email.

For instructions on how to configure your BMCC email on your phone or mobile device please go here [ccc.bmcc.cuny.edu/V2/Account](http://ccc.bmcc.cuny.edu/V2/Account)

## How do I get a student e-mail account?

Your BMCC email address is automatically created within two business days of registering for classes and settling your bill. Through a CUNY wide partnership with Microsoft, Office 365 officially houses all BMCC student email accounts. You can access your BMCC email by logging to <https://outlook.office365.com> Your student email is the primary source of communication from the college.

First time users should follow the directions below to active their BMCC Email Account.

Step 1: Go to [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)

Step 2: Click on BMCC Portal in the upper right hand corner

Step 3: Click on Account and Password Help

Step 4: Fill in the required fields and activate your BMCC Account and Email.

## What is the CUNY Portal?

CUNY Portal is your gateway to all CUNY services: college Web sites, information about applying or transferring to CUNY, university-wide events, obtaining ePermits, Blackboard\*, CUNY shopping discounts, free software downloads and more.

### To Log in to CUNY Portal

Step 1: Go to [www.cuny.edu](http://www.cuny.edu) and click on Portal Login

Step 2: Enter Your username and password. Click on Login.

Once you log in, a personalized page called my page is available to you on this page, you can access Blackboard and other resources.

*If you do not have a CUNY Portal account click on the create new account on the login screen and follow the instructions to create your account.*

*\*If no classes are listed on your Blackboard homepage and you have registered, please visit the e-learning center in room S-510A or call (212) 220-8000 ext. 1243.*

## Can I print and make photocopies on campus?

Use your BMCC ID card and your BMCC account username to print and make photocopies throughout the campus. Money value added to your ID card or account is exclusively used for making copies and printing.

**Printing** - Printing in the computer labs and Learning Resource Center (S-510) is available at no cost; however, the number of printed pages is limited. Color or black & white printing is available in the Library (S-410) at a per-page cost. In order to print in the library, students must know their BMCC account user name and password. **For a list of Computer Labs locations, go to the “Services” section of this handbook.**

**Photocopying** - Students can photocopy in the Library-S-410, Fiterman Hall-7th floor, and Murray Street Building-10th floor. Copies can be paid for by adding money to the BMCC Account username, BMCC ID card or by cash/coins. There are add-value computer stations near the copy machines so cash/coin value can be added to the BMCC account username/ID Card. Photocopying is \$0.10/page (one-sided) and \$0.15/page (double-sided). Money value can also be added online by using a credit card. Go to the [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) website and log into the BMCC Portal by typing in your username and password, and then click on the green PaperCut icon for credit card payment instructions.

### Photocopy Machine Locations

<b>Library, S-410</b>	Use cash/coins, the BMCC account username or BMCC ID card to pay for copies.
<b>Fiterman Hall, 7th Floor</b>	Only use the BMCC account username or BMCC ID card to pay for copies.
<b>Murray Street, 10th Floor</b>	Use cash or coins only to pay for copies.

## Does BMCC have a wireless network?

BMCC offers free wireless access through the 199 Chambers Street, Murray Street, and Fiterman locations, and also in Washington Market Park.

Below is a listing of all available wireless networks on campus:

- “BMCC-SECURED” (this is the preferred network)
- “BMCC-UNSECURED”
- “BMCC-FreeWifi” (Wi-Fi network to use when in Washington Market Park, outside of Fiterman Hall, and World Trade Park only)

**BMCC-UNSECURED:** Basic authentication, no encryption, bandwidth limitation, filtering, session limit, inactivity time-out, and users need to logon every 24 hrs. For faculty, staff, and students.

**BMCC-SECURED:** 802.1x authentication, full encryption, higher throughput, one-time logon, no inactivity time-out and users stay connected for 30 days. For faculty, staff, students and guests.

**BMCC-FreeWifi:** A wireless network that is ONLY available in Washington Park and around Fiterman Hall outdoor areas, including the park in front of World Trade Tower 7. No authentication is needed and users only need to accept BMCC's security policy.

Visitors to the BMCC campus can connect to BMCC-UNSECURED and a user can claim the account from the Self-Service Guest Portal.

For help on connecting and troubleshooting your wireless connection please visit the Service Desk in room S-141.

## Registration

Visit [www.bmcc.cuny.edu/cunyfirst](http://www.bmcc.cuny.edu/cunyfirst) for more information on using CUNYfirst.

1. Login to CUNYfirst at: [www.bmcc.cuny.edu/cunyfirst/student.jsp](http://www.bmcc.cuny.edu/cunyfirst/student.jsp)  
*Note: Important campus updates will be posted on your CUNYfirst page once you log in.*
2. Once you log in, follow the navigation below to begin adding classes to your shopping cart: HR/Campus Solutions > Self Service > Enrollment > Enrollment: Add Classes.
3. Choose your registration term (e.g., Spring 2018) and select Continue.
4. Click the green search button to search the schedule of classes.
5. Under Search Criteria, select at least 2 search fields (subject, course number). To further refine your search, select **Additional Search Criteria**. Select **Search**.
6. Review the search result and choose the sections that best fit your schedule. Once you have made your selection, choose **Select Class**.
7. Review the class details and select **Next** to add the class to your Shopping Cart. Keep adding classes to your Shopping Cart until you have selected all the classes needed for registration. Your Shopping Cart is also accessible under the **Plan** tab at the top of the page.

*NOTE: Adding classes to your shopping cart does not confirm enrollment. Complete the next 2 steps to confirm enrollment.*

8. Review the classes in your Shopping Cart and then click **Proceed to Step 2 of 3**.
9. Confirm your classes by clicking **Finish Enrolling**.

# Tuition

## How do I receive the Resident Tuition Rate?

You may qualify for the resident tuition rate if you meet the following conditions:

1. Continuously maintained your principal place of residence in New York State for a period of at least twelve consecutive months immediately preceding the first day of classes, and:
2. Continuously maintained your principal place of residence in New York City for at least the last six months immediately preceding the first day of classes.

To see if you qualify for BMCC's New York City residency tuition rate visit [www.bmcc.cuny.edu/admissions/residency](http://www.bmcc.cuny.edu/admissions/residency)

## How do I pay my tuition bill?

1. Login to CUNYfirst at: <https://home.cunyfirst.cuny.edu>.
2. Select HR/Campus Solutions from the left menu.
3. Navigate to Self Service followed by Student Center.
4. In the Finances section, click the Account Inquiry link to see the details of the Account Summary.

**Note: *Financial Aid information will be available 2 to 3 business days after your registration activity.***

Under the Account Inquiry Tab, you will be able to view your pending financial aid. If you have pending financial aid that will cover your tuition and fee charges, you do not need to proceed with the additional payment steps.

5. If you need to make a payment, select Make a Payment.
6. Enter dollar amounts in the Payment Amount column and select next.  
Payment should be made in full.
7. Enter Payment Details and select next.
8. Confirm Payment and Submit.

# Financial Aid

## How do I receive information about financial aid?

BMCC's financial aid website at [www.bmcc.cuny.edu/finaid](http://www.bmcc.cuny.edu/finaid) serves as the most comprehensive student resource for financial aid information of all types. You can:

- Learn about the various award programs and their eligibility requirements.
- Receive step-by-step guidance through the application and award process.
- File your financial aid applications online.
- Check your application and award status.
- Conduct your own scholarship searches.

You may also phone, e-mail or visit the Financial Aid Office during regular business hours for one-on-one assistance. Be sure to check your BMCC student e-mail frequently for important financial aid updates!

## What types of financial aid are offered at BMCC?

Grants, loans, work-study, and scholarships are the most common sources of financial aid for BMCC students. Learn about each of the types of financial aid listed below at our website.

### Grants

Money that does not have to be repaid.

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- New York State Tuition Assistance Program (TAP)
- New York State Aid for Part-Time Study (APTS)
- College Discovery

### Loans

Money that you borrow and must pay back with interest.

- Federal Direct Loan (subsidized & unsubsidized)

### Work-Study

Money that you earn from a job obtained through the Financial Aid Office.

### Scholarships

Money awarded on the basis of financial need or academic merit.

## What kinds of scholarships are available?

BMCC awards hundreds of scholarships to students each year. Consult the Scholarship Office for a complete listing or log-on to: [www.bmcc.cuny.edu/scholarships](http://www.bmcc.cuny.edu/scholarships). Significant numbers of BMCC students benefit from BMCC Fund, Inc. Scholarships, Out In Two Scholarships, and others.

## How do I apply for financial aid?

Apply for most types of federal and state financial aid by completing a Free Application for Federal Student Aid (FAFSA) at: [www.fafsa.gov](http://www.fafsa.gov). If you file your FAFSA-on-the-Web, you will be able to link directly to TAP-on-the-Web so that you may apply for New York State tuition assistance grants.

Online filing allows you to receive your application results in as little as 72 hours.

## What if I need access to a computer?

If you need access to a computer, use the campus cyber-cafés, open access web labs, or the Financial Aid Support Team (F.A.S.T.) Web Services Center, Room S-115C.

## When should I apply for financial aid?

Allow at least 4-6 weeks to get your applications processed. If you haven't filed your applications early enough, you will have no pending financial aid to put against your tuition charges and may have to settle the charges from your own resources until processing of your financial aid applications is completed.

## Do I have to reapply for financial aid every year?

Yes. Financial aid is awarded for a single academic year and is based on your family's economic situation during the previous year. Continuing students must reapply as early as possible in the spring semester for the following academic year.

## Financial Aid Application Deadlines

Try to meet the deadlines posted below. You may still apply for financial aid if you miss these deadlines, but funds from some sources may not be available to late filers. Some award programs with limited funding are awarded on a first-come, first-served basis.

### For Spring Admission

#### **August 30**

File your FAFSA on the Web now! You should always try to use the IRS Data Retrieval option at FAFSA-on-the-Web to have your income tax information imported from IRS records to your application automatically. File TAP on the Web using the "Optional Feature -- Start your state application" link on the FAFSA Confirmation Page.

#### **September 30**

If you did not apply for TAP when you filed your FAFSA, go to TAP on the Web. Use this link to apply for TAP, but do so only after you have received your Federal Student Aid Report results from your FAFSA.

## Financial Aid Award Deadlines

- **Federal Award Programs**—with few exceptions, issues with your FAFSA must be resolved and resolvable with the Financial Aid Office by your last day of attendance in any award period (usually the semester).
- **Federal Direct Loan Requests**—must be received by the Financial Aid Office no later than three weeks before the end of the fall or spring terms.
- **New York State TAP**—Issues with your NYS TAP application must be resolved by June 30 of the award year.
- **Aid for Part-Time Study (APTS)**—An application must be on file before the end of the third week of your first semester of attendance within the award year.

The deadlines posted above are meant to give you enough time to have your applications processed and any problems with your application information corrected before your tuition bill due date. Allow at least 4-6 weeks processing time for your financial aid application(s).



If the Bursar's Office does not have enough information about your pending financial aid, you may have to settle the bill from your own resources until processing of your financial aid applications is completed.

Often, the Financial Aid Office must request additional information or documents to complete the processing of your application. Please respond promptly to any requests for additional information. Most delays in processing result from delayed responses. Don't wait until the day your bill is due. It can take 4 weeks or longer to process you for an award AFTER you submit additional information.

## How to view financial aid in CUNYfirst Self-Service?

The Student Center will provide information about your financial aid awards by term.

Step 1: Login to CUNYfirst.

Step 2: Select **HR/Campus Solutions** from the left menu.

Step 3: Navigate to **Self Service** followed by **Student Center**.

Step 4: Click the Financial Aid tab to view your awards.

Financial Aid information will be available on your account 2 to 3 business days after your registration activity is completed. You will also be able to view your estimated financial aid budget for the academic year and the scheduled disbursement dates of each award.

## Academic Performance and Financial Aid Eligibility

The federal and state financial aid programs require that you register for and maintain enrollment in your classes in order to receive financial aid awards. You are also expected to make satisfactory progress toward your degree in order to keep receiving your awards. The following is a summary of the enrollment and academic performance requirements for the federal and state financial aid programs.

### Enrollment Requirements (Getting Your Aid)

#### *Basic Enrollment Conditions*

**Federal Pell Grant:** Maintain enrollment from 1 to 18 credits/equated credits per semester. (Dollar amounts are pro-rated to your enrollment status at the end of the add/drop period.)

**Federal Loans, Work-Study & Supplemental Grant:** Establish & maintain enrollment in at least 6 credits or equated credits each semester.

**New York State Tuition Assistance Program (TAP):** Enroll full-time in a minimum of 12 credits or equated credits per semester.

**Part-Time TAP (PTAP):** Enroll part-time in a minimum of 6 to 11 credits or equated credits per semester (must earn 24 degree credits in the year preceding the 1st award.)

**NYS Aid for Part-Time Study (APTS):** Enroll part-time in at least 6 to 11 credits or equated credits per semester (available to part-time students not receiving PTAP.)

#### *Additional Enrollment Conditions*

**All Federal Aid Programs:** 30 hour limit on payment for remedial [non-ESL] classes.

**All Federal Aid Programs:** Courses taken should count for the degree.

**TAP:** Must include in full-time course load at least 3 degree credits in the 1st TAP semester and 6 degree credits every TAP semester thereafter.

**PTAP or APTS:** Must include at least 6 degree credits each PTAP or APTS semester.

**All NYS Aid Programs:** Courses counted toward the minimum full-time/part-time enrollment requirement MUST count for the degree.

*Repeating Failed Courses*

**All Federal Aid Programs:** Payments are available for repeating failed courses (subject to maintaining satisfactory progress.)

**All NYS Aid Programs:** Payments are available for repeating failed courses (subject to maintaining satisfactory progress.)

*Repeating Courses Previously Passed*

**All Federal Aid Programs:** Payments are available for a one-time repeat of any course previously passed.

**All NYS Aid Programs:** Payments are NOT AVAILABLE for repeating any class for which an acceptable passing grade was received.

**Satisfactory Progress Requirements (Keeping Your Aid)**

*When Academic Progress Is Measured*

**All Federal Aid Programs:** Measured once a year after spring term.

**All NYS Aid Programs:** Measured after each term.

*Progress Conditions*

**All Federal Aid Programs:** Must meet the college's minimum retention standard or be granted academic probation.

**All Federal Aid Programs:** May attempt no more than 150% of courses needed for your current degree (that is, may attempt no more than 90 credits to earn 60.)

**All Federal Aid Programs:** You must successfully complete a certain percentage of the total number of credits that you attempt according to the following table:

**Associate Degree**

<b>Credits Attempted</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>36</b>	<b>42</b>	<b>48</b>	<b>54</b>	<b>60</b>	<b>66</b>	<b>72</b>	<b>78</b>	<b>84</b>	<b>90</b>
<b>Credits Earned</b>	0	2	4	6	13	19	23	27	33	39	44	49	55	61

**All NYS Aid Programs:** Must complete a certain % of course work each semester a NYS payment is received.

<b>Semester</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
% to complete	50%	50%	75%	75%	100%	100%

**All NYS Aid Programs:** Must earn credits toward the degree and attain a minimum GPA each semester the equivalent of a full-time NYS payment is received.

*Note: Students enrolled in a remedial program of study will be evaluated using the first chart without regard to the academic year TAP was first received.*

**1st Payment Received before 2007-08 through 2009-10**

<b>Semester</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Credits for degree	0	3	9	18	30	45
Minimum GPA	0	.5	.75	1.3	2.0	2.0

## 1st Payment Received in 2010-11 or thereafter

Semester	1	2	3	4	5	6
Credits for degree	0	6	15	27	39	51
Minimum GPA	0	1.3	1.5	1.3	2.0	2.0

## Is financial aid available for the winter and summer sessions?

The Spring Term will consist of two sessions: a winter session and a spring session. Enrollment in either or both the winter session and the spring session may be considered eligible enrollment for payment of Federal Pell Grant. New York State tuition assistance is not available for the winter session.

You may now receive Pell Grant for attendance in the summer session without affecting your ability to receive Pell in the fall and spring terms.

- You may also request Federal Direct Loan assistance for attendance in the summer session. Make sure you have filed a FAFSA for the new academic year.
- You may be eligible for a summer TAP award if you earned 24 degree credits in the prior fall and spring terms and have reapplied for TAP for the new academic year.

The college may be able to offer you a waiver of summer or winter session tuition under certain conditions. Check with the Academic Advisement and Transfer Office for more information.

Note that information about summer awards may not always be available at the time you register for summer classes. Although the Bursar attempts to defer summer tuition based on the best available financial aid information, it may not always be possible to do so. You may have to pay your tuition from other resources and receive a financial aid refund from the College at a later time.

For more information about your eligibility for winter and summer financial aid, read our information guide posted on our website and, also available at the Financial Aid Office.

## How does withdrawing from classes affect my financial aid?

Financial aid is awarded with the expectation that you will attend your classes for the entire period for which the aid was awarded. Withdrawing from class can have both short-term and long-range effects on your financial aid eligibility. An immediate short-term effect can be the elimination or reduction of your eligibility for a payment or payments in your current semester. Since withdrawals will not generally eliminate your tuition charges for the term, you may discover that your withdrawal causes you an unexpected financial hardship. There may also be long-range effects on your financial aid eligibility due to withdrawing from class. For example, you may not be able to meet one of the satisfactory academic performance requirements next semester or several semesters from now because of class withdrawals that happened in the current semester.

Before you withdraw from a class or classes, we suggest that you speak with your instructors and an academic advisor. Decisions related to your academic program should not be based solely on financial considerations, and an advisor can perhaps lead you to a solution that doesn't require you to withdraw.

# Tips on How to Succeed in College

## Curriculum Planning

Curriculum planning, rather than semester planning, allows you to see the bigger picture and map out your academic career at BMCC. Curriculum planning will force you to ask yourself what you want to accomplish at BMCC and how long it will take to reach those goals. You should meet with an academic or faculty advisor and plan your academic career as soon as possible.

## Making Academic Changes

Before making an academic change, make sure you have researched the consequences of your decision. Speak with a professor, an advisor, a counselor, anyone you feel comfortable speaking with, but make sure you get the facts first. But what are some academic changes?

- Withdrawing from courses
- Dropping courses
- Change of major
- Change of semester program
- Taking courses out of your curriculum
- Transferring to another college

**Access DegreeWorks**, an online advisement system which provides you with details about the courses and requirements you have taken and those which are still required for graduation. Users will access DegreeWorks by visiting <https://degreeworks.cuny.edu> and use their CUNYfirst username and password to log on.

# DegreeWorks

## DegreeWorks Features

Step by step Instructions for DegreeWorks:

Step 1: Go to <https://degreeworks.cuny.edu>

Step 2: Enter your CUNYfirst Username and Password and click the Log in button.

Step 3: On the landing page, click on the DegreeWorks link for BMC.

Step 4: Students will be taken to their own customized audit.

Advisors and Staff will need to enter the student's EMPLID or CF ID Number and hit ENTER on your keyboard to pull the students degree audit.

Note: If you experience issues in accessing DegreeWorks, please email [dwhelp@bmcc.cuny.edu](mailto:dwhelp@bmcc.cuny.edu).

## DegreeWorks Features

### Worksheet Tab

This tab displays the student's degree progress based on the major listed on the student's file. This also displays the student's remedial placement information, student groups and academic notes.

### **What If Tab**

What-If audits allow you to check into other majors using your current class history. You can use this tab if you are thinking of changing your major and would like to know where you stand in the new curriculum.

### **Planner Tab**

The Planner contains a grid organized by academic term. Advisors can plan student's future course offering for as many as six semesters. Students can only view a planned schedule.

### **Notes Tab**

Often advisors would like to make a permanent note of what was discussed and what needs to be done next. They may also want to see what has been discussed with the student by a previous advisor. The Notes feature of Degree Audit can be used for this.

### **GPA Calculator Tab**

There are three different GPA calculators: Graduation, Term, and Advice. The calculators, in conjunction with current DegreeWorks functions, can help students in realistic goal-setting at the beginning of the term, precise calculation of their end-of-term GPA using students' actual academic information, and accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations.

### **Look Ahead Tab**

Students can use this tab to see exactly how a future course can be applied to their graduation requirement. This is similar to running a Planner Audit. Students mostly use this tab since they do not have access to process an audit from Planner.

### **Help**

The dynamic Help button, at the upper right hand corner of the screen, includes a detailed description of all the function and features. If you need further help, please email the DegreeWorks implementation team at: [dwhelp@bmcc.cuny.edu](mailto:dwhelp@bmcc.cuny.edu).

## **Graduation & Transfer Checklist**

1. Register for your last semester's courses and make sure you will complete all of your program requirements.
2. Apply for graduation. (Check the Academic Calendar for the deadlines.)
3. A graduation evaluation will be mailed from the Registrar's Office.
4. Receive your graduation audit from the Registrar's Office.
5. Research the requirements for your intended transfer institution.
6. File a transfer application by the appropriate deadlines. Please visit [www.cuny.edu](http://www.cuny.edu) for the transfer deadline for fall and spring admission to CUNY senior institutions. For all other institutions, please check directly with them.
7. Request an official BMCC transcript be sent to your intended institution if you are applying for a non-CUNY institution.

# Grades

## ABCDF? 4.0? What's 3.2?

### How do I compute my Grade Point Average (GPA)?

After you complete a course, you receive a letter grade. Most letter grades have a numerical point value (see Grading System Chart below).

#### Grade Conversion Chart

Grade	=	Quality Points
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
D-		0.7
F		0.0

#### How to Calculate Your GPA

To calculate your semester GPA (grade point average), follow these easy five steps, also called DMAAD.

1. Determine the point value for each grade earned (remedial courses don't calculate into GPA).
2. Multiply the point value by the number of credits. This will give you your earned points.
3. Add the total number of credits attempted.
4. Add the total quality points.
5. Divide the total quality points by the total number of credits attempted to get your GPA.

## GPA Calculation Example

Course	Final Grade	Quality Points		Credits	=	Points Earned
English I	B+	3.3	x	3	=	9.9
Accounting I	A	4.0	x	4	=	16.0
Intro. to Business	WU	0.0	x	3	=	0.0
Art Survey I	A-	3.7	x	2	=	7.4
Fundamentals of Speech	B	3.0	x	3	=	9.0
Health Education	F	0.0	x	2	=	0.0
<b>Totals</b>				<b>17</b>		<b>42.3</b>

$$\text{GPA} = \frac{\text{Total Points Earned}}{\text{Credits Attempted}} = \frac{42.3}{17.0} = 2.49$$

If you wish further explanation regarding grade point average, see your counselor/academic advisor in the Counseling Center or your faculty advisor. You can also access your grades by visiting the College web site at [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu).

## GPA Calculation Worksheet

Course	Final Grade	Quality Points		Credits	=	Points Earned
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
<b>Totals</b>						

$$\text{GPA} = \frac{\text{Total Points Earned}}{\text{Credits Attempted}} = \quad =$$

For a full view of the grading policies, go to: <https://www.bmcc.cuny.edu/academics/policies/grading-policies/>.

Final grades are given at the end of the semester for each course. Grades assigned at the completion of a course are as follows:

Grades	Definition	Index
A	93 – 100%	4.0
A-	90 – 92%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B-	80 – 82%	2.7
C+	77 – 79%	2.3
C	73 – 76%	2.0
C-	70 – 72%	1.7
D+	67 – 69%	1.3
D	63 – 66%	1.0
D-	60 – 62%	0.7
F	Failure	0.0
R	Course must be repeated; minimum level of proficiency not attained.	–
S	Satisfactory	–
U	Unsatisfactory (counts as Failure)	0.0
W	Student withdrew from class between 4th and 10th week; non Failure.	–
Z	No grade submitted by the instructor.	-
CR	Transfer credit from another institution or course taken on permit	–
NC	No credit granted. Restricted to credit bearing courses, first time freshmen and Nursing students.	–
WA	Administrative Withdrawal (assigned by the Registrar's Office for administrative reasons, e.g. lack of immunization)	–
WD	Drop Withdrawal (assigned by the Registrar's Office for drops during 2nd and 3rd week of classes)	–
WN	Never attended (instructor initiates this grade during commencement of attendance for not attending at all during the first week of classes)	–
WU	Withdrew Unofficially (Same as "F". If a student stopped attending at any time during the term then he/she should receive a WU grade)	0.0
AUD	Audit. Course not taken for credit or grade.	–
INC	Term's work is incomplete. The "INC" grade reverts to an "FIN" if a change is not made by the following deadlines: Spring and Summer terms- November 1; Fall term- March 15.	–
FIN	"F" from incomplete.	0.0
PEN	Grade Pending disciplinary action	0.0

<sup>1</sup> An "NC" grade can be assigned to a first semester freshman who has completed a course with a "D-, D, D+" (with the student's permission) or an "F" grade. An "NC" grade can also be assigned to a Nursing course one time only during the 2nd-4th clinical semesters, when a student has earned a grade lower than "C." Students who transfer to another institution should note that "NC" grades may be treated as "F" grades



# Academic Success Guide

The information contained in this section highlights several important aspects of academic life at BMCC. These aspects are presented to help you focus on achieving academic success.

## Classroom Etiquette

Now that you are a college student enrolled at BMCC, you are expected to present yourself and act the way a responsible college student is to behave in and outside of the classroom. Proper college decorum helps the BMCC college community maintain a safe and scholarly environment conducive to academic success and college life. In addition, classroom protocol requires that students respect themselves, fellow students, professors, and staff by following simple rules, such as:

- You should come to class on time.
- When problems occur between members of the BMCC community, seek the proper venue for resolving conflict.
- If you have been unavoidably detained and are arriving late for class, try to enter the classroom as quietly as possible in order not to disturb the class in session.
- While in class, you must silence cell phones and other devices.
- Keep noise levels down throughout the building. Disruptions in and out of the classroom will not be condoned.

## Transfer Information

When should you begin thinking about and preparing for transfer to another college? The moment you enroll at BMCC! Early preparation and planning lead to more desirable results. Here are some of the benefits to early transfer preparation:

- You will be able to research different schools and find exactly the one that fits you both academically and socially.
- You will be able to search and apply for available scholarships.
- You will feel more in control of the transfer process.
- You can speak with admissions and transfer counselors from the different schools you are looking to transfer to.

### **Now that you know the benefits, here are the transfer steps:**

- Research the major of your choice *as soon as possible*.
- Stop by the Academic Advisement & Transfer Center (room S-108) to see which 4-year college(s) offers your major.
- Check to see if BMCC has any articulation agreements in that major, or with the college you are interested in. (An articulation agreement formally partners an associate degree program with a baccalaureate degree program. The agreement maximizes the number of credits the student transfers to the senior college and allows for a seamless transfer).
- Attend a BMCC Transfer Fair or Individual College Visits to meet with a college representative for details about your intended program and general college information.

- Make sure all BMCC program and college requirements are or will be completed.
- Have the college application and essay, if required, completed BEFORE the deadline.
- Request that an official BMCC transcript be sent to the college(s) of your choice from the Registrar's Office, room S-315.

## **Degree Completion and Transfer Benefit**

Whether you wish to transfer to a CUNY senior college or a private or public institution, completing your associate degree at BMCC will go a long way to assuring your future academic success. Here are five other top reasons to consider:

5. You have something to walk away with! You will have more than just a high school diploma or a GED.
4. You have an "insurance policy" on a completed body of work! Schools are more likely to take all of your credits.
3. You save an awful lot of money by completing the first leg of your education here.
2. You become a more desirable candidate to other colleges and employers because you complete your degree!
1. Because when you "Start Here," and complete your degree requirements, you can "Go Anywhere."

## **Articulation Agreements and How They Work**

In order to further support the smooth transition from a two-year to a four-year college, the Office of Academic Affairs works diligently to foster articulation agreements with senior institutions. Although these agreements do *not* guarantee admission to a particular school, they do guarantee that all degree courses will be accepted if the guidelines are strictly followed. For a complete list of BMCC's current articulation agreements listed by majors, please visit our website at: <https://www.bmcc.cuny.edu/academics/advisement/articulation-agreements/>

## **Sister College Recruitment**

BMCC has developed strong relationships with Wellesley, Mt. Holyoke and Smith Colleges, three of the five prestigious sister colleges located in New England. These colleges visit our campus annually to recruit from our large group of academically successful female students who are 24 years and older. Some of these programs offer special housing and scholarship awards for those who qualify. For more information on this program, please contact the Academic Advisement and Transfer Center at [eadvisement@bmcc.cuny.edu](mailto:eadvisement@bmcc.cuny.edu).

## **The Community College Transfer Opportunity Program (CCTOP)**

CCTOP makes it easier for you to transfer from any of the participating community colleges, including BMCC, to New York University - Steinhardt School of Education, Silver School of Social Work and School of Continuing and Professional Studies-Paul McGhee Division. This is done by offering transfer agreements that allow you to maximize the number of credits you can transfer, scholarships to help you meet the cost of tuition, and an advisor to answer all of your questions and help you make a successful transition to NYU. For more information on this program, please contact [eadvisement@bmcc.cuny.edu](mailto:eadvisement@bmcc.cuny.edu).

## Transfer Application Process

Now that you have decided which school(s) you want to apply to, where do you go from here? Once you have researched your choice school(s) and determined that you meet the minimum requirements, get an application! All you have to do after that is fill out the application and request your official transcripts.

The CUNY application can be accessed online at [www.cuny.edu](http://www.cuny.edu). Many, if not most, colleges prefer that you fill out their applications online; however you can request the applications from the individual colleges directly.

Finally, if you have any questions or need help completing your applications, the Academic Advisement & Transfer Center is here to help you any way they can. Just stop in room S-108 and speak with one of their advisors.

## E-Advisement

E-advisement is a service offered to BMCC students who are seeking online advisement. Inquiries are answered within 48 hours (during regular advisement periods). Please go to [www.bmcc.cuny.edu/advisement/e-advisement.jsp](http://www.bmcc.cuny.edu/advisement/e-advisement.jsp) to utilize this service.

## Academic Audit

During the semester before your last, you will be invited to meet with an advisor to make sure you are on-track to graduate the next semester. At this time, you will be made aware of the need for completing any remaining degree requirements (including courses and remedial requirements).

## Nontraditional Career Academic Services

More and more students are discovering that they have the abilities and interests to excel in careers that have been traditionally been considered nontraditional.

**Nontraditional careers defy conventional gender-based roles.** Below you will find examples of majors that are considered nontraditional by gender:

### For Men

Accounting  
Early Childhood Education  
Health Information Technology  
Nursing

### For Women

Business Administration  
Business Management  
Computer Network Technology  
Video Arts & Technology  
Small Business Entrepreneurship

If you are enrolled in any of the above-mentioned programs, you will be provided with personalized academic advisement. This advisement includes, but is not limited to, semester advisement, course and curriculum planning, transfer advisement, and career mentorship. Special programs, such as transfer fairs to senior colleges offering nontraditional majors, round-table and panel discussions from leaders in the career fields, site visits, and open houses are available.

# Student Engagement & Success

## How do I get involved on campus?

BMCC offers a wide range of opportunities for students to get involved outside of the classroom. Don't see a club or activity that you are interested in? Visit the Office of Student Activities (S-230) to talk about starting a new club or activity!

Student clubs meet on Wednesdays from 2-3:50pm. For a complete list of clubs and their assigned rooms, please stop by the Office of Student Activities (S-230).

### Student Clubs & Organizations

Academic Clubs  
Creative Clubs  
Diversity/Multicultural Clubs  
Media Organizations  
Political Clubs  
Professional Clubs  
Religious Clubs  
Social Services Club  
Sports Clubs  
Student Government Association (SGA)

### Success Programs

Achievers  
Building Outstanding Leaders of Tomorrow (BOLT)  
Coaching Officers to Acquire Critical club Habits (COACH)  
Co-Curricular Transcript (CCT)  
CREAR FUTUROS  
Degree Under Three (DU3)  
First Year Experience (FYE) Workshops  
National Society of Leadership & Success (NSLS)  
Panther Partner Program Peer Mentoring  
Phi Theta Kappa (PTK)  
Refining Each Ascending Leader (REAL)  
Sister2Sister Mentoring Program  
Urban Male Leadership Academy (UMLA)

### Experiential Programs

Alternative Spring Break  
Career Explorers  
CPR Training  
Fit Mind Workshops  
Internships  
Mental Health First Aid Certification  
MoneyWorks  
Partners Lending Universal Support (PLUS)  
Undergraduate Research  
Study Abroad  
Student Government Association  
Supporting, Transition, Achievement, and Retention (S.T.A.R.) Ambassadors

### BMCC Athletics

Men's Baseball  
Men's & Women's Basketball  
Men's & Women's Soccer  
Women's Volleyball





LIBRARIES

## BMCC's A. Philip Randolph Library

The BMCC A. Philip Randolph Library, located on the fourth floor at 199 Chambers Street, is named after the African-American labor leader and social activist A. Philip Randolph (1889-1979).

The Library contains over 130,000 volumes of books, more than 100 print magazine/ journal subscriptions, over 80,000 electronic journals, magazines, and newspapers, and over 185,000 electronic books. The Library also has several online film databases and over two thousand DVDs available for loan. The Main Library (S410) and the Quiet Study Area (S430) offer seating for over 600 students. The Library also has two group study rooms that can be reserved online.

### Some helpful tips to using library services and resources:

- Go to the Circulation Desk in the Main Library (S-410) to activate your card in order to borrow books and find articles in databases.
- Self-service copy machines and scanners are available
- Tablets are available for three-day loan and can be checked out a half-hour after the library opens.
- Laptops are available for three-hours.
- Calculators can be borrowed for one month
- DVDs can be borrowed for seven days.
- Research help is available both in-person and online.
- Students can use textbooks being used in class for two hours in the library.
- Older editions of textbooks may be available to be checked out.

## CUNY Libraries

As a BMCC student, you are entitled to full library privileges at all CUNY colleges. Books from other CUNY colleges may be obtained through intercollege leading services or by visiting the individual campus libraries. All you need to gain access to other CUNY campus libraries is your valid student ID.

### Senior College Libraries

#### Baruch College

##### William and Anita Newman Library

151 East 25 Street  
New York, NY 10010  
(646) 312-1026  
[baruch.cuny.edu/library](http://baruch.cuny.edu/library)

#### Brooklyn College

##### Brooklyn College Library

2900 Bedford Avenue  
Brooklyn, NY 11210  
(718) 951-5342  
[library.brooklyn.cuny.edu](http://library.brooklyn.cuny.edu)

#### City College of New York Libraries

##### Morris R. Cohen Library

North Academic Center  
160 Convent Avenue  
New York, NY 10031  
(212) 650-7611 or 7612  
[library.cuny.edu/main/](http://library.cuny.edu/main/)

##### Architecture Library

Spitzer School of Architecture  
South Campus, Room 101  
141 Convent Avenue  
New York, NY 10031  
(212) 650-8766

**Art Visual Resources Library**

Compton Gothals Hall, Room 245A  
1619 Amsterdam Avenue  
New York, NY 10031  
(212) 650-7175

**Center for Worker Education Library**

Room 7-28, 7th Floor  
25 Broadway  
New York, NY 10004  
(212) 925-6625 x228

**Dominican Institute Library**

North Academic Center, 2nd Floor  
1605 Amsterdam Ave  
New York, NY 10031  
(212) 650-7170

**Music Library**

Shepard Hall, Room 160  
259 Convent Avenue  
New York, NY 10031  
(212) 650-7174

**Science and Engineering Library**

Marshak Building, Room J29  
160 Convent Avenue  
New York, NY 10031  
(212) 650-5712

**College of Staten Island****College of Staten Island Library**

2800 Victory Boulevard  
Staten Island, NY 10314  
(718) 982-4010  
*library.csi.cuny.edu*

**Hunter College Libraries****Leon and Toby Cooperman Library**

East Building, Room E-216  
695 Park Avenue  
New York, NY 10065  
(212) 772-4143

**Health Professions Library**

Brookdale Campus  
425 East 25th Street  
New York, NY 10010  
(212) 481-5117

**Schools of Social Work and****Public Health Library**

2180 Third Avenue @ 119th Street  
New York, NY 10035  
(212) 396-7654

**Zabar Art Library**

North Building  
695 Park Avenue, Room 1608 North  
(212) 772-5054

**John Jay College of Criminal Justice****Lloyd Sealy Library**

899 10th Avenue  
New York, NY 10019  
(212) 237-8246/7  
*www.lib.jjay.cuny.edu*

**Lehman College****Leonard Lief Library**

250 Bedford Park Boulevard West  
Bronx, NY 10468  
(718) 960-8580  
*www.lehman.cuny.edu/library*

**Medgar Evers College****Charles Evans Inniss Memorial Library**

1650 Bedford Avenue  
Brooklyn, NY 11225  
718-270-4873/4880  
*www.mec.cuny.edu/library*

**New York City College of Technology****Ursula C. Schwerin Library**

300 Jay Street  
Brooklyn, NY 11201  
(718) 260-5485  
*library.citytech.cuny.edu*

**Queens College****Benjamin S. Rosenthal Library**

65-30 Kissena Boulevard  
Flushing, NY 11367  
(718) 997-3700

**Queens College Art Library**

Rosenthal Library, Level Six  
65-30 Kissena Boulevard  
Flushing, NY 11367



**Queens College Music Library**

Music Building, Room 225  
65-30 Kissena Boulevard  
Flushing, NY 11367  
(718) 997-3900

**York College****York College Library**

94-20 Guy R. Brewer Boulevard  
Jamaica, NY 11451  
(718) 262-2034  
[york.cuny.edu/library](http://york.cuny.edu/library)

**Community College  
Libraries****Borough of Manhattan****Community College****A. Philip Randolph Memorial Library**

199 Chambers Street, Room S-410  
New York, NY 10007  
(212) 220-1499  
[lib1.bmcc.cuny.edu/lib](http://lib1.bmcc.cuny.edu/lib)

**Bronx Community College****Bronx Community College Library**

2155 University Avenue  
Bronx, NY 10453  
[bcc-libweb.bcc.cuny.edu](http://bcc-libweb.bcc.cuny.edu)

**Guttman Community College****Guttman Community College****Information Commons**

50 West 40th Street  
New York, NY 10018  
(646) 313-8091  
[library.guttman.cuny.edu/library](http://library.guttman.cuny.edu/library)

**Hostos Community College****Hostos Community College Library**

475 Grand Concourse, A308  
Bronx, NY 10451  
(718) 518-4222  
[commons.hostos.cuny.edu/library](http://commons.hostos.cuny.edu/library)

**Kingsborough Community College****Robert J. Kibbee Library**

2001 Oriental Boulevard  
Brooklyn, NY 11235  
(718) 368-5632  
[www.kbcc.cuny.edu/kcclibrary](http://www.kbcc.cuny.edu/kcclibrary)

**LaGuardia Community College****Library Media Resources Center**

31-10 Thomson Avenue, room E101  
Long Island City, NY 11101  
(718) 482-5425  
[library.laguardia.edu/home](http://library.laguardia.edu/home)

**Queensborough Community College****Kurt R. Schmeller Library**

222-05 56th Avenue  
Bayside, NY 11364  
(718) 631-6227  
[qcc.libguides.com/libraryhome](http://qcc.libguides.com/libraryhome)

**Other CUNY College  
Libraries****City University of New York****School of Law****CUNY School of Law Library**

2 Court Square West, 6th Floor  
Long Island City, NY 11101  
(718) 340-4200  
[www.law.cuny.edu/library](http://www.law.cuny.edu/library)

**City University of New York****Graduate Center****CUNY Graduate Center Library**

365 5th Avenue  
New York, NY 10016  
(212) 817-7040  
[library.gc.cuny.edu](http://library.gc.cuny.edu)

## **Public Libraries**

### **Borough Libraries**

#### **Bronx Central Library**

310 East Kingsbridge Road  
Bronx, NY 10458  
718 579-4244

#### **Brooklyn Central Library**

Central Library  
10 Grand Army Plaza  
Brooklyn, NY 11238  
718 230-2100

#### **Queens Central Library**

89-11 Merrick Boulevard  
Jamaica, NY 11432  
718 990-0700

#### **Staten Island Central Library**

##### **St. George Library Center**

5 Central Avenue  
Staten Island, NY 10301  
718 442-8560

## **Manhattan Libraries**

### **Andrew Heiskell Braille and Talking Book Library**

40 West 20th Street  
New York, NY 10011  
212 206-5400 General information;  
212 206-5425 24-hour voicemail

### **Chatham Square**

33 East Broadway  
New York, NY 10002  
212 964-6598

### **Humanities & Social Sciences Library**

Fifth Avenue and 42nd Street  
New York, NY 10018-2788  
212 930-0830

### **Mid-Manhattan Library**

455 Fifth Avenue  
New York, NY 10016  
212 340-0863

### **New Amsterdam Branch**

9 Murray Street  
New York, NY 10007  
212 732-8186

### **The New York Public Library for the Performing Arts**

Dorothy and Lewis B. Cullman Center  
40 Lincoln Center Plaza  
New York, NY 10023-7498  
212 870-1630

### **Schomburg Center for Research in Black Culture**

515 Malcolm X Boulevard  
New York, NY 10037-1801  
212 491-2200  
917 275-6975

### **Science, Industry and Business Library**

188 Madison Avenue  
New York, NY 10016  
212 592-7000





## **Amplification**

Use of bullhorns, public address, or any unauthorized amplification equipment is prohibited.

## **Attendance and Lateness**

### **Absences**

The maximum number of absence hours is limited to one more class hour than the contact hours as indicated in the BMCC college catalog. For example, you may be enrolled in a four hour class that meets four times a week. You are allowed five hours of absence (not five days). In the case of excessive absence, the instructor has the option to lower the grade or assign an “F” or “WU” grade.

### **Class Attendance**

If you do not attend class at least once in the first weeks of the semester, the instructor is required to assign a grade of “WN.”

### **Lateness**

Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled start time constitutes lateness. Latecomers may, at the discretion of the instructor, incur an official absence.

## **Bicycles and other Personal Mobility Devices**

Bicycles and other personal mobility devices (including, but not limited to skate boards, roller skates, in-line skates, hover boards, self-balancing hover boards, scooters, electric scooters, Segways and mini-Segways) are not permitted to be operated on college property or inside college buildings at any time. Bicycle racks are available at the Harrison Street and North Moore Street entrances of the main building and at the Park Place entrance inside Fiterman Hall. The racks are provided for your convenience and use on a daily basis; however, the college cannot accept responsibility or liability for the security of the bicycle. Bicycles may not be attached to any other fixture or structure of the college or interfere with pedestrian traffic. The college reserves the right to clip the locks of and dispose of any bicycles left overnight or attached to unauthorized fixtures.

## **Cell Phones and Other Devices**

The use of cell phones is prohibited in classrooms, labs, the library, all theatres, and any other areas where instruction or an organized function is taking place. In addition, students are prohibited from playing electronic devices that can audibly play music without headphones on the college premises. The use of drones and other remote control devices for personal use is prohibited on campus and in college buildings.

## **Children on Campus**

The college has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the Early Childhood Center should not be brought to campus, and, of course, may not attend classes with their parent or guardian.

There may be occasions when brief visits by children of students may be necessary. Children may visit college offices and facilities, other than classrooms,

for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted.

In no case, are children permitted in labs, shops, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

## **Drugs and Alcohol**

*For full view of all University policies, please go to [www.cuny.edu](http://www.cuny.edu)*

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, are prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students.

Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf. In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

## **Elevators**

Students should utilize the escalators and stairways in the 199 Chambers Street building. Please give priority for students who have chronic or acute physical disabilities or who are non-ambulatory in all college locations. Please follow the elevator safety directions in the Murray Building and Fiterman Hall.

## **Food**

Food should not be eaten in classrooms and hallways. Food should be consumed in the cafeteria on the second floor. In addition to the cafeteria, students may obtain snacks from vending machines, which are also on the second floor, of the main building 199 Chambers St. At the Fiterman Hall building, vending machines accept ATM debit/credit cards and are located on floors 7, 9, and 11. In the Murray building, vending machines are located on floors 2 and 10. Students should bus their own trays and help to keep the cafeteria and snack bar areas clean.

## **Identification**

Every BMCC student must wear a validated identification (ID) card at all times. Students need their ID card to enter the college, to enter the library, to borrow library books, or to collect student paychecks from the college. Students are expected to present their ID card to any college official (security officer, administrator, faculty and staff member, etc.) who requests such identification.

Lost ID cards will be replaced for a fee. An application for a replacement ID card can be obtained from the ID office during its hours of operation or from Public Safety during business hours.

Stolen ID cards will be replaced without a fee when the application is accompanied with a police report. The application and report must be taken to public Safety for the fee waiver.

For additional information on ID cards, contact the Office of Public Safety.

## **Lactation**

The Respite Room in the Women's Resource Center provides a nurturing completely private space for lactating mothers.

Lactation Hours: Monday to Wednesday, and Friday 9am-4pm and Thursday 9am-5pm

If you need a lactation space to express your milk, please contact or stop by the Women's Resource Center to reserve a time.

There are other locations available around campus:

- Students contact Health Services, room N-380; Phone (212) 220-8255, Email: [healthservices@bmcc.cuny.edu](mailto:healthservices@bmcc.cuny.edu)
- Staff and Faculty contact Human Resources, room S-717; Phone (212) 220-8300, Email: [officeofhumanresources@bmcc.cuny.edu](mailto:officeofhumanresources@bmcc.cuny.edu)

## **Literature**

Posting of flyers, handouts, or other types of literature without authorization is prohibited. All literature posted in the college should be approved by Office of Student Activities, room S-230.

## **Loitering**

Loitering is prohibited at BMCC. Persons on campus without permission or proper ID may be subject to warning, suspension, expulsion, or arrest.

## **Pets**

Animals or pets of any type are not permitted on the BMCC Campus. The presence of animals or pets violates the Public Health Law and College Policy. Service dogs are exempt from this policy.

## **Plagiarism**

Plagiarism is the presentation of someone else's ideas, words, or artistic/scientific/technical work as one's own creation. A student who copies or paraphrases published or on-line material, or another person's research, without properly identifying the source(s) is committing plagiarism.

Plagiarism violates the ethical and academic standards of our college. Students will be held responsible for such violations, even when unintentional. To avoid unintended plagiarism, students should consult with their instructors about when and how to document their sources. The library also has both print and digital guides designed to help students cite sources correctly.

Plagiarism carries a range of penalties commensurate with severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade, fail the student in the course, or refer the case to the Faculty-Student Disciplinary Committee. Cases referred to that committee could result in suspension or expulsion from the college.

## **Restroom & Locker Room policies**

At BMCC, our understanding of diversity is continuing to expand. In response to the awareness and needs of our transgender community members, BMCC is posting signs in all single-sex facilities, including restroom and lockers rooms stating: "Under the law, all individuals have the right to use the single-sex facility consistent with the gender identity or expression." In addition, BMCC is posting

signs outside single-occupancy restrooms that state: “This restroom may be used by persons of all genders.”

A CUNY-wide legal and administrative task force is currently being constituted to review legal requirements and best practices related to issues of gender identity and gender expression, and to formulate guidance to ensure that CUNY is in compliance with the law and addresses these issues in an appropriate and thoughtful manner. Based on the conclusions of the task force, the CUNY Office of the General Counsel and Senior Vice Chancellor for Legal Affairs will issue further guidance addressing these issues in more detail, including related issues such as preferred names and pronouns, residence hall policies, and education and training. For more information, visit [www.cuny.edu](http://www.cuny.edu).

### **BMCC Offers All-Gender Restrooms**

These single-user restrooms have been given new signage, officially identifying them as all-gender restrooms and facilitating a safer environment for all members of our college community, regardless of gender identity or expression. These restrooms can be accessed without a key or ID card. For guaranteed privacy, everyone should remember to use the inside locks while using these restrooms.

The all-gender restrooms are located on 3 South, 4 North and the Lower Level of Theatre I in the Chambers Street building, and on the 3rd floor of the Murray Street building.

### **Solicitation**

Soliciting or fundraising of any kind without proper authorization is not permitted.

### **Student Filming Guidelines**

Only BMCC student filming projects required by a faculty member for class credit would be exempt from requesting a filming location permit. BMCC students should receive guidance through their academic departments, and requests for filming should be **submitted by the professor** via email to: [publicaffairs@bmcc.cuny.edu](mailto:publicaffairs@bmcc.cuny.edu). BMCC students may film on BMCC property for a class project assigned by a faculty member for a grade. Filming must not be disruptive, violate any other college or CUNY rules, inconvenience members of the BMCC community or create a safety hazard.

Students must secure all required releases from the on-camera individuals. The college will accommodate filming for approved academic class projects when possible. Filming for academic credit requires a student to partner with the professor or departmental representative who is assigning the filming project. Students are responsible for obtaining permission from the appropriate department(s) in campus areas where they wish to film. If questions or issues arise, students are encouraged to seek the assistance of the faculty member(s) who assigned the project.



# The City University of New York Policies

For full view of all University policies, please go to [www.cuny.edu](http://www.cuny.edu)

## 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. For full view of the Academic Integrity guidelines, please go to [www.cuny.edu](http://www.cuny.edu).

- I. Definitions and Examples of Academic Dishonesty
- II. Methods for Promoting Academic Integrity
- III. Reporting
- IV. Procedures for Imposition of Sanctions

## Computer User Responsibilities

*Note: City University of New York Computer User Responsibilities is a statement originally prepared by the University's Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.*

### The City University of New York Policy on Acceptable Use of Computer Resources:

#### I. 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.

#### II. Applicability

This policy applies to all Users of CUNY Computer Resources, as defined in Article III below.

This policy supersedes the CUNY policy titled "CUNY Computer User Responsibilities" and any college policies that are inconsistent with this policy.

#### III. Definitions

1. "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, desktop and laptop computers, handheld devices that allow or are capable of

storing and transmitting information (e.g., cell phones, tablets), mainframes, minicomputers, servers, network facilities, databases, memory, memory sticks, and associated peripherals and software, and the applications they support, such as e-mail, cloud computing applications, and access to the internet.

2. "E-mail" includes point-to-point messages, postings to newsgroups and listservs, and other electronic messages involving computers and computer networks.
3. "Faculty" includes full-time, part-time, and adjunct faculty.
4. "FOIL" is the New York State Freedom of Information Law.
5. "Non-Public University Information" has the meaning set forth in CUNY's IT Security Policies and Procedures found at [security.cuny.edu](http://security.cuny.edu), namely: personally identifiable information (such as an individual's Social Security Number; driver's license number or non-driver identification card number; account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial account; personal electronic mail address; Internet identification name or password; and parent's surname prior to marriage); information in student education records that is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and the related regulations set forth in 34 CFR Part 99; other information relating to the administrative, business, and academic activities and operations of the University (including employee evaluations, employee home addresses and telephone numbers, and other employee records that should be treated confidentially); and any other information available in University files and systems that by its nature should be treated confidentially .
6. "User" means a user of CUNY Computer Resources, including all current and former users, whether affiliated with CUNY or not, and whether accessing those resources on a CUNY campus or remotely.

#### **IV. Rules for Use of CUNY Computer Resources**

##### **1. Authorization.**

- a. 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.
- b. Notwithstanding subsection 1.a. above, a User may authorize 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 when the User is unable to efficiently access the information on the User's own behalf (including as a result of a disability), but delegated access will be subject to the rules of Section 10 – Security, below.
- c. 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 following ordinary security precautions. CUNY advisories and resources are available at [security.cuny.edu](http://security.cuny.edu).

##### **2. Purpose.**

- a. Use of CUNY Computer Resources is limited to activities relating to the

performance by CUNY employees of their duties and responsibilities and by students in connection with their college courses and activities. 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.

- b. Except with respect to CUNY employees other than faculty, where a supervisor has prohibited it in writing, incidental personal use of CUNY 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, including subsection 2.a. above. Users should be aware that personal messages, data and other information sent or received through a User's CUNY account or otherwise residing in a CUNY Computer Resource are subject to CUNY review pursuant to Section 13 of this policy and may also be subject to public disclosure pursuant to FOIL.

### **3. Compliance with Law.**

- a. 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.
- b. Examples of applicable federal and state laws include those addressing defamation, invasion of privacy, obscenity and child pornography, and online gambling, as well as the following:

Computer Fraud and Abuse Act  
Copyright Act of 1976  
Electronic Communications Privacy Act  
Export control regulations issued by the U.S. Departments of Commerce, State and Treasury  
Family Educational Rights and Privacy Act  
FOIL  
New York State Law with respect to the confidentiality of library records

- c. Examples of applicable CUNY rules and policies include those listed below. Other rules and policies may be found in the Manual of General Policy and on the CUNY Legal Affairs website:  
Gramm-Leach-Bliley Information Security Program  
IT Security Policies & Procedures  
Policy on Maintenance of Public Order (the "Henderson Rules")  
Sexual Harassment Policy  
University Policy on Academic Integrity  
Web Site Privacy Policy

### **4. Licenses and Intellectual Property.**

- a. Users 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.
- b. 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 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. Additional information regarding copyright and file sharing is available on the CUNY Legal Affairs website.

**5. False Identity and Harassment.** Users may not employ a false identity, mask the identity of an account or computer, or use CUNY 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.**

- a. Users may not invade the privacy of others by, among other things, viewing, copying, redistributing, posting such data to the Internet, modifying or destroying data or programs belonging to or containing personal or confidential information about others, without explicit permission to do so.
- b. CUNY employees must take precautions by following all IT Security Policies and Procedures to protect the confidentiality of Non-Public University 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 CUNY Computer Resource, or which could reasonably be expected to cause, directly or indirectly, excessive strain or theft of confidential data 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 on CUNY Computer Resources that they are not sure are safe or may cause excess strain.

**8. Disruptive Activities.**

- a. 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, including:
  - i. chain letters, virus hoaxes or other e-mail transmissions that potentially disrupt normal e-mail service;
  - ii. 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;
  - iii. 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; and
  - iv. downloading of large videos, films or similar media files for personal use.
- b. CUNY has the right to require Users 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.**

- a. 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.

- b. Notwithstanding subsection 9.a. above, CUNY employees and students may indicate their CUNY affiliation on e-mail, other correspondence, and in academic or professionally-related research, publications or professional appearances, so long as they do not state or imply that they are speaking on behalf of the University.

## **10. Security.**

- a. 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 Non-Public University Information, as well as for following CUNY's IT Security Policies and Procedures.
- b. Users must report incidents of non-compliance with IT Security Policies and Procedures or other security incidents to the University Chief Information Officer and Chief Information Security Officer, and the Chief Information Officer at the affected User's college.

**11. Filtering.** CUNY reserves the right to install spam, anti-malware, 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. CUNY will not install filters that restrict access to e-mail, instant messaging, chat rooms or websites based solely on content, unless such content is illegal, such as child pornography sites.

**12. Confidential Research Information.** Principal investigators and others who use CUNY Computer Resources to collect, examine, analyze, transmit or store 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 such confidential research information from unauthorized access or modification. In general, this means storing the information on a computer or auxiliary hard drive 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 and passwords must be used to protect Non-Public University Information, and 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., auxiliary hard drives, 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. In addition, the steps taken to protect such confidential research information should be included in submissions to the CUNY Institutional Review Board reviewing the research protocol.

## **13. CUNY Access to Computer Resources.**

- a. Copying. CUNY may copy a User's account and/or hard drive on a CUNY Computer Resource, without monitoring or inspecting the contents of such account and/or hard drive, at any time for preservation of data or evidence, without notice to the User.

b. General Monitoring Practices. CUNY does not routinely monitor, inspect, or disclose individual usage of CUNY 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 stored in any CUNY Computer Resource dedicated to their use will not be intruded upon by CUNY except as outlined in this policy.

c. Monitoring without Notice.

i. Categories. 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 determine whether CUNY may be vulnerable to liability, or when failure to act might result in significant bodily harm, significant property loss or damage, or loss of evidence, as determined by the college president or a vice president designated by the president or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current 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 or, in the case of the Central Office by the Chancellor or his or her designee, after consultation with the Office of General Counsel and the Chair of the University Faculty Senate (if a current 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 or, in the case of the Central Office by the Chancellor 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 current CUNY faculty member's account or activity is involved) or Vice Chair if the Chair is unavailable; or
  - G. as otherwise required by law.
- ii. Procedures. 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:
    - A. 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; and
    - B. the college president or the Chancellor, as the case may be, 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.
  - iii. Other Disclosure.
    - A. 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.
    - B. In addition, users should be aware that CUNY may be required to disclose to the public under FOIL communications made by means of CUNY Computer Resources whether in conjunction with University business or as incidental personal use.
    - C. 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.
  - iv. Annual Statement. 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.
  - v. Privacy Policy. 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. Waiver of Policy.**

- a. A CUNY employee or student may apply to the General Counsel for an exception or waiver from one or more of the provisions of this policy. Such application may be for a single use or for periodic or continuous uses, such as in connection with a course or program. Any application for a waiver should be made prior to using the CUNY Computer Resource for the purposes described in the application.
- b. The written waiver application must state:
  - i. the policy provision or provisions for which the User is seeking a waiver;
  - ii. how the User plans to use CUNY Computer Resource to be covered by the waiver and the reasons why the User believes a waiver should be approved;
  - iii. if the waiver involves confidential research information, what steps will be taken to protect such information;
  - iv. the length of time for which the waiver is being requested; and
  - v. if a student, how and by whom the student will be supervised.
- c. The General Counsel shall consult with the CUNY's chief information officer and the president of the applicant's college (or, if the applicant is a Central Office employee, the Chancellor) or their designees, prior to making a determination regarding the application.
- d. Users should be aware that CUNY cannot waive federal, state or local law; for example, the contents of CUNY Computer Resources (including confidential research information) may be subject to a valid subpoena regardless of the terms of any waiver.

#### **15. Enforcement.**

- a. 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.
- b. 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.
- c. 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.

**16. 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.

#### **17. Disclaimer.**

- a. 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.

- b. 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.
- c. 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.

## **Domestic Violence and the Workplace** (revised 12/15/13)

*To view the full policy on Domestic Violence go to [www.cuny.edu](http://www.cuny.edu)*

### **Policy Statement**

The City University of New York ("CUNY") disapproves of violence against women, men, or children in any form, whether as an act of workplace violence or in any employee's personal life. Domestic violence can spill over into the workplace, compromising the safety of both victims and co-workers and resulting in lost productivity, increased health care costs, increased absenteeism, and increased employee turnover. CUNY is committed to full compliance of all applicable laws governing domestic violence in the workplace, to promoting the health and safety of its employees, and to making a significant and continual difference in the fight to end domestic violence. CUNY will review this policy annually and will notify all employees and the New York State Office for the Prevention of Domestic Violence ("OPDV") of any revisions.

### **Definitions**

For purposes of this policy, the following terms will be defined as follows.

**Domestic Violence:** A pattern of coercive tactics, which can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Intimate Partner:** Includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together; or persons who are dating or who have dated in the past, including same sex couples.

**Abuser:** A person who perpetrates a pattern of coercive tactics which can include physical, psychological, sexual, economic, and emotional abuse against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**Victim:** The person against whom an abuser directs coercive and/or violent acts.

### **Henderson Rules**

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedoms:

the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political ends, or who violate the norms of conduct established to protect that freedom. Against such offenders the University has the right, and indeed the obligation, to defend itself. We accordingly announce the following rules and regulations 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 and regulations we note that the Bylaws of the Board of Higher Education provide that:

“THE PRESIDENT. The president, with respect to his/her education unit, shall:

- a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his/her jurisdiction;
- b. Be the advisor and executive agent of the Board and of his/her 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 facilities;
- c. Exercise general superintendence over the concerns, officers, employees, and students of his/her educational unit.”

### *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/she interfere 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.
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 an invited guest has the right to advocate his/her 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 reasonably 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/her possession a rifle, shotgun, or firearm or knowingly have in his/her possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/College without the written authorization of such educational institution. Nor shall any individual have in his/her 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. Any 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 by University students or employees on University/College premises, or as part of any university or 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.

#### *PENALTIES*

1. Any student engaging in any manner in 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 other member of the Instruction staff or member of the classified staff engaging in any manner in 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 City University of New York 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, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member or other member of the instructional staff,

or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the 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 in 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.

#### *APPENDIX*

Sanctions defined:

- A. Admonition. An oral statement to the offender that he/she 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 far 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 of expulsion.
- H. Complaint to Civil Authorities.
- I. Ejection.

#### **THE OFFICE OF COMPLIANCE AND DIVERSITY**

BMCC does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Office of Accessibility, Marcos A. Gonzalez, Director, (212) 220-8180 or Chief Diversity Officer, Odelia Levy, Esq., (212) 220-1236.

BMCC is committed to ensuring a discriminatory free environment where all individuals are treated fairly and with respect. The Office of Compliance and Diversity is dedicated to promoting an open and inclusive environment, addressing

complaints as they arise, creating programs which promote diversity, and ensuring that the College complies with all applicable policies and laws. Odelia Levy, Esq. serves as the Chief Diversity Officer and the Title IX Coordinator. To report a complaint of unlawful discrimination or harassment, including sexual misconduct, please contact Ms. Levy at (212) 220-1236 or [OLevy@bmcc.cuny.edu](mailto:OLevy@bmcc.cuny.edu). Ms. Levy's office is located in 199 Chambers Street, Room S-701k. You can also contact Deputy Director of Diversity and Title IX Compliance, Theresa Wade, at (212) 220-1273 or [Twade@bmcc.cuny.edu](mailto:Twade@bmcc.cuny.edu). If you witness or experience unlawful discrimination or harassment after hours and need immediate assistance, please contact Public Safety at (212) 220-7080.

## **Lactation Room Policy**

### **1. OVERVIEW**

In recognition of the importance and benefits of breastfeeding for mothers and infants and in compliance with applicable law, CUNY supports the rights of employees and students who are nursing mothers. CUNY is dedicated to accommodating the needs of nursing mothers for break time and a private space to express breast milk on campus. This lactation policy incorporates the new lactation laws in New York City, Int. No 879-A and Int. No. 905-A, effective March 18, 2019 and supersedes the CUNY Lactation Guidelines promulgated on March 23, 2015.

### **2. SCOPE**

This policy applies to all CUNY employees and students.

### **3. POLICY STATEMENT**

CUNY is required to provide its employees reasonable break time for up to three years after they give birth to express milk. An employee may do this by utilizing her paid break or meal periods, or taking unpaid break periods. The employee may also discuss with her supervisor whether it is possible to make up some or all of the lost time by extending her workday.

CUNY must also provide an employee, upon request, a room or other location, in reasonably close proximity to her work area, where she can express milk in private. The room must (a) not be a bathroom (b) be shielded from view and free from intrusion from co-workers and the public (c) have nearby access to a sink with running water and paper towels (d) be in close proximity to a refrigerator and (e) contain a table, electrical outlet and a chair.

While CUNY understands that space at the colleges is limited, the colleges should seek to identify a dedicated space for this purpose or, if no space is so dedicated, provide space upon request. If the college is unable to identify a dedicated space and the designated "lactation room" in a particular instance has multiple uses, the room cannot be used for any other purpose while an employee is expressing milk. In the unlikely event that the college determines that it would cause undue hardship to provide a lactation room for an employee, the college must engage in a cooperative dialogue (interactive process) with the employee regarding other possible workplace accommodations. When an employee requests the use of a lactation room, the CUNY college or unit must comply with the request within five days.

For students, a dedicated room for lactation should be provided based on availability, on a first-come, first-served basis. If the college has no such dedicated

room, the college should work the student to see if it is possible to identify a space where the student can express milk.

Discrimination or retaliation against an employee who chooses to express milk in the workplace is prohibited. Students who exercise their rights to express milk pursuant to these guidelines are also protected from discrimination or retaliation. Employees who wish to make a complaint of discrimination or retaliation should contact the Chief Diversity Officer at their campus; students wishing to make such a complaint should contact the campus Title IX Coordinator.

## **Notice of Non-Discrimination**

It is the policy of The City University of New York—applicable to all colleges and units—to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without discriminating on the basis of actual or perceived race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, pregnancy, status as a victim of domestic violence/stalking/sex offenses, unemployment status, caregiver or familial status, prior record of arrest or conviction, or any other legally prohibited basis in accordance with federal, state and city laws. This policy is set forth in CUNY’s Policy on Equal Opportunity and Non-Discrimination.

CUNY’s Policy on Sexual Misconduct prohibits all forms of sexual misconduct, including sexual harassment, gender harassment and sexual violence. Inquiries concerning sexual misconduct or sex discrimination may be made to the individuals specified in that Policy or may be referred to the U.S. Department of Education, Office for Civil Rights.

It is also the University’s policy to provide reasonable accommodations and academic adjustments, when appropriate, to individuals with disabilities, individuals observing religious practices, individuals who have pregnancy or childbirth-related medical conditions and victims of domestic violence/stalking/sex offenses. The process for addressing these issues is set forth in CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments.

Retaliation for reporting or opposing discrimination, cooperating with an investigation of a discrimination complaint, or requesting an accommodation or academic adjustment is also prohibited.

To access CUNY’s Policy and Procedures on Equal Opportunity and Non-Discrimination, Policy on Sexual Misconduct, and Procedures for Implementing Reasonable Accommodations and Academic Adjustments, please visit these links:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf>

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf>

<http://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/reasonable-accommodations-and-academic-adjustments/>

The following people have been designated at the Borough of Manhattan

Community College to handle inquiries and complaints relating to CUNY's Policy on Equal Opportunity and Non-Discrimination and Policy on Sexual Misconduct and to ensure compliance with CUNY's Procedures for Implementing Reasonable Accommodations and Academic Adjustments:

**Odelia Levy, Esq.**

Chief Diversity Officer/Special Advisor to the President  
199 Chambers Street, Room S-701K  
New York, NY 10007  
(212) 220-1236  
OLevy@bmcc.cuny.edu

**Theresa Wade, Esq.**

Deputy Director of Diversity and Title IX Compliance  
199 Chambers Street, Room S-701J  
New York, NY 10007  
(212) 220-1273  
Twade@bmcc.cuny.edu

The following federal, state, and local agencies enforce laws against discrimination:

- New York City Commission on Human Rights,  
<http://www1.nyc.gov/site/cchr/index.page>
- New York State Division on Human Rights,  
<http://www.dhr.ny.gov>
- U.S. Equal Employment Opportunity Commission,  
<http://www.eeoc.gov>
- United States Department of Justice,  
<http://www.justice.gov/>
- United States Department of Education, Office for Civil Rights,  
<http://www2.ed.gov/ocr>

**Non-Discrimination of Students on the Basis of Pregnancy, Childbirth and Related Conditions**

*For full view of the CUNY Policy, please go to:  
[www.cuny.edu/about/administration/offices/la/advisories/NonDiscriminationofStudentsonthBasisofPregnancyChildbirthandRelatedConditions.pdf](http://www.cuny.edu/about/administration/offices/la/advisories/NonDiscriminationofStudentsonthBasisofPregnancyChildbirthandRelatedConditions.pdf)*

**The City University of New York Policy of Sexual Misconduct**

**I. POLICY STATEMENT**

Every member of The City University of New York ("CUNY") community, including students, employees and visitors, deserves the opportunity to live, learn and work free from Sexual Misconduct (sexual harassment, gender-based harassment and sexual violence). Accordingly, CUNY is committed to:

- 1) Defining conduct that constitutes prohibited Sexual Misconduct;
- 2) Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any complaints will be handled respectfully;
- 3) Promptly responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and

address any allegations of retaliation;

- 4) Providing ongoing assistance and support to students and employees who make allegations of Sexual Misconduct;
- 5) Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to college constituencies; and
- 6) Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This is the sole policy at CUNY addressing Sexual Misconduct and is applicable at all college and units at the University. It will be interpreted in accordance with the principles of academic freedom adopted by CUNY’s Board of Trustees.

The CUNY community should also be aware of the following CUNY policies:

- The CUNY Policy on Equal Opportunity and Nondiscrimination prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. That policy addresses sex discrimination other than Sexual Misconduct covered by this policy.
- The CUNY Campus and Workplace Violence Prevention Policy addresses workplace violence.
- The CUNY Domestic Violence and the Workplace Policy addresses domestic violence in or affecting employees in the workplace.
- The CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments addresses the procedures CUNY will follow when there is a request for a reasonable accommodation and or academic adjustment.

In addition, campus crime statistics, including statistics relating to sexual violence, which CUNY is required to report under the Jeanne Clery Act, are available from the Office of Public Safety at each college and/or on its Public Safety website.

## II. SCOPE OF THIS POLICY

This policy governs the conduct of (i) all the members of CUNY’s community, including employees and students, and (ii) non-members of CUNY’s community who interact with members of the CUNY community (hereinafter “visitors’). Visitors are both protected by and subject to this policy. A non-member may make a complaint of or report a violation of this policy committed by a member of CUNY’s community. A non-member may also be subject to restrictions for failing to comply with this policy. This policy applies to conduct that occurs on and off CUNY property.

## III. DEFINITIONS

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

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older).



Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no can longer be given, sexual activity must stop.

- b. Complainant refers to the individual who alleges that she/he has been the subject of Sexual Misconduct, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.
- c. Complaint is an allegation of Sexual Misconduct made under this policy.
- d. Confidentiality is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to college officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.
- e. Dating Violence is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.
- f. Domestic Violence is any violence or sexual assault committed by (i) a current or former spouse or intimate partner of the victim; (ii) a person with whom the victim shares a child; (iii) a person who cohabits or cohabited with the victim as a spouse or intimate partner; or (iv) anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.
- g. Forcible Touching/Fondling is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire.
- h. Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation

in employment, education or other CUNY activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

- i. Intimate Partner Violence (“IPV”) includes both Domestic Violence and Dating Violence.
- j. Managers are employees who have authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities.
- k. Pastoral counselor. A person who is associated with a religious order or denomination, recognized by that order or denomination as someone who provides confidential counseling, and functioning within the scope of that recognition.
- l. Privacy is the assurance that the college will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.
- m. Rape and Attempted Rape is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.
- n. Respondent refers to the individual who is alleged to have committed Sexual Misconduct against a CUNY student, employee, or visitor.
- o. Retaliation is adverse treatment of an individual as a result of that individual’s reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.
- p. Sexual Activity is
  - contact between the penis and the vulva or the penis and the anus;
  - contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
  - penetration, however slight, of the of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- q. Sexual Assault is any form of sexual activity that occurs without consent.
- r. Sex Discrimination is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity

(including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.

- s. Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:
- i. submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
  - ii. such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

- i. Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;
  - ii. Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
  - iii. Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
  - iv. Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.
- t. Sexual Misconduct is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.
- u. Sexual Violence includes: (1) sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking as defined below; and (4) voyeurism, as defined below.
- v. Stalking is intentionally engaging in a course of conduct directed at a specific person that:
1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or

2. is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.

- w. Supervisors are employees who are not managers, but have a sufficient degree of control over the working conditions of one or more employees, which might include evaluating their performance and making recommendations for changes in employment status that are given particular weight.
- x. Visitor is an individual who is present at a CUNY campus or unit but is not a student or an employee.
- y. Voyeurism is unlawful surveillance and includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:
  - i. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
  - ii. Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
  - iii. Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
  - iv. Using or installing, or permitting the use or installation of a device for the purpose of recording another person's sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person's consent.
- z. Writing. Whenever this policy requires in "writing," electronic mail satisfies the writing requirement.

#### **IV. PROHIBITED CONDUCT**

##### **A. Sexual Harassment, Gender-Based Harassment and Sexual Violence**

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together "Sexual Misconduct") against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual harassment is considered a form of employee misconduct and an employee who engages in such conduct, or, managerial and supervisory personnel who knowingly allow such behavior to continue, shall be subject to discipline in accordance with applicable rules, policies and collective bargaining agreements.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes: (1) sexual activity without affirmative consent, sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking ("stalking"), and (4) voyeurism.

The complete definitions of these terms, as well as other key terms used in this policy, are in Section III above.

#### B. Retaliation

This policy prohibits retaliation against any person who reports Sexual Misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a Sexual Misconduct complaint, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.

#### C. Certain Intimate Relationships

This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section XII below.

### **V. TITLE IX COORDINATOR**

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as the Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter "Enough is Enough"). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. All Title IX Coordinators shall receive annual training on Sexual Misconduct as required by Title IX, the Clery Act, Enough is Enough, and other civil rights law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university's dedicated Title IX website.

### **VI. ASSISTANCE IN CASES OF SEXUAL VIOLENCE**

#### A. Reporting to Law Enforcement

Students, employees and other community members who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus may, but are not required to, report to local law enforcement, and/or state police. CUNY does not require a complainant to report sexual misconduct to law enforcement; however, if a student, employee, or other community member does wish to report to law enforcement, CUNY will provide assistance. Each college public safety office shall have an appropriately trained employee available at all times to provide the complainant with information regarding options to proceed, including information regarding the criminal justice process and the preservation of evidence. Campus public safety officers can also assist the complainant with filing a complaint both

on and off-campus, and in obtaining immediate medical attention and other services.

Additional information is available on the university's Title IX website.

#### B. Relationship of CUNY's Investigation to the Action of Outside Law Enforcement

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

Students, employees and other community members should be aware that CUNY procedures and standards differ from those of criminal procedures. When CUNY investigates allegations of sexual misconduct or brings disciplinary proceedings for violations of this policy, the issue is whether the respondent violated CUNY policy. The standard applied in making this determination is whether the preponderance of the evidence substantiates the complaint, or, stated another way, whether it is more likely than not that the alleged conduct occurred. An individual found to have violated this policy may be sanctioned by the college and CUNY. In the criminal justice system, on the other hand, the issue is whether the accused violated state criminal law. The standard applied is proof beyond a reasonable doubt and an individual found guilty of a crime is subject to criminal penalties, such as incarceration, probation and fines. More information about relevant criminal laws is available at \_\_\_\_\_(link to chart) \_\_\_\_\_

#### C. Obtaining Immediate Medical Attention and Emotional Support

CUNY encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek medical attention as soon as possible. Medical resources can provide treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception, and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.

Individuals who have experienced or witnessed sexual violence are also encouraged to seek emotional support, either on or off-campus.

#### D. On-campus resources

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

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

### **VII. IMPORTANT INFORMATION ABOUT CONFIDENTIALTY, PRIVACY and REQUIRED REFERRALS**

CUNY values the privacy of its students, employees, and visitors. They should

be able to seek the assistance they need without fear that the information they provide will be shared more broadly. Some individuals who serve as resources on campus are confidential resources and will not share any identifying information with others, except as required by law in emergency circumstances. Other individuals are not permitted to maintain confidentiality but will protect privacy to the greatest extent possible and share information with other staff only on a need-to-know basis.

**Confidential resources.** Individuals considered confidential resources include counselors and health care providers at the college counseling centers and health offices, pastoral counselors, and designated staff members at women’s or men’s centers, if they exist on campus. Students may use these resources even if they decide not to make a report or participate in University disciplinary proceedings or the criminal justice process.

**Private but non-confidential resources.** Many college employees are required by federal and state law to provide information about possible sexual misconduct to the Title IX Coordinator. Individuals designated as non-confidential but private resources will protect privacy to the greatest extent possible, but must share relevant information about sexual misconduct with the Title IX Coordinator.

More information about confidential and private but non-confidential resources is provided in Section IX, below.

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

### **VIII. REPORTING SEXUAL MISCONDUCT TO THE COLLEGE**

In order for the University to address allegations of sexual misconduct, it has to learn about them. Accordingly, CUNY strongly encourages individuals who have experienced sexual misconduct to file a complaint with a designated campus official, as outlined below. The designated officials are trained to accept complaints, to ensure they are investigated in accordance with this policy, and to help complainants get necessary assistance.

Students, faculty, staff and visitors are encouraged to report incidents of sexual misconduct to campus officials, even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including “study abroad” programs.) Such reporting will enable complainants to get the support they need and provide the college with the information it needs to take appropriate action.

#### **A. Complainant’s Rights**

Individuals who have experienced sexual misconduct have the right to file a complaint with the college or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the campus.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights (copy attached).

Complainants also have these rights:

- To notify campus public safety, local law enforcement, and/or the state police; or to choose not to report.
- To have emergency access to a college official trained to interview victims of sexual assault and able to provide certain information, including reporting options and information about confidentiality and privacy. The official will,

where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination (“SAFE”) as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney’s office.

- To disclose the incident to a college representative who can offer confidentiality or privacy and assist in obtaining services for reporting individuals. See Section IX, below.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To have complaints investigated in accordance with CUNY policy.
- To have privacy preserved to the extent possible.
- To receive assistance and resources on campus, including confidential and free on-campus counseling, and to be notified of other services available on- and off-campus, including the New York State Office of Victim Services.
- To disclose the incident to the college’s Human Resources Director or designee (if the accused is a college employee) or request that a confidential or private resource assist in doing so.
- To disclose the incident confidentially and obtain services from state and local governments.
- To receive assistance from the campus or others in filing a criminal complaint, initiating legal proceedings in family court or civil court, and /or seeking an Order of Protection or the equivalent. In New York City, this assistance is provided by Family Justice Centers located in each borough, [www1.nyc.gov/site/ocdv/programs/family-justice-centers.page](http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page).
- To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.
- To withdraw a complaint or involvement from the process at any time.

Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to college authorities. See Section IX, below. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

#### B. Where to File a Complaint on Campus

Students, employees and visitors who experience sexual misconduct should bring their complaints to one of these campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of Vice President for Student Affairs or Dean of Students (students only)
- Residence Life staff in CUNY owned or operated housing (students and residence visitors only)
- Human Resources Director (employees only)

Contact information for these officials can be found at <http://www1.cuny.edu/sites/>



titleix/campus-websites

There is no prescribed method for filing a complaint of sexual misconduct and the college will respond to complaints whether they are oral or written. Complainants may, but are not required to, fill out the CUNY Sexual Misconduct Complaint form (see page 38). After the form is filled out, it should be brought to one of the offices listed above.

Once any of the officials or offices above is notified of an incident of sexual misconduct, she/he the Complainant and coordinate with appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These officials and offices will maintain a complainant's privacy to the greatest extent possible, and all information in connection with the complaint, including the identities of the complainant and the respondent, will be shared only with those who have a legitimate need for the information.

Visitors: CUNY strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on a CUNY campus or at a CUNY sponsored event to the Office of Public Safety, Residence Life staff, or other appropriate college officials listed above. In certain instances, CUNY may be able to offer those visitors who have experienced sexual misconduct with resources and assistance. For more information on such assistance, please visit [INSERT LINK](#).

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

After a report of an alleged incident of sexual misconduct is made to the Title IX Coordinator, a complainant may request (a) that the matter be investigated only to the extent possible without further revealing her/his identity or any details regarding the incident being divulged further (b) that no investigation into a particular incident be conducted, or (c) that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant's request against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the accused from previously noted behavior; (c) any increased risk that the accused will commit additional acts of violence, (d) whether the accused used a weapon or force; (e) whether the complainant is a minor; (f) whether the college possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but that reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that the college may maintain confidentiality as requested by the complainant, the college will, if possible, take reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college's ability to meaningfully investigate the incident and pursue

disciplinary action may be limited by such a request for confidentiality.

#### D. Filing External Complaints

Complainants who feel that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing complaints with one or more of the outside agencies listed below.

- U.S. Department of Education, Office for Civil Rights  
<http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>
- U.S. Equal Employment Opportunity Commission  
[https://www.eeoc.gov/federal/fed\\_employees/filing\\_complaint.cfm](https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm)
- New York State Division of Human Rights  
<http://www.dhr.ny.gov/how-file-complaint>
- New York City Commission on Human Rights  
<http://www1.nyc.gov/site/cchr/about/resources.page>

#### E. Action by Bystanders and Other Community Members

While only employees designated as “responsible” employees are required reporters as set forth in Section IX below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual misconduct that they may witness. Although these actions will depend on the circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report any incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, or the offices of Public Safety, Vice President of Students Affairs (students), Dean of Students (students) or Human Resources (employees) at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

#### F. Amnesty for Drug and Alcohol Use

The health and safety of every student at CUNY is of the utmost importance. CUNY recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to sexual violence) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

CUNY strongly encourages students to report sexual violence to college officials. A bystander or complainant acting in good faith who discloses any incident of sexual violence to college officials or law enforcement will not be subject to discipline under CUNY’s Policy Against Drugs and Alcohol for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate assault. Under CUNY’s Amnesty for Drug and Alcohol Policy, personal drug use and possession, whether it is intentional or accidental, will not form the basis of faculty student disciplinary charges.

#### G. Reporting Suspected Child Abuse

Certain members of the CUNY community who interact with, supervise, chaperone,

or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

#### H. Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if the individual has been retaliated against for reporting sexual misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual misconduct complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section XI of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

### **IX. REPORTING/CONFIDENTIALITY OBLIGATIONS OF COLLEGE AND UNIVERSITY EMPLOYEES**

An individual who speaks to a college or CUNY employee about sexual misconduct should be aware that employees fall into three categories:

- “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s);
- “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator
- all other employees, who are strongly encouraged but not required to report the incident(s).

#### A. Confidential Employees

i. For Students. Students at CUNY who wish to speak to someone who will keep all of the communications confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other college health office staff member;
- Pastoral counselor, if available at the college; or
- Designated staff member in a women’s or men’s center, if one exists at their college.

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

If a student speaks solely to a “confidential” employee, the college will rarely be able to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Confidential employees will assist students in obtaining other necessary support. A student who first

requests confidentiality may later decide to file a complaint with the college or with local law enforcement.

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

B. "Responsible" Employees – Private, but not confidential.

"Responsible" employees have a duty to report incidents of sexual misconduct, including all relevant details, to the Title IX Coordinator. Such employees are not permitted to maintain a complainant's confidentiality, except that the Title IX Coordinator may honor a request for confidentiality under the circumstances described in Section VII above. However, these employees will maintain a complainant's privacy to the greatest extent possible, and information reported to them will be shared only with the Title IX Coordinator and other people responsible for handling the college's response to the report.

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

CUNY has designated the following individuals as "responsible" employees. Complainants who wish to report sexual violence are encouraged to speak with one of the responsible employees marked \*

- i. Title IX Coordinator and her/his staff
- ii. \* Office of Public Safety employees (all)
- iii. \* Vice President for Student Affairs or Dean of Students and all staff housed in those offices
- iv. \* Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all) (for students and housing visitors)
- v. \* Human Resources staff (all) (for employees)
- vi. College President, Vice Presidents and Deans
- vii. Athletics Staff (all)
- viii. Faculty Athletics Representatives
- ix. Department Chairpersons/Executive Officers
- x. University Office of the General Counsel employees (all)
- xi. College/unit attorney and her/his staff
- xii. College/unit labor designee and her/his staff
- xiii. International Education Liaisons/Study Abroad Campus Directors and Field Directors
- xiv. Faculty and staff members at times when they are leading or supervising student on off-campus trips
- xv. Faculty or staff advisors to student groups

- xvi. Employees who are Managers or Supervisors (all)
- xvii. SEEK/College Discovery staff (all)
- xviii. College Childcare Center staff (all)
- xix. Directors of “Educational Opportunity Centers” affiliated with CUNY colleges
- xx. Faculty or staff academic advisors

#### C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are strongly encouraged but not required to report any possible sexual misconduct to the Title IX Coordinator. They are also strongly encouraged to maintain individual privacy to the greatest extent possible by sharing information, including the identities of the complainant and the respondent, only with the Title IX coordinator.

It is important to emphasize that faculty members other than those specifically identified in subSection “B” above have not been designated as “responsible” employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are strongly encouraged to do so. An individual who wishes to ensure that the Title IX Coordinator is notified of an incident is strongly encouraged to speak with the Title IX Coordinator or one of the other individuals identified in Section IX, above.

#### D. Special Rules Concerning Public Awareness and Advocacy Events

CUNY supports public awareness events that help provide its community with information about sexual misconduct and how it can be addressed and prevented. In order to preserve the ability to participate freely in public awareness and advocacy events, if an individual discloses information about sexual misconduct at such event (for example, Take Back the Night gatherings, candlelight vigils, or protests) the college will not treat the disclosure as triggering an obligation to commence an investigation based on that information. Such individuals are encouraged to report sexual misconduct to college officials so that the college can provide resources and assistance.

### **X. NO CONTACT ORDERS AND OTHER INTERIM AND SUPPORTIVE MEASURES**

When a college becomes aware of an allegation of sexual misconduct and the complainant or other affected parties request interim or supportive measures, the college will take appropriate interim and supportive measures to protect the complainant and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The college may also take interim measures to protect the college community at large.

The college's Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the complainant chooses not to file or continue to pursue a complaint. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Chief Student Affairs Officer to identify a trained staff member to assist students to obtain interim and supporting measures. The Title IX Coordinator will work with the Human Resources Director to assist employee complainants to obtain interim and supporting measures.

#### A. No Contact Orders

When respondent is a student, the complainant has the right to a college-

issued “no contact order” under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.

#### B. Types of Interim and Supportive Measures

Possible interim and supportive measures include:

- i. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting complainant or respondent to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;
- ii. Making appropriate changes to residential housing situations or providing assistance in finding alternate housing;
- iii. Changing an employee’s work assignment or schedule;
- iv. Providing the complainant with an escort to and from class or campus work location;
- v. Arranging appropriate transportation services to ensure safety;
- vi. Offering counseling services through the college Counseling Center or other appropriate office, or referral to an off-campus agency;
- vii. Assisting the complainant in obtaining medical and other services, including access to rape crisis centers;
- viii. Assisting the complainant with filing a criminal complaint and/or seeking an order of protection;
- ix. Enforcing an order of protection;
- x. Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;
- xi. Addressing situations in which it appears that a complainant’s academic progress is affected by the alleged incident;
- xii. In exceptional circumstances, where a respondent is determined to present a continuing threat to the health and safety of the community, the college may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable CUNY Bylaws, rules, policies and collective bargaining agreements. The Office of Public Safety will, in cooperation with the Title IX Coordinator and appropriate other campus officials, determine whether a respondent presents a continuing threat to the health and safety of the campus, including (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation in unlawful conduct by the accused; and (c) any increased risk that the accused will commit additional acts of violence.

#### C. Interim Emergency Student Suspensions

The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing for not more than twelve calendar days, unless the student requests an adjournment. See Section B above.

Prior to the commencement of a temporary suspension of a student, the college shall give the student respondent oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges. If the respondent denies them, the college shall forthwith give the respondent an informal oral explanation of the evidence supporting the charges and the student may present informally her/his explanation or theory of the matter.

Both complainant and the respondent will be notified of the suspension and if or when it the suspension is lifted at the same time and in the same manner.

D. Process for Review of Interim Measures, including “No Contact” Orders and Interim Suspensions.

Upon request, the complainant and the respondent shall each be afforded a prompt review of the need for and terms of restrictive interim measures, including “no contact” orders and interim suspensions. Issues that may be raised include possible modification or discontinuance of a “no contact” order. Complainants and respondents shall be allowed to submit evidence to support their request. The request shall be made to the college’s Chief Student Affairs Officer, if either the complainant or the respondent is a student, or to the college’s Human Resources Director, if neither the complainant nor the respondent are students. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Human Resources Director. The Chief Student Affairs Officer or Human Resources Director may consult with the Title IX Coordinator and other relevant officials regarding the request. If appropriate and possible, the college may establish an appropriate schedule for the complainant and the respondent to access college facilities when they are not being used by the other party to enable both parties to use college facilities to the maximum extent feasible, without violation of the “no contact” order.

Requests for accommodations that were made under CUNY’s Procedures for Implementing Reasonable Accommodations and Academic Adjustments and do not directly affect the other party are governed by the appeals provisions set forth in those Procedures.

## **XI. INVESTIGATING COMPLAINTS OF SEXUAL MISCONDUCT**

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the complainant has requested that the college refrain from such an investigation and the college has determined that refraining from an investigation will not result in a continuing threat to the college community. See Section VIII, above.

A. Rights of the Complainant and Respondent.

Whenever an investigation takes place, the complainant and respondent shall have these rights:

- to an investigation and process that is fair, impartial, timely and thorough and provides a meaningful opportunity to be heard;
- to have the complaint investigated and/or adjudicated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until any finding of responsibility;

- to have the college's judicial or conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;
- to receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;
- to exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the stage that determines responsibility. (Past findings of sexual misconduct may be admissible in the stage that determines sanction.)
- to offer evidence during the investigation;
- to review documents and tangible evidence, consistent with FERPA and other law;
- to be accompanied by an attorney or other advisor of their choice, who may assist and advise the complainant or respondent throughout the process including during all related meetings and hearings. Such attorneys or advisors must comply with the CUNY policies and procedures; and
- to simultaneous notice of the outcome of proceedings.

#### B. The Investigation

The college Title IX Coordinator is responsible for conducting any investigation in a prompt, thorough, and impartial manner and may designate another appropriately trained administrator to conduct all or part of the investigation. Whenever an investigation is conducted, the Title IX Coordinator shall

- coordinate investigative efforts with other appropriate offices;
- inform the complainant that an investigation is being commenced and that the respondent will receive a written summary of the allegations;
- inform the respondent that an investigation is being commenced and provide the respondent with a written summary of the allegations of the complaint. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview of that employee conducted as part of such investigation;
- interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the complainant and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the complainant nor the respondent is restricted from discussing and sharing information related to the complaint with others who may support or assist them. This does not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.

The college Title IX Coordinator shall maintain all documents of the investigation in accordance with the CUNY Records Retention and Disposition Policy.

[http://policy.cuny.edu/records\\_retention\\_schedule/pdf/#Navigation\\_Location](http://policy.cuny.edu/records_retention_schedule/pdf/#Navigation_Location)



The college shall make reasonable efforts to ensure that the investigation and complaint are carried out as timely and efficiently as possible. However, the college may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays will generally not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require more extensive investigation, when possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

i. Role of the Advisor

In cases involving this Policy, both the complainant and respondent may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.

C. Conflicts

If a complainant or respondent believes that any individual involved in the investigatory or adjudication process has a conflict of interest, he or she may make a request to the Chief Student Affairs Officer (or, if no students are involved, to the Legal or Labor Designee) to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the complaint or respondent's notification that the individual is to be involved and include a detailed description of the conflict. If the Chief Student Affairs Officer (or Legal or Labor Designee) determines that a conflict does exist, he or she will take immediate steps to address the conflict in order to ensure an impartial and fair process.

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person's duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

D. Informal Resolution

Except in instances involving sexual assault, the Title IX Coordinator, in their discretion, may offer the respondent and the complainant the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator, in coordination with the Chief Student Affairs Officer.

Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator. Even if both the respondent and complainant agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the complainant and the respondent shall be notified

in writing, and the Title IX Coordinator will confer with the Chief Student Affairs Officer when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance.

This memorandum will be included in the respondent's student record.

If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with subsection E below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

**E. Action Following the Investigation or Closure of a Complaint.**

- i. Within 30 days following the completion of an investigation, the Title IX Coordinator shall report her/his findings to the College President in writing ("Report of Findings"). In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.
- ii. In making findings regarding the allegations, the Title IX Coordinator shall use the "preponderance of the evidence" standard.
- iii. Following receipt of the Report of Findings, the College President shall, when warranted by the facts, authorize such action as she/he deems necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent, as set forth in Section XII below.
- iv. Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by mediation or the complainant withdrew cooperation) the Title IX Coordinator will summarize for the file the actions taken in response to the complaint and the basis on which the investigation was closed.

**F. Malicious Allegations**

Members of the CUNY community who make false and malicious complaints of violations of this policy of as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

**XII. DISCIPLINARY PROCESS AND PROCEDURES**

**A. Disciplinary Action**

If the College President recommends that disciplinary action be commenced against a respondent student or employee for violations of this Policy, the following procedures shall apply:

**Discipline Against Students:**

- a. In cases where a College President recommends discipline against a student for violations of this Policy, the matter shall be referred to the college's Office of Student Affairs and action shall be taken in accordance with Section 11.A-C of this Policy, below. This Section provides for, among other things, a University-Wide Faculty-Student Disciplinary Committee consisting of faculty members, students and in some cases staff members to hear and decide charges of violation of this Policy.
- b. As described in Sections XI above, complainants have the same rights as respondents:

- to receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
  - to receive notice of the specific provisions alleged to have been violated and possible sanctions;
  - to present evidence and testimony at any hearing, where appropriate;
  - to be represented by an attorney or advisor of their choice;
  - to receive access to a full and fair record of any hearing;
  - to receive written notice of the decision of the faculty-student disciplinary committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;
  - to make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;
  - To written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;
  - to choose whether to or discuss the outcome of a conduct or judicial process;
  - to appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;
  - to have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.
- c. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University. Students accused of crimes of violence are also subject to the university's policy on transcript notations which is discussed in this Section below.

#### Discipline Against Employees

In cases where the college President recommends discipline against an employee, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include, depending on the employee's title, reprimand, suspension, demotion, fine, or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by the particular collective bargaining agreement.

For additional information on the disciplinary process in specific cases, complainants should consult their campus Title IX Coordinator, who will work with campus Human Resources Director to provide information. Respondents should consult their union representative, if any, or campus Human Resources Director.

#### Action Against Visitors

In cases where the person accused of sexual misconduct is not a CUNY student or employee, the college's ability to take action against the accused is usually extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, subject to Section VI, above, the matter may be referred to local law enforcement for

legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate. College Public Safety will assist both students and employees in enforcing Orders of Protection on the campus.

#### No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and respondent of that decision at the same time, in writing, and shall offer any appropriate support services, including counseling to both.

#### B. Student Disciplinary Procedures

##### Referral of Violation for Disciplinary Action

If the President decides that discipline is warranted, the President will refer the matter to the Chief Student Affairs Officer for further action. The chief student affairs officer may rely on the investigation and determination of the Title IX Coordinator and prefer disciplinary charges.

In instances where a respondent is alleged to have violated this Policy as well as other CUNY policies, rules or bylaws, the entire matter will be heard before the University-Wide Faculty Student Disciplinary Committee and will follow the rules and procedures outlined in Section XI of this Policy.

##### Respondent Withdrawal Before Completion of the Process

In the event that a respondent withdraws from the college before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made, or the charges are otherwise resolved. Immediately following such withdrawal, the college shall place a notation on the respondent's transcript that the respondent "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

##### Issuance of Charges & Notice of Hearing

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent that charges relate to the complainant. 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 respondent and the complainant.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Faculty Student Disciplinary Committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed without the respondent present, and any decision and sanction shall be binding.

## Content of Notice of Charges and Hearing

The notice shall contain the following:

- A. A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.
- B. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
  - i. to present their side of the story;
  - ii. to present witnesses and evidence on their behalf;
  - iii. to cross-examine witnesses presenting evidence, the exception being that the complainant and respondent may not cross-examine each other as discussed below;
  - iv. for the respondent to remain silent without assumption of guilt; and
  - v. to be represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
- vi. A warning that anything the respondent says may be used against the respondent at a non-college hearing.

### Review of Evidence before Hearing:

At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by the Family Educational Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant , adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

### Admission & Acceptance of Penalty

After the charges have been preferred by the chief student affairs officer, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. If required by this Policy, the agreed-upon penalty shall be placed on the respondent's transcript consistent with CUNY's policy on Transcript Notations (see below). Before resolving a complaint in this manner, the chief student affairs officer or designee shall first consult with the complainant and provide the complainant with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a statement of the reasons supporting such resolution, and the complainant may appeal the resolution to the college President.

### C. Faculty Student Disciplinary Committee Structure:

Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) 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.

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 faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two (2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his 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. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. Members of the panel shall be trained on an annual basis in compliance with the law and this Policy. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. 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.

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

Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.

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.

## Roles and Responsibilities of Individuals during the Hearing

### a. Role and Responsibilities of Panel Chairperson:

The chairperson shall preside at the hearing. The parties to the hearing are the college, the respondent, and if the complainant chooses to participate, the complainant. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent's rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. 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 shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.

The chairperson shall preside at all hearing sessions and meetings and make all rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative. All hearings pursuant to this Policy shall be closed hearings. The chairperson shall not be a voting member of the panel but shall vote in the event of a tie. In the event that the chairperson cannot continue, the Vice Chancellor for Student Affairs, or his or his designee, shall appoint another chairperson from the University-wide committee. In the event that a seat on the panel becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student committee members by lot.

### b. Presenters:

Each academic year, the chief student affairs officer at each College or designee shall identify one or more college employees to serve as presenters for the hearings. This list will be forwarded to the Offices of the Vice Chancellor for Student Affairs and General Counsel and Vice Chancellor for Legal Affairs prior to the first day of the academic year. The employee who serves as presenter during the hearing shall be from the same institution as the respondent.

### c. Recording of Proceeding

The college shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's advisor. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

### Basic Hearing Rules:

If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its evidence. At the conclusion of the college's presentation, the respondent

may move to dismiss the charges. If the motion is denied by the committee, the complainant, if the complainant chooses to participate, shall be given an opportunity to make a presentation. After the college's, and, if complainant chooses to participate, complainant's presentation, the Respondent shall be given an opportunity to make a presentation.

The college bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

The college, the respondent and the complainant are permitted to have advisors act on their behalf during the pendency of a hearing, which shall include the calling and examining of witnesses, and presenting evidence. Any party intending to appear with an attorney shall give the other party five (5) calendar days' notice of such representation.

Neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they choose to, the respondent and the complainant shall cross-examine each other only through an advisor. If either or both of them do not have an advisor, the college shall assist them to find an advisor to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness, in the chairperson's discretion.

#### Responsibility Phase

The following rules apply to the introduction of evidence at the hearing: Evidence of the mental health diagnosis and/or treatment of a complainant, respondent, or witness may not be introduced; and b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

#### Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the complainant, respondent, and college, will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The complainant, respondent and college will also have the opportunity to introduce evidence of and comment on the respondent's character, including any past findings of a respondent's responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The College may also introduce a copy of the respondent's previous disciplinary records, if any, from any CUNY institution the respondent has attended, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found responsible for the conduct charged. The hearing panel, to determine an appropriate penalty, shall use the disciplinary records, as well as any documents or character evidence



introduced by the respondent, the complainant, or the college.

If either the complainant or the respondent chose not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

## ii. Decision

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The college shall send to the respondent a copy of the panel's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the college has fourteen (14) calendar days of the conclusion of the hearing to send the panel's decision. The college is also encouraged to send the decision to any other e-mail address that it may have for the respondent. The decision shall be final subject to any appeal.

In cases involving a crime of violence or a non-forcible sex offense, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

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 respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

## iii. Appeals/Review

A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee.

If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president

An appeal under this section shall be made in writing within fifteen (15) calendar 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 the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal

The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

#### iv. Transcript Notation(s)

In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the college shall place a notation on the respondent's transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation. In cases where a student has been expelled as a result of a Clery Act crime of violence, the notation will not be removed.

For all other cases, after four years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.

### **XIII. COLLEGE OBLIGATIONS UNDER THIS POLICY**

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

#### a. Dissemination of Policies, Procedures and Notices

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of NonDiscrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website, and including it in residence life materials and training and educational materials. In addition, the Students' Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students, made available on the college's website and posted in college campus centers and in CUNY owned and operated housing.

#### b. Training and Educational Programming

CUNY is responsible for providing training to college Title IX Coordinators and others who may serve as investigators. The college Title IX Coordinator, in coordination with other applicable offices, including Public Safety, Human Resources and Student Affairs, is responsible for ensuring that the college provides training to college employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual misconduct among all students and employees. Specific required trainings include the following:

##### i. Training For Responsible and Confidential Employees

The college shall provide training to all employees who are required to report incidents of sexual misconduct under this policy, as well as those employees who have been designated as confidential employees.

## ii. Training For Title IX Coordinator and other investigators

CUNY shall provide at least annual training to Title IX Coordinators and other investigators in conducting investigations of sexual misconduct, including

- the effects of trauma;
- impartiality;
- the rights of the respondent, include the right to a presumption that the respondent is “not responsible” until any finding of responsibility is made;
- relevant CUNY policies and procedures; and
- other issues including what constitutes crimes of sexual misconduct.

## iii. Student Onboarding and Ongoing Education

Each college shall adopt a comprehensive student onboarding and ongoing education campaign to educate students about sexual misconduct, including domestic violence, dating violence, stalking, and sexual assault. During the student onboarding process, all new first-year and transfer students shall receive training on this policy and on a variety of topics relating to sexual misconduct. In addition, each college shall offer and administer appropriate educational programming to residence hall students, athletes, and student leaders. Each college shall also provide such educational programming to any other student groups which the college determines could benefit from education in the area of sexual misconduct. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students. This may be done by linking to <http://www1.cuny.edu/sites/title-ix/information-for-parents-andfamilies/campus/university/>

### c. Campus Climate Assessments

Each college of the University shall conduct, no less than every other year, a climate assessment using an assessment instrument provided by the University central office, to ascertain its students’ general awareness and knowledge of the University’s policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law. The University shall publish the results of the surveys on its Title IX web page. The published results shall not contain any information which would enable a reader to identify any individual who responded to the climate assessment.

### Rules Regarding Intimate Relationships

#### d. Relationships between Faculty or Employees and Students

Amorous, dating or sexual activity or relationships (“intimate relationships”), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate relationship. Finally, if the

relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual misconduct.

Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this Section, professional responsibility for a student means responsibility over any academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

#### e. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this Section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

## **The City University of New York Students' Bill of Rights**

CUNY students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

- To report the incident to your campus.
- To report the incident to the University or campus public safety department and/or to file a criminal complaint with the NYPD, or to choose not to report.
- To receive assistance from your campus or others in filing a criminal complaint, which may include seeking an Order of Protection.
- To describe the incident only to those campus officials who need the information in order to properly respond and to repeat the description as few times as practicable.
- To request that the campus file conduct charges against the respondent(s). The decision on whether to bring charges rests with the campus.
- To be protected by your campus from retaliation for reporting the incident, and to have any allegations of retaliation addressed by the campus.
- To receive assistance and resources from your campus, including confidential and free on-campus counseling, and to be notified of other available services on- and off-campus, including, among other resources, the New York State Office of Victim Services.

- To receive assistance in seeking necessary medical services or treatment, including a Sexual Assault Forensic Examination (SAFE exam), on or off campus.
- To obtain, where appropriate, changes with respect to campus academic and living arrangements, no-contact orders, and other interim remedial measures to enable you to continue your education without undue stress or trauma.
- To have your complaints handled respectfully by the campus, and to be informed about how the campus will protect your privacy and confidentiality.
- To have your complaint investigated in a prompt, impartial and thorough manner by individuals who have received appropriate training in conducting investigations and the issues related to sexual harassment and sexual violence, and to be accompanied by a person of your choice at all meetings or hearings related to the process.
- To have your complaint against a student adjudicated by individuals who have received appropriate training on issues related to sexual harassment and sexual violence.
- To report incidents of sexual harassment or sexual violence that you experience while under the influence of alcohol or drugs without receiving discipline for your alcohol or drug use.
- To have the same opportunity as the respondent(s) to participate in a student disciplinary hearing before a faculty-student disciplinary committee, including the right to be present, to be assisted by a person of your choice, including an attorney, to present evidence, call witnesses, cross-examine witnesses, have your prior sexual history with persons other than the respondent(s) excluded from the hearing, have your prior mental health diagnosis and/or treatment excluded from the hearing, receive written notice of the outcome of the hearing, and to appeal from the decision.
- To participate in the investigative and disciplinary processes of the campus without interference with your civil rights or practice of religion.

Questions about CUNY's sexual misconduct policy and procedures may be directed to your campus Title IX Coordinator Odelia Levy, Esq. at (212) 220-1236 or [OLevy@bmcc.cuny.edu](mailto:OLevy@bmcc.cuny.edu). Ms. Levy's office is located at 199 Chambers Street, Room S-701K.

Information on resources and the process for filing a complaint is available on CUNY's Title IX web page.

## **Student Complaint Procedure of The City University of New York**

EXPLANATION: Although the University and its Colleges have a variety of procedures for dealing with student related issues, those procedures generally have not covered 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. At the same time, however, the University recognizes its responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures. The proposed procedures will accomplish this goal.

*Procedures for handling student complaints about faculty conduct in academic settings:*

- I. Introduction. The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity

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

- II. Determination of Appropriate Procedure. If students have any question about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.
- III. Informal Resolution. Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.
- IV. Formal Complaint. If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson or, if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the Fact Finder.). Only students in a faculty member's class or present in another academic setting where the alleged conduct occurred may file complaints against that faculty member.
  - A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.
  - B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrongdoing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the college president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder. The chairperson may also submit a written request for recusal for good cause to the academic dean or senior faculty member designated by the college president to review such requests. If a recusal request is granted, a different department chairperson shall conduct the investigation, or, if no other chairperson is available, an administrator designated by the college president shall serve in the chairperson's stead. Further, the college president may re-assign investigations as necessary, including but not limited to situations in which a Fact Finder has not completed an investigation

in a timely manner. In addition, during any time that no department chairperson is available to investigate a complaint, the college president may assign an administrator to investigate.

- C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.
- D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, establish that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reasons for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the chief student affairs officer and, if appropriate, the college ombudsman. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
- E. In cases where there is strong preliminary evidence that a student's complaint is meritorious and that the student may suffer immediate and irreparable harm, the Fact Finder may provide appropriate interim relief to the complaining student pending the completion of the investigation. The affected faculty member may appeal such interim relief to the chief academic officer.
- F. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.
- V. Appeals Procedure. If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report, which time period may be extended for good cause shown. 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, whether interim or final, 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.

## **Student Disciplinary Procedures from The City University of New York Bylaws**

Article XV – Students

*For full view of the Article XV, go to [www.cuny.edu](http://www.cuny.edu)*

### **SECTION 15.4. STUDENT DISCIPLINARY PROCEDURES.**

#### **Complaint Procedures:**

- a. A University student, employee, organization, department or visitor who believes she/he/it is the victim of a student's misconduct (hereinafter "complainant") may make a charge, accusation, or allegation against a student (hereinafter "respondent") which if proved, may subject the respondent to disciplinary action. Such charge, accusation, or allegation must be communicated to the chief student affairs officer of the college the respondent attends.
- b. The chief student affairs officer of the college or her or his designee shall conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or her or his designee shall advise the respondent of the allegation against her or him, explain to the respondent and the complainant their rights, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. The preliminary investigation shall be concluded within thirty (30) calendar days of the filing of the complaint, unless:
  - (i) said complaint involves two or more complainants or respondents; or
  - (ii) said complaint involves a matter that is also under investigation by law enforcement authorities. In those cases, the preliminary investigation shall be completed within sixty (60) calendar days. Further, if the matter has been previously investigated pursuant to the CUNY Policy on Sexual Misconduct, the chief student affairs officer shall dispense with a preliminary investigation and rely on the report completed by the Title IX Coordinator. Following the completion of the



preliminary investigation, the chief student affairs officer or designee shall take one of the following actions:

1. Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary action. The individuals involved shall be notified that the complaint has been dismissed;
  2. Refer the matter to mediation (except in cases involving allegations of sexual assault, stalking or other forms of sexual violence); or
  3. Prefer formal disciplinary charges.
- c. In cases involving the CUNY Policy on Sexual Misconduct, both the Complainant and Respondent may be accompanied by an advisor of their choice (including an attorney) who may assist and advise throughout the entire process, including all meetings and hearings. Advisors may represent a party and fully participate at a hearing, but may not give testimony as a witness.
- d. In the event that a respondent withdraws from the college after a charge, accusation or allegation against a respondent has been made, and the college prefers formal disciplinary charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. Immediately following the respondent's withdrawal, the college must place a notation on her/his transcript that she/he "withdrew with conduct charges pending." If the respondent fails to appear, the college may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation referred to above

#### **Mediation Conference:**

- e. The college may offer the respondent and the complainant the opportunity to participate in a mediation conference prior to the time the disciplinary hearing takes place in an effort to resolve the matter by mutual agreement (except in cases involving sexual assault, stalking and other forms of sexual violence). The 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 shall be made to resolve the matter by mutual agreement through such process as the mediator deems most appropriate; provided, however, that the complainant must be notified of her/his right to end the mediation at any time
  2. If an agreement is reached, the faculty or staff member conducting the conference shall report her/his recommendation to the chief student affairs officer for approval and, if approved, the complainant and the respondent 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 within a reasonable time, or if the respondent 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, or, if charges have been preferred, proceed to a disciplinary hearing.
  4. The faculty or staff member conducting the mediation conference is precluded from testifying at a college hearing regarding information received

during the mediation conference, or presenting the case on behalf of the college.

**Notice of Charges and Hearing:**

- f. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered to the respondent, or sent by certified or overnight mail and email to the address appearing on the records of the college. Notice shall also be sent in a similar manner to the complainant to the extent the charges relate to her/him/it. 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 respondent and the complainant. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment as of right. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the faculty-student disciplinary committee. If the respondent fails to respond to the notice, appear on the adjourned date, or request an extension, the college may proceed in absentia, and any decision and sanction shall be binding.
- g. The notice shall contain the following:
1. A complete and itemized statement of the charge(s) being brought against the respondent including the rule, bylaw or regulation she/he is charged with violating, and the possible penalties for such violation.
  2. A statement that the respondent and the complainant have the right to attend and participate fully in the hearing including the right:
    - (i) to present their side of the story;
    - (ii) to present witnesses and evidence on their behalf;
    - (iii) to cross-examine witnesses presenting evidence;
    - (iv) to remain silent without assumption of guilt; and
    - (v) to be assisted or represented by an advisor or legal counsel at their expense; if the respondent or the complainant requests it, the college shall assist in finding a legal counsel or advisor.
  3. A warning that anything the respondent says may be used against her/him at a non-college hearing.

**Pre-Hearing Document Inspection:**

- h. At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the college shall provide the respondent and the complainant and/or their designated representative, with similar and timely access to review any documents or other tangible evidence that the college intends to use at the disciplinary hearing, consistent with the restrictions imposed by Family Education Rights and Privacy Act ("FERPA"). Should the college seek to introduce additional documents or other tangible evidence during, or some time prior to, the disciplinary hearing, the respondent and the complainant shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the complainant or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant an adjournment of the hearing as may be necessary in the interest of fairness to permit the requesting party time to review the newly produced evidence.

### **Admission and Acceptance of Penalty Without Hearing:**

- i. At any time after receiving the notice of charges and hearing but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the chief student affairs officer or designee determines to be appropriate to address the misconduct. This agreed upon penalty shall be placed on the respondent's transcript consistent with sections u and v herein. Before resolving a complaint in this manner, the chief student affairs officer must first consult with the complainant and provide the complainant an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the complainant's objection, the chief student affairs officer or designee shall provide the complainant with a written statement of the reasons supporting such resolution, and the complainant may appeal the decision to enter into the resolution to the president.

### **Emergency Suspension:**

- j. The president or her/his designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing as provided in this bylaw section 15.4. to take place within not more than twelve (12) calendar days, unless the student requests an adjournment. Such suspension shall be for conduct which impedes, obstructs, impairs 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. Prior to the commencement of a temporary suspension of a student, the college shall give the student oral notice (which shall be confirmed via email to the address appearing on the records of the college) or written notice of the charges against her/him and, if she/he denies them, the college shall forthwith give the student an informal oral explanation of the evidence supporting the charges and the student may present informally her/his 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. The complainant shall be notified in the event that an emergency suspension is imposed against a student, and/or when the suspension is subsequently lifted to the extent that the suspension involves the complainant in the same manner notice is given to the student.

### **Faculty-Student Disciplinary Committee Structure:**

- k. Each faculty-student disciplinary committee shall consist of two (2) faculty members or one (1) faculty member and one (1) member of the Higher Education Officer series (HEO), and two (2) student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chairperson and any two (2) 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.
- l. 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 faculty of that college to receive training upon appointment and to serve in rotation as chairperson of the disciplinary committee. The following schools shall be required to select two

(2) chairpersons: CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism. If none of the chairpersons appointed from the campus can serve, the president, at her/his 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. She/he shall not be a voting member of the committee but shall vote in the event of a tie.

- m. The faculty members shall be selected by lot from a panel of six (6) elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) faculty members. The HEO members shall be selected by lot from a panel of six (6) HEO appointed biennially by the president. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) HEO's. The student members shall be selected by lot from a panel of six (6) elected annually in an election in which all students registered at the college shall be eligible to vote. CUNY School of Law, Guttman Community College, CUNY School of Professional Studies, and the CUNY School of Journalism shall be required to select four (4) students. 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 four (4) consecutive years. Notwithstanding the above, in cases of sexual assault, stalking and other forms of sexual violence, the president shall designate from the panels one (1) chairperson, two (2) faculty/HEO members, and two (2) students, who shall be specially trained on an annual basis, and who shall constitute the faculty-student disciplinary committee in all such cases.
- n. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty, HEO, or student panel by lottery.
- o. Each academic year, the chief student affairs officer, and her or his designee, shall appoint/identify one or more college employees to serve as presenters for the hearings. This list shall be forwarded to the Office of the Vice Chancellor for Student Affairs, and the Office of the General Counsel and Sr. Vice Chancellor for Legal Affairs prior to the first day of the academic year.
- p. 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.

#### **Faculty-Student Disciplinary Committee Procedures:**

q. The following procedures shall apply to faculty-student disciplinary proceedings:

#### **Hearing:**

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

2. All faculty student disciplinary committee hearings are closed hearings unless the respondent requests an open public hearing. Notwithstanding such requests, the chairperson shall not permit an open hearing in cases involving allegations of sexual assault, stalking, or other forms of sexual violence. Furthermore, the chairperson has the right to deny the request and hold a closed hearing when an open public hearing would adversely affect and be disruptive to the committee's normal operations. In the event of an open hearing, the respondent must sign a written waiver acknowledging that those present will hear the evidence introduced at the hearing
3. After informing the respondent of the charges, the hearing procedures, and her or his rights, the chairperson shall ask the respondent to respond. If the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the committee and the college shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the respondent may move to dismiss the charges. If the motion is denied by the committee, the respondent shall be given an opportunity to present her or his defense.
4. 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 rule on the admissibility of the evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. In addition, if any 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 from the hearing room all persons who are to appear as witnesses, except the respondent and the complainant.
5. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. The college must assign a staff member for each hearing, with the sole responsibility of ensuring that the hearing is recorded in its entirety. No other recording of the proceedings may be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's representative or attorney. In the event of an appeal, both the respondent and the complainant are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their representatives or attorneys.
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. In the event the respondent is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.
8. The college, the respondent and the complainant are permitted to have lawyers or other representatives or advisors act on their behalf during the pendency of a disciplinary action, which shall include the calling and examining of witnesses,

and presenting other evidence. Any party intending to appear with an attorney shall give the other party 5 (five) calendar days' notice of such representation.

9. The chairperson of the faculty-student disciplinary committee retains discretion to limit the number of witnesses and the time of testimony for the presentations by any party and/or their representative.
10. In the event that the respondent is charged with a sexual assault, stalking or other forms of sexual misconduct, neither the respondent nor the complainant shall be permitted to cross-examine the other directly. Rather, if they wish to, the respondent and the complainant may cross-examine each other only through a representative. If either or both of them do not have a representative, the college shall work with them to find a representative to conduct such cross-examination. In the alternative, the complainant and respondent may provide written questions to the chairperson to be posed to the witness.

#### **11. In a case involving the CUNY Policy on Sexual Misconduct:**

- a) Evidence of the mental health diagnosis and/or treatment of a party may not be introduced.
- b) Evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between complainant and respondent is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

#### **Penalty Phase:**

12. If the respondent has been found responsible, then all parties may introduce evidence related to the respondent's character including any past findings of a respondents' responsibility for domestic violence, stalking, or sexual assault or any other sexual violence. The College may introduce a copy of the respondent's previous disciplinary record; including records from any CUNY institution the respondent has attended, where applicable, provided the respondent was shown a copy of the record prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the committee in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found to have committed the conduct charged. The previous disciplinary records, as well as documents and character evidence introduced by the respondent, the complainant, 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. The complainant and respondent may also provide or make an impact statement. Such evidence and impact statements shall be used by the committee only for the purpose of determining an appropriate penalty if the charges are sustained.

#### **Decision:**

13. 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.
14. The respondent shall be sent a copy of the faculty-student disciplinary committee's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the college. In cases involving two or more complainants or respondents, the

respondent shall be sent a copy of faculty-student disciplinary committee's decision within fourteen (14) calendar days of the conclusion of the hearing. 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 respondent. The decision shall be final subject to any appeal. In cases involving a crime of violence or a non-forcible sex offense, as set forth in FERPA, the complainant shall simultaneously receive notice of the outcome of the faculty-student disciplinary committee's decision as it relates to the offense(s) committed against the complainant, in the same manner as notice is given to the respondent.

15. 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 respondent shall be barred from admission to, or attendance at, any other unit of the university while the penalty is being served.

### **Appeals:**

16. A respondent or a complainant may appeal a decision of the faculty-student disciplinary committee to the president on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The president may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the complainant). If the president is a party to the dispute, her/his functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or her or his designee. If the penalty after appeal to the president is one of dismissal or suspension for one term or more, a respondent or a complainant may appeal to the board committee on student affairs and special programs. The board may dispose of the appeal in the same manner as the president.
17. An appeal under this section shall be made in writing within fifteen (15) calendar 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 the board committee as the case may be. Within three (3) calendar days of the receipt of any appeal, either to the president or the board committee on student affairs and special programs, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the complainant shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.
18. The president shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer. The board committee shall decide and issue a decision within five (5) calendar days of the meeting at which it hears the appeal.

### **Notations on Transcripts:**

19. In cases in which a respondent has been found responsible for a Clery Act reportable crime of violence, the college must place a notation on her/his transcript stating that she/he was suspended or expelled after a finding of responsibility for a code of conduct violation. In all other cases, the college must place a notation of the findings and penalty on a respondent's transcript unless a mediation agreement, the committee's decision, or the decision on any appeal under section 15.4(p), expressly indicate otherwise.

20. A notation of expulsion after a respondent has been found responsible for a Clery Act reportable crime of violence shall not be removed. In all other cases, a notation of expulsion, suspension or any lesser disciplinary penalty shall be removed, as a matter of right, upon the request of the respondent to the Chief Student Affairs Officer made, four years after the conclusion of the disciplinary proceeding or one year after the conclusion of any suspension, whichever is longer. If a finding of responsibility for any violation is vacated for any reason, any such notation shall be removed.

#### **SECTION 15.5. ACTION BY THE BOARD OF TRUSTEES.**

Notwithstanding the foregoing provisions of this article, the board of trustees reserves full power to suspend or take other appropriate action against a student or a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or units of the university in the use of its facilities or in the achievement of its purposes as an educational institution in accordance with procedures established by the board of trustees.

#### **SECTION 15.6. COLLEGE GOVERNANCE PLANS.**

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

### **Student Activity Fee**

*For full view of the Article XVI, go to [www.cuny.edu](http://www.cuny.edu)*

The student activity fee is the total of the fee 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.

### **Student Records Policy**

Annually, Colleges inform students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the Registrar will disclose FERPA information by publishing a notice in the College Catalog, Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College's education records policy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

#### **1. The right to inspect and review your educational records.**

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. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may



appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

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

You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; 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 college official in performing his or her tasks. A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

4. You may appeal the alleged denial of FERPA rights to the:  
General Counsel and Vice Chancellor for Legal Affairs  
The City University Of New York  
535 East 80th Street  
New York, NY 10021

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

The name and address of the office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

For additional information: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

6. The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education

(credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members.

## **Tobacco Policy**

*To view the full policy on tobacco go to [www.cuny.edu](http://www.cuny.edu)*

The CUNY Board of Trustees has approved an expanded tobacco policy that will make CUNY the largest smoke-free public university system in the United States.

The policy prohibits the use of tobacco, including chew tobacco and e-cigarettes on all grounds and facilities under CUNY's jurisdiction—indoor and outdoor. It will also prohibit tobacco industry promotions, tobacco marketing on campus properties, and tobacco industry sponsorship of athletic events and athletes.

*The Board's resolution replaces the University's previous policy, which prohibited smoking inside all facilities. It will be implemented University-wide no later than September 4, 2012.*

## **Your Right to Know**

*For a full view of Your Right to Know, go to [http://www.bmcc.cuny.edu/safety/upload/clery\\_2017.pdf](http://www.bmcc.cuny.edu/safety/upload/clery_2017.pdf)*

BMCC provides timely notice to the campus community and local police on crimes reported to the Department of Public Safety that are considered to be a threat to students and employees. The manner of notification depends upon the particular circumstance of the crime and may include means such as electronic mail, college publications, and the student newspaper.

The Public Safety Department also maintains a daily crime log making crime data readily available to the community.

**The information contained herein is subject to change.**



*For More Information, visit [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu)*



BOROUGH OF **MANHATTAN** COMMUNITY COLLEGE  
ON & OFF CAMPUS LOCATION LIST

<b><i>Location</i></b>	<b><i>Address</i></b>
<b>Main Building</b>	199 Chambers Street, New York, NY 10007
<b>Fiterman Hall</b>	245 Greenwich Street, New York, NY 10007
<b>Murray Street Building</b>	70 Murray Street, New York, NY 10007
<b>Off Campus- CUNY in the Heights</b>	5030 Broadway, New York, NY 10034 (between 213th Street and 214th Street)
<b>Off Campus- John Jay College of Criminal Justice</b>	500 West 56th Street New York, NY 10019
<b>Off Campus- Lehman College</b>	250 Bedford Park Boulevard West Bronx, NY 10468
<b>Off Campus- Brooklyn College</b>	2900 Bedford Avenue Brooklyn, NY 11210
<b>Off Campus- St. John's University- Manhattan</b>	101 Astor Place New York, NY 10003
<b>Off Campus- Long Island University- Brooklyn</b>	1 University Plaza Brooklyn, NY 11201
<b>Center for Continuing Education and Workforce Development</b>	25 Broadway, 8th Floor New York, NY 10004

**Main Campus: Chambers St. Building**  
199 Chambers Street, New York, NY 10007



BROOKFIELD PLACE / BATTERY PARK CITY

**BMCC Express**

255 Greenwich Street, New York, NY 10007



**Fiterman Hall**

245 Greenwich Street, New York, NY 10007



**Center for Continuing Education  
& Workforce Development**

25 Broadway, 8th Floor, New York, NY 10004



**BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE**  
**The City University of New York**

199 Chambers Street  
New York, NY 10007  
(212) 220-8000  
www.bmcc.cuny.edu

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