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. 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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<th>Academic Department</th>
<th>Chairperson/Director</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Literacy and Linguistics</td>
<td>Prof. Levinson</td>
<td>N499D</td>
<td>1403</td>
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<tr>
<td>Accounting</td>
<td>Prof. Wolfson</td>
<td>S621</td>
<td>8190</td>
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<td>Allied Health Sciences</td>
<td>Prof. Flannery</td>
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<td>Business Management</td>
<td>Prof. Palit</td>
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<td>Computer Information Systems</td>
<td>Prof. Wei</td>
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<td>English</td>
<td>Prof. Harte</td>
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<td>Speech Communication and Theatre Arts</td>
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<td>K. Kanellopoulos</td>
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<td>C. Scott-Croff</td>
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<td>A. McKain</td>
<td>S715A</td>
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<td>M. Jardine</td>
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<td>M. Hutmaker</td>
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<td>K. Dreyer</td>
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<td>D. DellaPorta</td>
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<td>M. Korn</td>
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<td>S. Gyamfi</td>
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<td>J. Levin</td>
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<td>W. Cotto</td>
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<td>D. Parker</td>
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# FALL 2018 ACADEMIC CALENDAR

## AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Day(s)</th>
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<tbody>
<tr>
<td>13-17</td>
<td>M-F</td>
<td>In-Person Registration</td>
</tr>
<tr>
<td>26</td>
<td>SU</td>
<td>Last day to apply for ePermit</td>
</tr>
<tr>
<td>26</td>
<td>SU</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>27</td>
<td>M</td>
<td>Classes begin</td>
</tr>
<tr>
<td>27</td>
<td>M</td>
<td>Application for graduation opens for Fall 2018 Graduates</td>
</tr>
<tr>
<td>27</td>
<td>M</td>
<td>Fee of $18 is charged per day for adding or swapping classes once the semester begins</td>
</tr>
<tr>
<td>27</td>
<td>M</td>
<td>Fee of $25 is charged for late registration</td>
</tr>
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## SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1-3</td>
<td>S-M</td>
<td>Labor Day Weekend - COLLEGE CLOSED - NO CLASSES</td>
</tr>
<tr>
<td>2</td>
<td>SU</td>
<td>Last day to drop with 75% tuition refund</td>
</tr>
<tr>
<td>2</td>
<td>SU</td>
<td>Last day to add/change a class</td>
</tr>
<tr>
<td>3</td>
<td>M</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
</tr>
<tr>
<td>3</td>
<td>M</td>
<td>Verification of Enrollment Rosters Available to faculty</td>
</tr>
<tr>
<td>5</td>
<td>W</td>
<td>Classes follow Monday schedule</td>
</tr>
<tr>
<td>9</td>
<td>SU</td>
<td>Last day to drop with 50% tuition refund</td>
</tr>
<tr>
<td>10-11</td>
<td>M-TU</td>
<td>No classes scheduled</td>
</tr>
<tr>
<td>15</td>
<td>S</td>
<td>Priority Deadline for CUNY Transfer Application</td>
</tr>
<tr>
<td>16</td>
<td>SU</td>
<td>Last day to change a major to be effective for Fall 2018</td>
</tr>
<tr>
<td>16</td>
<td>SU</td>
<td>Last day to drop with 25% tuition refund</td>
</tr>
<tr>
<td>16</td>
<td>SU</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>16</td>
<td>SU</td>
<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
</tr>
<tr>
<td>17</td>
<td>M</td>
<td>“WN” Grades Assigned</td>
</tr>
<tr>
<td>17</td>
<td>M</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially drop a class)</td>
</tr>
<tr>
<td>18-19</td>
<td>TU-W</td>
<td>No classes scheduled</td>
</tr>
<tr>
<td>26</td>
<td>W</td>
<td>“WA” Grades Assigned - Immunization non-compliance</td>
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## OCTOBER

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<tr>
<td>8</td>
<td>M</td>
<td>COLLEGE CLOSED - NO CLASSES</td>
</tr>
<tr>
<td>20</td>
<td>S</td>
<td>Early Advisement and Registration begin for Winter/Spring 2019</td>
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## NOVEMBER

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<tr>
<td>1</td>
<td>TH</td>
<td>Deadline for completion of INC grade from Spring and Summer</td>
</tr>
<tr>
<td>6</td>
<td>TU</td>
<td>Last day to withdraw with a grade of “W”</td>
</tr>
<tr>
<td>6</td>
<td>TU</td>
<td>Last day to apply for Fall 2018 Graduation</td>
</tr>
<tr>
<td>8</td>
<td>TH</td>
<td>Student Faculty Evaluations available online</td>
</tr>
<tr>
<td>22-25</td>
<td>TH-SU</td>
<td>COLLEGE CLOSED - NO CLASSES</td>
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(Continued on next page)

Dates subject to change, please check BMCC website. Students may use CUNYfirst 7 days a week to add, drop & swap.
### FALL 2018 ACADEMIC CALENDAR (CONT’D)

#### DECEMBER

<table>
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<tr>
<td>12</td>
<td>W</td>
<td>Student Faculty Evaluations submission deadline</td>
</tr>
<tr>
<td>13</td>
<td>TU</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>14-21</td>
<td>F-F</td>
<td>COLLEGE CLOSED - NO CLASSES</td>
</tr>
<tr>
<td>24-25</td>
<td>M-TU</td>
<td>Fee of $25 is charged for late registration</td>
</tr>
<tr>
<td>28</td>
<td>F</td>
<td>Fee of $18 is charged per day for adding or swapping classes once the semester begins</td>
</tr>
<tr>
<td>31</td>
<td>M</td>
<td>Fee of $25 is charged for late registration</td>
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#### JANUARY

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<td>TU</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>2</td>
<td>W</td>
<td>Last day to add/change a class</td>
</tr>
<tr>
<td>2</td>
<td>W</td>
<td>Last day to drop with 25% tuition refund</td>
</tr>
<tr>
<td>3</td>
<td>TH</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
</tr>
<tr>
<td>4</td>
<td>F</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
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<td>F</td>
<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
</tr>
<tr>
<td>4</td>
<td>F</td>
<td>Last day to drop with 25% tuition refund</td>
</tr>
<tr>
<td>5</td>
<td>S</td>
<td>“WN” Grades Assigned</td>
</tr>
<tr>
<td>16</td>
<td>W</td>
<td>Last day to withdraw with a grade of “W”</td>
</tr>
<tr>
<td>21</td>
<td>M</td>
<td>Last day of classes (including final examinations)</td>
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### WINTER 2019 ACADEMIC CALENDAR

#### JANUARY

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<tr>
<td>1</td>
<td>TU</td>
<td>Verification of Enrollment Rosters Available to faculty</td>
</tr>
<tr>
<td>2</td>
<td>W</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>2</td>
<td>W</td>
<td>Last day to add/change a class</td>
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<tr>
<td>3</td>
<td>TH</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
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<tr>
<td>4</td>
<td>F</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
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<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
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<td>Last day to drop with 25% tuition refund</td>
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<tr>
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<td>“WN” Grades Assigned</td>
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<tr>
<td>16</td>
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<td>Last day to withdraw with a grade of “W”</td>
</tr>
<tr>
<td>21</td>
<td>M</td>
<td>Last day of classes (including final examinations)</td>
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DATES SUBJECT TO CHANGE, PLEASE CHECK BMCC WEBSITE
STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP
### January

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<td>Last day to apply for ePermit</td>
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<tr>
<td>24 TH</td>
<td>Last day to drop with 100% tuition refund</td>
<td></td>
</tr>
<tr>
<td>25 F</td>
<td>Classes begin</td>
<td></td>
</tr>
<tr>
<td>25 F</td>
<td>Application for graduation opens for Spring 2019 Graduates</td>
<td></td>
</tr>
<tr>
<td>25 F</td>
<td>Fee of $25 is charged for late registration</td>
<td></td>
</tr>
<tr>
<td>25 F</td>
<td>Fee of $18 is charged per day for adding or swapping classes once the semester begins</td>
<td></td>
</tr>
<tr>
<td>31 TH</td>
<td>Last day to add/change a class</td>
<td></td>
</tr>
<tr>
<td>31 TH</td>
<td>Last day to drop with 75% tuition refund</td>
<td></td>
</tr>
</tbody>
</table>

### February

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 F</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
<td></td>
</tr>
<tr>
<td>1 F</td>
<td>Verification of Enrollment Rosters Available to faculty</td>
<td></td>
</tr>
<tr>
<td>1 F</td>
<td>Priority Deadline for CUNY Transfer Application</td>
<td></td>
</tr>
<tr>
<td>7 TH</td>
<td>Last day to drop with 50% tuition refund</td>
<td></td>
</tr>
<tr>
<td>12 TU</td>
<td>Lincoln’s Birthday Observed - COLLEGE CLOSED - NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>14 TH</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
<td></td>
</tr>
<tr>
<td>14 TH</td>
<td>Last day to change a major to be effective for Spring 2019</td>
<td></td>
</tr>
<tr>
<td>14 TH</td>
<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
<td></td>
</tr>
<tr>
<td>14 TH</td>
<td>Last day to drop with 25% tuition refund</td>
<td></td>
</tr>
<tr>
<td>15 F</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially drop a class)</td>
<td></td>
</tr>
<tr>
<td>15 F</td>
<td>“WN” Grades Assigned</td>
<td></td>
</tr>
<tr>
<td>18 M</td>
<td>President’s Day - COLLEGE CLOSED - NO CLASSES</td>
<td></td>
</tr>
<tr>
<td>24 SU</td>
<td>“WA” Grades Assigned - Immunization non-compliance</td>
<td></td>
</tr>
</tbody>
</table>

### March

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 F</td>
<td>Deadline for completion of INC grade from Fall and Winter</td>
<td></td>
</tr>
<tr>
<td>20 W</td>
<td>Early Advisement and Registration begin for Summer/Fall 2019</td>
<td></td>
</tr>
</tbody>
</table>

### April

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 M</td>
<td>Last day to apply for Spring 2019 Graduation</td>
<td></td>
</tr>
<tr>
<td>1 M</td>
<td>Last day to withdraw with a grade of “W”</td>
<td></td>
</tr>
<tr>
<td>3 W</td>
<td>Student Faculty Evaluations available online</td>
<td></td>
</tr>
<tr>
<td>19-28 F-SU</td>
<td>Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN</td>
<td></td>
</tr>
</tbody>
</table>

### May

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 W</td>
<td>Last day of classes</td>
<td></td>
</tr>
<tr>
<td>15 W</td>
<td>Student Faculty Evaluations submission deadline</td>
<td></td>
</tr>
<tr>
<td>16-22 TH-W</td>
<td>Final Examinations</td>
<td></td>
</tr>
<tr>
<td>27 M</td>
<td>Memorial Day - COLLEGE CLOSED - NO CLASSES</td>
<td></td>
</tr>
</tbody>
</table>

Dates subject to change. Please check BMCC website. Students may use CUNYFirst 7 days a week to add, drop & swap.
### SUMMER 2019 ACADEMIC CALENDAR

#### SIX WEEKS FIRST (6W1)

**MAY**
- 28 TU Last day to drop with 100% tuition refund
- 28 TU Last day to apply for ePermit
- 29 W Classes begin/Late registration

**JUNE**
- 1 S Last day to add/change a class
- 3 M Last day to drop with 50% tuition refund
- 4 TU Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class
- 4 TU Verification of Enrollment Rosters Available to faculty
- 8 S Verification of Enrollment Rosters Due from faculty
- 8 S Last day to drop with 25% tuition refund
- 8 S Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”
- 9 SU Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)
- 25 TU Last day to withdraw with a grade of “W”

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

#### SEVEN WEEKS FIRST (7W1)

**MAY**
- 28 TU Last day to drop with 100% tuition refund
- 28 TU Last day to apply for ePermit
- 29 W Classes begin/Late registration

**JUNE**
- 2 SU Last day to add/change a class
- 4 TU Last day to drop with 50% tuition refund
- 5 W Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class
- 5 W Verification of Enrollment Rosters Available to faculty
- 10 M Verification of Enrollment Rosters Due from faculty
- 10 M Last day to drop with 25% tuition refund
- 10 M Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”
- 11 TU Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)
- 30 SU Last day to withdraw with a grade of “W”

**JULY**
- 4 TH COLLEGE CLOSED - NO CLASSES
- 16 TU Last day of classes (including final examinations)

DATES SUBJECT TO CHANGE, PLEASE CHECK BMCC WEBSITE
STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP
**SUMMER 2019 ACADEMIC CALENDAR**

**TEN WEEKS (10W)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>TU</td>
<td>Last day to apply for ePermit</td>
</tr>
<tr>
<td>28</td>
<td>TU</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>29</td>
<td>W</td>
<td>Classes begin/Late registration</td>
</tr>
</tbody>
</table>

**JUNE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>TU</td>
<td>Last day to add/change a class</td>
</tr>
<tr>
<td>6</td>
<td>TH</td>
<td>Last day to drop with 50% tuition refund</td>
</tr>
<tr>
<td>7</td>
<td>F</td>
<td>Verification of Enrollment Rosters Available to faculty</td>
</tr>
<tr>
<td>7</td>
<td>F</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
</tr>
<tr>
<td>15</td>
<td>S</td>
<td>Last day to drop with 25% tuition refund</td>
</tr>
<tr>
<td>15</td>
<td>S</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>15</td>
<td>S</td>
<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
</tr>
<tr>
<td>16</td>
<td>SU</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)</td>
</tr>
</tbody>
</table>

**JULY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>TH</td>
<td>COLLEGE CLOSED - NO CLASSES</td>
</tr>
<tr>
<td>14</td>
<td>SU</td>
<td>Last day to withdraw with a grade of “W”</td>
</tr>
</tbody>
</table>

**AUGUST**

<table>
<thead>
<tr>
<th>Date</th>
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<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>TU</td>
<td>Last day of classes (including final examinations)</td>
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</table>

**TWELVE WEEKS (12W)**

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<th>Event</th>
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<td>28</td>
<td>TU</td>
<td>Last day to apply for ePermit</td>
</tr>
<tr>
<td>28</td>
<td>TU</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>29</td>
<td>W</td>
<td>Classes begin/Late registration</td>
</tr>
</tbody>
</table>

**JUNE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>W</td>
<td>Last day to add/change a class</td>
</tr>
<tr>
<td>8</td>
<td>S</td>
<td>Last day to drop with 50% tuition refund</td>
</tr>
<tr>
<td>9</td>
<td>SU</td>
<td>Verification of Enrollment Rosters Available to faculty</td>
</tr>
<tr>
<td>9</td>
<td>SU</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
</tr>
<tr>
<td>18</td>
<td>TU</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>18</td>
<td>TU</td>
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</tr>
<tr>
<td>18</td>
<td>TU</td>
<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
</tr>
<tr>
<td>19</td>
<td>W</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)</td>
</tr>
</tbody>
</table>

**JULY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>TH</td>
<td>COLLEGE CLOSED - NO CLASSES</td>
</tr>
<tr>
<td>20</td>
<td>S</td>
<td>Last day to withdraw with a grade of “W”</td>
</tr>
</tbody>
</table>

DATES SUBJECT TO CHANGE, PLEASE CHECK BMCC WEBSITE. STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP.
## SUMMER 2019 ACADEMIC CALENDAR

### FIVE WEEKS SECOND (5W2)

#### JULY

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>17</td>
<td>W</td>
<td>Last day to drop with 100% tuition refund</td>
</tr>
<tr>
<td>17</td>
<td>W</td>
<td>Last day to apply for ePermit</td>
</tr>
<tr>
<td>18</td>
<td>TH</td>
<td>Classes begin/Late registration</td>
</tr>
<tr>
<td>20</td>
<td>S</td>
<td>Last day to add/change a class</td>
</tr>
<tr>
<td>22</td>
<td>M</td>
<td>Last day to drop with 50% tuition refund</td>
</tr>
<tr>
<td>23</td>
<td>TU</td>
<td>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</td>
</tr>
<tr>
<td>23</td>
<td>TU</td>
<td>Verification of Enrollment Rosters Available to faculty</td>
</tr>
<tr>
<td>26</td>
<td>F</td>
<td>Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”</td>
</tr>
<tr>
<td>26</td>
<td>F</td>
<td>Verification of Enrollment Rosters Due from faculty</td>
</tr>
<tr>
<td>26</td>
<td>F</td>
<td>Last day to drop with 25% tuition refund</td>
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<tr>
<td>27</td>
<td>S</td>
<td>Course withdrawal period begins (A grade of “W” is assigned to students who officially withdraw from a class)</td>
</tr>
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#### AUGUST

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>W</td>
<td>Last day to withdraw with a grade of “W”</td>
</tr>
<tr>
<td>20</td>
<td>TU</td>
<td>Last day of classes (including final examinations)</td>
</tr>
</tbody>
</table>

DATES SUBJECT TO CHANGE, PLEASE CHECK BMCC WEBSITE. STUDENTS MAY USE CUNYFIRST 7 DAYS A WEEK TO ADD, DROP & SWAP.
Knowledge is more than equivalent to force.

SAMUEL JOHNSON
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>August 12</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>August 13</td>
<td>In-Person Registration</td>
</tr>
<tr>
<td>Tuesday</td>
<td>August 14</td>
<td>In-Person Registration</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 15</td>
<td>In-Person Registration</td>
</tr>
</tbody>
</table>
The things taught in schools and colleges are not an education, but the means of education.

RALPH WALDO EMERSON
If a man would move the world, he must first move himself.

Socrates
**Sunday August 26**

*Last day to apply for ePermit*

*Last day to drop with 100% tuition refund*

---

**Monday August 27**

*Classes begin*

*Application for graduation opens for Fall 2018 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 August 28**

---

**Wednesday August 29**

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

JOHN ADAMS

Labor Day Weekend - COLLEGE CLOSED - NO CLASSES
<table>
<thead>
<tr>
<th>Sunday</th>
<th>September 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor Day Weekend - COLLEGE CLOSED - NO CLASSES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last day to drop with 75% tuition refund</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last day to add/change a class</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Monday</th>
<th>September 3</th>
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<tbody>
<tr>
<td><strong>Labor Day Weekend - COLLEGE CLOSED - NO CLASSES</strong></td>
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<tr>
<td><strong>Course Withdrawal Drop (WD) period begins. A grade of “WD” is assigned to students who officially drop a class</strong></td>
<td></td>
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<tr>
<td><strong>Verification of Enrollment Rosters Available to faculty</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>September 4</th>
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<tbody>
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<td>Classes follow Monday schedule</td>
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</table>

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>September 5</th>
</tr>
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<tbody>
<tr>
<td>Date</td>
<td>Day</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>September 9</td>
<td>Monday</td>
</tr>
<tr>
<td>September 10</td>
<td>Tuesday</td>
</tr>
<tr>
<td>September 11</td>
<td>Tuesday</td>
</tr>
<tr>
<td>September 12</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>
Luck is what happens when preparation meets opportunity.

DARRELL ROYAL

Priority Deadline for CUNY Transfer Application
**Sunday**
**September 16**

*Last day to change a major to be effective for Fall 2018*

*Last day to drop with 25% tuition refund*

*Verification of Enrollment Rosters Due from faculty*

*Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”*

**Monday**
**September 17**

*“WN” Grades Assigned*

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

**Tuesday**
**September 18**

*No classes scheduled*

**Wednesday**
**September 19**

*No classes scheduled*
Never let formal education get in the way of your learning.

MARK TWAIN
September 23

Sunday

September 24

Monday

September 25

Tuesday

September 26

Wednesday

“WA” Grades Assigned - Immunization non-compliance
The only place where success comes before work is in a dictionary.

VIDAL SASSOON
Early Advisement and Registration begins for Winter/Spring 2019
Reading is to the mind what exercise is to the body.

SIR RICHARD STEELE
Deadline for completion of INC grade from Spring and Summer

Thursday  
November 1

Friday  
November 2

Saturday  
November 3
Sunday
November
4

Monday
November
5

Tuesday
November
6

Last day to withdraw with a grade of “W”
Last day to apply for Fall 2018 Graduation

Wednesday
November
7
Knowledge is the food of the soul.

PLATO

Student Faculty Evaluations available online

Thursday
November
8

Friday
November
9

Saturday
November
10
I am a part of all that I have touched and that has touched me.

THOMAS WOLFE
November 22
Thursday
November 23
Friday
November 24
Saturday

COLLEGE CLOSED - NO CLASSES

COLLEGE CLOSED - NO CLASSES

COLLEGE CLOSED - NO CLASSES

NOVEMBER 2018
IS HIV/AIDS AWARENESS MONTH

S M T W T F S

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30
November 25

COLLEGE CLOSED - NO CLASSES

November 26

November 27

November 28
As long as you have the courage to learn, change, grow, and keep moving forward, you can never fail.

CAROL H. WILLIAMS
I never failed once. I invented the light bulb. It just happened to be a 2,000-step process.

Thomas Edison
Sunday
December
9

Monday
December
10

Tuesday
December
11

Wednesday
December
12

Last day of classes
Student Faculty Evaluations submission deadline
Lessons are usually where you look for them: you can learn something from anyone.

BRIAN KOVAL

<table>
<thead>
<tr>
<th>December 13</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Day</td>
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</table>

<table>
<thead>
<tr>
<th>December 14</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Examinations</td>
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</table>

<table>
<thead>
<tr>
<th>December 15</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Examinations</td>
<td></td>
</tr>
</tbody>
</table>
| Sunday  
| December  
| 16 
| **Final Examinations** |
| Monday  
| December  
| 17 
| **Final Examinations** |
| Tuesday  
| December  
| 18 
| **Final Examinations** |
| Wednesday  
| December  
| 19 
| **Final Examinations** |
A book is like a garden carried in the pocket.

AMERICAN PROVERB
December 23

December 24

**COLLEGE CLOSED - NO CLASSES**

December 25

**COLLEGE CLOSED - NO CLASSES**

December 26
CUNYfirst Shutdown for Final Grade Submission
Monday
December 31

**COLLEGE CLOSED - NO CLASSES**

Tuesday
January 1

**COLLEGE CLOSED - NO CLASSES**

- Last day to apply for ePermit
- Last day to drop with 100% tuition refund

Wednesday
January 2

**Classes begin/Late registration**

- Fee of $18 is charged per day for adding or swapping classes once the semester begins
- Fee of $25 is charged for late registration
- Last day to add/change a class
- Last day to drop with 50% tuition refund
Practice is the best instruction of them all.

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

Verification of Enrollment Rosters Due from faculty
Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”
Last day to drop with 25% tuition refund

Course withdrawal period begins (A grade of “W” is assigned to students who officially drop a class)
“WN” Grades Assigned
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>January 6</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>January 7</td>
<td>Monday</td>
<td></td>
</tr>
<tr>
<td>January 8</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>January 9</td>
<td>Wednesday</td>
<td></td>
</tr>
</tbody>
</table>
The point is not to pay back kindness but to pass it on.

JULIA ALVAREZ

Thursday
January
10

Friday
January
11

Saturday
January
12
Sunday  
January  
13

Monday  
January  
14

Tuesday  
January  
15

Wednesday  
January  
16  

Last day to withdraw with a grade of “W”
A book gives knowledge, but it is life that gives understanding.

HEBREW PROVERB
Sunday January 20

Monday January 21
Dr. Martin Luther King Jr. Day - COLLEGE CLOSED - NO CLASSES

Tuesday January 22

Wednesday January 23
Last day of classes (including final examinations)
Admission of ignorance is often the first step in our education.
STEPHEN COVEY

---

**Thursday**

January 24

*Last day to apply for ePermit*

*Last day to drop with 100% tuition refund*

---

**Friday**

January 25

*Classes begin*

*Application for graduation opens for Spring 2019 Graduates*

*Fee of $25 is charged for late registration*

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

---

**Saturday**

January 26
**Last day to add/change a class**

**Last day to drop with 75% tuition refund**

---

**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**

**Priority Deadline for CUNY Transfer Application**
There is nothing harder than the softness of indifference.

JUAN MONTALVO

Last day to drop with 50% tuition refund
February 10

February 11

Lincoln's Birthday Observed - COLLEGE CLOSED - NO CLASSES

February 12

February 13
We are not what we know. 
We are what we are willing to learn.

COUNCIL ON IDEAS

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**Verification of Enrollment Rosters Due from faculty**

*Last day to change a major to be effective for Spring 2019*

**Course Withdrawal Drop (WD) period ends. Last day to drop without the grade of “W”**

*Last day to drop with 25% tuition refund*

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

*“WN” Grades Assigned*

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**Thursday**

February 14

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**Friday**

February 15

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**Saturday**

February 16
February 17

President's Day - COLLEGE CLOSED - NO CLASSES

February 18

February 19

February 20
The day someone quits school he is condemning himself to a future of poverty.

Jaime Escalante
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Deadline for completion of INC grade from Fall and Winter
March 17

March 18

March 19

March 20

**Wednesday March 20**

*Early Advisement and Registration begins for Summer/Fall 2019*
Taking charge of your own learning is an art of taking charge of your life, which is the sine qua non in becoming an integrated person.

WARREN BENNIS
Praise does wonders
for our sense of hearing.

ARNOLD H. GLASOW

Thursday
March
28

Friday
March
29

Saturday
March
30
Monday
April
1

Last day to apply for Spring 2019 Graduation
Last day to withdraw with a grade of “W”

Tuesday
April
2

Wednesday
April
3

Student Faculty Evaluations available online
Reason does not work instinctively, but requires trial, practice, and instruction in order to gradually progress from one level of insight to another.

IMMANUEL KANT
Accumulate learning by study, understand what you learn by questioning.

MINGJIAO, JIUFENG ANNALS
Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Sunday
April
21

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Monday
April
22

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Tuesday
April
23

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

Wednesday
April
24

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN
Nothing will work unless you do.  
MAYA ANGELOU

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

April 25

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

April 26

Spring Recess - NO CLASSES - COLLEGE OFFICES ARE OPEN

April 27
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All of us do not have equal talent, but all of us should have as an equal opportunity to develop our talents.

JOHN F. KENNEDY
Never compromise who you are personally for who you wish to be professionally.

JANE BRYANT HOWROYD
Sunday
May
12

Monday
May
13

Tuesday
May
14

Wednesday
May
15

Last day of classes
Student Faculty Evaluations submission deadline
The wisest mind has something yet to learn.

GEORGE SANTAYANA

Final Examinations

Final Examinations

Final Examinations

Final Examinations
Sunday  
May
19

Final Examinations

Monday  
May
20

Final Examinations

Tuesday  
May
21

Final Examinations

Wednesday  
May
22

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

ZORA NEALE HURSTON
**Sunday**

May 26

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**Monday**

May 27

*Memorial Day - COLLEGE CLOSED - NO CLASSES*

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**Tuesday**

May 28

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**Wednesday**

May 29
Academic Advisement & Transfer Center
Carei Thomas, Director
Room S-108/Phone (212) 220-8315
www.bmcc.cuny.edu/advisement
advisementandtransfer@bmcc.cuny.edu
9 a.m.-7 p.m. Monday–Thursday*
9 a.m.-7 p.m. Friday*
10 a.m.-6 p.m. Saturday*
11 a.m.-4 p.m. Sunday*
9 a.m.-5 p.m. Monday–Friday (when classes are not in session)*

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. The AATC also maintains an extensive transfer library comprised of print materials and other resources to aid in a student’s transfer college search, and information about traditional and nontraditional careers. In addition, the AATC sponsors annual transfer fairs with CUNY, SUNY and private colleges.

Academy of Leadership & Service
Office of Student Activities
Room S-230/Phone (212) 220-8160
http://www.bmcc.cuny.edu/studentactivities/index-leadership-new.jsp
osa@bmcc.cuny.edu
9 a.m.-6 p.m. Monday–Friday

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 Studies in Associate Programs (ASAP)

Dr. Deanne Southwell, Executive Director
Room M-1412/Phone (212) 346-8660
www.bmcc.cuny.edu/asap
9 a.m.-7 p.m. Monday–Friday
9 a.m.-5 p.m. Saturday

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. ASAP also offers a series of workshops and activities to enhance the personal, professional and academic development of students.

Accessibility Office
Marcos A. Gonzalez, Director
Room N-360/Phone (212) 220-8180
www.bmcc.cuny.edu/accessibility
accessibility@bmcc.cuny.edu
9 a.m.-7 p.m. Monday–Thursday
9 a.m.-5 p.m. Friday
Evening and weekend hours by appointment.

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. In addition, you may take advantage of a state-of-the-art assistive technology computer lab that is equipped with programs for students who are blind or low-vision, students with learning disabilities, and students with physical disabilities. The office also offers assistance with registration and serves as a liaison to academic departments and various community resources.

Admissions
Lisa Kasper, Director of Admissions and Outreach
Room S-310/Phone (212) 220-1272
www.bmcc.cuny.edu
admissions@bmcc.cuny.edu
9 a.m.-7 p.m. Monday–Thursday
9 a.m.-5 p.m. Friday

The Admissions Office is usually the first contact a student has with BMCC, and the entrance point for all new students into the CUNYfirst enrollment system. The office staff recruits, admits, matriculates and term activates students into the CUNYfirst system. The office also evaluates transfer credits for entering transfer students. If you wish to continue your studies at the College after you graduate, you must file a second degree or non-degree application with the Admissions Office. You are welcomed to visit the Admissions Office at any time for assistance with questions you may have.
Athletics, Recreation, and Intramurals
Steve Kelly, Director
Room N-255/Phone (212) 220-8261
www.bmccathletics.com
Office Hours: 9 a.m.-5 p.m. Monday–Friday
Fitness Center Hours: 8:30 a.m.-9 p.m. Monday–Thursday
8:30 a.m.-4 p.m. Friday
10 a.m.-5 p.m. Saturday

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, as well as, attend yoga, and zumba.

BMCC CUNY Service Corps
Dr. Lisa O’Connor, Program Manager
Room S-136/Phone (212) 220-8172
www.bmcc.cuny.edu/servicecorps
bmccservicecorps@bmcc.cuny.edu
9 a.m.-5 p.m. Monday–Friday

Students who become CUNY Service Corps members make a meaningful difference through service while gaining valuable real world work-experience for 24-weeks (two semesters), working 12-hours per week, earning a wage of $15/hour, and where appropriate, receive college credit. CUNY Service Corps is focused on meeting the City’s most pressing needs: health, infrastructure, education, and economic. The projects help support participating students’ of all majors succeed in college and prepare for the workplace by offering valuable work experience and exposure to careers of interest.

Bursar
Steven Reis, Bursar
Room S-330/Phone (212) 220-1300
www.bmcc.cuny.edu/bursar
bursar@bmcc.cuny.edu
9 a.m.-7 p.m. Monday–Thursday*
9 a.m.-5 p.m. Friday
*Extended hours until 7 p.m. during Fall and Spring only when classes are in session. Hours are 9 a.m.-5 p.m. at all other times

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. Students may
access their tuition account information in the ‘finances’ tab of the CUNYfirst self service center.

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

Cafeteria
Richard Halem, Manager
2nd Floor South/Phone (212) 587-3330/Fax (212) 587-3336
mbjfoodservice@bmcc.cuny.edu
7 a.m.-9 p.m. Monday–Thursday
7 a.m.-7 p.m. Friday
8 a.m.-5 p.m. Saturday
8 a.m.-2 p.m. Sunday

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. Vending machines are located on the second floor south near the cafeteria as well as the first and second floors on the north side. Microwave ovens are also available on the second floor on the south side of campus.

Campus Bookstore
Bob Jungdahl, Manager
2nd Floor, Main Lobby/Phone (212) 267-3474
www.bmcc.bncollege.com
9 a.m.-5pm Monday–Thursday
9 a.m.-2 p.m.
During the first month of classes, hours are extended (see website during this time)

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

Helpful Tip: During the first week of classes, the bookstore may be busy, so try to stop in early in the morning to make your purchases, or visit us on the web at http://bmcc.bncollege.com.

Center for Career Development
Driada Rivas, Interim Director
Room S-342/Phone (212) 220-8170
www.bmcc.cuny.edu/career
career@bmcc.cuny.edu
9 a.m.-6 p.m. Monday–Thursday
9 a.m.-5 p.m. Friday
Walk-In Hours: 10 a.m.-5 p.m. Monday–Thursday, 10 a.m.-4 p.m. Friday

Please visit the website to make an appointment through Career Express and view our alternate Saturday schedule, 10 a.m.-4 p.m.

When classes are not in session, the Center is open Monday–Friday 9 a.m.-5 p.m.

The Center for Career Development provides comprehensive employment and advising services that assist students in developing an effective career plan.

Students will learn to match their personal/career interests, abilities, and education to occupational goals. Our services include advisement and workshops on topics such as how to create an effective resume and develop job search and interview
skills essential to seeking employment and experiential learning opportunities. Students will also have opportunities to establish relationships with employers through on-campus networking, interviews, guest speaker presentations/site visits, and career fairs.

Co-Curricular Transcript (CCT)
Office of Student Activities
Room S-230/Phone: (212) 220-8160
www.bmcc.cuny.edu/cct
cct@bmcc.cuny.edu
9 a.m.-5 p.m. Monday–Friday

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). It is an official transcript that bears the BMCC seal and is offered as a supplement to the academic transcript. The CCT will be of value to the student when applying to colleges, for scholarships or a professional position. The document will only be sent at the request of the student. All entries listed on the transcript are validated by the Division of Student Affairs. The CCT is organized around ten categories that reflect various co-curricular activities at BMCC. The ten categories are the following: Athletics, Clubs and Organizations, Community Service, Honors and Awards, Leadership Training, Workshops and Seminars, Global Experiences, Research, Professional Activities, Performance and Art Show Cases.

College Discovery Program
Dr. Pedro Pérez, Director
Room S-335/Phone (212) 220-8152
www.bmcc.cuny.edu/cd
9 a.m.-7 p.m. Monday–Thursday
9 a.m.-5 p.m. Friday

College Discovery (CD) is an Opportunity Program offered in community colleges in the City University of NY. CD was established in 1964 with the primary goal of providing access to students who might not otherwise be admitted to college. Students are considered for the program as entering freshmen on the basis of their high school average and family/household income. CD provides individual professional counseling, tutoring, and a stipend of up to $350 per semester. The CD program also pays for the cost of the Student Activities Fees in the amount of $59.85, for more than $800 each year of financial support. Upon transferring to four-year colleges, students are eligible for Opportunity Programs in CUNY-SEEK, SUNY-HEOP, and Private Colleges-EOP or EOF.

Computer Labs, Open Access
Konstantin Kanellopoulos, Director
Room S-140/Phone (212) 220-8122
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.
Locations and Hours of Operation:

**Chambers Street, 199 Chambers Street, Room S-115B**
8 a.m.-12 a.m. Monday–Thursday
9 a.m.-12 a.m. Friday
8:30 a.m.-12 a.m. Saturday-Sunday

**Murray Street Building, 70 Murray Street, Room M-1109**
9 a.m.-8 p.m. Monday–Thursday
9 a.m.-3 p.m. Friday
Closed Saturday-Sunday

**Fiterman Hall, 245 Greenwich Street, Room LL03**
8 a.m.-10 p.m. Monday–Friday,
8 a.m.-6 p.m. Saturday
8:30 a.m.-1:30 p.m. Sunday

**Counseling Center**
Dr. Cicely Horsham-Brathwaite, Director
Room S-343/Phone (212) 220-8140
www.bmcc.cuny.edu/counseling
9 a.m.–7 p.m. Monday–Thursday
9 a.m.–5 p.m. Friday (When Classes Are in Session)

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**
Argenis Rodriguez, Director
Room 1216B (Murray Building)/Phone (212) 346-8479
arrodriguez@bmcc.cuny.edu
www.bmcc.cuny.edu/cope
9 a.m.–5 p.m. Monday–Friday
Appointments after 5 p.m. by request only

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. Our program supports the college retention, development, and graduation of our student population.

CUNY EDGE balances academic advising and personal supports with Career/Employment readiness, leadership development, and community engagement while maintaining students' compliance with HRA regulations. Our program integrates elements of successful college completion programs with work opportunities, personal development, and academic excellence. It is a pioneering effort to show that by addressing key academic, social, and financial barriers, students can focus on what matters most while they are in college – their education.
CUNY Start | Math Start
Lashallah Burgess, Director
Room M-1018/Phone 212 346-8398
www.bmcc.cuny.edu/cunystart | cunystart@bmcc.cuny.edu
www.bmcc.cuny.edu/mathstart | mathstart@bmcc.cuny.edu
9 a.m. - 7 p.m. Monday–Thursday
9 a.m. - 5 p.m. Friday

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. In only one semester, CUNY Start helps students address multiple levels of up to three subject needs, and acquire the skills they need to successfully navigate their college experience. CUNY Start costs only $75 (including materials) and allows students to save their financial aid for credit courses at CUNY. CUNY Start also offers a pipeline to the ASAP program for students who become eligible after completing the program in both the Spring and Fall semesters.

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. In a collaborative learning environment, students access the support they need to increase their understanding of math so that they can meet CUNY’s proficiency standards and thrive as a college student. Math Start costs only $35 (including materials and free Metro Cards) and helps students save their financial aid for credit courses at CUNY. Math Start also offers a pipeline to the ASAP program for students who become eligible after completing the program in both the Spring and Fall semesters.

Early Childhood Center
Dr. Cecilia Scott-Croff, Executive Director
Room N-375/Phone (212) 220-8250/Fax (212) 748-7462
www.bmcc.cuny.edu/Ecc
EarlyChildhoodCenter@bmcc.cuny.edu
7:45 a.m.-9 p.m. Monday–Thursday (Spring and Fall only)
7:45 a.m.-5 p.m. Friday
8 a.m.-5 p.m. Saturday (pre-school, school age only)
8 a.m.-5 p.m. Sunday (pre-school, school age only)

One of the best things about BMCC is the quality child care and early education program offered to the student parents’ through the Early Childhood Center and its Family Child Care Network. A nationally accredited program, licensed through the Department of Health and Mental Hygiene and the Office of Children and Family Services. The Early Childhood Center provides day, evening and evening services for preschool and school age children. The program serves approximately 90 children each week and 300 families over a year. The Family Child Care Network consists of 20 licensed family child care homes serving children of BMCC students between ages three months to twelve years.
E-Learning Center
Christopher Medellin
Room S-510A/Phone (212) 220-1243
www.bmcc.cuny.edu/elearning
For E-Learning Technical Support: esupport@bmcc.cuny.edu
Monday–Thursday 9 a.m.-7 p.m.
Friday 9 a.m.-5 p.m.
Saturday and Sunday 10 a.m.-5 p.m.

Fully online, (partially) online, and hybrid courses give students flexibility in scheduling academic work with personal commitments. Fully online courses are delivered via the Internet and have no face-to-face meetings. An “online” course means you will be required to attend two-three (2-3) face-to-face meetings for orientations, presentations, and/or exams. Hybrid courses have the most face-to-face meetings with the majority requiring students to meet in-class once (1) per week along with completing work online in place of in-class hours.

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 at www.bmcc.cuny.edu/elearning. E-learning courses are available for registration through CUNYFirst.

Visit the E-Learning Center in room S-510A, email esupport@bmcc.cuny.edu, or call (212) 220-8126 if you have questions or need technical assistance using Blackboard, the CUNY Portal, Digication, or other Internet-based technologies. E-Learning support is available seven days a week. Check elearning website for more information and updates.

Evening/Weekend Program
Antonette McKain, Director
Room S-715A/Phone (212) 220-8325
www.bmcc.cuny.edu/ evening_weekend
eveningweekend@bmcc.cuny.edu
12 p.m.-6 p.m. Friday
8 a.m.-6 p.m. Saturday
8 a.m.-6 p.m. Sunday

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. Some of the advantages are:

- Flexibility of attending part-time or full-time while working
- The library, computer labs, academic advisement, childcare center and tutoring/ supplemental instruction are some of the academic and student support services available during the evening/weekend.
Financial Aid
Ralph Buxton, Director
Room N-365/Phone (212) 220-1430/Fax (212) 346-8515
www.bmcc.cuny.edu/finaid
finaid@bmcc.cuny.edu
9 a.m.-5 p.m. Monday and Thursday
9 a.m.-7 p.m. Tuesday and Wednesday (Evening hours only when classes are in session)
9 a.m.-5 p.m. Friday

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.

Part of the mission of the Financial Aid Office is to ensure that every eligible BMCC student has access to the financial resources they need to attain a college education. Some of the services we provide are to:

• assist you and your family in planning for and meeting the expenses associated with attending BMCC
• furnish information about a range of federal, state, city and institutional sources of financial assistance
• provide the counseling and other services that you and your family need to establish and maintain eligibility for federal, state, city and institutional award programs

In order for the Financial Aid Office to assist you, you must take the first step! Your eligibility for financial aid can only be determined from processed financial aid applications. If you want financial aid, you should submit an application even if you think you might not be eligible.

To learn more about what kinds of financial assistance are available and how to apply, check out the financial aid information in the “How Do I” section of this handbook.

Visit the financial aid for eligibility requirements, application filing procedures, office contact information and a schedule of available application labs and workshops.

Health Services
Penelope S. Jordan, R.N., Director
Room N-380/Phone (212) 220-8255/Fax (212) 220-2367
www.bmcc.cuny.edu/student_services/health-services/
healthservices@bmcc.cuny.edu
8 a.m.-5 p.m. Monday–Friday

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. However, any injuries or medical emergencies should be referred to the Public Safety Office at (212) 220-8080.

Throughout the year, the Health Services Office holds workshops on various health-related issues such as breast cancer, men’s and women’s health, sexually transmitted infections, asthma, and heart disease. The office also sponsors an
annual health fair, with screenings for cholesterol, diabetes, blood pressure, weight and fat analysis, as well as information about community health resources. Also, free immunization clinics are provided for any student who needs measles, mumps and rubella vaccines.

N.Y.S. Health Law 2165 requires that students must show proof of immunization for Measles, Mumps, and Rubella. In addition, N.Y.S. Health Law 2167 states that all students must receive information regarding Meningitis and that a Meningitis response form be completed and submitted to the Health Services Office. For questions regarding immunization requirements, visit the College website or call the Health Services Office.

International Student Services
Lily Yi-Elkin, Asst. Director of International and Transfer Services
Room S-115N/Phone (212) 776-7179
internationalstudents@bmcc.cuny.edu
www.bmcc.cuny.edu/international
9 a.m.-7 p.m. Monday–Thursday*
9 a.m.-5 p.m. Friday

*When classes are not in session, the office is open from 9 a.m.-5 p.m. The ISSO staff located in S-115N will see students on a walk-in basis and by appointments.

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. Students on F-1 status are encouraged to attend the various workshops during the academic semester to become familiar with the federal regulations. Consequences for an F-1 student who fails to maintain legal status can be serious.

Learning Academy
Sara Crosby, Director
Room M-1413(Murray Building)/Phone (212) 346-8640
www.bmcc.cuny.edu/learningacademy
9 a.m.-5 p.m. Monday–Friday

The Learning Academy is a smaller academic community that offers students a more fluent transition to college and personalized support throughout their time at BMCC. Learning Academy students have the opportunity to work with a designated advisor to define and design their academic success, by using strategic course scheduling and degree-mapping, academic success seminars that change academic mindset and behaviors, connections to faculty, and experiential career exploration.

LGBTQ Services
Room S-350, Phone (212) 220-8130
www.bmcc.cuny.edu/safezone
safezone@bmcc.cuny.edu

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. The trained Allies display their “Safe Zone” designation, creating a more inclusive environment here at BMCC. If you would like to contact one of the Allies, please visit our website or email us.
Library, A. Philip Randolph Memorial
Kathleen Dreyer, Chief Librarian
Rooms S-410 & S-430/Reference: (212) 220-8139/Circulation: (212) 220-1451
lib1.bmcc.cuny.edu/lib
8 a.m.-10 p.m. Monday–Thursday
8 a.m.-7 p.m. Friday
10 a.m.-6 p.m. Saturday
12 p.m.-5 p.m. Sunday
Quiet Study (S-430) 8 a.m.-12 a.m. Mon.–Thurs.
8 a.m.-10 p.m. Friday
10 a.m.-10 p.m. Saturday and Sunday

When classes are not in session, be sure to check the Library’s website for hours when it will be open.

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 (S-410) and the Quiet Study Area (S-430) offers seating for over 600 students. The Library also has two group study rooms that can be reserved online.

Forty workstations with access to the Internet and common software such as MS Word are available for use by students. The entire library is WiFi-enabled. The Library also provides copiers and free scanning. Students can check out tablets and calculators; laptops can be borrowed to use in the Library. The Library purchases all textbooks being used in the current semester and makes them available for use in the library; older editions may be available to check out.

There are three main service points in the Main Library, namely Circulation/Reserve, Reference, and Media. The library has a staff of fourteen full-time and ten part-time librarians who can assist you with your research.

Some of the library’s services include: Remote Access to BMCC and CUNY resources • Online and In-Person Research Help • Textbooks • Assistive Technology • Leisure Reading Collection • Group Study Rooms • 24/7 Chat Reference • Tablets • Laptop Loaners – Study space - Free scanning

Public Safety
Michael Korn, Director
Room S-211/Phone (212) 220-8075/Fax (212) 220-2374

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. 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. All members of the BMCC/Public Safety Service are expected to respect each individual, and treat each individual with professionalism and civility while maintaining the rules and guidelines that will ensure the safety and security of all persons at the college. The 2017 Annual Security Report is available at www.bmcc.cuny.edu/safety/upload/clery_2017.pdf

For more information on Domestic Violence Policies, go to the “Policies” section of this handbook.
Registrar
Mohammad K. Alam, Senior Registrar
Room S-315/Phone (212) 220-1290/Fax (212) 220-1254
www.bmcc.cuny.edu/registrar
Registrar@bmcc.cuny.edu
9 a.m.-7 p.m. Monday–Thursday*
9 a.m.-5 p.m. Friday
9 a.m.-5 p.m. Monday–Friday (when classes are not in session)*

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. Transcripts may be requested on the web, in-person, or by mail. The Registrar’s Office encourages you to register and change your program by using CUNYfirst. The office website has many forms, such as request for graduation, the name/address change form, and curriculum change, etc. Click on the Records and Registration link from Offices and Services option found on BMCC main page to see the forms. You can also pick up the forms in person from the Registrar’s Office. If you are admitted to BMCC and your attendance at the College is interrupted, you should file a “readmit application” directly with the Registrar’s Office.

*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
Sussie Gyamfi, Coordinator for Special Services
Room N-365/Phone (212) 220-8133/Fax (212) 220-2368
www.bmcc.cuny.edu/scholarships/
9 a.m.-5 p.m. Monday–Friday

BMCC offers a number of scholarships, awards and other opportunities. To view the scholarships available, go to the BMCC website at www.bmcc.cuny.edu/scholarships or visit the Scholarship Office in the Financial Office suite.

*Helpful tip:* Having a history of volunteering plays a decisive role when applying for scholarships. If you are interested in, or want to perform community service or volunteer work, visit the volunteer webpage at www.bmcc.cuny.edu/volunteers for a list of volunteer activities.

Service Desk
Luis A. Messon, Acting Manager
Room S-140/Phone (212) 220-8055
servicedesk@bmcc.cuny.edu
8 a.m.-8 p.m. Monday–Friday
9 a.m.-5 p.m. Saturday & Sunday

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
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
3. E-mail us at 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
Deborah Harte, Single Stop Manager
Room S-230/Phone (212) 220-8195
8:30 a.m.–6 p.m. Monday–Friday

Single Stop provides FREE referrals to services that can help address the needs of BMCC matriculated students so they can remain in school and succeed academically. The areas of service include legal and financial counseling; tax preparation and screening for government and community benefits.

Student Activities
Harry Mars, Director
Room S-230/Phone (212) 220-8160/Fax (212) 220-1282
www.bmcc.cuny.edu/studentactivities
osa@bmcc.cuny.edu
9 a.m.–6 p.m. Monday–Friday

Looking for a way to get involved at BMCC? Visit the Office of Student Activities (OSA)! The OSA provides engaging programs, community service, and leadership training opportunities. They also support student organized events and encourage students to participate in campus life. As a result of participating outside of the classroom, students will create meaningful experiences and make lasting relationships that can enrich their future aspirations. Why wait? Get involved today!

Student Government Association
Room S-242/Phone (212) 220-8208

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. In addition to serving as the voice of the student body, SGA is responsible for assisting with recommending the allocation of student activity fees, shaping
policies affecting student life, coordinating extracurricular activities, and chartering new clubs and organizations. To find out more about SGA committees and how you can become involved, visit the SGA Office, room S-242. To find out about SGA elections and whether you are eligible to run, visit the Office of Student Activities, room S-230, and pick up an official Elections Guidelines.

Student Peer Mentoring Program
Denise DellaPorta, Peer Mentoring Coordinator
Room S-115E/Phone (212) 220-8130
www.bmcc.cuny.edu/peermentor
9 a.m.-5 p.m. Monday–Friday

Both the IMPACT Mentoring Program and the Crear Futuros Mentoring Program are based in the Office of Peer Mentoring & Student Success. The office facilitates personal growth through leadership, student engagement and service for those transitioning to the college experience. In addition, we provide support, programs and resources to returning students, faculty and staff which promote fellowship, self-empowerment, and foster academic success.

The IMPACT Mentoring Program at BMCC helps new students adjust to the college environment, make connections on campus and feel empowered to chart their own course to success. The program matches successful continuing students and BMCC alumni (PEER MENTORS) with new or struggling students (MENTEES), connecting them as partners for either semester or a year-long experience.

CREAR FUTUROS Mentoring Program, is focused specifically on actions that support college access, achievement, retention and graduation rates for Latino students in New York City. The project is a partnership between The Hispanic Federation, The City University of New York, Latino community-based agencies, the New York State Department of Education, public policy stakeholders, and business leaders. Crear Futuros is open to students of all races and ethnicities, who have an interest in Latino culture.

BMCC Tribeca Performing Arts Center
Linda Herring, Executive Director
Room S-115K/Box Office (212) 220-1460
www.tribecapac.org
info@tribecapac.org
Box Office hours: 12 p.m.-6 p.m. Tuesday-Saturday

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**
John Short, Coordinator
Room S-510R/Phone (212) 220-8295
jshort@bmcc.cuny.edu
10 a.m.-7 p.m. Monday–Friday
10 a.m.-5 p.m. Saturday

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)**
Bryce E. Tolbert, Academic Program Specialist
Room S-340D
btolbert@bmcc.cuny.edu
9 a.m.-5 p.m. Monday–Friday

If you are a student in the College Discovery Program (CDP), 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. The CDP tutors will help students with all college level and basic skills courses. In addition, they will prepare students for the CUNY wide entrance and exit examinations. The tutors use a variety of teaching and coaching methodologies to help students comprehend their specific area of study. CD students can also work on course assignments, do research, and sharpen their computer and academic skills.

**English as a Second Language Lab**
Joshua Belknap, Coordinator
Room S-510J/Phone (212) 220-1422
jbelknap@bmcc.cuny.edu
9 a.m.-9 p.m. Monday–Thursday
9 a.m.-4 p.m. Friday
10 a.m.-4 p.m. Saturday

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. In addition, the lab stocks books, audiobooks, and DVDs (films and documentaries in English), as well as English grammar and writing computer software. The lab also provides computer instruction for students enrolled in ESL classes. Students can access online English writing and grammar resources on the BMCC ESL Lab web site (http://bmccesllab.wikifoundry.com). ESL students regularly utilize the resources of the lab throughout the academic year, both individually and in the context of class/tutorial groups.
Learning Resource Center Instructional Computer Labs
Leticia Dinkins, Instructional Computer Services Manager
Room S-510L/Phone (212) 220-1377
ldinkins@bmcc.cuny.edu
www.bmcc.cuny.edu/lrc
8 a.m.-10 p.m. Monday–Thursday
8 a.m.-7 p.m. Friday
9 a.m.-5 p.m. Saturday
10 a.m.-5 p.m. Sunday

The Learning Resource Center provides a range of instructional, tutorial, and support services. We offer instructional computer lab hours for students who wish to work independently, attend computer training workshops, and receive support for classroom-related computing activities, study skills, and course specific software. The labs are staffed with coordinators, tutors, and student assistants, who provide lab users with assistance.

Learning Resource Center Tutorial Program
Nandrani Algu, Academic Resource Center Manager
Room S-510/Phone (212) 220-1378
nalgu@bmcc.cuny.edu
www.bmcc.cuny.edu/lrc

The Learning Resource Center provides tutorial services which include individual and small group tutoring, study-skills workshops, in-person and online tutoring. Study skills workshops help you learn how to study and read your textbooks effectively. Workshop topics include test-taking techniques, note-taking techniques, procrastination and common study problems. The Learning Resource Center also maintains a library consisting of course-specific DVD videos and software for students to use at their own pace.

Math Lab Tutorial Program
David Lorde, Coordinator/Senior College Lab Technician
Room S-535/Phone (212) 220-1344
dlorde@bmcc.cuny.edu
10 a.m.-9 p.m. Monday & Tuesday
10 a.m.-8 p.m. Wednesday & Thursday
10 a.m.-7 p.m. Friday (S-535)
10 a.m.-5 p.m. Saturday & Sunday

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. Additionally, the Math Lab offers workshops for special topics including preparation for the Pre-algebra and Algebra COMPASS/CUNY Maple T.A. exams. The Math Lab houses a large collection of instructional video tapes, computer software for mathematics, and topic-specific worksheets. Instructors may administer make-up tests for their students in the Lab. In addition, during finals the Math Lab will have extended hours for students.
Online Tutoring
Howard Harris, Online Tutoring Coordinator
Room S-510/Phone (212) 220-8359
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.

Live online tutoring utilizes audio, video, electronic whiteboard and chat technology to provide students with virtual tutoring sessions anywhere they have internet access. Students can register for a virtual tutoring appointment or drop in to a live chat session with a certified tutor, using a desktop, laptop, tablet or smartphone. Visit the Online Tutoring website: www bmcc cuny edu/onlinetutoring to join a virtual tutoring session today!

Other Lab Services:
• Regular lab sessions for each calculus section offered at the college
• Open lab hours for students to work on their own to complete assignments explore, and practice computer skills related to math courses
• Computer training workshops, and support for classroom related computing activities and course specific software.

Nursing Tutorial Lab
Heather Evans-Tracey, Senior College Lab Technician
Room S-745/Phone (212) 220-8390 or (212) 220-8240
nursingtutoring@bmcc.cuny.edu

See the bulletin board outside S-745 for hours and www bmcc cuny edu/calendar

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
Joseph Johnson, Reading Lab Supervisor
Room S-510E/Phone (212) 220-1410
jjohnson@bmcc.cuny.edu
8:30 a.m.-8:30 p.m. Monday–Thursday
8:30 a.m.-7 p.m. Friday
10 a.m.-5 p.m. Saturday

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. Reading across the curriculum text materials are available for the college-wide student community as well.
The BMCC Writing Center collaborates with students to make their academic, professional, and creative writing more clear, concise, deliberate, and reflective. The BMCC Writing Center believes that writing is a process that includes several phases, such as open-ended and methodical questioning, active and unexpected brainstorming, radical revision, and meticulous editing. Moreover, this process is recursive in nature and should be considered as generating skills that will transfer beyond the “end product.” The Center works with students during phases of the writing process: from developing ideas to finalizing details in drafts for submission. The Center also assists students with writing for college transfer applications, scholarships, cover letters and resumes.

Veterans Resource Center
Wilfred Cotto, Veterans Services Manager
Room S-115M/ Phone (212) 220-8000 x5363/x5360
9 a.m.-5 p.m. Monday, Wednesday & Friday
9 a.m.-7 p.m. Tuesday & Thursday

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. The primary purpose of the VRC is to facilitate a smooth transition from military life to the college experience by providing veterans a strong support system, resources and services. For more information visit the VRC or our webpage: www.bmcc.cuny.edu/veteranstudents

Women’s Resource Center
Deborah Parker, Director
Room S-340/Phone (212) 220-8165
doparker@bmcc.cuny.edu
Monday–Wednesday, Friday 9 a.m.-5 p.m.
Thursday 9 a.m.-6 p.m.

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. The WRC also provides referral services to external social service agencies and acts as a network for resources within the College. Men and women are encouraged to participate in our programs.
Year Up
Stanley J. Taylor, Jr., Director
Room M1415/Phone 212 776-6241
staylor01@yearup.org
Monday-Friday 9 am - 5 pm

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. We achieve this mission through a high support, high expectation model that combines marketable job skills, stipends, internships and college credits. Our holistic approach focuses on students’ professional and personal development to place these young adults on a viable path to economic self-sufficiency.

At BMCC we serve students majoring in Accounting and Business Management. Individuals interested in this opportunity are welcome to visit our office, call/email, or complete an interest form on our website, www.yearup.org.
Special Academic Programs

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

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

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.

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

Students enrolled in the College Discovery Program are encouraged to join the Gamma Nu Chapter of the Chi Alpha Epsilon (XAE) National Honor Society. They may petition for induction into membership of the national society after completion of two full time semesters, with an earned semester Grade Point Average of at least (3.00). Chi Alpha Epsilon is a national academic honor society for students enrolled in Special Opportunity Programs such as SEEK, EOP, HEOP and others. *Meetings are held on Wednesdays during club hours from 2 p.m.-4 p.m. For further information, please contact the faculty advisor, Mr. Nelson Izquierdo at (212) 220-8001 or email at nizquierdo@bmcc.cuny.edu.*

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

CSTEP gives students the opportunity to conduct research projects with faculty mentors, and to participate in hands-on workshops during weekly CSTEP meetings. Students doing individual research give a presentation on their projects at the end of each semester. Some students are selected to represent BMCC at the C-STEP Student Conference in Lake George, NY. Students have done summer internships at Clarkson University, Tufts University, and at the BMCC Science Research Institute. The program is geared toward historically underrepresented groups in the sciences, math and technology, and/or students with financial need. To qualify for CSTEP you must be a full-time matriculating BMCC student, maintain a GPA of 3.0 or higher, and you must be a New York State resident. For questions about the program, contact the CSTEP Coordinator at (212) 220-8000 ext. 1262 or Dr. Helene Bach at hbach@bmcc.cuny.edu.
Exploring Transfer Summer Program at Vassar College

BMCC students may be eligible to apply for an intensive academic summer program at Vassar College. The E.T. 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 students to transfer to four-year colleges while developing critical thinking skills necessary to complete their education. Exploring Transfer concentrates primarily on the liberal arts and is free to students chosen by the ET Program at Vassar College. For more information and direction on how to file an application, contact Professor William M. Roane, Room N-651T, via e-mail at wroane@bmcc.cuny.edu.

Honors Contract

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. For more general information about the Honors Contract, contact the Office of Academic Affairs at (212) 220-8320.

Honors Program

The BMCC Honors Program offers high achieving students additional challenges in their coursework. Eligible students are provided 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. For further information about the Honors Program, please visit www.bmcc.cuny.edu/honors.

Internships and Experiential Learning

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 or S-750 A, G, H.
Phi Theta Kappa (Alpha Kappa Chapter)
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! For more information about this prestigious organization, contact Professor Alex d’Erizans in the Social Sciences and Human Services Department, N-651Z, (212) 220-8000 ext. 5244, or e-mail him at alex.derizans@gmail.com.

Study Abroad Program
This program is a course of study that students pursue in a country outside of the United States. In recent years, the Study Abroad Program has taken students to Africa, Europe, the Middle East, Asia, and the Caribbean. Participants study the history and culture of the host country as well as subjects that relate to their majors and interests. For more information, contact the Director of Study Abroad, Jessica Levin, in room S-750A, (212) 346-5112, or e-mail her at jlevin@bmcc.cuny.edu, or Student Affairs at (212) 220-8130.
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 activate their BMCC Account.

Step 1: Go to 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

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 activate their BMCC Email Account.

Step 1: Go to 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 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 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**

<table>
<thead>
<tr>
<th>Location</th>
<th>Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, S-410</td>
<td>Use cash/coins, the BMCC account username or BMCC ID card to pay for copies.</td>
</tr>
<tr>
<td>Fiterman Hall, 7th Floor</td>
<td>Only use the BMCC account username or BMCC ID card to pay for copies.</td>
</tr>
<tr>
<td>Murray Street, 10th Floor</td>
<td>Use cash or coins only to pay for copies.</td>
</tr>
</tbody>
</table>

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 for more information on using CUNYfirst.

1. Login to CUNYfirst at: 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

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 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 Fall Admission

January 2
File your FAFSA on the Web now! You do not have to wait until you and your parents file your taxes to file your FAFSA. The FAFSA now uses your family tax information already on file from 2 years before. 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.

January 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.

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:

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

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>% to complete</td>
<td>50%</td>
<td>50%</td>
<td>75%</td>
<td>75%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits for degree</td>
<td>0</td>
<td>3</td>
<td>9</td>
<td>18</td>
<td>30</td>
<td>45</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td>0</td>
<td>.5</td>
<td>.75</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

1st Payment Received in 2010-11 or thereafter

<table>
<thead>
<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits for degree</td>
<td>0</td>
<td>6</td>
<td>15</td>
<td>27</td>
<td>39</td>
<td>51</td>
</tr>
<tr>
<td>Minimum GPA</td>
<td>0</td>
<td>1.3</td>
<td>1.5</td>
<td>1.3</td>
<td>2.0</td>
<td>2.0</td>
</tr>
</tbody>
</table>

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.

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 sand features. If you need further help, please email the DegreeWorks implementation team at: 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 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>B+</td>
<td>3.3</td>
<td>x 3</td>
<td>9.9</td>
</tr>
<tr>
<td>Accounting I</td>
<td>A</td>
<td>4.0</td>
<td>x 4</td>
<td>16.0</td>
</tr>
<tr>
<td>Intro. to Business</td>
<td>WU</td>
<td>0.0</td>
<td>x 3</td>
<td>0.0</td>
</tr>
<tr>
<td>Art Survey I</td>
<td>A-</td>
<td>3.7</td>
<td>x 2</td>
<td>7.4</td>
</tr>
<tr>
<td>Fundamentals of Speech</td>
<td>B</td>
<td>3.0</td>
<td>x 3</td>
<td>9.0</td>
</tr>
<tr>
<td>Health Education</td>
<td>F</td>
<td>0.0</td>
<td>x 2</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Totals**

|                | 17 | 42.3 |

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

To compute your GPA online, use our GPA Calculator on the web at [www.bmcc.cuny.edu/degreeworks/SD_HelpGPACalculator.html](http://www.bmcc.cuny.edu/degreeworks/SD_HelpGPACalculator.html).

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Final Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**

|                | 17 | 42.3 |

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

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

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

1 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.

The CUNY Skills Assessment Tests

All students who are accepted to BMCC must first take the CUNY Skills Assessment Tests in reading, English writing, and mathematics. Your performance on these placement exams will determine if you need developmental skills or remedial assistance.

Placement Exam Exemptions: There are several ways in which you may be given an exemption from taking the CUNY Skills Assessment Tests. Please find below the list of qualifications that must be met in order to receive exemption.

Exemption Criteria: You may be exempt from the CUNY Reading and Writing Tests if you have:
• SAT 1 Verbal score of 480 or greater.
• SAT Reasoning Test - Critical Reading score of 480 or greater (Prior to March 2005, the Critical Reading section was known as the SAT 1 Verbal section.)
• ACT English score of 20 or greater.
• New York State Regents score in English of 75 or greater.
• Bachelor’s degree from an accredited domestic institution.
• 45 or more credits from an accredited domestic institution outside of CUNY.

Exemption Criteria: Students may meet the college readiness requirement in mathematics by documenting any one of the following:
• SAT Math score of 500 or higher
• SAT Math Section (exam date March 2016 and thereafter), score of 530 or higher
• ACT Math score of 21 or higher
• NY State Regents:
  • Common Core Regents: Score of 70 or higher in Algebra I or a score of 70 or higher in Geometry or a score of 65 or higher in Algebra 2.
  • Score of 80 or higher in Integrated Algebra or Geometry or Algebra 2/Trigonometry AND successful completion of the Algebra 2/Trigonometry or higher-level course.
  • Score of 75 or higher in one of the following:
    • Math A or Math B
    • Sequential II or Sequential III
If you are eligible for a waiver, you must submit all documentation (e.g. official transcripts, SAT scores, etc.) in support of waivers to the Admissions Office before registration. If you have taken the CUNY Skills Assessment Tests at another CUNY college or through a high school program, please inform the Testing Office of the results before registration. All official exemption documentation must be mailed or hand-delivered in a sealed envelope to the Admissions Office, room S-310.

After you have taken the CUNY Assessment Tests or submitted documentation in support of a waiver, you will receive an invitation for orientation from the college.

Other Placement Exams

Math Placement Exam (MAT 56 & MAT 206): If you are proficient in Math and are exempt from the remedial math you were tested on during the Placement exams, you may go to the Testing Office, room S-103, to take the Intermediate Algebra or Pre-Calculus exams, which are prerequisites for upper level math courses, some science, and other selected courses. MAT 56 and at least one upper-level math course (200 or above) are required for Engineering Science, Childhood Education, Bilingual Childhood Education, Science, Mathematics, Computer Science, and Business Administration majors.

Modern Foreign Language Exam (Spanish, French, Italian, Chinese): If you speak any of the languages listed above and want to take a course in that same language, you will need to take a Language Placement exam PRIOR to registration. You can take the exam on the BMCC Portal, in the Modern Language Department in room S-601 or at the Modern Language table during regular registration.

Immersion Program

If you are a newly admitted student who needs to take a developmental course(s) because of your placement scores, this program will provide you with an opportunity to acquire basic skills, complete your basic skills obligations, and get a head start on your college experience. The program:

• Offers basic skills courses to improve your proficiency in areas such as English (writing), English as a Second Language, Academic & Critical Reading, and Mathematics;

• Provides an opportunity to enroll in one course to reduce or eliminate the number of basic skills courses you will be required to take in the fall or spring semester;

• Provides counseling, tutoring and other support services;

• Offers an opportunity to work with concerned and committed faculty in small class-size settings.

Transfer Students

As a transfer student, it is important that you become familiar with BMCC’s current transfer credit policy since transfer credit requirements vary from one institution to another. For details, visit: www.bmcc.cuny.edu/ admissions/apply/transfer.html. Be certain to speak with an Admissions counselor to find out what – if any – transfer credits BMCC will accept prior to registration. This will reduce the chance of your repeating courses at BMCC that you have taken from your prior college. It is also important that you speak with the Testing Office to find out if you are required to sit for the CUNY placement exams.
International Students

As an international student, you will have to acquaint yourself with the policies and procedures of not only BMCC, but also United States Department of Homeland Security (DHS) federal immigration regulations. If you have a bachelor’s degree or higher from a non-U.S. college that is acknowledged by CUNY’s University Application Processing Center and/or Office of Admissions Services, you may still be required to test in English. Colleges may test ESL students who have completed a baccalaureate to assess their proficiency in English. If the assessment indicates a need for ESL Instruction, the college may require the student to take it and set standards for proficiency in English.

There are many support services available to you in your academic journey, especially the International Student Office, located in room S-115N. It is critical that you familiarize yourself with this office and its guidelines. But if you still have questions, reach out to the faculty or staff who will be happy to help you in any way they can.

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.

General Education

No matter what your major is, BMCC believes in providing all its students with a foundation of specific knowledge and competencies necessary for life-long learning by fostering personal development, intellectual curiosity, and critical thinking that will enhance informed and effective participation in society. You will be provided with ample opportunities to develop and reinforce specific knowledge and competencies upon completion of the general education requirements in your program as well as in your major courses.

The information provided below outlines the General Education Goals at BMCC and gives examples of how you may fulfill them regardless of your selected major.

Communication Skills: You will write, read, listen and speak effectively.

Communication skills are as vital in the pursuit of higher education as they are in succeeding in the labor force. As a student, having effective communication skills will be crucial in report writing and in successfully articulating points in presentations. In the workforce, employers expect you to be able to get your
message across in oral and written form. If you are planning to pursue a baccalaureate degree, you will be required to read written texts, listen to lectures, write reports, and make presentations. You will acquire these skills by taking courses such as English and Speech, enrolling in writing intensive courses, and through a variety of workshops offered by the college. These skills will be reinforced in other courses through content and assignments.

**Quantitative Skills:** Students will use quantitative skills and the concepts and methods of mathematics to solve problems across disciplines. Quantitative reasoning will teach you how to think logically and solve difficult problems—in the classroom as well as in life outside of school. If you want to continue your education, these skills can help prepare you for upper-level courses where you need to use logical thinking and problem solving skills. In addition, almost every career at one time or another will require quantitative skills to prepare a budget, purchase equipment, and/or interpret quantitative data. You will be able to acquire these skills by enrolling in courses such as mathematics, science, etc. These skills will also be reinforced through other major courses and college activities.

**Values:** Students will make informed choices based on an understanding of personal values, human diversity, multicultural awareness and social responsibility.

Your values and the choices you make define who you are in many ways. As a student, you will learn to appreciate diversity, work collaboratively, and reflect on ethical issues. You will be able to acquire these skills through courses and learning experiences offered by every academic department at BMCC. These skills will also be reinforced through extra-curricular activities and other college experiences.

**Social & Behavioral Sciences:** Students will understand and apply the concepts and methods of the social sciences.

Social and behavioral sciences will enable you to analyze the world in which you live, understand human behavior, develop sensitivity to various cultures and an appreciation of how societies change. The concepts, methods and theories learned in this area of study can be applied to your every day work and personal life. The Social Science and Human Services Department and The Center for Ethnic Studies offer a wide range of courses and opportunities, including study abroad programs, to achieve this goal. Such knowledge and skills will be reinforced through other academic courses and college experiences and will prepare you for careers as varied as education, business and law.

**Scientific Reasoning:** Students will understand and apply concepts and methods of natural sciences.

You will gain an understanding of the natural sciences and learn the process to create and test a hypothesis. You will gain these skills primarily in science courses.

**Arts & Humanities:** Students will develop knowledge and understanding of languages, arts and cultures.

In any society, culture and the arts help people understand who they are while giving meaning to the world around them. In a city such as New York, with its diverse population and rich cultural heritage, the ability to interpret the world through arts and languages is very important. At BMCC, you will have many opportunities to build these skills by taking classes in art and music, language, theatre or literature. These skills may also be enforced through participation
in school exhibits, plays, and attendance at events that showcase the arts and humanities.

**Information & Technology Literacy: Students will collect, evaluate, and interpret information, and effectively use information technologies.**

Information technology, the ability to find, understand and use information, is one of the foundational skills you will use throughout your entire academic career. Today, most information is found through one or more information technologies so you must learn to use them. The workplace will also put your information and technology skills to the test. You will be able to acquire these skills through courses and learning experiences offered by every academic department at BMCC. In addition, workshops, tutors, and the latest technology found in the Library, room S-410, and the Learning Resource Center (LRC), room S-510, will help you achieve this goal.

**CUNY Pathways at BMCC**

In fall 2013, CUNY implemented the Pathways initiative across its undergraduate colleges. Pathways established a new system of general education requirements and new transfer guidelines across the University - and by doing so reinforced CUNY’s educational excellence while easing student transfer between CUNY colleges.

The Pathways Common Core framework at BMCC is made up of two elements - the **Required Common Core** and the **Flexible Common Core**.

**Common Core - 30 credits**

**Required Common Core** (12 credits / 4 courses)
- English Composition (2 courses)
- Mathematical and Quantitative Reasoning (1 course)
- Life and Physical Sciences (1 course)

**Flexible Common Core** (18 credits/6 courses)**
- World Cultures and Global Issues (1 course)
- U.S. Experience in its Diversity (1 course)
- Creative Expression (2 courses)**
- Individual and Society (1 course)
- Scientific World (1 course)

** BMCC has specified how the sixth Flexible Common Core course must be chosen, depending on your major.**

For more information on Pathways, please visit [www.bmcc.cuny.edu/pathways](http://www.bmcc.cuny.edu/pathways)
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: www.bmcc.cuny.edu/advisement/page.jsp?pid=1061&n=Articulation%20Agreements

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 Ms. Lindsey Johnson at lijohnson@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 Ms. Julie Waldner at jwaldner@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. 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 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 Clubs

How do I find out about student clubs?

The Office of Student Activities (S-230) works in collaboration with the Student Government Association (S-242) to register clubs and monitor club activity/events. 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). Don’t see a club below that you are interested in? Start a new club! Visit our website at www.bmcc.cuny.edu/studentactivities for more information on how to start a club.

Student Clubs & Organizations*
Clubs meet in these rooms Wednesdays from 2pm-3:50pm.

Academic Clubs
4.0 Achievers
Accounting Club
BMCC Learning Academy Club
Business Enterprise Club
Chi Alpha Epsilon Honor Society
College Discovery Club
Communication Studies Club
Economics, Equality and Environment Club
Finance & Banking Club
Geographic Information Systems Club
Health & Wellness Club
Health Information Technology Club
Honor Society of Black Student Scholars
Life Drawing Club
Math Club
Music Club
Out-In-Two Club
Pre-Law Society Club
Psychology Club
Research and Nature Club
Respiratory Therapy Club
Robotics Club
Science Club
Sculpture Club
Student Nurses Association
Teacher Education Club
Transfer Review Application Connection [TRAC]
Video Production Club

Creative Clubs
Anime Club
Chorus Club
Dance Club
Dance Plus
Essence of Earth
Fashion Plus Club
Go Game Club
Graphic Novel Club
Jewelry Making Club
Makerspace Art Club
Off the Top Club
Painting Club
Theatre Works [Drama Club]
Video Game Club
Web Design Club
Writers Guild

Diversity/Multicultural Clubs
American Sign Language Club
Association of Students of African Descent
Bangladeshi Students Association
Beyond The Limits
Caribbean Students Association
Chinese Culture Association
Chinese Culture Study Society
Crear Futuros
International Students Club
Korean Culture Club
Organization for Student Veterans
Parents Club
Pride Power & Friends Club
South Asian Cultural Club
Urban Mentors & Leaders Association
Women in Science

**Media Organizations**
Acentos Latinos
Radio Club

**Political Clubs**
Dream Team
Socialist Students
Students Without Borders

**Professional Clubs**
BMCC Toastmasters
Computer Science Club
Modern Engineering Solutions Club
National Society of Minorities in Hospitality
Programming Club (F607)
Travel & Tourism Club (F406)

**Religious Clubs**
Chinese Christian Fellowship
International Youth Fellowship
Muslim Students Association
Resurgence in Christ

**Social Service Clubs**
Human Services Club
Inspiring, Motivating, & People to Achieve in College Together [IMPACT]
N.Y. Tribeca Campus Lions Club
Service Learning Leadership Club
Sisterhood Society

**Sports Clubs**
Badminton Club
Pantherettes Cheerleaders
Rowing Club

*Registered clubs are subject to change.*
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

Brooklyn College
Brooklyn College Library
2900 Bedford Avenue
Brooklyn, NY 11210
(718) 951-5342
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.ccny.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

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

Bronx Community College
Bronx Community College Library
2155 University Avenue
Bronx, NY 10453
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

Hostos Community College
Hostos Community College Library
475 Grand Concourse, A308
Bronx, NY 10451
(718) 518-4222
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

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

Queensborough Community College
Kurt R. Schmeller Library
222-05 56th Avenue
Bayside, NY 11364
(718) 631-6227
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

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
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 skateboards, roller skates, in-line skates, 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.
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 S230.

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 online 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.

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.

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

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.

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, 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.
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

   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.

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.
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*

**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. Ms. Levy’s office is located in 199 Chambers Street, Room S701k. You can also contact Deputy Director of Diversity and Title IX Compliance, Theresa Wade, at (212)220-1273 or 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.

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/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 S701K
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 S701J
New York, NY 10007
(212)220-1273
Twade@bmcc.cuny.edu

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

- United States Department of Education, Office for Civil Rights, [http://www2.ed.gov/ocr](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**

RESOLVED, That the Board of Trustees of The City University of New York hereby adopts the Policy on Sexual Misconduct and rescinds its prior Policy on Sexual Assault, which is superseded by the new Policy on Sexual Misconduct, effective October 1, 2015.

**I. Policy Statement**

Every member of The City University of New York community, including students, employees and visitors, deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. Accordingly, CUNY is committed to:
1. Defining conduct that constitutes prohibited sexual harassment, gender-based harassment and sexual violence;

2. Providing clear guidelines for students, employees and visitors on how to report incidents of sexual harassment, gender-based harassment and sexual violence and a commitment that any complaints will be handled respectfully;

3. Promptly responding to and investigating allegations of sexual harassment, gender-based harassment and sexual violence, 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 harassment, gender-based harassment and sexual violence;

5. Providing awareness and prevention information on sexual harassment, gender-based harassment and sexual violence, including widely disseminating this policy, as well as a “students’ bill of rights” and implementing training and educational programs on sexual harassment, gender-based harassment and sexual violence 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 harassment, gender-based harassment and sexual violence and is applicable at all college and units at the University. The CUNY community should also be aware of the following policies that apply to other forms of sex discrimination, as well as to other types of workplace violence and domestic violence that affect the workplace:

- 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 harassment, gender-based harassment or sexual violence covered by this policy.

- The CUNY Campus and Workplace Violence Prevention Policy addresses workplace violence and the CUNY Domestic Violence in the Workplace Policy addresses domestic violence in or affecting employees in the workplace. Link

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. 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.
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, such as sexual assault, rape/attempted rape, and forcible touching/fondling; (2) dating, domestic and intimate partner violence; (3) stalking/cyberstalking (“stalking”) as defined in this policy.

The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section XI below

**B. Retaliation.** This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint.

**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 X below.

**III. 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 harassment, gender-based harassment and sexual violence, in education programs. 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 harassment, gender-based harassment and sexual violence as required by law. The name and contact information for all Title IX Coordinators at CUNY can be found on the university’s dedicated Title IX website at [http://www1.cuny.edu/sites/title-ix/?post_type= campus_profile&p=71](http://www1.cuny.edu/sites/title-ix/?post_type= campus_profile&p=71).

**IV. Immediate Assistance in Cases of Sexual Violence**

**A. Reporting to Law Enforcement**

Students or employees 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 are strongly encouraged to immediately report the incident by calling 911, contacting NYPD Special Victims Division or their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week. 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.
B. Obtaining Immediate Medical Attention and Emotional Support

CUNY is committed to assisting anyone who experiences sexual violence to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For rapes in particular, immediate treatment and the preservation of evidence of the incident are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible, either on or off-campus.

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.

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

V. Reporting Sexual Harassment, Gender-Based Harassment or Sexual Violence to the College

CUNY encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as “complainants”) to report the incident(s) to campus authorities, 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. However, students should be aware that there are employees at their college/unit whom they can speak with on a strictly confidential basis before determining whether to make a report to college authorities. See Section VI below.

A. Filing a Complaint with Campus Authorities

i. Students

Students who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of the Vice President for Student Affairs and/or Dean of Students;
- Residence Life staff

ii. Employees

Employees who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Director of Human Resources;
- Office of Public Safety.
iii. Visitors
Visitors who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:
• Title IX Coordinator;
• Office of Public Safety;
• Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

Once any of the individuals or offices above is notified of an incident of sexual harassment, gender-based harassment or sexual violence, she/he will coordinate with the appropriate college offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These individuals 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.

B. Support Assistance for Complainants
i. Students
When a Title IX Coordinator receives a complaint of sexual misconduct from a student, she/he will work with the Chief Student Affairs Officer to identify a trained staff member to assist the complainant with support services.

ii. Employees
When a Title IX Coordinator receives a complaint of sexual misconduct from an employee, she/he will work with the Human Resources Director to assist the complainant with support services.

C. Request that the College Maintain a Complainant’s Confidentiality, Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement
After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request that no investigation into a particular incident be conducted or 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. A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all efforts will be undertaken 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 she/he will maintain confidentiality as requested by the complainant, the college will take all 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.
In any event, the college is required to abide by any laws mandating disclosure, such as the Jeanne Clery Act and New York’s Campus Safety Act. However, notification under the Jeanne Clery Act is done without divulging the complaint’s identity, and notification of sexual violence under the New York Campus Safety Act is not required and will not be done if the complainant requests confidentiality. If the Title IX Coordinator determines that the college must report the incident to outside law enforcement, the college will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

D. Action by Bystanders and Other Community Members
While those employees designated as “responsible” employees are required reporters as set forth in Section VI 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 harassment, gender-based harassment or sexual violence that they may witness. Although these actions will depend on the circumstances, they include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report an incident of sexual harassment, gender-based harassment or sexual violence that they observe or become aware of to the Title IX Coordinator, and/or the offices of Public Safety and the Vice President of Students Affairs and/or Dean of Students at their college and, in the case of employees, the Human Resources office. 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.

E. Amnesty for Drug and Alcohol Use
CUNY strongly encourages students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, in accordance with CUNY’s Drug/Alcohol Use Amnesty Policy, a student acting in good faith who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of CUNY’s Policy Against Drugs and Alcohol in connection with the reported incident.

F. 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. [link] 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.
**G. Reporting Retaliation**

An individual may file a complaint with the Title IX Coordinator if she/he has been retaliated against for reporting sexual harassment, gender-based harassment or sexual violence, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section VIII of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

**VI. Reporting/Confidentiality Obligations of College and University Employees**

An individual who speaks to a college or CUNY employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

**A. Confidential Employees**

- **For Students.** Students at CUNY who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:
  - Counselor or other staff member at their college counseling center;
  - Nurse, nurse practitioner or other staff member in the college health office;
  - Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college; or
  - Staff member in a women’s or men’s center, if one exists at their college.

The above individuals will not report any 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 to the complainant or any other person.

A student who speaks solely to a “confidential” employee is advised that, if the student wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

- **For Employees.** Although there is no one directly employed by CUNY to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence, 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**

“Responsible” employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality, except that the Title IX Coordinator may
honor a request for confidentiality under the circumstances described in Section V (C) 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, the “responsible” employee's supervisor, and other people responsible for handling the college’s response to the report.

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.

CUNY has designated the following individuals as “responsible” employees:

(i) Title IX Coordinator and her/his staff
(ii) Office of Public Safety employees (all)
(iii) Vice President for Student Affairs and Dean of Students and all staff housed in those offices
(iv) Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all)
(v) College President, Vice Presidents and Deans
(vi) Athletics Staff (all)
(vii) Department Chairpersons/Executive Officers
(viii) Human Resources staff (all)
(ix) University Office of the General Counsel employees (all)
(x) College/unit attorney and her/his staff
(xi) College/unit labor designee and her/his staff
(xii) Faculty members at times when they are leading or supervising student on off-campus trips
(xiii) Faculty or staff advisors to student groups
(xiv) Employees who are Managers (all)
(xv) SEEK/College Discovery staff (all)
(xvi) College Childcare Center staff (all)
(xvii) Directors of “Educational Opportunity Centers” affiliated with CUNY colleges

C. All Other Employees

Employees other than those identified in subsections “A” and “B” above are permitted but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are strongly encouraged by CUNY to make such a report.

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.
VII. Interim and Supportive Measures
The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, the college will seek to minimize the burden on the complainant. The complainant and the respondent shall each be afforded, upon request, a prompt review of the need for and terms of any interim or supportive measure that directly affects him or her and shall be permitted to submit evidence in support of his/her request. The request for such a review shall be made to the college's Chief Student Affairs Officer, if either the complainant or the respondent is a student or to college's Director of Human Resources if both the complainant and the respondent are employees. If a request is made in a case involving both a student and an employee, the Chief Student Affairs Officer shall consult with the Director of Human Resources.

A. Types of Interim and Supportive Measures
Interim and supportive measures may include, among other things:
(i) Making necessary changes to academic programs, including a change in class schedule, making appropriate accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting the complainant to attend a class via Skype or other alternative means where appropriate, providing an academic tutor, or extending deadlines for assignments;
(ii) Making necessary 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) Prohibiting contact between the complainant and the respondent (“no contact” orders);
(vii) Offering counseling services to the complainant, to the respondent, and, where appropriate, to witnesses, through the college Counseling Center or other appropriate college office, or a referral to an off-campus agency;
(viii) Providing the complainant assistance in obtaining medical and other services, including access to rape crisis centers;
(ix) Providing the complainant assistance with filing a criminal complaint and seeking an order of protection;
(x) Enforcing an order of protection;
(xi) Addressing situations in which it appears that a complainant's academic progress is affected by the alleged incident;
(xii) In exceptional circumstances, seeking an emergency suspension of a student or an employee under applicable CUNY Bylaws, rules, policies and collective bargaining agreements.

B. Process for Review of “No Contact” Orders
The complainant and the respondent shall each be afforded, upon request, a prompt review of the need for and terms of a “no contact” order (including
possible modification or discontinuance of the order), and shall be allowed to submit evidence to support their request. The request for such a review 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 Director of Human Resources, if both the complainant and the respondent are employees. If possible, the college shall 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.

VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence
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 harassment, gender-based harassment or sexual violence may have been committed against a student, employee or visitor, unless the complainant has requested that the college refrain from such an investigation and the college has determined that it may do so.

A. The Investigation
The college Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the respondent that an investigation is being commenced and shall provide the respondent with a written summary of the allegations of the complaint. The Title IX Coordinator shall coordinate investigative efforts with other college offices, and may designate another trained individual to conduct all or part of the investigation. 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.

The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including: (i) taking interim measures; (ii) preventing retaliation; (iii) providing the complainant and the respondent with periodic status updates of the investigation and notice of outcome of the investigation; (iv) informing the complainant of her/his right to file a criminal complaint; (v) coordinating with law enforcement agencies, as appropriate, after consultation with Public Safety; (vi) maintaining all documents of the investigation; and (vii) drafting a report of findings, which is to be submitted to the College President.

B. Conflicts
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.

C. Mediation
While mediation is not permitted in cases where sexual violence is alleged, it may be appropriate where sexual harassment or gender-based harassment allegations have been made by a student or employee but there is no allegation of sexual violence. Mediation is a process whereby the parties can participate in a search for fair and workable solutions. Mediation requires the consent of both
the complainant and the respondent, but does not require the complainant and respondent to meet face-to-face. Either party, however, has the right to end the mediation at any time and proceed with the investigation process. A respondent who is covered by a collective bargaining agreement may consult with and have a union representative present at any mediation session. Unless the mediation results in a timely resolution agreed to in writing by the complainant, the respondent and the college, the college shall end the mediation and resume the investigation.

D. Timing
The college shall make every reasonable effort to ensure that the investigation and resolution of a 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 may not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some complaints may require extensive investigation, whenever 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.

E. Report of Findings
Following the completion of the investigation, the Title IX Coordinator shall report her/his findings to the College President in writing. Following such report, the College President shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the 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.

F. Disciplinary Action
Following an investigation, the College President may recommend that disciplinary action be commenced against the respondent student or employee.

i. Discipline Against Students
In cases where a student is charged with a violation of this policy, including retaliation, the matter shall be referred to the college’s Office of Student Affairs and action shall be taken in accordance with Article XV of the CUNY Bylaws, which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to be represented by an attorney or advisor of their choice, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University.

ii. Discipline Against Employees
In cases where an employee is charged with a violation of this policy, including retaliation, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include reprimand, suspension 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 collective bargaining agreements.
iii. Action Against Visitors
In cases where the person accused of sexual harassment, gender-based harassment or sexual violence is neither a CUNY student nor a CUNY employee, the college's ability to take action against the accused is extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, the matter shall be referred to local law enforcement for legal action where appropriate.

iv. No Disciplinary Action
In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and the respondent of that decision contemporaneously, in writing, and shall offer counseling or other support services to both the complainant and the respondent.

G. Malicious Allegations
Members of the CUNY community who make false and malicious complaints of sexual harassment, gender-based harassment or sexual violence, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

H. 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.

I. Filing External Complaints
Complainants have the right at any time to file complaints with the Office for Civil Rights (“OCR”) of the U.S. Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Contact information for OCR and other relevant agencies is set forth on the CUNY Title IX web page.

IX. 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 Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website and including it in any student or faculty handbooks and in residence life 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
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 harassment, gender-based harassment and sexual violence 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 harassment, gender-based harassment or sexual violence under this policy, as well as those employees who have been designated as confidential employees.

ii. 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 harassment, gender-based harassment and sexual violence. The college shall also share information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

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.

X. Rules Regarding Intimate Relationships
A. 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 harassment.

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 academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

B. Relationships between Supervisors and Employees

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors 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.

XI. Definitions of Terms in this Policy

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 may be initially given but withdrawn at any time. 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.

When consent is withdrawn or 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 harassment, gender-based harassment or sexual violence, 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 harassment, gender-based harassment or sexual violence made under this policy.

**D. Dating, Domestic and Intimate Partner Violence** is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

**E. 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.

**F. 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.

**G. Managers** are employees who have the authority to either (a) make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

**H. 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.

**I. Respondent** refers to the individual who is alleged to have committed sexual harassment, gender-based harassment or sexual violence against a CUNY student, employee, or visitor.

**J. Retaliation** is adverse treatment of an individual as a result of that individual’s reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence 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.

K. Sexual Activity is
- penetration, however slight, of the vulva or the anus by the penis, hand/fingers or other object;
- contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person; or
- intentional touching, either directly or through the clothing of any other body part, with an intent to abuse, humiliate, harass, degrade or arouse or gratify the sexual desire of any person.

L. Sexual Assault is any form of sexual activity that occurs without consent.

M. 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.

For purposes of this policy, sexual harassment also includes acts that violate an individual’s right to privacy in connection with her/his body and/or sexual activity such as:
(i) Recording images (e.g. video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;

(ii) 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;

(iii) 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.

N. Sexual Misconduct is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

O. Sexual Violence is an umbrella term that 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.

P. Stalking is intentionally engaging in a course of conduct directed at a specific person with whom the perpetrator currently has, previously has had, or desires to have, some form of sexual or romantic relationship, 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

2. 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

3. 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.

Q. Visitor is an individual who is present at a CUNY campus or unit but is not a student or an employee.
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. Ms. Levy’s office is located at 199 Chambers Street, Room S701K.

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 addressed in 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*

**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
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

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

The Board of Trustees of The City University of New York approved an expanded tobacco policy that will make CUNY the largest smoke-free university system in the United States.

Effective no later than September 4, 2012, the following shall be prohibited at The City University of New York: (i) the use of tobacco on all grounds and facilities under CUNY jurisdiction, including indoor locations and outdoor locations such as playing fields; entrances and exits to buildings; and parking lots; (ii) tobacco industry promotions, advertising, marketing, and distribution of marketing materials on campus properties; and (iii) tobacco industry sponsorship of athletic events and athletes.

The action was approved by the Board at its meeting on January 24, 2011.

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

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.
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>Main Building</td>
<td>199 Chambers Street, New York, NY 10007</td>
</tr>
<tr>
<td>Fiterman Hall</td>
<td>245 Greenwich Street, New York, NY 10007</td>
</tr>
<tr>
<td>Murray Street Building</td>
<td>70 Murray Street, New York, NY 10007</td>
</tr>
<tr>
<td>Off Campus- CUNY in the Heights</td>
<td>5030 Broadway, New York, NY 10034 (between 213th Street and 214th Street)</td>
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<td>Off Campus- John Jay College of Criminal Justice</td>
<td>500 West 56th Street New York, NY 10019</td>
</tr>
<tr>
<td>Off Campus- Lehman College</td>
<td>250 Bedford Park Boulevard West Bronx, NY 10468</td>
</tr>
<tr>
<td>Off Campus- Brooklyn College</td>
<td>2900 Bedford Avenue Brooklyn, NY 11210</td>
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<tr>
<td>Off Campus- St. John's University-Manhattan</td>
<td>101 Astor Place New York, NY 10003</td>
</tr>
<tr>
<td>Off Campus- Long Island University-Brooklyn</td>
<td>1 University Plaza Brooklyn, NY 11201</td>
</tr>
<tr>
<td>Center for Continuing Education and Workforce Development</td>
<td>25 Broadway, 8th Floor New York, NY 10004</td>
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